

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](#)



Hello [redacted]

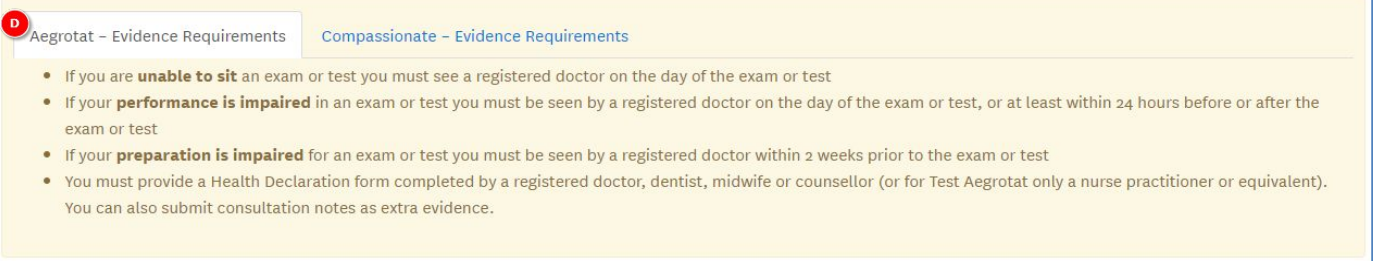
You can apply for aegrotat **A** or compassionate consideration if you feel that unforeseen circumstances beyond your control have significantly affected one or more of your tests or exams.

End of Semester Examinations – Qualifying Criteria **B**

- You must have been prevented from sitting the exam or consider that your preparation for and/or performance in the exam was seriously impaired
- Your circumstances must be **temporary** (i.e. 2 weeks prior to exam date), **unforeseen, exceptional and beyond your control**.
- You must provide evidence from a registered doctor, dentist, midwife or counsellor in support of your application.
- You must sit your exams if at all possible.
- Your work needs to be **well above** the minimum pass standard (normally a C+ or better) in all coursework, including any written tests.
- You must submit your application with the evidence no later than **seven days** after the exam date. If you are applying for multiple exams, no later than seven days after the last exam date.
- You must pay the application fee of \$30 per exam (maximum \$50 per application).

In-Semester Tests – Qualifying Criteria **C**

- You must have been prevented from sitting the test or consider that your preparation for and/or performance in the test was seriously impaired
- Your circumstances must be **temporary** (i.e. 2 weeks prior to test date), **unforeseen, exceptional and beyond your control**.
- You must provide evidence from a registered doctor, nurse practitioner or equivalent, dentist, midwife or counsellor in support of your application.
- You must have attempted the test if at all possible.
- The test must count for a percentage of the marks awarded for the course.
- You must submit the application with the evidence no later than **seven days** after the test date.
- You must pay the application fee of \$10 per test



D Aegrotat – Evidence Requirements Compassionate – Evidence Requirements

- If you are **unable to sit** an exam or test you must see a registered doctor on the day of the exam or test
- If your **performance is impaired** in an exam or test you must be seen by a registered doctor on the day of the exam or test, or at least within 24 hours before or after the exam or test
- If your **preparation is impaired** for an exam or test you must be seen by a registered doctor within 2 weeks prior to the exam or test
- You must provide a Health Declaration form completed by a registered doctor, dentist, midwife or counsellor (or for Test Aegrotat only a nurse practitioner or equivalent).

You can also submit consultation notes as extra evidence.

- Information and guidance:** click to understand the important difference between the two application types i.e. Aegrotat and Compassionate. For COVID or Technical related applications please choose Compassionate
- End of Semester Examination Qualifying Criteria:** read to understand the qualifying criteria for an Exam aegrotat
- In Semester Tests Qualifying Criteria:** read to understand the qualifying criteria for a Test aegrotat
- Aegrotat Evidence Requirements:** read to understand the evidence required to support an Aegrotat application



For other personal misfortune ('Compassionate'), such as family illness, bereavement, serious relationship or family issues, the evidence required will depend on the student's circumstances.

It is highly recommended that you discuss your personal situation with a University Counsellor before submitting your application (you may save it for later but please ensure you submit by the deadline). The counsellor will help you make an application and advise what kind of evidence is required. Otherwise the following guidelines apply:

- Medical evidence, with specific dates, for illness of family member.
- Order of service, letter from the undertaker or death notice in the paper for death of family member or close friend.
- Evidence of flight dates if travel is required to attend a funeral.
- Police report for theft of belongings etc.
- For some situations such as serious relationship or family issues, a letter from a witness such as a friend or family member, who can testify to the circumstances. The witness statement must be signed in the presence of a Justice of the Peace.

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.

The details we have for you are as below. You can [update your details here](#).



Preferred name:

UoA ID number:

UoA e-mail:

Mobile number:



Need further assistance? View our [webpage](#), or email aegrotats@auckland.ac.nz



Please note for Exam Aegrotat, there is an **online application fee** of \$30 for each exam (to a maximum of \$50 **per application**).

For Test Aegrotat, there is an **online application fee** of \$10 for each test. You must complete a separate application for each test.

Please note: A convenience fee of 1.9% will be automatically added when you make your payment by credit card. To find out more, visit the [Card Payment Convenience Fee webpage](#).

Alternatively, you can select to pay by 'account2account' where no convenience fee is charged.

START NEW
APPLICATION



- 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 the 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.

Application History J

Application no.	Application type	Assessment method	Term	Submit date	Application Status	Workflow Status
46046	Aegrotat	TEST	2020 Semester Two	30/07/2020	EVIDENCE INCOMPLETE	WITH STUDENT
46048	Aegrotat	EXAM	2020 Semester Two	30/07/2020	UNDER REVIEW	WITH FACULTY
39007	Aegrotat	EXAM	2020 Summer School	02/04/2020	UNDER REVIEW	WITH UHCS
46045	Aegrotat	TEST	2020 Semester Two	30/07/2020	UNDER REVIEW	WITH UHCS
46047	Compassionate	TEST	2020 Semester Two	30/07/2020	UNDER REVIEW	WITH UHCS

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K Edit

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.

Application for Aegrotat or Compassionate Consideration

Hello Reasa,

Select the assessment type Exam Test

Have one or more of your tests been significantly affected by your health ('Aegrotat') or by other personal misfortune ('Compassionate')? Your health ('Aegrotat') Other personal misfortune ('Compassionate')

Select the affected term

Select the course(s) you wish to have considered and indicate how you have been affected

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

Course	Description	Test Date	Test Name	Unable to attend the test	Significantly impaired preparation	Significantly impaired performance
ENVSCI 301	Environmental Science in Pract	<input type="text" value="Enter a date (dd/MM/yyyy)"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARINE 202	Principles of Marine Science	<input type="text" value="Enter a date (dd/MM/yyyy)"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPSMGT 376	Strategic Procurement	<input type="text" value="Enter a date (dd/MM/yyyy)"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EARTHSCI 10	Natural Hazards in New Zealand	<input type="text" value="Enter a date (dd/MM/yyyy)"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application Fee: \$0

Aegrotat

Aegrotat - Evidence Requirements

- If you are **unable to sit** an exam or test you must see a registered doctor on the day of the exam or test
- If your **performance is impaired** in an exam or test you must be seen by a registered doctor on the day of the exam or test, or at least within 24 hours before or after the exam or test
- If your **preparation is impaired** for an exam or test you must be seen by a registered doctor within 2 weeks prior to the exam or test
- You must provide a Health Declaration form completed by a registered doctor, dentist, midwife or counsellor (or for Test Aegrotat only a nurse practitioner or equivalent). You can also submit consultation notes as extra evidence.

You must upload a scan or photo of a completed health declaration form and the consultation notes from a registered doctor, nurse practitioner or equivalent, dentist, midwife or counsellor. Find out about acceptable file types and sizes.

Click to upload your evidence No file chosen

The outcome of the application will be sent to your student email address. If we need to talk to you about your application we will contact you on your listed mobile or you can provide another contact number.

Alternative contact number:

In submitting this application, I understand and agree that the University will only release the information obtained pursuant to this authorisation to the persons involved in the assessment of the application. In the event of a difference of opinion or a dispute concerning my application, I advise the release of the information to an independent referee appointed by the University. I understand that the information associated with this application will be used for the purpose of this application only and will not be released to other persons.

Tick to indicate that you have read and agree with the statement above

Please select assessment date for the Test.
Please indicate for each course the type of impairment you wish to apply for.
You must attach supporting medical evidence.
Please ensure you tick 'I agree' as confirmation that you understand and authorise the University to release information contained in your application for the purposes outlined in the statement above.

See next page for a description of these fields

2. Creating an Aegrotat request



- 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.

4. Making a payment

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.



Application for Aegrotat or Compassionate Consideration

Application# **A** 64014

Applicant name

Assessment type EXAM

Application fee **B** \$30.00

Please choose a payment method **C** Credit card OR Account to Account
 For Exams Office Use only

For more information on the payment methods refer to the aegrotat student user guide

Credit card (Visa, Mastercard) payment have a convenience fee of 1.9%. No fee for Account to Account

D Cancel **E** Pay