

Options for students unable to meet assessment deadlines in a course

Extensions

Suitable for:

- Most students
- Students who are struggling to get everything in, but just need a little a bit of extra time to get on top of things

Things to consider:

- overall workload across courses
- whether attempting to get assessment done will exacerbate the issues that the student is experiencing, or create new ones
- marking time and School/University deadlines for finalising grades

Process:

- Extensions until the end of the trimester granted by Course Coordinator
- Extensions may be possible beyond Grade Entry deadlines. These require Associate Dean approval (email Anita for undergrad, and Alfio for Hons or above).

University Policy: [Assessment Handbook 6.6](#)

Alternative assessment items

Suitable for:

- students who cannot complete the assessment as specified but could complete a modified version (e.g. oral assessment rather than written, modified contribution to a group project, shorter version of assessment task)
- students whose outstanding assessment is greater than 30% (see reweighting below) may have a partial reweighting, and complete a modified assessment task for the remaining percentage
- students who have missed a time-specific test due to special circumstances

Things to consider:

- whether this will enable the student to meet the CLOs
- consistency in application of assessment criteria and standards (see: 13.3.2 (b))

Process:

- Approved by HOS

University Policy: [Assessment Handbook 13.3.2](#)

Reweighting

Suitable for:

- Students who cannot complete assessment worth 30% (or less)
- Students who have more than 30% of assessment outstanding but complete a smaller alternative assessment item, and have the remaining 30% reweighted

Things to consider

- whether the student will meet the CLOs without this piece of assessment (if not, an extension, modification of the assessment, or partial reweighting may be more appropriate)
- usually relates to final piece of assessment as extensions are usually appropriate for earlier assessments, but it can be applied to any piece of assessment

Process:

- Approved by HOS

University Policy: [Assessment Handbook 13.3.3](#)

Aegrotat pass

Suitable for students who (all conditions listed must be met for eligibility to apply):

- Are unable to complete an assessment due in weeks 10-12 or later and
- Have assessment outstanding worth more than 30% and
- Cannot be accommodated by extensions, reweighting, alternative assessments, or any of the other provisions in section 13.3 of the Assessment Handbook

Things to consider:

- Aegrotats have strict criteria
- Aegrotats “should only be used in cases of last resort when it is not feasible to adequately accommodate the student’s circumstances” (AH 13.5) by any of the means outlined above, or any other change to the assessment requirements (AH 13.3.5)

Process:

- **Please note:** “Prior to the formal decision being made, under no circumstances should a staff member indicate to a student that they will gain an aegrotat pass” AH 13.5.1 (f)
- Info for students can be found [here](#)
- Associate Dean considers their application on the following grounds (see AH 13.5 for more detail)
 - o Eligibility of assessment item
 - o The student’s circumstances
 - o Achievement in the course (taking into account information provided by the course coordinator, and any recommendation by the HOS)

University Policy: [Assessment Handbook 13.3.5; Appendix C](#)

Associate Dean Late Withdrawal

Suitable for students who:

- Have engaged in the course but submitted little or no assessment
- Are not eligible for an aegrotat (it is advisable to check this with the Associate Dean (Students))
- Cannot feasibly be accommodated by extensions or any of the alternatives outlined above

Things to consider:

- Make sure no other options are possible before recommending this to a student. If you’re unsure, check with either the Associate Dean (Students) or your HOS that no other provision is possible before suggesting that a student applies for an ADLW

Process:

- Students apply [here](#)
- Associate Dean declines or approves in accordance with Section 4.2 of the Course Registration Procedure

University Policy: [VUW Calendar: Course Registration Procedure 4.2](#)