

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0907.01	
Title:	Impaired Performance/Aegrotat		
ITPNZ Std:	9 Assessment		
Academic Board Approval	Ac Bd Paper No A76/07	Chief Executive approval 1 February 2016	Effective Date 1 February 2016
Previous Policy No	AP900 Assessment and Moderation		Review Date: as required
Contact Authority:	Director: Quality		Status: Current

Purpose

To provide policy and procedures for situations where students are absent from an assessment event, or are unable to perform to the best of their ability through critical circumstances beyond their control which may include: illness, injury, bereavement, family crisis, or other unpredictable events.

Background

AP900.02 Assessment and Moderation policy has been reviewed and a decision taken to reduce the size by identifying separate policies for Moderation of Assessment (which also replaces AP902 Responsible School), Impaired Performance, and Authenticity and Plagiarism.

With Impaired Performance/Aegrotat in a separate policy it will be easier for all users to access both the policy and the appendices.

Policy

- 1 Where a student is unable to undertake an assessment through critical circumstances beyond their control which may include illness, injury, bereavement, family crisis, or other unpredictable events, an impaired performance/aegrotat application will be considered.
- 2 Where a student considers that their performance in an assessment has been seriously impaired through critical circumstances beyond their control which may include illness, injury, bereavement, family crisis, or other unpredictable events, an impaired performance application may be made for reconsideration of result.
- 3 Heads of School/College are responsible for ensuring that all applications are processed according to the approved Otago Polytechnic procedures (see Appendix 1).
- 4 Any reconsideration of result following an impaired performance application must not disadvantage the student.

Procedures

- 1 Applications for impaired performance should be completed in writing on the Otago Polytechnic form and be accompanied by the required documentation (see Appendix 1).
- 2 Applications must be lodged as soon as practicable before or after the date of assessment, with Head of School/College and before any assessment result has been issued.
- 3 Applications will not be considered after the assessment result has been finalised.
- 4 If a student is sick on the day of an assessment, every attempt must be made to notify the appropriate Programme Manager of this.
- 5 Heads of School/College will obtain lecturer's recommendations and decide the outcome of the application.
- 6 Records are to be kept by the School/College and retained for 7 years after date of last action (see Appendix 2).



Definitions

Impaired Performance

This term applies where a student considers that his or her performance in completing any major item or items of work for an assessment in a course has been impaired through critical circumstances beyond their control which may include illness, injury, bereavement, family crisis, or other unpredictable events, may apply for re-consideration of the result for the assessment.

Aegrotat

Aegrotat is a term that applies when a student is unable to undertake an assessment activity through critical circumstances beyond their control which may include illness, injury, bereavement, family crisis, or other unpredictable events. An Aegrotat Pass is the granting of credit for a course/assessment in which the required assessment was not taken.

Approved by Chief Executive

Date: 26/1/2016



A GUIDE TO IMPAIRED PERFORMANCE / AEGROTAT PROCESSES AT OTAGO POLYTECHNIC

At Otago Polytechnic, we want you to do your best.

From time to time, all of us experience events over which we may have little or no control. Some of these may affect your ability to attend an assessment or examination and/or to do your best in assessments. These critical circumstances might include: illness, bereavement, family crisis, or other unpredictable events.

At Otago Polytechnic, we want to be fair.

Policies and processes are in place to review your performance when you believe this has been impaired or where you have been unable to attend an assessment or examination because of circumstances beyond your control.

Applications for impaired performance may request reconsideration of results which may result in:

- an adjustment of an assessment mark
- permission to undertake a special examination/assessment
- an aegrotat pass.

To be fair to all our students, and to maintain a quality learning environment, verification by a professional third party is required. Where students have been affected by illness or other exceptional circumstances prior to significant assessments, they are expected, where possible, to have informed Heads of School directly at the time.

If you believe your performance in an assessment has been significantly impaired, then as soon as practicable before or after the date of scheduled assessment

- ◆ The Otago Polytechnic “Impairment/Aegrotat Report Form” should be completed by you and the professional conducting the assessment. *[These forms are available on line, from your school office and Student Health, OPSA and regional campus offices. The form includes provision for you to give permission for release of further information if required.]*
- ◆ Take this form and present to Student Health, a registered health professional, or other professional third party (eg police officer, minister of religion, funeral director, counsellor) and request assessment for impaired performance.

Impairment will be assessed as:

- **Minimal** - minor illness or condition (such as an upper respiratory tract infection). It is possible for student to attend assessment but the illness or condition may have a minor impact on their performance.
- **Moderate** - significant illness, injury or condition. The student may or may not be able to attend assessment but the condition may have a significant impact on their performance.
- **Severe** - severe medical condition as a result of illness or accident supported by medical evidence and or hospitalisation, bereavement of significant other or serious psychological impairment certified by a counsellor or doctor. The student will be unable to attend or complete the assessment.
- ◆ Lodge the completed “Impairment/Aegrotat Report” form” (including both Part A and Part B) as soon as practicable before or after the date of assessment with your Head of School.

Your application will be processed by the school according to Academic Board policies and procedures.

For further information: Contact Student Health, OPSA or your Programme Co-ordinator.

Privacy Implications

If your school requires additional information in support of your application and if you have given permission to the professional who assessed you for impaired performance to release this information, then the school will request this additional information directly from the professional concerned.





IMPAIRMENT/AEGROTAT APPLICATION

PART A: Student to Complete

	Student ID Number
Family Name	First Names
Address	Phone Number
Programme of Study	

Assessment/s affected:

Course Code	Course Title	Test, Exam or other Assessment work	Assessment Date	Lecturer

Reason for Application

I was not present at the above assessments	
My performance was impaired during the above assessment/s	
I was not able to complete the above assessment/s	

Please tick appropriate box

Brief reason for application (must be supported by evidence)

Continue on a separate sheet if necessary

In exceptional circumstances the Head of School/College may request more detailed information from the registered health professional or other professional.

I give / do not give permission for release of further information.

I understand that I will be notified if this release is required.

Signature: _____

Date: _____

I have attached the following items in evidence (eg death notice from newspaper or other, etc)

Both Part A and Part B of this form must be submitted to the Head of School/College as soon as practicable before or after the date of assessment.





IMPAIRMENT/AEGROTAT REPORT

PART B: Registered health professional or other professional party to complete (e.g. Student Health, a registered health professional, or other professional third party such as police officer, minister of religion, funeral director, counsellor)

I have seen _____

who is applying for consideration of impaired performance because of factors which may have affected their performance in the assessment on _____ at _____.

It is my opinion that the impairment is: Minimal Moderate Severe (*tick one*)
(Refer to the definitions on page 1 of this appendix/form)

If required and with the permission of the applicant I am prepared to disclose the reasons for my support.

Name: _____ Registration No (if applicable): _____

Address: _____

Phone Number: _____

Position: _____

Signature: _____

Date: _____



IMPAIRED PERFORMANCE / AEGROTAT – SCHOOL RECORD

Checklist

Student Name: _____

Programme: _____

Date information received: _____

Head of School/College receives from student

▪ Part A: Student Application _____

▪ Part B: Impairment Report form _____

Head of School obtains Programme Manager/Lecturer's recommendation

(copy to be attached to this checklist)

HEAD OF SCHOOL/COLLEGE DECISION

▪ An adjustment to assessment mark

▪ No change to assessment mark

▪ Permission to undertake a special examination

▪ An aegrotat pass

▪ No action to be taken

Comments:

HOS/College Signature _____ Date

Student Notified _____ Date

School Records Updated _____ Date

Programme Manager and Assessing Lecturer notified of result _____ Date

