



Faculty of Medicine
Te Kaupeka Whaiora

APPLICATION FOR SPECIAL CONSIDERATION IN FINAL EXAMINATIONS FOR POSTGRADUATE MEDICINE PROGRAMMES – Absence or Impaired Performance

Use this form to apply for Special Consideration if you consider that acute illness or other exceptional circumstances beyond your control at the time of an examination or in the 14-day period immediately prior to it:

- prevented you from sitting a final examination OR
- seriously impaired your performance in a final examination.

PLEASE NOTE: This form is not to be used by students who have failed a paper but were neither impaired nor absent from the examination due to events beyond their control. Regulations for students who have failed a paper but are not eligible for Special Consideration are outlined in the University of Otago Calendar under the relevant programme regulations.

A **Health Declaration for Special Consideration** form must accompany this application if the grounds for claiming impairment or absence are health-related. In other cases, supporting documentation should be provided where possible, i.e., police report.

Please complete and submit this form to your Paper/Programme Convener within 5 days after the last examination for which you are seeking special consideration.

Name:..... **Student ID:**.....

Programme of Study:..... **Campus:**.....

Email:.....@student.otago.ac.nz

Paper/s for which you claim impairment / absence:

	<i>Paper Code and Title</i>	<i>Exam Date</i>	<i>(Circle one)</i>
(a)	<i>Impairment / absence</i>
(b)	<i>Impairment / absence</i>
(c)	<i>Impairment / absence</i>

What is your reason for claiming impairment / absence? (Attach any additional information and supporting documentation)

.....

.....

State how this has affected your preparation and / or performance:

.....

.....

Documentation attached: YES NO (circle one)

Student signature:..... **Date** ____/____/____

PLEASE READ THE IMPORTANT ADDITIONAL NOTES ON THE REVERSE

PAPER/PROGRAMME CONVENORS: please complete recommendation on reverse and send both pages to:

Internal mail: The Faculty of Medicine, Sayers Building, University of Otago, Dunedin

Email: medical.faculty@otago.ac.nz

Fax: (03) 479-5459

Additional Notes

1. This form is for students enrolled in postgraduate Medicine programmes that require students to sit a final examination.
2. As stated in the "Examination Regulations" section of the "General Regulations" in the University of Otago *Calendar*, aegrotat passes are **NOT** offered in postgraduate programmes in Medicine.
3. Students are advised to submit applications **as soon as possible** after the final examination for which special consideration is sought. In accordance with University General Regulations you may submit an application up to 5 days after the last examination for which you are seeking special consideration.
4. Special Consideration regulations are intended to apply in cases where a student's performance is **seriously impaired** or absence is due to events beyond a student's control. The following are typical examples of the level and type of incapacity through illness or other exceptional circumstances that the policy is intended to cover:
 - Severe medical condition as a result of illness or accident, supported by medical evidence or documentation, such as severe influenza or hospital admission due to a motor vehicle accident.
 - Bereavement of a significant other, as documented with a death notice or formal certification.
 - Serious psychological impairment certified by a counsellor or doctor.

NOTE: Experiencing exam anxiety or having several exams close together are **NOT** grounds for applying for Special Consideration.
5. One application form should be used to cover all examinations for which you are seeking Special Consideration.
6. At the discretion of the relevant Board, a student whose application for special consideration is accepted will either:
 - (i) be offered the opportunity to sit a special examination
 - (ii) be awarded an adjusted mark based on the following scale:
 - GRADE 1 impairment shall result in an adjustment of 2% of the recorded mark
 - GRADE 2 impairment shall result in an adjustment of 4% of the recorded mark
 - GRADE 3 impairment shall result in an adjustment of 6% of the recorded mark

The adjusted mark will then be used to calculate the final grade of Pass, Fail or Distinction.
7. Postgraduate students should complete and submit the form to their Paper/Programme Convenor. The Paper/Programme Convenor will consider the claim and **recommend to the Dean Faculty of Medicine** a minor adjustment to the mark or a special examination (in the case where the student was absent or had failed the examination even after any adjustment).
8. If a student sits a special examination their permanent academic record will show two results. The original examination will show either the grade obtained (even if this was under impaired conditions) or 'absent,' depending on which applies. A further entry will be recorded showing the result for the special examination with the phrase "Special Exam" written next to the grade.
9. For students enrolled in a postgraduate Medicine programme, the guidelines outlined in this document may not apply to any additional paper that is not part of that programme. In such cases, it is the student's responsibility to determine the Special Consideration regulations that apply for that paper (see the "Examination Regulations" section of the "General Regulations" in the University *Calendar*).

PAPER/PROGRAMME CONVENORS RECOMMENDATION

ABSENCE: To sit Special Examination to be held on: ____/____/____
 To sit Examination when next offered in Department on: ____/____/____
 Application declined (state reason) _____

IMPAIRMENT: Grade 1 (2%) Grade 2 (4%) Grade 3 (6%) Select one
 Application declined (state reason) _____

CONVENORS NAME: _____ Department/Campus: _____

SIGNATURE: _____ Date: ____/____/____

DEAN of FACULTY of MEDICINE: _____ Date: ____/____/____

APPROVED

DECLINED

CC: Department Administrator
 Student Records