

Application for aegrotat consideration

Information sheet

Student Information

Please read this information sheet carefully before completing your application and detach and retain this page for your information. Aegrotat considerations relate to either being unable to attend your examination or being seriously impaired in your examination performance due to illness, injury or trauma.

To be eligible for an aegrotat pass

- You must clearly be worthy of a pass.
- The circumstances for your application must be clearly unforeseen and unexpected.

Please read the Academic Statute contained in the Student Handbook. Aegrotat considerations apply to your ability to sit the examination on the day of the examination only. You cannot apply for an Aegrotat pass solely on the basis that you have been unable to study or prepare for the examination.

If you have not been able to study or prepare for the examination due to illness, injury or trauma, please contact the Academic Registry to discuss your options.

See website for further information.

Supporting Evidence

You must provide original supporting evidence that verifies your reasons for either absence or impaired performance. Evidence from health professionals must be on the day of the examination or within a **24 hour period** either side of the examination. Students who have examinations that occur on different days normally require supporting evidence for each examination.

Timeline for Submitting your Application

You must post your original application form to the Academic Registry **NOT** later than 10 working days after the scheduled date for the examination. Please note that scanned/faxed applications can not be accepted.

What Happens to your Application

- 1) On receipt application is checked for eligibility, and that application and documentation are correct.
- 2) You will be sent one of the following:
 - a) Confirmation of receipt and acceptance for Aegrotat consideration.
 - b) Letter requesting further information or additional evidence.
 - c) Letter advising ineligibility.
- 3) Eligible applications are sent to Faculty for consideration.
- 4) If granted an Aegrotat pass you will receive a Final Result Notification showing AG.
- 5) In cases of impaired performance, if you pass the examination, a final result notification will be issued and no further action will be taken with your application.
- 6) If declined an Aegrotat pass you will receive a letter advising this.

Where to Find Further Information

The Academic Statute governing Aegrotat consideration is on our website www.openpolytechnic.ac.nz

Follow the link under '**Current Students**' to '**Student services, forms and information**', '**Students rights and conduct**'.

Attachments

- Application form
- Aegrotat Consideration: Medical Statement
- Aegrotat Consideration: Bereavement

Application for aegrotat consideration

Instructions

Read the attached Information Sheet before completing this application.

- Complete all sections of this form
- Attach supporting evidence
- Post the completed form to Academic Registry marked 'Personal and Confidential' (see address below).

Application must be received **NOT** later than 10 working days after the Open Polytechnic examination was held.

Supporting evidence to verify your absence or impairment **must** be provided in original format on one of the following:

- Open Polytechnic Aegrotat Consideration: Practitioner Statement – to be completed by a registered/accredited Medical Practitioner together with the appropriate medical practitioner's stamp. Note – a medical certificate alone is not sufficient. The Medical Statement attached to this form must also be completed by your Medical Practitioner.
- Open Polytechnic Aegrotat Consideration: Bereavement Information attached to this form.
- Any other signed statement/certificate relevant to your absence/impairment in the examination.

Student Number

Personal Details

First Name

Surname

Address

Phone

Email

Signature

Date

Examination Details

Tick the examination detail applicable to your situation.

- ☐ I did not attend the examination(s) ☐ My performance was seriously impaired

Qualification (e.g. NZDipBus, BBus, BEngTech, BAppSci)

Course Code and Name	Exam Date	Exam Time

Reasons for Aegrotat Application

Tick the reason applicable to your situation

- ☐ Bereavement ☐ Personal illness ☐ Other (exceptional circumstances)

Provide details upon which this application is based. (Continue on a separate sheet if necessary)

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Medical statement

To be completed by a **Registered/ Accredited Medical Practitioner**, for example a general practitioner, registered midwife, registered dental surgeon, a counsellor or other health professional approved by the Academic Registrar.

The criteria for an Aegrotat application is either

1. The candidate is not able to attend the examination. Medical evidence relating to the inability of a candidate to attend the examination must clearly indicate the seriousness of the injury/illness or trauma.
2. Aegrotat applications must relate to unforeseen and unplanned circumstances.
3. In the case of impaired performance that such impairment be serious, and you should not indicate support for anything less.
4. Please give objective data as appropriate (clinical findings, special examinations, tests etc). If the student is suffering from an exacerbation of a chronic illness, please comment accordingly. **Consultation must take place within 24 hours of the examination(s) affected.**
5. Please initial these notes when you have read them.

Initials _____

Personal Details

I certify that (student's name) _____

Was seen by me on: _____

And was found to be suffering from:

Are you the applicant's regular practitioner? ☐ Yes ☐ No

Dates of any previous consultations relating to this application



Absence from Examination

Note: Absence is considered when a student's condition has prevented them from attending the examination. **It is not considered for absence due to loss of study or preparation time.** Aegrotat applications must relate to unplanned and unforeseen circumstances. The application relates solely to the day of the examination and **does not** normally relate to previous existing medical conditions.

Do you believe the condition justified the applicant's absence from the examination ☐ Yes ☐ No

Period of incapacity:

Further details:

Impaired Performance

Note: Impaired performance is considered when a student's condition is serious enough to impair their performance during the examination. It is **not** considered for impairment due to loss of study or preparation time. Aegrotat applications must relate to unplanned and unforeseen circumstances. The application relates solely to the day of the examination and **does not** normally relate to previous existing medical conditions.

Do you believe the condition has seriously impaired the applicant's performance during the examination ☐ Yes ☐ No

Period of incapacity:

Further details:

Medical Practitioner Details

Name:

Designation:

Address:

Date form completed:

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Signature:

Practitioner Stamp

Applications will not be accepted without a medical practitioner stamp. If one is not available, supporting evidence must be on registered/accredited medical practitioner's letterhead.

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Bereavement/tangihanga information

This form is to accompany the Application for Aegrotat Application as supporting evidence.

Bereavement/Tangihanga

Name of Deceased:

Relationship to Applicant:

Date of Death:

Place of Death:

Date of Funeral:

Place of Funeral:

Date of Examination(s):

- A copy of the death notice from a newspaper should support all applications involving bereavement. The relationship between the applicant and the deceased must be apparent or verified.
- If the bereavement and funeral fall on a day other than the day of the examination, you must also provide the completed Medical Statement (on the previous page) to support the reasons for your absence from the examination or impaired performance.

Please explain nature of relationship if other than a close relative or if the relationship to the deceased is not apparent or verified:

Please provide any supporting evidence that may assist your application. Acceptable evidence can be:

- Letter from a funeral director/officiating celebrant/kaumatua, or
- Statutory declaration.
- Medical evidence supporting inability to attend examination.