

## TO STUDENTS

An 'aegrotat' pass ('AG') may be awarded if you have missed an assessment event due to critical personal circumstances. An Impaired Performance consideration may be made if you completed an assessment task, but believe your preparation and/or performance were adversely affected due to critical personal circumstances.

- ▼ The assessment event must comprise at least 10% of the final mark, and at least 40% of the course's assessment must already have been completed.
- ▼ The assessment event needs to have been held at a fixed time (ie a test/examination). Assignments are **not** eligible for consideration.
- ▼ Your critical personal circumstances may **not** be the result of a long-term, on-going impairment.

## ALTERNATIVES TO THE AEGROTAT PROCESS

It is preferable that you complete your course assessments if possible. In order to help you do this, you could consider one of the following:

- ▼ A change of venue
- ▼ A change of assessment date (within a 24-hour period)
- ▼ An alternative assessment

Contact Massey so we can discuss the best option for you, in light of your particular circumstances.

## WHAT ARE THE POSSIBLE OUTCOMES?

- ▼ A 'letter' grade
- ▼ An 'aegrotat' grade (AG)
- ▼ Did Not Complete (DC)
- ▼ Not Finalised (NF)

NOTE: Consideration of an Aegrotat/Impaired Performance application does **not** guarantee a change of grade.

## FULL REGULATIONS

More information about Aegrotat and Impaired Performance can be found at: [www.massey.ac.nz/?aadd62500e](http://www.massey.ac.nz/?aadd62500e)

## WHAT DO I NEED TO DO?

Within seven days following the assessment:

- ▼ Complete **Part 1** of this form, and have a Registered Medical Practitioner\* complete **Part 2**

Within two weeks of the assessment:

- ▼ Photograph or scan page two of this completed form and email it as an attachment to [exams@massey.ac.nz](mailto:exams@massey.ac.nz)

Alternatively you can hand deliver to the Campus Information desk on any Massey campus. If neither of these options is available to you, contact Massey on 0800 MASSEY (0800 627 739).

## TO STUDENTS ATTENDING THE UNIVERSITY HEALTH AND COUNSELLING SERVICES

The Student Health and Counselling Services will advise you of the procedure.

### \*REGISTERED HEALTH PROFESSIONALS INCLUDE:

Counsellors who are members of the NZ Association of Counsellors; Registered Psychotherapists; Registered Dentists and Dental Specialists; Registered Medical Practitioners; Registered Nurses; Registered Midwives; Registered Physiotherapists; Registered Psychologists; Registered Specialist Medical Practitioners; Social Workers who are members of the Aotearoa New Zealand Association of Social Workers; Other health professionals may be approved by Massey University by its Academic Board or its delegates.

## TO REGISTERED HEALTH PROFESSIONALS

In order to ensure fairness of treatment of Aegrotat and Impaired Performance applications between students who consult the University Students' Welfare Services, and students who consult private health professionals, Massey University has developed guidelines as follows:

- Massey University has authorised the registered health professionals listed in the previous column to complete the health professional component of this application. Should you not be a member of one of these groups, it would be appreciated if you could inform the student so they can approach one of the registered health professionals listed.
- The criterion for an Aegrotat application is that the student has been prevented, due to exceptional circumstances, from presenting themselves at examination(s) or assessment(s).
- Impaired Performance regulations apply when an assessment component is undertaken, but performance or preparation for it, has been seriously impaired.
- Critical personal circumstances are defined as circumstances which have a profound effect on the 'normal' functioning of the student. The effect will usually be in terms of ability to concentrate, to think clearly or be able to put aside strong emotion for the duration of the assessment or a significant proportion of the study period.

Some examples of critical personal circumstances include, but are not limited to: the break-up of a long-standing relationship; sudden illness or injury to a close relative or friend; death of a significant person; being exposed to a fire, crime involving violence or loss, motor vehicle or other accident; having a close friend or family member arrested for a significant crime; witnessing a traumatic event such as injury to another person. Such circumstances may all result in an impairment of functioning significant enough to substantially impact on performance in the assessment.

Events which may impact significantly on exam or assessment preparation include, but are not limited to: loss of computer (with all notes) through damage or theft; having to spend substantial amounts of time with ill or dying relatives or close friends; or significant family disruption such as parental divorce.

Most importantly, please note that these events should be proximal to the assessment event. Critical personal circumstances which have occurred at some time removed (ie more than two weeks) from the assessment event should not normally be considered.

- Aegrotat or Impaired Performance consideration is only given when serious and exceptional circumstances apply proximal to an assessment event/s. Ongoing problems, conditions or situations do not usually provide support for an application, and circumstances of the student's own making, such as sleeping through an exam, or being exhausted because they studied all night prior to an exam, are not grounds for an application.
- The student must consult with a registered health professional normally within seven (7) days of the onset of illness, injury, bereavement or other critical personal circumstances.
- Your information needs to be presented in terms which will be understood by University teachers, who are not usually health professionals. As the documents may be seen by a number of different people, it is important to refrain from including very personal information in your statement.

Return only this page to Massey University. If you are applying for more than one course, a separate form should be completed for each one. To complete this form on-screen, we recommend you use Adobe's free Reader program, as most browsers do not allow you to save a completed form. **This application must be submitted via email to exams@massey.ac.nz for processing.**

### PART 1: TO BE COMPLETED BY THE APPLICANT

All information supplied on this form is confidential and only available to authorised University staff involved in the grade assessment process.

Student ID:

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of birth: Day   Month   Year

Did you attempt the exam or assessment event?

Yes (This is an 'Impaired Performance' application)

No (This is an 'Aegrotat' application)

Kind of assessment:  Examination  Test  
 Other fixed-time, compulsory assessment event

Date of assessment: Day   Month   Year

Course number:

Course mode:  Internal (Auckland)  Internal (Manawatū)  
 Internal (Wellington)  
 Distance Learning  Block Mode

Course name: \_\_\_\_\_

The course coordinator will need to know about the timing and nature of your critical personal circumstances, and how you believe they affected you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give my consent for any relevant details of sickness or personal circumstances to be divulged to the appropriate University authority:

Date signed: Day   Month   Year

Signed: \_\_\_\_\_

### PART 2: TO BE COMPLETED BY A REGISTERED HEALTH PROFESSIONAL

I was consulted by the applicant on        
and certify that on the day of, or preceding, the academic examination or assessment the student suffered the following illness, injury, bereavement, or other critical personal circumstance:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate the level of impairment you assess the student to be suffering by ticking below, and additional notes if necessary. The more information you can provide that relates to the circumstances of the application – including how you see the impairment impacting on the student's preparation for the assessment of their performance – the easier it will be for the University teacher to make an informed decision.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Very serious impairment: The student was unable to attempt and/or prepare for the assessment

Serious impairment: The student was probably unable to attempt or prepare adequately for the assessment

Moderate impairment: The student could attempt and prepare for the assessment, with substantial reduction in performance likely

Mild impairment: The student was able to attempt and prepare for the assessment, with some reduction in performance likely

Little or no impairment: The student was able to attempt and prepare for the assessment with performance minimally affected

I can discuss the reasons with an appropriate University authority, or a referee.

Name: \_\_\_\_\_

Qualifications / membership of professional body: \_\_\_\_\_

Practice: \_\_\_\_\_

Town/city: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date signed: Day   Month   Year

Signature: \_\_\_\_\_

PLEASE AFFIX YOUR COMPANY STAMP HERE IF YOU HAVE ONE