



APPLICATION FOR COMPASSIONATE / AEGROTAT PASS/SPECIAL EXAM

This form is also available from the USP website address: <http://www.usp.ac.fj/forms>

SECTION A: PERSONAL DETAILS

Student ID Number:

Last Name: First Name: Middle Name: Date of Birth:

Campus: Semester/Year:

Address: Telephone:
 Email:

SECTION B: MISSED EXAM DETAILS

	Course Code	Exam Date	Exam Time		Course Code	Exam Date	Exam Time
1				4			
2				5			
3							

SECTION C: APPLICATION DETAILS

What are you applying for? Compassionate Pass Aegrotat Pass Special Examination

Please state below your reasons for making this application and attach all necessary documents.

You must attach supporting documentation (e.g. USP medical certificate, death certificate etc) to your application in order for it to be processed

Applicant's signature: _____ Date: _____

SECTION D: TO BE COMPLETED BY THE MEDICAL OFFICER

I certify that I have this day examined the student named above and found evidence that he/she:

- is suffering from a medical condition which prevents him/her performing at his/her level;
- is/is not responsible for his/her disability.

Comments: _____

In my opinion:

- this student is unable to present himself/herself for the examination(s) at the time(s) and date(s) shown above; or
- this student's performance is likely to be seriously impaired by the illness/injury in the examination(s) at the times(s) and date(s) shown above; or
- this student is able to present himself/herself for the examination(s) at the time(s) and date(s) shown above and that his/her performance in these examination(s) is unlikely to be seriously impaired by his/her illness or injury.

Signature: _____ Date: _____

University Medical Officer

These regulations have been reproduced from the 2008 Calendar, pp348-349**5 Application for Aegrotat Pass, Compassionate Pass or Special Examination**

5.1 Students who are prevented from sitting the final examination through no fault of their own, or consider that their performance in the final examination will be seriously impaired, may make application to the Registrar or nominee for consideration for the award of an Aegrotat Pass, Compassionate Pass, or to sit a special examination.

5.2 The application should be made on the form provided, as soon as possible, and normally prior to the examination or examinations being held. The applications shall be supported by such evidence as the Registrar or nominee shall require.

5.3 Application for Aegrotat Pass

- (a) Students who will be or were prevented by illness or injury from presenting themselves at the final examination, or, who consider that their performance in the examination will be seriously impaired by illness or injury, may apply for an Aegrotat Pass.
- (b) An Aegrotat Pass shall be given with the approval of the School or Department Assessment Meeting under the following conditions:
- (i) that the student furnish to the Registrar or nominee a certificate from a registered medical practitioner, (at the major campuses, normally the university Medical Officer) stating:
- the nature of the illness or injury in sufficient detail and in a form suitable for submission in cases of doubt to another medical referee; and
 - the date that the medical practitioner examined the student; and
 - that in the medical practitioner's opinion the student was unable through illness or injury to sit the examination and/or that the student's performance in the examination was likely to have been seriously impaired by illness or injury; and
 - that the student was not responsible for the said disability.
- (ii) that the student had achieved in the coursework a mark equivalent to a grade of at least a B; and
- (iii) that the quality of any work which the student had completed in the examination, including work in papers not affected by illness or injury, be taken into account, and
- (iv) that, at major campuses, where the registered medical practitioner referred to in (i) above was not the University Medical Officer; that the University Medical Officer be consulted as soon after as possible.
- (c) The Chair of the Academic Standards and Quality Committee may approve cases where a student's coursework mark is lower than a grade of B (as required in (ii) above) if this is recommended by the School or Department Assessment Meeting.
- (d) In considering applications under this regulation it will also be permissible to take into consideration the effect of any illness or injury on the students' performance during the semester.

5.4 Application for Compassionate Pass

- (a) Students who will be or were prevented from sitting the final examination by exceptional circumstances beyond their control and other than their own illness or injury, or who consider that their performance in the examination will be seriously impaired by the same circumstances may apply for a Compassionate Pass.
- (b) A compassionate pass is given with the approval of the School or Department Assessment Meeting or Chair of the Academic Standards and Quality Committee under the same conditions (with the necessary changes) as in clause 5.3(b)(i), (ii), and (c) .
- (c) In considering applications for a Compassionate Pass, it will be permissible to take into consideration the effect on the student's performance during the semester of any exceptional circumstance beyond the control of the student

5.5 Special Examination

- (a) Approval may be granted by a School or Department assessment meeting for a student to sit a special examination in the following circumstances:
- (i) if the student applies to sit a special examination rather than be considered for the award of an Aegrotat or Compassionate Pass, subject to compliance with the same conditions (with necessary changes) as those in clause 5.3(b)(i), (ii), and (c) , or
- (ii) if the School or Department Assessment Meeting , on the recommendation of the coordinator or lecturer of the course concerned, requires the student to sit such an examination notwithstanding the fact that the student may be eligible for the award of a Aegrotat Pass or Compassionate Pass.
- (b) Where a special examination is approved for a student, the co-ordinator or lecturer of the course shall set a new examination paper ensuring that the questions and problems in the new examination paper are different but comparable to those used in the scheduled final examination.
- (c) Where a student sits a special examination under the provision of clauses 5.5 (a)(i) or 5.5(a)(ii), that student shall not be considered subsequently for an Aegrotat or Compassionate Pass in that course in that semester.
- (d) Where a student sits a special examination under the clause 5.5(a)(i) above, an examination fee shall be paid by the student before the examination is arranged.
- (e) There shall be no examination fee if the student sits an examination under clause 5.5(a)(ii) above.
- (f) The final assessment of students sitting a special examination shall be based on both coursework and examination and shall be graded.
- (g) If a student is permitted to sit a special examination, the Dean in consultation with the Student Academic Services shall decide the time and place of the examination.
- (h) Only in special circumstances shall students that have passed the coursework be allowed to re-sit just the examination when the course is offered next.

FOR OFFICIAL USE

Course Coordinator's recommendation: _____

_____ Coursework Mark: _____

Signature: _____

Course Coordinator

Head of School / Division

Signature: _____

Dean of Faculty

Date: _____