**Existing definitions:**

***“Affected”***means influenced in some way. For time constrained items such as tests, examinations and presentations this may be inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines

***“Factors beyond the Control of the Student”***means any circumstance or situation which the student could not have reasonably foreseen or prevented, including sickness or injury to the student, or bereavement.

**Proposed definitions:**

# *“Critical personal circumstances”* – means circumstances which have a profound effect on your ‘normal’ functioning. This could include your ability to focus, concentrate, think clearly or put aside strong emotion for the period of the assessment, or a significant portion of the study period.

***“Beyond your control” -*** means circumstances that you could not change or influence – such as anxiety, illness, bereavement or other critical personal events.

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| --- | --- |
| **Critical Personal Circumstances** | **Suitable evidence** |
| Illness  Injury  Hospital admission  Birth of a baby | * Medical certificate from a registered medical practitioner * Hospital admission paperwork * Certificate from a registered Allied Health Professional (Osteopath, Physiotherapist, etc) * Birth Certificate or letter from a midwife |
| Anxiety  Mental Health | * Medical certificate from a registered Counsellor, Mental Health Practitioner, Psychiatrist |
| Court appearance  Detained by Police  Jury Duty | * Court document * Police report * Statutory Declaration witnessed by a JP * Letter from a Social worker * Summons, subpoena |
| Car accident  House fire  Burglary | * Statutory Declaration witnessed by a JP * Medical Certificate (if injury resulted) * Police report |
| Death of a family member or close personal friend | * Death notice * Order of Service |
| Business commitment | * Letter from employer stating the business requirement preventing you from attending |
| Dental emergency | * Letter or medical certificate from a registered NZ dentist or dental specialist |