1. Making an aegrotat or compassionate application for your tests or final exams

You can make an aegrotat application for aegrotat or compassionate consideration for tests or final exams from your ‘Landing Page’:

- Open aegrotat.auckland.ac.nz/apply
- Access more information and guidance if required
- View and update your contact details
- Click Start New Application.

We wanted students to benefit immediately from changes to how aegrotat/compassionate consideration applications are processed. The development of changing our system will take a bit longer, but we have some workarounds to enable you to still apply online.

Once you start the application you will see the following screen. While our online application is under development please note the following criteria:

- You must attempt to sit your exam where possible and your circumstances for applying must be exceptional and beyond your control.
- Your circumstances must be temporary (i.e. 2 weeks prior to exam date) and have prevented you from being present at an exam/test or have seriously impaired your preparation or performance.
- You are required to have a C- coursework average.
- Evidence required, statement including what your circumstances were and how they seriously impacted your test/exam. Where reasonably possible, please provide documentation to support your application.
- Applications must be submitted within 7 days inclusive of the exam. For example if the exam was held on the 20th – the application must be submitted by the 26th.
- For more information on updated evidence requirements please see the website
In the next screen update your details if they are incorrect.

You are no longer required to pay for an aegrotat/compassionate consideration application for a test or exam.

Click Start new application to start your application. Click submit, but do not pay for your application. The University will process your application past the payment screen on your behalf.

E. Compassionate Evidence Requirements: read to understand the evidence required to support a Compassionate application
F. Your details: click to update your contact details.
G. Further assistance: click the ‘webpage’ link or email exams@auckland.ac.nz for further information and guidance.
H. No longer relevant
I. Start New Application: click to start a new Aegrotat or Compassionate application for either Exams or Tests.
J. **Application History:** this section provides an overview of previously started, saved or submitted applications. It displays the application number, application type, assessment method (exam or test), term, submission date, application status and Workflow Status.

**Application Status**
This indicates where your application currently sits as one of the following:

- **Not Submitted** - Your application has yet to be submitted. Select your application and click on the Edit button to submit. It may also have been submitted but then cancelled at your request.
- **Payment Incomplete** - No longer relevant but may show while staff are processing applications
- **Submitted** - Your application has been submitted.
- **Under Review** - Your application is being assessed.
- **Evidence Incomplete** - You will receive an email from Independent Moderators asking for more evidence. To submit more evidence, go to the application portal and scroll down to the bottom of the page until you see your Application History. Select the application line which says Evidence Incomplete. An Edit button will display. Click on this and it will take you to your application to upload the evidence and resubmit. **Do not** start a new application as this causes confusion and can result in the applications taking longer to process.
- **Complete** - Your application has been declined by the independent moderator due to insufficient evidence to support your application (Workflow Status = With UHCS) or Your application has been assessed and the outcome sent to your student email (workflow status = With Exams Office or With Faculty).

**Workflow Status**
This indicates where your application currently sits as one of the following:

- **With Student** - Either you haven’t submitted the application, or you have been asked (via email) to provide more evidence. It may also have been cancelled at your request.
- **With UHCS** - Your application is with the Independent Moderator being assessed.
- **With Faculty** - Your application is with the Faculty being assessed, or for Test Aegrotat has been completed and a final outcome letter email has been sent to you.
- **With Exams Office** - Your application is with Assessment Services and the final outcome letter email is in process of being sent to you.

K. **Edit applications:** click to highlight your application in your ‘Application History’, then click the ‘Edit’ button to open, view and update previously saved, not submitted or evidence incomplete applications. Once an application has been submitted, it cannot be edited. Ensure you scroll down to the bottom of the screen for the ‘Edit’ button to appear.
2. Creating an Aegrotat request

- **NOTE:** Please ensure you use **Chrome, Firefox or Internet Explorer 11 and above** to start applications. IE8 and below are not supported browsers for aegrotat.
- Click ‘**Start New Application**’ on your student landing page
- Select **Exam** or **Test**
- Select ‘**Aegrotat**’ if your exams or tests have been significantly affected by your health
- Select ‘**Compassionate**’ if your exams or tests have been significantly affected by personal misfortune, Covid or technical issues
- Select term
- Select level of impairment per course (for Tests you can only select one course)
- For Tests enter test date, and test name (if known). For Exams the exam date will automatically display.
- For all applications you are required to upload a document which provides a statement explaining your circumstances and how this impacted your exam/test
- Add alternative contact details – no longer relevant
- Accept terms and conditions
- Click **Save for Later** to save your application then return and submit at a later stage
- **Submit** the application.

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**Application for Aegrotat or Compassionate Consideration**

Hello [Name],

have one or more of your tests been significantly affected by your health (Aegrotat) or by other personal circumstances (Compassionate)?

Select the assessment type:
- Your health (Aegrotat)
- Other personal circumstances (Compassionate)

Select the affected term:
- [Term]

Note: For Aegrotat you can include multiple courses (Exams) in one application. For in Semester Tests you must complete a separate application for each test.

You must submit a scan or photo of a completed health declaration form and the completion certificate signed by a registered doctor on the day of the exam or test.

You must provide a statement explaining your circumstances and how this impacted your exam/test.

For all applications you are required to upload a document which provides a statement explaining your circumstances and how this impacted your exam/test.

Add alternative contact details – no longer relevant

Accept terms and conditions

Click **Save for Later** to save your application then return and submit at a later stage

Submit the application.
A. **Assessment type:** select Exam or Test – once you select an option it cannot be changed. If you need to select a different assessment type, refresh the screen and start a new application. Do not click test if you are applying for an exam. This causes confusion and applications easily are lost within the system.

B. **Application type:** select **Aegrotat** if your exams or tests have been significantly affected by your health.

C. **Term:** select the term that has been affected from the drop-down box.

D. **Course:** courses for consideration will automatically display based on the term selected.

E. **Exam/Test Date:** For Exams this field will be automatically populated. For Tests you need to enter the date of the test (once you have ticked the relevant Level of Impairment check box).

F. **Test Name:** If you know the name of the test enter it here. For Exams, this is not required.

G. **Level of impairment:** *Unable to attend, Preparation impaired, Performance impaired.*

   Select the check box for your relevant level of impairment. Note, if ‘Unable to attend’ is chosen then ‘Preparation or Performance impaired’ cannot be chosen. You can choose either ‘Preparation impaired’ or ‘Performance impaired’, or both.

   For Tests, you must complete a separate application for each test therefore can only select one course.

   For Exams you can complete one application for all exams you wish to apply for i.e. select multiple courses.

H. **Application Fee:** no longer relevant

I. **Aegrotat Evidence Requirements:** check the [website](#) for updated information on what is required.

J. **Medical/Compassionate evidence:** you must provide a statement explaining your circumstances and explain how this impacted your exam/test. If you have supporting documentation such as confirmation of a Covid test or consultation notes from a doctor, please upload this.

K. **Alternative contact:** please provide an alternative contact number if appropriate.

L. **Terms and conditions:** read the terms and conditions and click the ‘I agree’ to confirm. You cannot submit your application without doing this.

M. **Submit and Pay:** click to submit the application. **You will receive an application number – please record this.**

N. **Save for Later:** click to return your unpaid application to your application history queue. It will display a status of ‘Not Submitted’. To edit your application, please refer to ‘K. Edit applications’ on page 3 of this document.

N. **Cancel:** click to cancel your application submission.
You will be re-directed to this page to pay – this is no longer relevant and you DO NOT need to pay for an application.

If you have not received notification of the outcome from the moderator within 5 working days, please contact exams@auckland.ac.nz quoting your application number.