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| **What was problematic with the previous system?** | **Explanation** | **Changes** | **New documents** |
| The time and cost of managing a large number of SAC applications. | Unitec deals with a large number of SAC applications (3602 in 2018) which requires a high level of human resource to process applications. Extension requests are currently included in this process. | Create a separate process for Extension requests to enable them to be managed quickly and be tracked to alert teaching staff to at risk students.  Provide clearer information to staff and students on the type of circumstances that a Special Assessment Circumstance can be approved.  Change the name of SAC to Affected Performance Consideration to better convey the reasons for using this process to students.  Changing the name and tightening up on evidence and reduce the number of requests for non-serious reasons. | See:  Affected Performance Consideration Decision Tree  Extension Request Decision Tree |
| Assessment and Grading Procedures and Regulations definitions of ‘*Affected*’ and ‘*Factors beyond the control of students*’ need to be considered together, not as either/or options | That Unitec should be more explicit in communicating the circumstances under which a SAC can be submitted. | A proposed solution is to change these definitions. to ‘*Critical personal circumstances*’ and ‘*Beyond your control*’ to remove this confusion and to better communicate the serious nature of the circumstances under which students should be applying for a SAC. | See:  New Definitions |
| Staff making decisions on SAC’s need guidance in how to assess both the validity and severity of the impact on the student in order to make a judgement about acceptance of the SAC. | Evidence provided for illness/injury is not always genuine or robust.  Staff did not feel it should not be their responsibility to determine the impact of a medical situation on the capacity of the student to undertake an assessment | Modify SAC form to include medical statement and a 5-point scale for the doctor to indicate the impact of illness or injury on student performance  Include a tick box where the student agrees to Unitec checking authenticity of evidence | See:  Affected Performance Consideration Form - Student  Medical Impact - Page 4  Student Declaration - Page 3 |
| That explicit options, their definitions and circumstances under which they could and should be offered as alternatives to SAC’s, be made clear to academic staff. | Current practice results in different options, solutions across different schools – not an equitable approach for students | Create clear guidelines for staff to include:   * Extension of a relevant deadline for completion * Completion of the assessment or its equivalent at another time * Completion of an alternative form of assessment * Determination of the final grade by mathematical extrapolation… * Estimation of a mark or grade * Changing weighting of assessment items completed to estimate a grade (PAQC) * Add: * Suspension * Deferral | See:  Staff Guidelines on Extensions and Affected Performance Consideration  FAQ’s |
| There was no clear list of criteria/circumstances under which an SAC could/should be awarded, and what type of evidence could be provided | Staff were required to use their individual judgement pertaining to circumstances under which to award an SAC | That Unitec provide clearer guidance to staff and students on the SAC Application form, about the circumstances under which a SAC could be awarded and what types of evidence are acceptable and should be provided in different application circumstances. | See:  Affected Performance Consideration Form - Student  Page 2  Unitec web page information on Extensions and Affected Performance Consideration |
| There were 3620 SAC applications in 2018, and these included applications for extensions | This requires a high level of human resource to process applications.  It might not be possible to limit the number of SAC’s a student can submit without disadvantaging the student unfairly but it is possible to remove extension requests from the SAC process and to track extension and SAC requests separately to enable early intervention for Pastoral care. | Separate Extension requests from the SAC process and manage these online  Provide clearer information to staff and students on the type of circumstances that an SAC can be approved for  That no upper limit be set for the number of SAC applications from any student  One SAC application should be made for all assessments affected by the circumstances necessitating the application  That Schools use a SAC tracker to identify trends for students and make recommendations. AQA’s will have access to this data  That Applications are tracked by the Programme manager, and act as a trigger for intervention  That Unitec create a standard letter to send to students that outlines consequences of excessive use  That Unitec use frequent application to trigger support mechanisms  Use FAQ’s as a guide for staff i.e. if a student has 3 or more SAC’s we reach out and intervene  That notification of SAC approvals be reported to PAQC | See:  Affected Performance Consideration Decision Tree – Extension  Affected Performance Consideration Form – Student  Page 2  Extension Request Form - Student  Unitec web page information on Extensions and Affected Performance Consideration  See:  Extension Request tracker  Affected performance Consideration Tracker  Or tracked by Academic Administrator Quality - AAQ?  See FAQ’s for SAC |
| If a student leaves an examination because they are unwell or anxious they need to get a med cert within 24 hours | Students leaving an examination due to illness or anxiety are not always aware of the need to obtain a medical cert within 24 hours to fulfil the requirements for an SAC | That Unitec adopt a set of instructions to be read to students prior to sitting an exam, that provide advice to head straight to see a doctor/counsellor if they have to leave the exam, because they are feeling anxious or unwell.  That Student Wellbeing incorporate advice for students in managing exam and assessment stress, into orientation and/or Unitec Website.  That Unitec provide workshops for students and staff covering a proactive approach to exams. | In progress – Nazli Byford  To be completed – Rani Krishnan notified  These are already in place |
| Unitec does not currently provide specific guidance on the time frame during which a re-sit or resubmission should occur. | Current practice varies across different schools, with some students being delayed up to one year for a re-sit of an examination. | That all re-sits and resubmissions occur within 3 weeks of the end of course (unless specified otherwise) so that there is no negative consequence for SDR reporting or graduation and so that students are not unfairly disadvantaged in retaining the information needed for assessment. | See:  Staff Guidelines on Extensions and Affected Performance Consideration  page 1 |