**SAC – Frequently Asked Questions:**

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| **Question** | **Answer** |
| When can I apply for Affected Performance Consideration? | You should only apply for Affected Performance Consideration if:   1. You are/were unable to attend an examination, compulsory component or assessment activity due to illness, injury, bereavement or other critical circumstances 2. You believe your preparation for, or performance in an examination or assessment activity has been seriously impaired due to circumstances beyond your control. |
| What types of assessments are covered by Affected Performance Consideration? | 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. |
| Do I need to wait for my lecturer to answer my request? | Yes, but be aware that time frames are critical.    You must apply for Affected Performance Consideration within 5 working days of missing an exam or assessment deadline.  If you left an exam part way through due to feeling unwell you must visit a doctor within 24 hours and submit your application and medical certificate within 5 working days of the exam. |
| I have been unable to access the internet because I have been hospitalised/ other and have missed a due date what are my options? | You can apply for an extension of time of up to 5 days directly by submitting an Extension request form located under Forms on the Unitec website.  You must do this before the deadline due date and time of the assessment.  You can submit an online application for Affected Performance Consideration within 5 working days of the assessment.  If your circumstances mean/meant you are/were unable to meet this deadline then contact your lecturer at the earliest possible time to explain your situation. |
| Who sees my Affected Performance Consideration form? | This form will go through to Te Korowai Kahurangi who validate the submission and then send to the Academic Programme Manager for your course. |
| When will I know the outcome? | If you applied for an extension of time or for Affected Performance Consideration, you will be notified by email within 3 working days of receipt of your application. |
| Where can I find my Course code? Do I need my class number? | This information is on your Moodle course page. If you are not sure you can also ask your course lecturer. |
| How many SAC’s can I have? | There is no number limit but frequent applications often signal a problem for students and you may be contacted by your course lecturer to discuss other options. |
| What can I do if my Affected Performance Consideration form is lodged later than 5 days after the due date of the assessment task? | You should contact your course lecturer to discuss your circumstances and options. |
| When should I not apply for Affected Performance Consideration? | You should not apply for Affected Performance Consideration if you are not experiencing significant critical personal circumstances.  Failure to use good time management to complete the work needed to get assessments submitted on time, or to adequately prepare for an exam, will not qualify for an Extension or Affected Performance Consideration.  The following are not considered critical personal circumstances:   * Missed a bus * Slept in * Misplaced computer * Planned overseas travel * Need to work |
| Why was my Affected Performance Consideration application unsuccessful? | There are several reasons why an application might be rejected:   * It was submitted too late * There was no evidence attached to the application * The circumstances or evidence are not valid * Some required fields on the application form were not completed |
| How do I appeal an Affected Performance Consideration decision? | You appeal a decision on Affected Performance Consideration by lodging a Notice of Appeal. Information on the process is found on the Unitec website under Appeals.  The form is located here: <https://www.unitec.ac.nz/current-students/study-support/student-forms> |
| What does not qualify for an extension? | * Late submissions with no extension approval prior to the due date * Work that has not been started prior to due date |
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| **Staff FAQ’s** |  |
| What options do I have when I receive an extension request or an Affected Performance Consideration application? | * Uphold the application * Hold the application pending completion of the rest of the Assessment items in the Course * Decline the application * Recommend suspension of study (Post Graduate students only) * Recommend deferral of the course |
| Will SAC tracker identify priority group students? | No it won’t. |
| What are the cut off dates for resubmissions/reassessments? | Sem 1 – By the end of August of the same year  Sem 2 – By the end of January of the following year  Summer School – by the end of April |
| How much time do I have to make a decision and respond to an Extension or Affected Performance Consideration application? | 3 working days from receipt of the application request. |
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