



## Aegrotat Policy and Procedure

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<b>Approval Authority:</b>	Academic Board

### 1. POLICY AND PRINCIPLES

Lincoln University acknowledges that from time-to-time students may experience medical or personal circumstances or misadventure for which special consideration in assessment is justified.

The provision of this special consideration aligns with the University's values of students at our core and integrity: doing the right thing in a reliable way.

Such special consideration will be fair, consistent, and approved only when supported by evidence. This assures the outcomes of assessment for students and the academic community, and thereby graduates and employers.

### 2. DEFINITIONS

"Aegrotat" is the name given to Lincoln University's process of special consideration in assessment, and the approved outcomes of this process.

"Aegrotat" can refer to:

1. The process of applying for special consideration by the learner ("an aegrotat application")
2. The course examiner applying special consideration to a student's assessment as a result of (1) ("aegrotat consideration")
3. The outcome of the process of special consideration as a result of (2) ("an aegrotat" or "an aegrotat grade").

Once processed, aegrotat applications are deemed justified (approved) or unjustified (not approved) by the approving authority.

The circumstances for which an aegrotat application may be made are defined in the Lincoln University *Calendar* General Course and Examination Regulations D.7 Formal Examinations: Aegrotat Assessment. These consist of:

1. Illness or injury to the student: **medical aegrotat.**
2. Bereavement, trauma, critical circumstances, or other uncontrollable events including the failure of a student's technology: **non-medical aegrotat.**
3. Misadventure due to unforeseen error, such as mistaking the date of an examination or a failure of transportation, that prevents the student from completing the assessment: **non-medical aegrotat.**

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Further description of each of these is provided in the regulations. Only one approved aegrotat due to misadventure as defined at (3) above is normally permitted per student, per degree, unless there are exceptional circumstances.

Aegrotat applications may be made when

1. a student has missed an assessment due to one of the above circumstances
2. a student has completed an assessment but believe they have been impaired by one of the above circumstances
3. a student is seeking an extension to the due date for an assessment, based on one of the above circumstances.

For issues with technology and access, student should make an individual aegrotat when they are impacted by issues with their own technology or individual connection to the required systems. This is a non-medical aegrotat application due to an uncontrollable event.

In cases where there is an identified fault (or 'known issue') that impacts multiple students, the University will address this situation, evaluate whether a blanket action is required, and communicate with impacted students accordingly. Individual Aegrotat applications are not required for these types of incidents.

### 3. APPROVING AUTHORITY AND THE ROLE OF THE EXAMINER

Academic Board is the approving authority for aegrotat applications. This authority is delegated through the terms of reference of its subcommittee, the Academic Administration Committee, to the following:

1. The Examinations Office, for the assessment of in-term aegrotat applications, and the administration of all aegrotat applications
2. The Convenor of the Academic Administration Committee, for the assessment of final assessment and examination aegrotat applications.

"Final assessment" here refers to end-of-semester assessments scheduled during the examination period, by the Examinations Office. It does not refer to major assessments undertaken in term.

The central administration and assessment of aegrotat applications is to enable efficient processing, ensure consistency for students and protect the privacy of students and their personal information.

The responsibility for applying aegrotat consideration to student assessment as the result of an approved application, and for assigning aegrotat grades, rests with the examiner, who follows the *Calendar* regulations, this policy and procedure, and the processes set out in the *Examiners' Meeting Manual*.

### 4. EVIDENCE IN APPLICATIONS

In accordance with the *Calendar* General Course and Examination Regulations D.7 Formal Examinations: Aegrotat Assessment, (1), (2), (3), only verifiable evidence will be accepted for aegrotat applications. Verifiable evidence includes

- a certificate from a registered medical practitioner, nurse, psychologist or counsellor
- a public notice such as a funeral notice
- other documentation such as a letterhead letter from a registered medical practitioner (where a medical certificate is inappropriate or unavailable), funeral director, employer, code manager or event manager, screenshot of MyCovid record displaying positive test upload
- for a misadventure aegrotat, a signed declaration from a person who can attest to the circumstances of the application, such as a flatmate, classmate or family member.

The approving authority may also seek further information and attestation from the student or from other members of the university community, to consider the application.

If the aegrotat application is due to a problem with a student's technology, the student must demonstrate that they have followed the steps outlined in any published rules for that assessment, which normally includes contacting ITHelp. If there is an issue with a student's computer, a receipt from a reputable computer repairer may be required.

Examiners will be advised by email from the Examinations Office from [aegrotats@lincoln.ac.nz](mailto:aegrotats@lincoln.ac.nz) when an aegrotat application from a student has been received, at which point the examiner may, within one working day, advise the Examinations Office of any relevant information concerning the application.

At no point will the Examinations Office disclose information to the examiner regarding the evidence associated with the aegrotat application.

Any examiner who believes that a student may be acting in breach of the Student Code of Conduct and/ or the Academic Integrity Policy and Procedure with regard to an aegrotat application should immediately contact the Proctor, copying the Examinations Office.

## 5. EXTENT OF IMPAIRMENT

Approved aegrotat applications for impaired performance will normally note the extent to which the student's performance has been impaired, to assist the examiner in applying the aegrotat consideration.

The extent of impairment may be severe, moderate, or mild. Guidance on the use of these categories in applying aegrotat consideration is provided in the procedure.

The approving authority will use the verifiable evidence to determine the extent of impairment, taking account of how many assessments are affected by the period of impairment in the application. In most cases, the extent of impairment will be specified in the evidence, such as by a medical certificate. Where this is not available, the approving authority will base their assessment on the precedent of comparable applications previously approved.

## 6. EXTENT OF COVERAGE

Students may make an aegrotat application for any item of formative, summative or final assessment, including examinations, for any course in which they are enrolled, where that item of assessment is worth ten percent or more of the total weighting of assessment in that course.

### 6.1. Minor assessment

For special consideration of circumstances affecting items of assessment worth less than ten percent of the total weighting of assessment in a course, students will normally approach the course examiner, or their academic nominee (such as a lecturer or tutor), directly. Special consideration for these smaller-weighted assessments is at the discretion of the examiner.

## 6.2. Extensions

For extensions to due dates of more than three days for assessment worth more than ten percent of the total in a course, students should make a formal aegrotat application.

Students seeking an extension of three days or fewer for assessment worth more than ten percent of the total in a course should normally approach the course examiner or their academic nominee directly.

The granting of short-term extensions is at the discretion of the examiner, who may still request that a student makes a formal aegrotat application in the case of critical circumstances or for a longer extension period.

Students who do not wish to approach their examiner directly for short-term extensions to assessment worth more than ten percent may still make a formal aegrotat application.

## 6.3. Inclusive Education

There is no requirement for students registered with **Inclusive Education**, who are seeking an extension for an assessment because of a verified disability or injury, to submit an aegrotat application or contact the examiner directly. Students in this circumstance must contact the Inclusive Education Coordinator.

After speaking with the student, the Inclusive Education Coordinator will directly inform the examiner that an extension has been requested. This will be communicated to examiners from the Inclusive Education Coordinator via email with the student copied in.

In these instances the examiner should approve the extension request, excluding exceptional circumstances. The examiner should email their decision to the Inclusive Education Coordinator with the student copied in.

Where a student registered with Inclusive Education has missed an assessment, is applying for impaired performance or is affected by something outside their verified disability or injury, they should apply for an aegrotat using the normal procedure.

## 7. EXTENT OF CONSIDERATION

The extent of aegrotat consideration for **missed assessment** and **impaired performance** is normally

- 50 percent of the course assessment, or
- the final assessment or examination, where this is worth more than 50 percent of the course assessment.

This is to ensure that sufficient assessment for the course has been completed independently by the student, in order for the learning outcomes of the course to be met.

The extent of consideration does not apply where an aegrotat application has resulted in no change to the student's mark for the assessment.

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Students who have justified aegrotat applications for missed assessment or impaired performance that exceed the extent of 50 percent (for example for both in-term assessment and an examination), may be required by the examiner to sit an alternative assessment before a passing grade can be awarded for the course.

The alternative assessment will address the learning outcomes of the course that the student has yet to meet, and will enable the examiner to derive a grade for the course.

Where the course examiner can demonstrate that the student has met the learning outcomes of the course based on the assessment they have completed (for example, where the learning outcomes have been covered in both the in-term assessment and the examination), these extents may be waived by the examiner. The basis for the waiver must be reported at the faculty examiners' meeting.

The extent of aegrotat consideration for **misadventure** is as noted in the *Calendar* regulations: one instance per student, per degree.

There is no limit to the number of **extensions** for which a student may apply under this policy and procedure.

## 8. AEGROTAT APPELLATION

Where a student has received aegrotat consideration for **30 percent** or more of the course assessment, excluding extensions, the procedures of the *Examiners' Meeting Manual*, Aegrotat Mark and Grade, will apply, and the A (aegrotat) appellation will be applied to the student's course grade on their transcript.

Where a student has received aegrotat consideration for less than 30 percent of the course assessment, no appellation will be applied.

Where there is no change to the student's mark or grade as a result of aegrotat consideration, or where the student has received an extension as the result of an aegrotat application, no appellation will be applied. This includes where a student has a justified aegrotat application to miss a non-graded but mandatory course component such as a field trip.

## 9. EXCEPTIONS: MASS CIRCUMSTANCES

Notwithstanding this policy and procedure, the University may extend universal special consideration for a fixed term to all students, or to specific groups of students, where this is justified by mass circumstances. Examples for which universal special consideration may be extended include mass bereavement, disasters or a pandemic. In some cases, a mass circumstance may include the failure of technology, such as a power outage or an internet service provider issue.

Where universal special consideration is applied to all students or to groups of students, further aegrotat consideration will be justified only for impairment in excess of that covered by the universal special consideration. The normal extent of consideration specified in this policy will continue to apply to further aegrotat consideration in these cases.

## 10. RIGHT OF APPEAL

Students who wish to appeal the outcome where an aegrotat application has been deemed unjustified or otherwise declined may request an immediate review from the Convenor of the Academic Administration Committee. This includes aegrotat applications where a request for an extension has been declined.

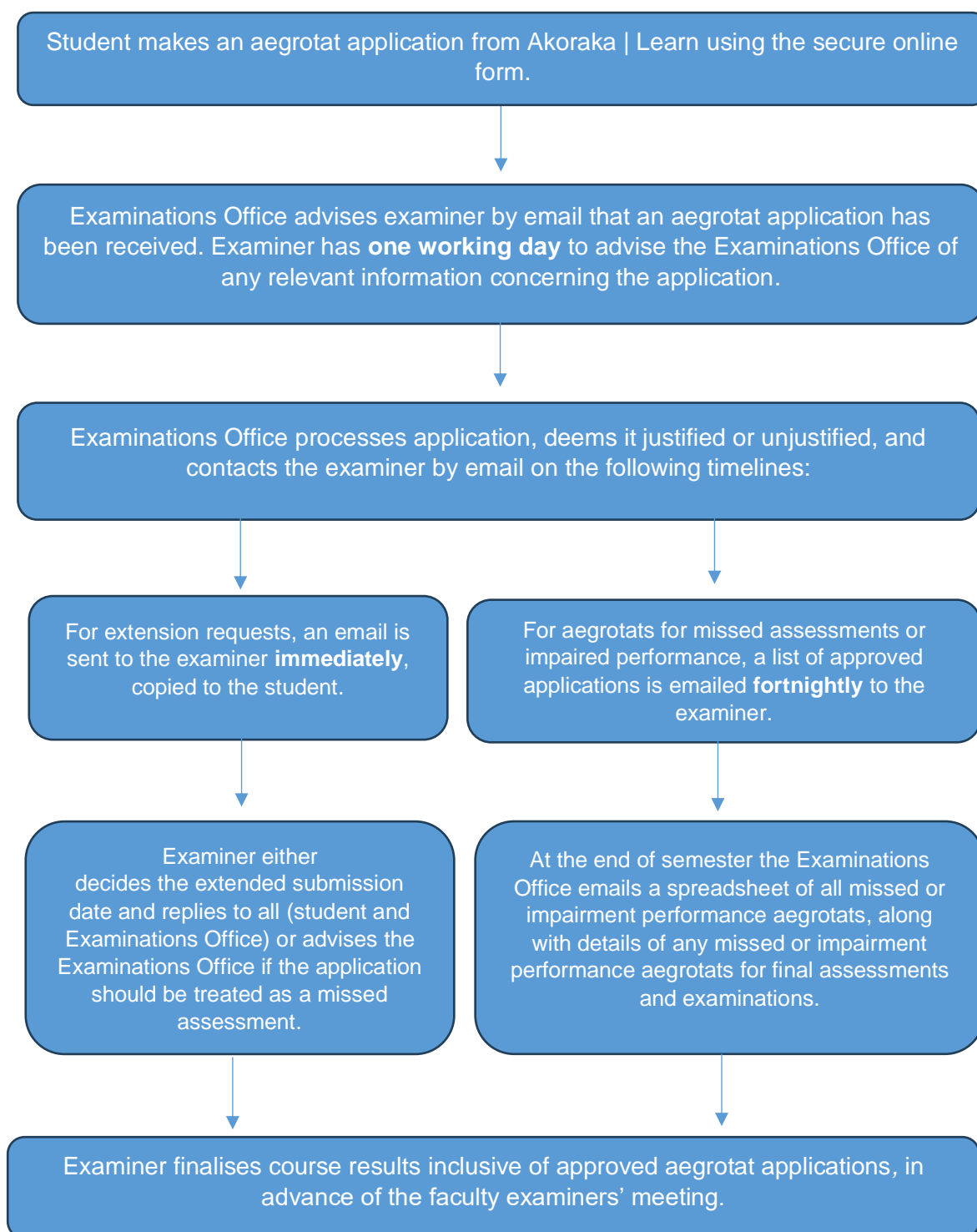
Students who wish to appeal a grade that includes aegrotat consideration may request a review at the end of the course when results have been released. Requests for review of a course grade should be addressed to the Examinations Office and will be considered by the Convenor of the Academic Administration Committee.

The procedure for making an appeal is set out in the Academic Appeals Policy and Procedure.

## 11. PROCEDURE: APPLICATIONS

All correspondence from the Examinations Office regarding aegrotats will be emailed from [aegrotats@lincoln.ac.nz](mailto:aegrotats@lincoln.ac.nz).

A list of justified aegrotat applications for missed assessments and impaired performance is emailed fortnightly to examiners. Examiners can request to receive this list more or less frequently. Requests should be sent to [aegrotats@lincoln.ac.nz](mailto:aegrotats@lincoln.ac.nz) by the start date for the course.



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## 12. PROCEDURE: EXTENT OF IMPAIRMENT

The outcome spreadsheet emailed to examiners by the Examinations Office includes information on the extent of impairment when the student has applied for an aegrotat for impaired performance. This information is to assist examiners in deriving a mark.

The table below gives examples of possible causes for the assessed extent of impairment and its expected effect on student performance, together with recommendation for actions examiners can take as the result of this impairment.

Not all extents of impairment will require that a mark be adjusted by the examiner, as this will also depend on the weighting and type of assessment, and the extent to which the student's performance is consistent with their justified impairment.

In all cases the determination of the outcome and the resulting mark will rest with the examiner. This includes instances in which the examiner has determined that there will be no change to the student's mark as a result of aegrotat consideration. No change to a mark may occur when

- the student's performance on the assessment is consistent with their expected performance, based on an analysis of completed assessments
- the weighting of the assessment is too low for the extent of impairment to be incorporated.

Extent of impairment advised by approving authority	May occur due to	Expected effect	Recommendation
<b>Severe</b>	Acute illness, serious injury, close personal bereavement, homelessness, victim of crime or other trauma.	The student's performance on the assessment has been acutely and significantly affected.	Significant adjustment of mark, without which the student may fail the assessment, or an extension of more than one week.
<b>Moderate</b>	Ongoing effects of illness or injury, acute but not serious illness, challenging or disrupted personal circumstances.	The student's performance on the assessment is likely to have been notably affected.	Moderate adjustment of mark or an extension of 3 days to one week.
<b>Mild</b>	Recovering from illnesses, unexpected personal circumstances.	The student's performance on the assessment may have been affected, but only to a minor extent.	Minor adjustment of mark, for major assessments only, or an extension of up to 3 days.

## 13. PROCEDURE: DERIVING MARKS AND ALTERNATIVE ASSESSMENTS

Aegrotat marks and grades are determined by the examiner or academic nominee such as a course lecturer. They are normally derived based on the assessment the student has completed in the course.



This is typically done at the end of the course but can also be done when the examiner is advised of the approved application, if the examiner considers sufficient assessment has already been completed by the student.

To **derive a mark** for an assessment with an approved aegrotat application, the examiner should consider

1. the extent of impairment
2. the student's achievement in assessment completed independently (*ie* without aegrotat consideration), paying particular attention to assessment of the same type as that under consideration
3. the student's achievement relative to other students in the course
4. the achievement of the class as a whole relative to previous cohorts, where this is known

and use this information to award an aegrotat mark for the student based on an estimate of their unimpaired performance.

The range of possible final course marks and grades, inclusive of aegrotats and their appellations, is described in the *Examiners' Meeting Manual*, which is published on the Hub every semester and summer school.

As an alternative to deriving a mark, an examiner may instead require a student to complete an **alternative assessment**, either during the course or at the end of the course.

This may be appropriate

- when a student has exceeded the extent of available aegrotat consideration without meeting all the learning outcomes for the course
- when an assessment has been missed (note that for examinations, the Examinations Office will first try to arrange an alternative sitting for the student where possible)
- when an assessment is the only assessment of its type in the course
- when an assessment is mandatory.

The alternative assessment should address the learning outcomes yet to be met by the student, and should be of a type and size able to be completed and administered in the time available.

Alternative assessments can be arranged by the examiner during the course or scheduled through the Examinations Office at the end of the course. In all cases the examiner should advise the Examinations Office and the student that an alternative assessment will be required.

Where a student is required to complete an alternative assessment at the end of a course, they will be awarded a grade of IC/IP (incomplete) until the examiner has finalised their mark for the course, normally within one month of the release of results.

Where a student has completed an alternative assessment in order to meet the 50 percent threshold for completed assessment in the course, the examiner should derive a grade for the course based on all the completed assessment.

If the examiner decides to **waive** the requirement to meet the 50 percent threshold for completed assessment in the course, the basis for this waiver must be reported to the faculty examiners' meeting. This should normally be a table showing that the student has met the

learning outcomes for the course based on the assessment they have completed. This decision must be approved by the meeting in order to proceed.

#### 14. PROCEDURE: NO RECOMMENDATION

In exceptional circumstances where a student has a justified aegrotat application but the examiner determines

- there is insufficient information about the student's expected performance in missed assessment for a course and
- it is not possible or appropriate to set an alternative assessment for the missed assessment

then the grade of NR, or **no recommendation**, may be awarded. NR is a failing grade.