

Student Application for Assessment Matters – Form AG114-11

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.

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 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	Application to Disability & Wellbeing Support at least two weeks before the assessment date.

STUDENT APPLICATION FOR ASSESSMENT MATTERS – FORM AG114-11

STUDENTS MUST PLEASE COMPLETE SECTIONS A to D. An incomplete form will delay the process.			
Please <u>print</u> 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)
<input type="checkbox"/>	Special assessment circumstances: <input type="checkbox"/> Impaired performance OR <input type="checkbox"/> Assessment missed		
<input type="checkbox"/>	Assessment extension (within course end date)		
<input type="checkbox"/>	Assessment extension (beyond course end date)		
<input type="checkbox"/>	Remark of assessment		
<input type="checkbox"/>	Recount of assessment		
<input type="checkbox"/>	Reassessment		
<input type="checkbox"/>	Resubmission		
<input type="checkbox"/>	Resit		
<input type="checkbox"/>	Waiver of pre-requisite course		
<input type="checkbox"/>	Carryover of course work		
<input type="checkbox"/>	Assessment in Te Reo Maori		

Section C: DETAIL the reason for the application; please be precise.

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:

Additional evidence/information supplied by Tutor (any accompanying documents must be attached when submitting recommendation to PCC):

SECTION E: HEAD of SCHOOL, 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:

Document information – Office use only	
Document Name	Student Application for Assessment Matters
Document Number	AG114-11
Executive	Student and Academic Services Director
Owner	Student and Academic Services Director
Developer	Education Advisor – Academic
Review Frequency	24
Last Review	29/01/2020
Next Review	29/01/2022
Related Items	Click here for Related Documents (available only on Staffnet)
Version history	New format May 2018 Trial format October 2019 Jan 2020 – keep consistent with AG118-2