

Special Consideration: Unavoidable Personal Circumstances *(for Assignment work only)*

1. The student accesses a *Special Consideration: Unavoidable Personal Circumstances* online form FoEd-96B from the Faculty of Education and Social Work link: <https://foedassignments.auckland.ac.nz>
The Student must apply no later than two weeks after the due date of the assignment.
2. The student sends the form to the **Programme Leader**¹. The **Programme Leader** considers eligibility by looking at the evidence in support of the application (e.g. doctors certificate, counsellor's letter). If the **Programme Leader** decides that the application should not be supported they communicate this to the student. A decision has to be made within 10 days of submission.
3. If the **Programme Leader** supports the application they send the completed *Special Consideration: Unavoidable Personal Circumstances* form FoEd-96B (without the evidence) to the relevant **School Group Services Co-ordinator**.
4. The **Course Director/Administrator**, in consultation with the student's lecturer and taking into account any evidence of work in progress, then decides which option in the *Faculty of Education and Social Work Coursework Guidelines Statement* (see below) is appropriate and submits the recommendation to the **Head of School** for approval.
5. Schools action the decision by advising the student. A copy of the completed *Special Consideration: Unavoidable Personal Circumstances* form FoEd-96B and any other correspondence should be sent to the Education Student Centre for the student's file.
6. The student record is updated in CANVAS (if the decision is made prior to finalising grades for the course) or is updated via an AS58 (if the decision is made after finalising grades for the course and a recommendation of change of grade/or mark).

Extract from Faculty of Education and Social Work Coursework Information (Published in Course Booklet)

- a) *Where a student faces unavoidable personal circumstances that mean the student is unable to submit a component of **coursework**, he/she may apply to the Director/Associate Director/Programme Leader for special consideration. The application is made on the form "Special Consideration: Unavoidable Personal Circumstances" and must be supported by written evidence from a doctor or counsellor. The student must apply no later than two weeks after the due date of the assignment.*
- b) *If the Director/Associate Director/Programme Leader supports the application, the Course Director/Administrator in consultation with the Head of School may:*
 1. *Ask the student to submit the work by a revised deadline – notwithstanding extension policies.*
 2. *Where at least 50% of the coursework has been completed at a grade **well above the minimum pass standard**, award an assessed grade for the course based on:*
 - i. *either a grade indicated by the completed work*
 - ii. *or the allocation of a mark for the missing work derived from the student's relative ranking on others' completed work*
 3. *Require the student to re-enrol in the course*

¹ Programme Leader refers to the person responsible for the particular programme – in some cases Head of Programme, in some cases Programme Leader and in some cases Programme Coordinator.

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Application form

Must be applied for within 2 weeks of assignment due date.

Student Name:							Date:		
Student ID:							Phone:		
Address:									
Email address:					UOA Email address:				
Programme:							Campus:		
Course Title:							Course No.:		
Course Director/Administrator:					Assignment No.:		Assignment Due Date:		

Provide evidence in support of Special Consideration application:

Doctor's certificate OR Counsellor's letter

AND

Evidence of working towards course Learning Outcomes (eg. work in progress for assignments / regular attendance / regular participation online)

Eligibility. ELIGIBILITY APPROVED ELIGIBILITY NOT APPROVED

Head of Programme Signature:							Date:		
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If not approved inform student, if approved send the form to the: **School Group Services Coordinator**

Course Administrator Recommendation.

- Submit the work by a revised deadline OR
- Give an assessed grade for the course based on:
 - either a grade indicated by the completed work
 - or the allocation of a mark for the missing work derived from the student's relative ranking on others' completed work OR
- Submit a new task by a revised deadline OR
- Student to re-enrol

Deadline Date:

Grade:	OR Mark:
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<input type="checkbox"/> AS58: Complete and submit to examinations
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Course Administrator Signature:							Date:		
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Head of School.

HOS Signature:							Date:		
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RECOMMENDATION APPROVED RECOMMENDATION NOT APPROVED

NB 1: Group Services co-ordinator to notify outcome to student using proforma letter.

NB 2: In the case of professional programmes, Group Services co-ordinator to send copy of this form and supporting information to the Education Student Centre.

NB 3: Group Services to load information in FEDSS.