

Special Consideration Regulations

1. Version

These Regulations came into force on 1 July 2022

2. Authority

The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.

3. Special consideration of Assessment Items

A student may apply for special consideration of assessment items (including formal examinations) where,

- (a) they have been impaired by a significant acute or temporary illness or injury or other exceptional and/or unforeseeable circumstances beyond the student's control
 - 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 (at the time of or within a 14-day period immediately prior to the assessment) 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

Only in exceptional circumstances, may a student apply for special consideration for a late discontinuation where the student, is able to demonstrate:

- (a) that they have been prevented from engaging and completing the course(s), due to circumstances beyond the student's control or that were not reasonably foreseeable, and
- (b) that they did not sit the final examination; and
- (c) were unable to withdraw from the course(s) by the published withdrawal deadline.

5. Applications must be Timely

Applications must be made to the Special Considerations Coordinator within the timeframes listed below. It is permitted to consolidate several different assessment items into a single application where the justification and evidence are the same.

- (a) Applications under Regulation 3(a) must be submitted within five working days of the due date of the assessment item.
- (b) Applications under Regulation 3(b) must be submitted 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 whichever is later.
- (c) Applications under Regulation 4 must be submitted no later than five working days after the final date of the relevant examination period relating to the course(s).
- (d) An application made after the relevant deadline indicated in Regulation 5(a)–(c), must be accompanied by a detailed explanation outlining the reason for the delay. The explanation must refer to any prior communications with the University and specify the dates of those communications. If the explanation for the application 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 Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic (or delegate) before it is considered further. Exceptional cases, which require a compelling case, will only be approved 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 types of special consideration applications, (as listed in Regulations 3 and 4 above) and must relate to the condition(s) 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, an approved health professional as listed in the Special Considerations Policy and Procedures must provide evidence in the form of a confidential report on the prescribed form stating:
- i. The nature, severity and duration 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.
 - ii. That the consultation that took place within a period that is relevant to the assessment item. For a missed examination this should be within 48 hours of the examination and for impaired performance the medical certificate should be dated within 10 working days of the assessment unless special circumstances apply.
- (c) In the case of bereavement, appropriate evidence should include a death notice from a newspaper or a letter from a medical practitioner, funeral director, minister of religion, religious leader, kaumatua, pacific elder/matua 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, from a third party, stating the 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.

7. Remedies for Special Consideration of Assessment Items

If an application is accepted by the Special Consideration Panel or an appropriate delegate, the application will then be assessed (as below) to determine the appropriate academic remedy(ies), which may be subject to conditions and may include penalties where the conditions are not met. Regulations 7(a) to (e) below list appropriate academic remedies which may be granted for an approved Special Considerations application. Applications approved under Regulation 3(b) must have a remedy from Regulations 7(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 Kairuruku Matua Whakamātautau | 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 Kairuruku Matua Whakamātautau | Examinations Arrangements Senior Coordinator will directly communicate the approved arrangements with the student.
- (d) The Tumuaki Tari/Kura | Head of Department or School may approve an alternative special assessment (including an examination) to be undertaken. The Tumuaki Tari/Kura | Head of Department or School will notify the student of the approved arrangement.
- (e) Where none of the arrangements in Regulation 7(a)–(d) are appropriate, then the Tumuaki Tari/Kura | 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 Tumuaki Tari/Kura | 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:
 - i. at least 50% of the assessment of the course; and
 - ii. has performed at a satisfactory level in a substantial proportion of the assessment items for the course. If the Tumuaki Tari/Kura | Head of Department or School is satisfied that the student would have attained the computed grade (or at least a pass 'P' grade) had the assessment been undertaken without impairment, then the grade (including a 'P' grade) will be approved with a postfix of "AEG"; otherwise the non-computed grade, including failing grades, will be approved without a postfix. The final outcome will be communicated to the student via the posting of final grades.

8. Approval for Special Consideration for Late Discontinuation

If the grounds for an application for special consideration for late withdrawal (Regulation 4) are accepted by the Special Consideration Panel, then the relevant Amo | Dean (or delegate) will determine, in consultation with the relevant course coordinator(s), whether to approve the late withdrawal. Approval will be determined on the basis of evidence as to the extent to which the student has completed or engaged in the course of study. Notification of the decision will come from the Academic Records Office.

9. Relevant Policy

Special Consideration Policy and Procedures.

10. Right of Appeal

- (a) A student may object to the decision made with respect to their application by lodging in writing an appeal within 10 working days with the Kairuruku Nawe | University Grievance and Concerns Advisor.
- (b) An appeal of a decision made by the Special Consideration Panel will be heard by the Chair of the Special Considerations Panel or a delegate who is independent of the original decision. A student who is still aggrieved by the outcome after their first appeal must seek leave to appeal that decision to the Academic Appeals Committee, as outlined in the Appeals Regulations.
- (c) All other appeals will follow normal procedures as detailed in the Appeals Regulations.