

**abc – Form xy**

 **Student Name:**

**Below is a table to help you decide which category to apply for. Discuss with the Programme Secretary or your Tutor, then complete the form overleaf.**

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| **DESCRIPTION**  | **Evidence required** | **Application notes and timeframes** |
| **Special assessment circumstances:** Impaired performance: Where a student believes that their performance in an assessment was impaired through unforeseeable circumstances.**OR** Assessment missed: Where a student believes that they will be unable to complete/sit an assessment due to unforeseeable circumstances. | Verified evidence must be provided, such as a medical certificate, ACC form or bereavement notice. | Application to PCC prior to the assessment; if not possible, no later than seven days after the assessment, except in exceptional circumstances. |
| **Assessment extension before the course end date** | Verified evidence must be provided, such as a medical certificate, ACC form or bereavement notice. | Application to Tutor prior to assessment due date  |
| **Assessment extension beyond course end date** | Application to Programme Cluster Committee prior to assessment due date. |
| **Reconsideration** | **Remark of assessment:** The assessment will be remarked by a different Lecturer. | The marked assessment must be provided. | Discussion with lecturer within five working days of return of assessment. Application within ten working days of the return of the assessment. |
| **Recount of assessment:** The assessment marks will be recounted. |
| Reassessment: The completion of an assessment that is similar but not identical to the original summative assessment, which targets the same learning outcomes as the original. | n/a | Availability is detailed in your programme regulations. Application must be prior to the course end date. |
| **Resubmission**: Allows a student to resubmit an assessment following a rework of part/s of the original assessment. |
| **Resit:** An opportunity for a student to undertake an assessment a second time. |
| **Carryover of course work:** Where a student withdraws from or fails a course, any passed assessments may be carried over to future enrolments in the course if Programme Regulations allow; a fees discount may be applied. | Attach aPlus+ printout of the initial assessment marks, available from the programme secretary. | Availability is detailed in your programme regulations. Application must be prior to the course start date. |
| **Waiver of pre-requisite course:** Where a student wishes to enrol in a course without having completed the required pre-requisite course. | Evidence of having achieved the Learning Outcomes of the pre-requisite course. Discussion with Programme Co-ordinator | Application to Programme Co-ordinator prior to the course start date. |
| **Assessment in Te Reo Māori** | A signed Memorandum of Agreement – Assessment in te reo Māori | Application to tutor at least one month before the assessment date. |
| **Application for Alternative Test and Examination Arrangements:** For students with a disability or temporary impairment who require alternative arrangements with assessment. | See form for details – [link here](http://staffnet/qms/PublishedLibrary/Application%20for%20Alternative%20Arrangements.pdf) | Application to Disability & Wellbeing Support at least two weeks before the assessment date. |

****** **STUDENT APPLICATION FOR ASSESSMENT MATTERS – FORM AG114-11**

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| **STUDENTS MUST PLEASE COMPLETE SECTIONS A to D. An incomplete form will delay the process.** **Please print clearly. Hand/email completed form to the Programme Secretary.** |
| **Section A: PERSONAL INFORMATION** |
| **Name:** | **Student NSN Number:** | **Phone Number:** |
| **Postal Address:** | **Email:** |
| **Programme Enrolled In:** | **Lecturer/Tutor Name:** |
| **Course Code and Title:** | **Course End Date:** |
| **Assessment Title:** |
| **Original Assessment Due Date:**  | **Proposed New Assessment Due Date:** |
| **Section B: WHAT ARE YOU APPLYING FOR? (Tick one):** | **EVIDENCE ATTACHED** | **TUTOR/PC/HoS RECOMMENDATION** (for office use only) |
| **□** | **Special assessment circumstances:** **□ Impaired performance OR □ Assessment missed** |  |  |
| **□** | **Assessment extension (within course end date)** |  |  |
| **□** | **Assessment extension (beyond course end date)** |  |  |
| **□** | **Remark of assessment**  |  |  |
| **□** | **Recount of assessment** |  |  |
| **□** | **Reassessment** |  |  |
| **□** | **Resubmission** |  |  |
| **□** | **Resit** |  |  |
| **□** | **Waiver of pre-requisite course** |  |  |
| **□** | **Carryover of course work** |  |  |
| **□** | **Assessment in Te Reo Maori** |  |  |
| **Section C: DETAIL** the reason for the application; please be precise. |
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| **Section D: DECLARATION: *I declare that the information I have provided is true and accurate. I have attached any required evidence.******Signed by Student: Date:*** |
| **Section E: Additional evidence/information supplied by Tutor (any accompanying documents must be attached when submitting recommendation to PCC):** |

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| **SECTION F: APPROVAL by HEAD of SCHOOL, PCC CHAIR or PROGRAMME/SITE/COURSE CO-ORDINATOR TO COMPLETE.** **Staff Name: Staff Signature: Date:** |
| □ Approved □ Declined □ Elevated to HoS □ Elevated to Dean □ Elevated to PCC - Date of meeting: student advised of date of next meeting **□** |
| **Outcome Comment:** |
| ***For office use only:*** The student will be notified of the decision in writing within five working days after submitting the form unless the application is elevated to the Programme Cluster Committee for consideration. Recounts/Remarks/Reassessments may take longer to process but the Programme Co-ordinator or Course Co-ordinator will advise the student of the estimated times frames.If the application is elevated to the Programme Cluster Committee, the student will be notified immediately by the Programme Co-ordinator or Course Co-ordinator of the date of the next PCC meeting. |
| **□ Letter notifying student of decision mailed Date:** | **□ Copy of letter and application documents placed on student file Date:** |

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| **Document information – Office use only** |
| **Document Name** | abc |
| **Document Number** | xy |
| **Executive** | Executive Director, Finance |
| **Owner** | Finance Manager |
| **Developer** | Team Leader Processing |
| **Review Frequency** | 12 |
| **Last Review** | 1/08/2013 |
| **Next Review** | 1/08/2014 |
| **Related Items** | [Click here](https://temahau.sharepoint.com/teams/QMS/PublishedLibrary/Forms/AllItems.aspx?FilterField1=QMSParent&FilterValue1=QA114) for Related Documents (available only in TeMahau) |
| **Version history** | New format May 2018Trial format October 2019Jan 2020 – keep consistent with AG118-2Migrated format March 2023 |