

AFFECTED PERFORMANCE CONSIDERATION FORM

**Information and Process:**

* The purpose of applying for Affected Performance Consideration is to ensure your academic progress is not unfairly impaired by critical personal circumstances beyond your immediate control.
* You can only apply for Affected Performance Consideration for final examinations, internal assessments or other compulsory elements that occur at a fixed time and place. These are described in the course outline given to you at the beginning of your course.
* You should only apply for Affected Performance Consideration if:

1. You are/were unable to attend an examination, compulsory component or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances – see below for an explanation
2. You believe your preparation for, or performance in an examination or assessment activity has been seriously impaired due to circumstances beyond your control - see below for an explanation

**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

**Process**

* Please read the information on this form first and then complete Part One
* Please print clearly and email this form together with supporting evidence, to tkk@unitec.ac.nz within 5 working daysafter the due date of the fixed time assessment.

Please note that, documentary evidence must contain the contact details of the person/organisation named in the document.

**How to Apply if You had to leave the examination:**

* If you attended the exam and had to leave because you were feeling unwell, you must visit a registered health professional within 24 hours, and have them complete the medical section of this form (Part Two), or provide a recognised medical certificate, for verification purposes.
* This application form and the medical certificate must be submitted within 5 working days of the assessment.

**How to apply if you were unwell and couldn’t come to the exam:**

* If you were unable to come to Unitec to sit the exam at all, then you must visit the doctor for a medical certificate, or have them complete Part 2 of this form, and submit within 5 working days of the assessment.

**How to apply if you experienced other critical personal circumstances:**

* Refer to Documentary Evidence table on page 2 of this form for the other circumstances under which Affected Performance Consideration may be applied for, and the types of evidence required.

**To apply for an extension of time to submit an assignment (1-5 days)**

* You must submit an extension request for an extension before the due date of the assignment – see Extension Request Form on the Unitec Website
* Your completed assignment must be submitted within the extension period you are applying for.

**Validity**

To be considered valid, your application must be capable of being verified as bona fide and therefore must be supported by documentary evidence. Unitec reserves the right to contact the person verifying illness, injury or other critical personal circumstances.

**Examples of Critical Personal Circumstances and Suitable Evidence**

All applications must include an original copy of supporting documentary evidence. Some examples are:

|  |  |
| --- | --- |
| **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 * Statutory declaration witnessed by a JP |
| 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 |

**NOTE:** If page 4 of this form has not been signed by the person verifying your circumstances, then evidence must be attached on their letterhead, or with an official stamp, clearly stating their contact phone number and address for verification purposes.

**Consideration of Affected Performance**

Your Academic Programme Manager will decide on the validity of the grounds for your application, If you are dissatisfied with their decision you may request that the Programme Academic Quality Committee (PAQC) reconsider this decision. The PAQC will consider the validity of your application and you will be notified of the result in writing.

**NOTE:** You have one right of appeal of the PAQC decision. This must be to the Resolutions Appeals Committee via a Notice of Appeal form located on the Unitec website. The associated process is outlined in AC2.6 Student Appeal Procedure.

<https://www.unitec.ac.nz/sites/default/files/public/documents/notice-of-appeal.pdf>

**PART 1 Student: To be completed by the student**

1. **Personal details**

ID number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ My address is updated on MyUnitec portal

# I am applying for a Special Assessment Circumstance for the following (list all assessments affected):

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Course Code/**  **Number** | **Date of Assessment**  **Day/Month/Year** | **Practical Exam** | **Theory Exam** | **Presentation** | **Other** | **Lecturer** | **Assessment attempted**  **Yes/No** |
|  |  |  | **□** | **□** | **□** | **□** |  | **□**Yes **□**No |
|  |  |  | **□** | **□** | **□** | **□** |  | **□**Yes **□**No |
|  |  |  | **□** | **□** | **□** | **□** |  | **□**Yes **□**No |
|  |  |  | **□** | **□** | **□** | **□** |  | **□**Yes **□**No |

The grounds for my application are (select one of the following):

**□** I was unable to complete the assessment; ***or***

**□** I completed the assessment but my preparation/performance was impaired

# Statement of Critical Personal Circumstances:

Please describe the critical personal circumstances that affected you missing, not attempting or affecting your performance (and/or preparation) for the assessment event(s) above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Declaration**

I give my consent for any relevant details to be divulged to the Appropriate Unitec Authority

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**□** I have attached documentary evidence, or

**□** Documentation will be provided through Student Wellbeing at Unitec and I give permission for confirmation of an appointment to be provided

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PART 2 Health Professional: To be completed by a Registered Health Professional**

Student’s name: Student’s ID number:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Course (s) this application applies to:

Critical personal circumstances are defined as circumstances which have a profound effect on the ‘normal’ functioning of the student. The effect will usually be in terms of ability to concentrate, to think clearly or be able to put aside strong emotion for the duration of the assessment or a significant proportion of the study period.

Some examples of critical personal circumstances include, but are not limited to: the break-up of a long-standing relationship; sudden illness or injury to a close relative or friend; death of a significant person; being

exposed to a fire, crime involving violence or loss, motor vehicle or other accident; having a close friend or family member arrested for a significant crime; witnessing a traumatic event such as injury to another person. Such circumstances may all result in an impairment of functioning significant enough to substantially impact on performance in the assessment.

Events which may cause significant impact on assessment preparation may include: loss of computer (with all notes) through damage or theft; having

to spend large amounts of time with ill or dying relatives or close friends; significant family disruption such as parental divorce.

Most importantly, please note **that these events should be proximal to the assessment event**. Critical personal circumstances which have occurred at some time removed (ie more than two weeks) from the assessment event should not normally be considered.

Impaired Performance consideration is only given when serious and exceptional circumstances apply proximal to an assessment event/s. Ongoing problems, conditions or situations do not usually provide support for an application, and circumstances of the student’s own making, such as sleeping through an exam, or being exhausted because they studied all night prior to an exam, are not grounds for an application.

The student must consult with a registered health professional normally within seven days of the onset of illness, injury or other critical personal circumstances.

Please present your information in terms which will be understood by University teachers, who are not usually health professionals. As the documents may be seen by a number of different people, it is important to refrain from including very personal information in your statement.

I was consulted by the applicant on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and certify that on the day of (or up to 72 hours preceding) the assessment event(s) the student suffered the following critical personal circumstances:

**Assessment of Impact on the student:**

**Very serious:** The student was unable to attempt and/or prepare for the assessment..................................................................



**Serious:** The student was probably unable to attempt or prepare adequately for the assessment .............................................

**Moderate:** The student could attempt and prepare for the assessment, with substantial reduction in performance likely...........

**Mild:** The student was able to attempt and prepare for the assessment, with some reduction in performance likely. …....



**Little/no impairment:** The student could attempt and prepare for the assessment with performance minimally affected ..........

This form should be considered as a Medical Certificate (detailing the student’s critical personal circumstances)

Reporting Certificate (evidence of the critical personal circumstances not observed

 at the time of the student’s visit).

**I am prepared to validate the circumstances I was consulted on, and the severity of impact on the student to an appropriate Unitec authority, or a referee**.

Name:

Email:

Phone:

Qualifications / membership of professional body:

Date signed:

Practice:

Town/city:

Signature:

Please email this completed form to tkk@unitec.ac.nz