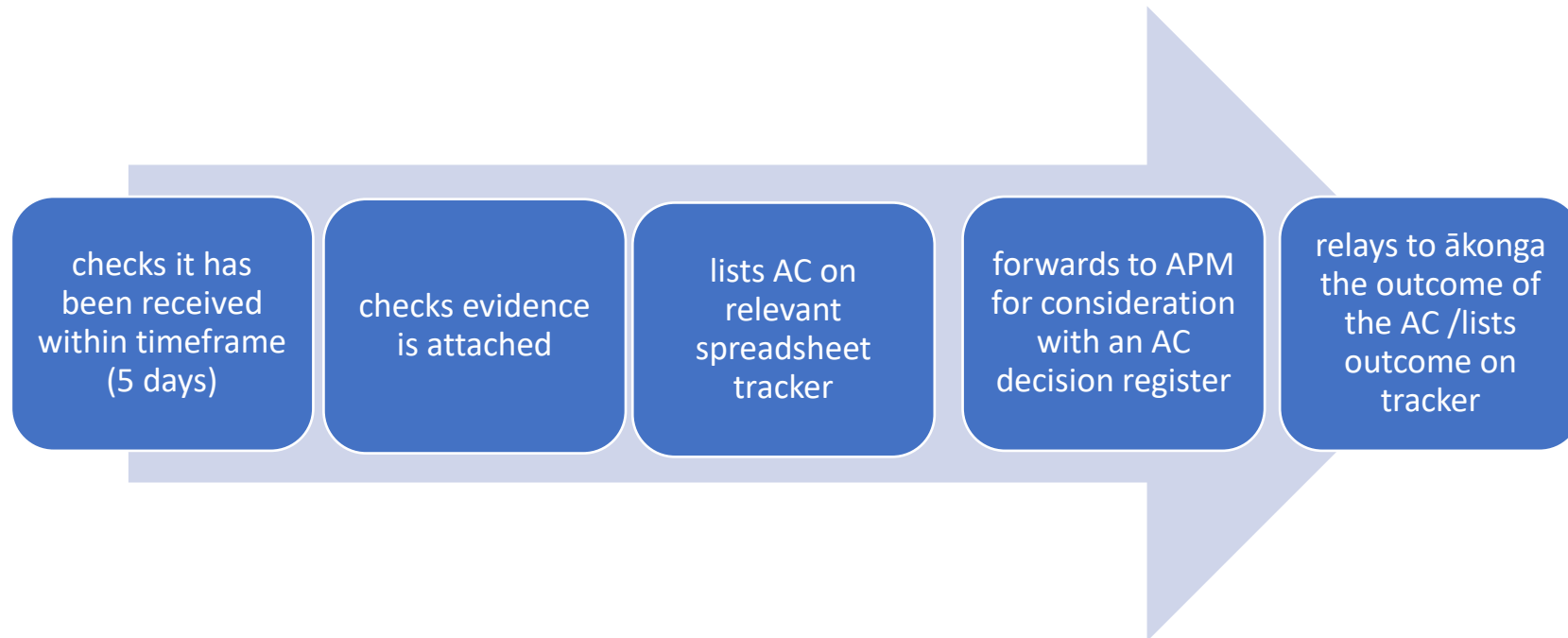**OVERALL OBJECTIVES OF AC (ASSESSMENT CONCESSION) PROCESS:**
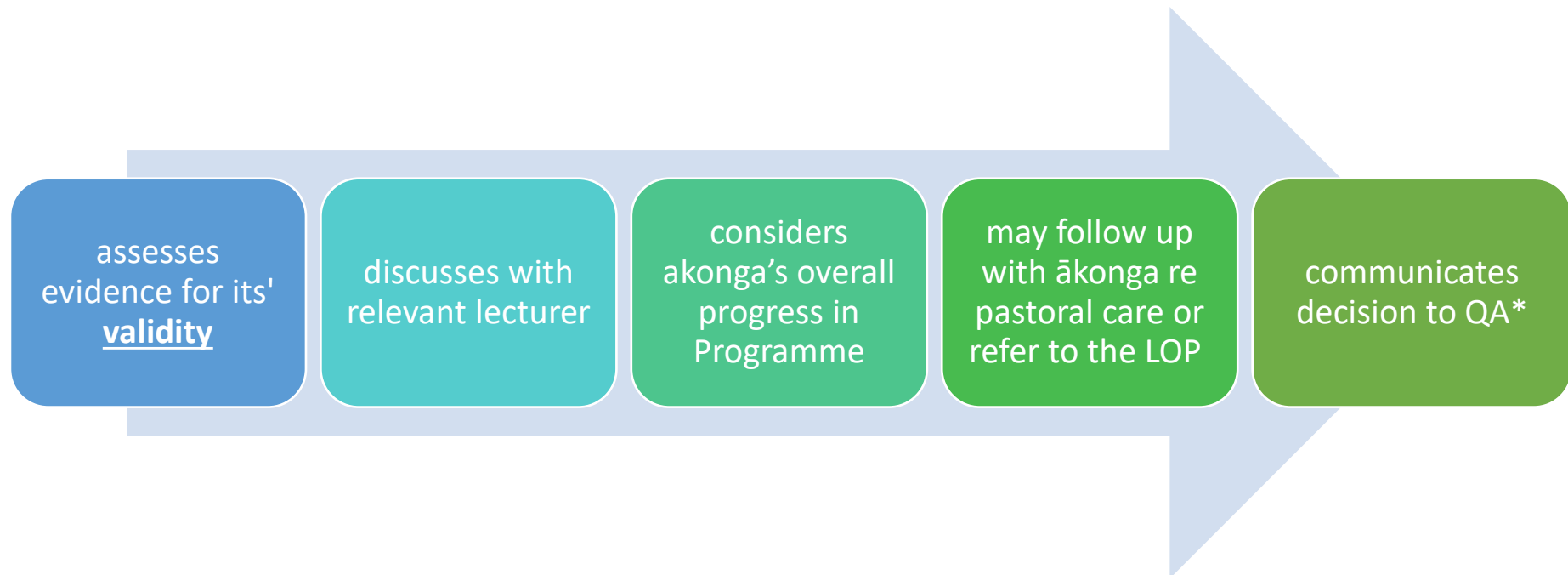
1. Provide equal outcomes for ākonga regardless of what Programme they are enrolled in
2. Provide a way forward for ākonga whose circumstances have prevented them from completing an assessment – must be 'serious' personal circumstances

WHO DOES WHAT WITH AN AC?

1. QA

checks it has been received within timeframe (5 days) → checks evidence is attached → lists AC on relevant spreadsheet tracker → forwards to APM for consideration with an AC decision register → relays to ākonga the outcome of the AC /lists outcome on tracker

2. APM

assesses evidence for its' **validity** → discusses with relevant lecturer → considers akonga's overall progress in Programme → may follow up with ākonga re pastoral care or refer to the LOP → communicates decision to QA*
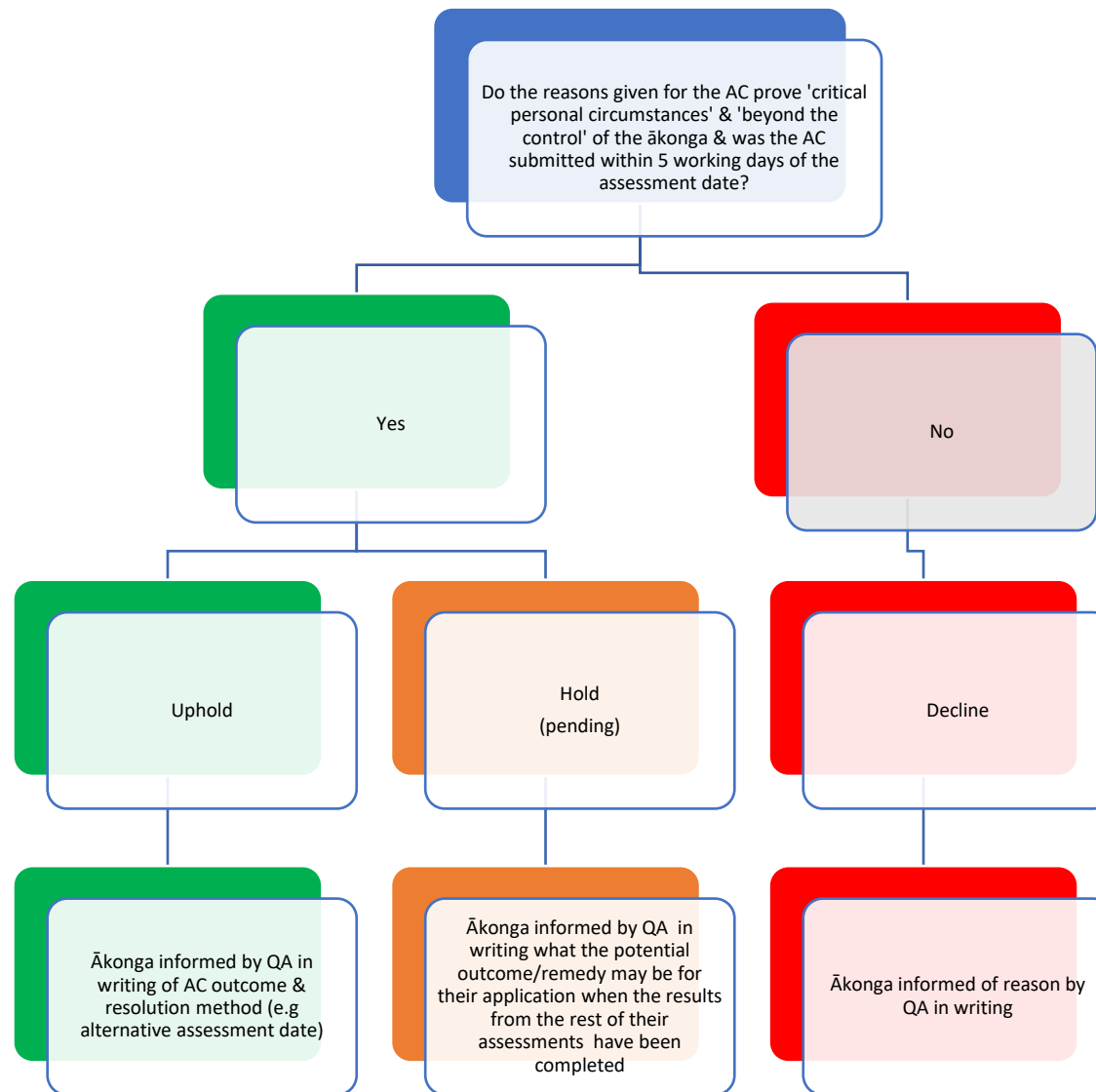
*This needs to be done as soon as possible so that the ākonga knows the outcome and can work to complete the assessment

Note:
Delegated authority for AC approval is the APM who should consider the akonga's progress through the whole Programme, e.g., other assessment dates
AND equity for all ākonga

June 2022 – Te Korowai Kahurangi

```
Do the reasons given for the AC prove 'critical
personal circumstances' & 'beyond the
control' of the ākonga & was the AC
submitted within 5 working days of the
assessment date?
```

```
                    Yes                              No
```

```
         Uphold            Hold                    Decline
                          (pending)
```

```
   Ākonga informed by QA in    Ākonga informed by QA  in      Ākonga informed of reason by
   writing of AC outcome &     writing what the potential      QA in writing
   resolution method (e.g      outcome/remedy may be for
   alternative assessment date) their application when the results
                              from the rest of their
                              assessments  have been
                              completed
```

An AC can't be granted if:

- The integrity of the assessment may be comprised; or
- It would compromise the assessment objectives; or
- It would provide unfair advantage over other ākonga

Possible options for an AC which has been upheld:

Complete the assessment via an extension of assessment date OR via a deferral & a later submission date*

Complete an alternative assessment via an extension of assessment date OR via a deferral & a later submission date

(check learning outcomes met)

Achieve a whole course grade (aegrotat pass)

by estimation

(*only available for unified programmes*)

Restricted pass***

(*if Programme Regulations allow & only if student narrowly failed BUT affects GPA and isn't always accepted as a pre-requisitive pass*)

*For formal exams – check the examinations policy

See Nest page advice [Assessment Concession – Te Aka (unitec.ac.nz)](unitec.ac.nz)