Aegrotat Assessment

Policy and Procedure

Table of Contents

1. PURPOSE

JMC Academy students, like students everywhere, may face extraordinary situations that prevent them from undertaking the work necessary to complete a unit. These circumstances are different in scale and scope to those where Special Consideration may otherwise be granted.

The purpose of the Aegrotat Assessment Policy and Procedure is to:
- Equitably and fairly treat students, who, due to a range of serious circumstances beyond their control are unable to complete work they would have typically been capable of so doing.
- Extend the scope of policy on Special Consideration, which has the intent of providing relief solely for specific, individual assessments.

2. SCOPE

The Aegrotat Assessment Policy and Procedure is applicable to all JMC Academy Higher Education qualifications and cover the granting of Aegrotat Assessment towards a JMC qualification.

3. DEFINITIONS

All definitions are located in the *JMC Academy Glossary.*

4. POLICY

4.1. JMC Academy encourages and promotes the use of Aegrotat Assessment:
   4.1.1. Posthumously, in the unfortunate event of a student's untimely death before the completion of a study period while enrolled, and
   4.1.2. By those students whose work is so significantly impaired by events outside of their control that they may be unable to complete assessments within a unit(s).

4.2. Significant impairment leading to Aegrotat Assessment will follow similar definitions of impairment as used for special consideration with the extenuation that a student is unable to complete any further work during a study period.

4.3. Significant impairment includes, but is not limited to:
   4.3.1. Acute illness or injury, such that the student is unable to actively engage in their studies. This does not include minor illnesses such as colds, mild sprains, or other low-level injuries, or
   4.3.2. Significant loss or bereavement, such as the loss of a close family member, or
   4.3.3. Relationship breakdown when co-habiting, or
   4.3.4. Trauma - such as being a victim of crime or a severe Act of God. This does not include loss of data or assessment-work.

4.4. The Campus Director in consultation with the respective Head of Department is responsible for reviewing all Aegrotat Assessment applications and recommending them to the Academic Board.

4.5. The Academic Board is responsible for approving all Aegrotat Assessment applications.

5. PROCEDURE

5.1. Applications for Aegrotat Assessment may be made by the student on the appropriate form and submitted to Student Services or may result from the recommendation of the responsible Head of Department.

5.2. Applications for consideration of awarding credit posthumously can be made by the executor of the student's estate, by their immediate family, or by the Campus Director or delegate.

    5.2.1. The Academic Board may, also, endorse the student's eligibility to graduate and recommend them to the Governing Council for approval.

5.3. Applications for Aegrotat Assessment must include appropriate supporting documentation, such as but not limited to:
- Medical certificates,
- Certificate from a funeral director or death certificate,
- Police reports,
- Letters from a counsellor, and/or
- Emergency services documentation.

5.4. Where it is not possible to provide documentation, the student may be required to make a Statutory Declaration at the discretion of JMC Academy.

5.5. The Campus Director in consultation with the respective Head of Department will review an application for Aegrotat Assessment and determine whether there are grounds for submission to the Academic Board for approval.

    5.5.1. Where there are no grounds for submission to the Academic Board, Campus Director will advise students adequately within 10 business days.

    5.5.2. Where there are grounds for submission, Campus Director will submit, through the Education Services, the application to the Academic Board as an:
- Agenda item at the next scheduled meeting, or
- 'Out of session' item.

5.6. Aegrotat applications are usually considered within 10 business days.

5.7. The Academic Board will award the student's grades as follows if Aegrotat Assessment is granted:

    5.7.1. Each unit will be evaluated for eligibility and must be for the study period of application only.

    5.7.2. Where not eligible, the student will be declined for that specific unit.

    5.7.3. An Aegrotat Assessment is the determination and recording of a final grade for a unit(s), calculated as a Weighted Average Mark (WAM) of all completed units a student has undertaken while enrolled at JMC Academy thus far, excluding the units undertaken within the study period of application. This calculation shall include fails, but not those within the study period of application. At the discretion of the Academic Board, where a student's average is below a pass grade, the Aegrotat grade may be determined at 50%. Please refer to the *Grading Policy* for the calculation of WAM.

    5.7.4. Standard grades will be applied.

    5.7.5. Where there are insufficiently completed units for an Aegrotat grade to be calculated, the student will be ineligible for Aegrotat Assessment.

    5.7.6. For each eligible unit, the Aegrotat grade will be applied to the student's unit record.

5.8. Where sufficient significant impairment has not been established, the application for Aegrotat Assessment will be declined.

5.9. Only students who have successfully completed at least one study period may be awarded an Aegrotat Assessment if granted.

5.10. Students may apply for Aegrotat Assessment only for impairments that took place no earlier than week six (6) of the study period.

5.11. If impairment took place earlier than week six (6) of the start of the study period, students will be asked to apply for withdrawal from the unit of study and to apply for refund/re-credit of all tuition fees due to special circumstances. This excludes the situation when Aegrotat Assessment is considered posthumously.

5.12. The student must have maintained standard attendance requirements of no less than 50% for each unit for which they may be offered Aegrotat Assessment and have submitted all assessment items for that study period until impairment took place.

5.13. Aegrotat Assessment applies to an entire unit(s) only for the unit(s) in the study period affected by the student's impairment.

5.14. Student or student's family member (in case of the deceased or incapacitated student) may appeal any decision within 20 business days in accordance with the *Students Complaints and Appeals Policy and Procedure.*

6. RELATED DOCUMENTS
6.1. JMC Academy Glossary
6.2. Grading Policy
6.3. Academic Progress Policy and Procedure
6.4. Special Consideration Policy and Procedure
6.5. Student Complaints and Appeals Policy and Procedure.

7. RELEVANT LEGISLATION
7.1. Higher Education Support Act 2003 (Cth)
7.2. Higher Education Standards Framework (Threshold Standards) 2021

8. POSITIONS RESPONSIBLE
8.1. Academic Board
8.2. Heads of Department
8.3. Campus Directors
8.4. Dean
8.5. Director of International Services

9. APPROVAL INFORMATION

Approval Authority	Academic Board
Health Check approval authority	Dean
Review date	07/11/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality (former Director of Education)	28/6/2021	28/7/2021	Amendments as per external reviewer's recommendations to the **Aegrotat Assessment Policy.** Information within original policy document has been split into a policy section and a new procedure section.	Superseded
1.1	Dean	12/08/2022	12/08/2022	Position/s updated.	Superseded
1.2	Academic Board Executive Committee	07/11/2022	07/11/2022	Amendment to wording for calculation of mark under section 5.7.3.	Current

Version control tables from previous Policies and Procedures reside in the original documents.