

## Aegrotat Pass Regulations

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Current Version:	09/08/2018	Officer Responsible:	DCE – Academic, Innovation and Research (AIR)
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Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

# 1 Introduction

## 1.1 Purpose

This policy is to provide a framework and principles for situations where learners are absent from an assessment event or are unable to perform to the best of their ability through critical circumstances beyond their control.

## 1.2 Scope and Application

- a This policy applies to:
  - i Programmes that allow aegrotats.
  - ii Assessments conducted by or delegated to Ara Institute of Canterbury Ltd<sup>1</sup>, where alternative arrangements cannot be made for the learner to complete the assessment due to administrative or other reasons.
- b It does not apply to:
  - i Assessment situations where documented evidence is required that every learning outcome has been individually assessed (e.g. as in the case with many unit standards registered on the National Qualifications Framework).
  - ii Assessments controlled and administered by an external body (refer to examining body handbook or chief supervisor conducting the assessment on behalf of that body).
  - iii Absence from or impaired performance in an assessment because a learner has not attended class, studied or prepared for the assessment.

## 1.3 Formal Delegations

- a The Ara Academic Committee Terms of Reference are updated on a regular basis and submitted to the Board for ratification. The current terms of reference include the following responsibilities relevant to this policy:

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<sup>1</sup> From herein referred to as Ara

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- i Setting academic standards, including assessment policies and procedures, related to programme assessment and moderation.
  - ii Overseeing the establishment and reviewing of programme regulations, including policies and practices regarding assessment and appeals.
  - iii Establishing procedures for handling appeals and complaints related to academic matters.
- b Sub delegations from the Ara Academic Committee to other bodies are recorded in the minutes of the Ara Academic Committee and summarised in an attachment to the Board's Terms of Reference. Refer Section 3 of this policy for delegations relevant to this policy, as well as responsibilities for specific tasks and authority to vary policy.
- c Ara Academic Committee to Heads of Department (relevant to this policy):
- i Aegrotat – Decisions regarding eligibility for an aegrotat. Decisions on assessment of learners' performance for an aegrotat pass (reported to the Department Evaluation Group).
- d Ara Academic Committee to Academic Appeals Committee:
- i Consideration of appeals against declined aegrotat applications.

## 1.4 Definitions

- a **Aegrotat Assessment:** An appraisal made of how a learner is likely to have achieved had the assessment been attempted or performance unimpaired. Learners will be expected to show sufficient achievement in other course work to allow an aegrotat assessment to be made.
- b **Aegrotat Eligibility:** A decision made on whether an application for an aegrotat meets the criteria as stated in this policy.
- c **Aegrotat Pass:** A pass awarded to a learner who was unable to complete an assessment at the specified time or whose performance on that assessment was impaired, on the grounds detailed in this policy.
- d **Assessment:** Test, examination, assignment, or other activity used to measure learner achievement.
- e **Impaired Performance:** When a learner believes that their performance in any assessment activity has been seriously compromised due to illness, injury, bereavement or other critical personal circumstances.

<b>Related Ara Procedures and Forms</b> <ul style="list-style-type: none"> <li>• APP510a Aegrotat Application Learner Information</li> <li>• APP510b Aegrotat Application</li> <li>• APP510c Practitioner Statement</li> <li>• APP510d Bereavement, Funeral/Tangihanga or Childbirth/Whanau Information Form</li> <li>• APP517a Application for Academic Appeal</li> </ul>	<b>Related Ara Policies</b> <ul style="list-style-type: none"> <li>• APP505 Assessment</li> </ul>
<b>Related Legislation or Other Documentation</b> <ul style="list-style-type: none"> <li>• The Privacy Act 1993 (Information Privacy Principles (IPPs))</li> </ul>	<b>Good Practice Guidelines</b>
<b>References</b> <a href="http://infoweb.ara.ac.nz/_data/assets/pdf_file/0004/230584/Privacy-principles.pdf">http://infoweb.ara.ac.nz/_data/assets/pdf_file/0004/230584/Privacy-principles.pdf</a>	
<b>Notes</b> 2012 - Changes made throughout the policy to reflect the changes to the structures within CPIT.	

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Purpose and principles added.

2016 – new branding; updated Results Office to Department Office.

2017 – addition of statement that Formal Appeals are reported publicly every six months

2017- amendments include addition of statement that Formal Appeals will be reported publicly every six months, an "impaired performance" definition, inclusion of The Privacy Act of 1993 (Information Privacy Principles {IPPs}) related legislation, clarity of Board of Studies reporting process, and deletion of "C\*" (Aegrotat Pass, assessed Grade C) deemed to be no longer utilized.

2018 – Change to 3.2d to align with TANZ Harmonisation regulations.

2018 – Restructure of Te Kāhui Manukura.

2020 – NZIST changes – Academic Board becomes Ara Academic Committee; Ara Council becomes Ara Board. Changing 'student' to 'learner'.

## 2 Principles

- 2.1 Aegrotat pass regulations are fair, valid, equitable and inclusive to all learners.
- 2.2 Heads of Department are responsible for ensuring that all applications are processed according to the approved Ara policy and procedures.
- 2.3 Any reconsideration of result following an aegrotat application must not disadvantage the learner.

## 3 Associated procedures for Ara Academic Policy on: Aegrotat Pass Regulations

<b>Contents:</b>	3.1	Introduction
	3.2	Aegrotat Process
	3.3	Appeals

### 3.1 Introduction

- a Aegrotat provisions exist so that learners are not unfairly disadvantaged if they cannot undertake an assessment, or their performance is impaired, because of specified circumstances beyond their control.
- b Ara policy, however, is that if at all possible, learners are assessed, rather than using the aegrotat regulations. An aegrotat is the last resort. The following alternatives are preferred options:
  - i An alternative assessment (different time and/or different assessment).
  - ii 'Resit' provisions, as provided to other learners.
  - iii Extension of time to complete an assignment.
  - iv Learning Services support to undertake the assessment (e.g. use of a writer for an injured arm).
- c Where aegrotat regulations are used, the preferred option is for the learner to complete the assessment if possible and, if the grounds for an aegrotat are covered by this policy, apply for "impaired performance".
- d An aegrotat (including "impaired performance") is awarded only if there is sufficient evidence from other assessments or class work that the learner has achieved the

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learning outcomes. In some cases, this decision cannot be made until the end of the course, when all other assessments have been completed.

### 3.2 Aegrotat Process

There are two steps to the aegrotat process:

**Step 1: Deciding whether the application meets the criteria for an aegrotat and, if so, accepting the application.**

**Step 2: Deciding whether the learner meets the learning outcomes and, if so, awarding an aegrotat pass.**

#### Step 1 Criteria:

- a Unless otherwise specified in the programme regulations, Aegrotats are available in all programmes.
- b Illness, injury, bereavement, childbirth or other unforeseen critical circumstances, occurring on or immediately prior to the day of assessment, prevents the learner attending the assessment or seriously impairs performance during the assessment itself (inability to attend classes, study or prepare for the assessment is not covered by this criteria).
- c Ara reserves the right to require documentation to verify the learner's circumstances at the time of the assessment:
  - i Registered/Accredited Medical Practitioner, Psychologist, Dental Surgeon, Psychiatrist, Kaumatua or Ara Counsellor, on the Ara form "Practitioner Statement", with enough detail to establish the nature of the problem and the extent to which it led to absence or impaired performance.
  - ii Funeral or birth notice/evidence with the Ara form "Funeral/Tangihanga or Childbirth/Whanau Information," at the department's discretion.
- d In all cases, the initial notification must be prior to the assessment event. For tests and examinations, this means the start time of the assessment. For assignments, this means the deadline for submission. Under exceptional circumstances this requirement may be waived provided that notification was at the earliest possible opportunity.
- e There is no alternative assessment time or method, extension of time to complete an assignment, or support available from Learning Services (e.g. use of a writer for a learner with injured arm).
- f Note that if possible, the learner is expected to attempt the assessment and apply for "impaired performance".

#### Step 1 Procedure:

- a The learner submits the completed application to the Department Office. Learners should obtain the medical report themselves or authorise the person writing the report to disclose it to Ara [Privacy Principle 11 (d)]. Note that the information received will be used only for the purpose of deciding whether an aegrotat application should be accepted [Privacy Principle 10]. Refer to *The Privacy Act 1993*.
- b The Department Office confirms that the assessment regulations in the programme of study do not allow for alternative arrangements to complete the assessment and forwards the application to the Head of Department for consideration.
- c The Head of Department informs the learner and the relevant staff within their Department, whether the application has been accepted for aegrotat assessment or not.

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### **Step 2 Criteria:**

- a The Head of Department or delegate is satisfied that the learner would have performed to an acceptable standard if they completed the assessment or did so without impairment.
- b The Department has evidence that the learner has achieved at the required standard on similar assessments and/or coursework.

### **Step 2 Procedure:**

- a The Head of Department or delegate, in consultation with the tutor(s), determines against documented procedures whether there is sufficient evidence from other assessments that the learning outcomes have been achieved and any attendance requirements met.
- b The Department informs the learner whether or not an aegrotat pass has granted and enters the result in the Student Management System (SMS). If not granted, the Department advises the learner of the rationale.
- c If successful, the learner's record will show:
  - i "AP" or other notation specified by external regulations where an aegrotat pass is granted for the main course assessment,
- d Learners may choose between the grade they obtained and an aegrotat pass if they apply for an aegrotat with impaired performance, and then find that they have passed the assessment.
- e The Head of Department submits a report to their respective Department Evaluation Group.

## **3.3 Appeals**

- a Appeals regarding Step 1 (criteria for accepting an application) are to be in writing (using *APP517a Application for Academic Appeal* form) to the Department Evaluation Group within **10 working days** (excluding public holidays) of receiving notice that the application is declined.
- b Appeals regarding Step 2 (awarding an aegrotat pass) are made under the same conditions as any other assessment – refer to policy *APP505 Assessment* in Ara's Academic Policies & Procedures.
- c Appeal decisions are reported publicly every six months. Please note no identifying information is published.