

Special Consideration Regulations

1. Version

These Regulations came into force on 22 February 2016.

2. Authority

The Deputy Vice-Chancellor holds authority for these Regulations.

3. Special consideration of Assessment Items

A student may apply for special consideration of assessment items where,

- (a) they have suffered an acute illness, injury or other reasonably unforeseeable circumstances
 - i. which has prevented them from completing any major item(s) of work for assessment in a course; or
 - ii. which has impaired their performance (including by interruption of pre-assessment revision) to the extent that the result(s) are likely to under-represent their true and evidenced level of mastery of the material in the course; or
- (b)
 - i. they have been selected to perform, compete, adjudicate or officiate as a national sporting representative at national or international competitions; or
 - ii. they are members of a national cultural group on tour nationally or internationally.

4. Special Consideration for Late Discontinuation

A student may apply for special consideration for a late withdrawal where the student has been prevented from completing the course(s), due to circumstances beyond the student's control or that were not reasonably foreseeable, and was unable to withdraw from the course(s) by the published withdrawal deadline.

5. Applications must be Timely

Applications must be made to the Records, Examinations and Graduation Office as soon as practicable. It is permitted to consolidate a number of different assessment items on a single application where the justification and evidence are the same.

- (a) Applications under Regulation 3(a) should be lodged within five working days of the due date of the assessment item.
- (b) Applications under Regulation 3(b) should be lodged prior to the commencement of the course or no later than five working days after the student's selection to participate in the relevant event.
- (c) Applications under Regulation 4 should be lodged no later than five working days after the final date of the examination period relating to the course(s).
- (d) An application made after the deadline indicated in Regulation 5(a)–(c), must be accompanied by a detailed explanation of the reason for the delay. The explanation must refer to any earlier communications with the University and specify the dates of those communications. If the explanation for the delay is judged to be unsatisfactory, the application as a whole will be declined.
- (e) Any application lodged after the publication of grades must be approved by the Deputy Vice-Chancellor before it is considered further. Such exceptional applications require a very compelling case to be made under Regulation 5(d).
- (f) Applications under Regulation 4 submitted after the publication of grades must apply to all courses studied during the relevant period of study (semester), inclusive of those that are not completed during that period.

6. Applications must be Supported with Evidence

- (a) Evidence must be supplied for all forms of special consideration, including withdrawal, and must relate to the condition or circumstances of the student at the time of the affected assessments or the course as a whole.
- (b) In the case of illness or injury to the student, satisfactory evidence must include a confidential report on the prescribed form from an approved health professional listed in the Special Consideration Procedures and Guidelines in the Policy Library. The report must state the nature of the illness or injury and the practitioner's professional opinion about its effect on the student's ability to complete or undertake the assessment item. It must relate to a consultation that took place within a period that is relevant to the

assessment item, which may include an extension to permit the practitioner to make a sound evaluation of the student's condition at the time of the assessment item.

- (c) In the case of bereavement, appropriate evidence may include a death notice from a newspaper or a letter from a medical practitioner, funeral director, minister of religion, religious leader, kaumatua or the police. Where the notice or letter does not indicate the relationship of the deceased to the student, the student should attach a letter stating that relationship.
- (d) In cases not covered under Regulation 6(a)–(b), the nature of the supporting evidence will depend on circumstances, but might include police reports, medical certificates or letters from others involved in the situation that has led to the application. Where independent evidence cannot be provided, then a statutory declaration must be provided.

7. Applications are First Assessed on Evidence

- (a) Applications are first assessed by the Special Consideration Panel to evaluate the grounds of the application. The Records, Examinations and Graduation Office will notify the student within five working days of the committee's decision as to whether the grounds for the application are accepted or declined.

8. Remedies for Special Consideration of Assessment Items

If the grounds for an application are accepted by the Special Consideration Panel, then the application will be further assessed (as below) for academic remedies, which may be subject to conditions and may include penalties where the conditions are not met. Applications under Regulation 3(b) must have a pre-approved remedy from Regulation 8(a)–(c) below only.

- (a) For assessment items other than tests or examinations, the course coordinator may approve a specified time extension as supported by the evidence. The course coordinator will notify the student directly of this extension.
- (b) For tests or examinations where there is sufficient time to make arrangements, the course coordinator (or examiner(s)) may approve the assessment to be undertaken using special facilities and/or over an extended period. The course coordinator will notify the student of the approved arrangements.
- (c) For late arrivals or missed tests or examinations, the Examinations Arrangements Senior Coordinator may approve the assessment to be undertaken at another, later time. Such approval will be given only after consultation with the course examiner(s) and when satisfied that the integrity of the assessment has not been (and will not be) compromised. The Examinations Arrangements Senior Coordinator will directly communicate the approved arrangements.
- (d) Where none of the arrangements in Regulation 8(a)–(c) are appropriate, then the Head of Department or School may approve an alternative special assessment to be undertaken. The Head of Department or School will notify the student of the approved arrangement.
- (e) Where none of the arrangements in Regulation 8(a)–(d) are appropriate, then the Head of Department or School will consider the application after the final assessment item of the course has been marked. In consultation with the course examiner(s), the Head of Department or School will determine a computed grade based on appropriate items of other assessment completed during the course and (where relevant) other related courses undertaken at the same time or earlier. The computed grade will be applied only where the student has completed a substantial part of the course and has performed at a satisfactory level in a substantial proportion of the assessment items for the course. If the Head of Department or School is satisfied that the student would have attained the computed grade (or at least a pass grade) had the assessment been undertaken without impairment, then the grade (or pass) will be approved with a postfix of "AEG"; otherwise the non-computed grade, including failing grades, will be approved without a postfix. The Head of Department or School will notify the student that the application is to be considered at the conclusion of the course. The final outcome will be communicated to the student via the posting of final grades.

9. Approval for Special Consideration for Late Discontinuation

If the grounds for an application for special consideration for late withdrawal are accepted by the Special Consideration Panel, then the relevant dean will determine, in consultation with the relevant course coordinator(s), whether to approve late withdrawal. Approval will be determined on the basis of evidence as to degree to which the student has completed or engaged in the course of study. Notification of the decision will come from the Records, Examinations and Graduation Office.

10. Relevant Policy

Special Consideration Procedures and Guidelines

11. Right of Appeal

- (a) A student may object to the decision made with respect to their application by lodged in writing an appeal within 10 working days with the University Grievance Coordinator.
- (b) An appeal of a decision made by the Special Consideration Panel will in the first instance be heard by the Academic Appeals Committee.
- (c) All other appeals will follow normal procedures as detailed in the Academic Appeals and Grievances Regulations.