



• APPLICATION FOR COMPASSIONATE/ AEGROTAT PASS/SPECIAL EXAM

This form is also available on the USP website: www.usp.ac.fj/forms

STUDENT ADMINISTRATIVE SERVICES FORM

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 or was seriously impaired, may make an application to be considered for the awarding of an Aegrotat Pass/ Compassionate Pass, or to sit a special examination.

This application should be completed, as soon as possible, and normally prior to the examination or examinations being held. Last date for submission is one week after the exam period. Documentary evidence to support your reason should be attached with this application.

SECTION A: PERSONAL DETAILS

USP ID Number:		Campus:	
Title:	Full Name:	Semester:	Year:
Postal Address:		Date of Birth:	DD / MM / YYYY
		Telephone:	
		Email:	

SECTION B: MISSED EXAM DETAILS

Course Code:	Exam Date	Exam Time	Course Code:	Exam Date	Exam Time
1.			3.		
2.			4.		

SECTION C: APPLICATION DETAILS

What are you applying for? Compassionate Pass (attach a certified copy of the death certificate) Special Examination
 Aegrotat Pass (attach a USP medical certificate)

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

.....

Applicant's signature: _____ Date: _____ DD / MM / YY

SECTION D: TO BE COMPLETED BY THE MEDICAL OFFICER (for Aegrotat Pass or Special Sitting Applicants Only)

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

- is suffering from 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.

 Name of University Medical Officer Signature Of University Medical Officer Date: _____ DD / MM / YY

APPLICATION FOR AEGROTAT PASS, COMPASSIONATE PASS OR SPECIAL EXAMINATION*(Clause 6, Assessment & Associated Regulations, USP 2021 Handbook & Calendar, pgs 96-97)*

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 or was seriously impaired, may make an application to the Head of the Academic Unit for consideration for the award of an Aegrotat Pass, Compassionate Pass, or to sit a special examination.
2. The application shall be made on the prescribed form, as soon as possible, and normally prior to the examination or no less than **one week** after the examination period. The application shall be supported by such evidence as the University requires.
3. Students registered in a courses that do not have an examination component and whose performance is impaired by injury or illness or circumstances beyond their control may seek special consideration from the Head of the Academic Unit.

6.4 Application for Aegrotat Pass

- (a) Students prevented by illness or injury from presenting themselves at the final examination, or consider that their performance in the examination was seriously impaired by illness or injury, may apply for an Aegrotat Pass.
- (b) An Aegrotat Pass shall be given with the approval of the relevant Assessment Board under the following conditions:
 - (i) that the student furnish the relevant Assessment Board with a medical certificate from a registered medical practitioner along with the completed application form for Aegrotat pass 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);
the date that the medical practitioner examined the student; and that in the medical practitioners opinion the student was unable, through illness or injury to present himself/herself for the examination(s); the students' performance was seriously impaired by the illness/injury;
 - (ii) that the student achieve in the coursework a mark equivalent to a grade of at least a B; and
 - (iii) that the quality of any work that the student had completed in the affected examination, plus work in examinations be taken into account; and
 - (iv) the Chair of the Assessment Board has the right to seek a second medical opinion.
- (c) In considering applications under these Regulations. it shall also be permissible to take into consideration the effect on the student's performance during the semester/trimester of any illness or injury.

6.5 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 or was seriously impaired by the same circumstances may apply for a Compassionate Pass.
- (b) A compassionate pass shall be given with the approval of the Assessment Board under the same conditions (with the necessary changes) as those in clauses 6.4 (b) (ii) and (iii).
- (c) In considering applications for a Compassionate Pass, it shall be permissible to take into consideration the effect on the student's performance during the semester/ trimester of any exceptional circumstances beyond the control of the student.

6.6 Special Examination

- (a) Approval may be granted by a relevant Assessment Board for a student to sit a special examination in the following cases:
 - (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 as those in clauses 6.4 (b) (ii), (iii), 6.5(b), 6.5(c); or
 - (ii) if the relevant Assessment Board, requires the student to sit such an examination notwithstanding the fact that the student may be eligible for the award of an Aegrotat Pass or Compassionate Pass.
- (b) Where a special examination is approved for a student, the Course Coordinator shall set a new examination paper ensuring that the questions and problems in the new examination paper are different from but comparable to those used in the scheduled final examination.
- (c) Where a student sits a special examination under the provision of clauses 6.6(a)(i) or 6.6(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 provision of clause 6.5(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 a special examination under the provision of clause 6.6(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 relevant Head of the Academic Unit or nominee in consultation with the Student Administrative Services shall decide the time and place of the examination.

FOR OFFICIAL USE

Course Code: Coursework Mark:

Recommendation : Aegrotat Pass Compassionate Pass Special Exam.....
.....

Name of Course Coordinator

Signature and Date of Course Coordinator

Head of School/ Academic Unit
Signature and Date