Special Consideration Regulations

1.Version

These Regulations came into force on 1 July 2022

2. Authority

which has **pr**vented them from completing any major item(s) of work for assessment in a course; or which has impaid 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 o ciate 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 nosit the nal 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 di erent assessment items into a single application where the justi cation and evidence are the same.

- (a) Applications undee@ulation 3(a) must be submitted within ve working days of the due date of the assessment item.
- (b) Applications undee gulation 3(b) must be submitted prior to the commencement of the course or no later than ve working days after the student's selection to participate in the relevant event whichever is later.
- (c) Applications undee dulation 4 must be submitted no later than ve working days after the nal date of the relevant examination period relating to the course(s).
- (d) An application madeter the relevant deadline indicated in Regulation 5(a)-(c), must be accompanied

- 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 a ected assessments or the course as a whole.
- (b) In the casefollness 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 con dential report on the prescribed form stating:
 - The natur, severity and duration of the illness or injury and the practitioner's professional opinion about its e ect 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 certi cate should be dated within 10 working days of the assessment unless special circumstances apply.
- (c) In the casef operavement, 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, paci c 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 necovered under Regulation 6(a)-(b), the nature of the supporting evidence will depend on circumstances, but might include police reports, medical certi cates or letters from others involved in the situation that has led to the application.
- 7. Remedies for Special Consideration of Assessment Items

If the Tumuaki Tari/Kura | Head of Department or School is satis ed 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 post x of "AEG"; otherwise the non-computed grade, including failing grades, will be approved without a post x. The nal outcome will be communicated to the student via the posting of nal 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. Noti cation of the decision will come from the Academic Records O ce.

9. Relevant Policy

Special Consideration Policy and Procedures.

10.Right of Appeal

- (a) A student maobject 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 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 rst appeal must seek leave to appeal that decision to the Academic Appeals Committee, as outlined in the Appeals Regulations.
- (c) All ther appeals will follow normal procedures as detailed in the Appeals Regulations.