

Aegrotat Assessment Policy

1. PURPOSE

The purpose of this Policy is to:

- Equitably and fairly treat students, who, due to a range of circumstances are unable to complete work, but would typically have been capable of so doing.
- Extend the scope of policy on Special Consideration, which has the intent of providing relief solely for specific, individual assessments.

2. SCOPE

This policy is applicable to all courses at JMC Academy and covers the granting of Aegrotat Assessment towards a JMC qualification.

Aegrotat Assessment may be applied to any student at JMC Academy who, due to unforeseen circumstance is severely impaired in the successful submission of work, to the extent they would be unable to complete their currently enrolled units.

3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

4. POLICY

4.1 DEFINING AEGROTAT ASSESSMENT

A student whose work has been so significantly impaired, or would be so significantly impaired by events outside of their control, that they may be unable to complete assessments within a unit(s), may make an application for, or may be offered an Aegrotat Assessment.

An Aegrotat Assessment is the determination and recording of a final grade for a unit(s), calculated by averaging the final result of all other units a student has undertaken while enrolled at JMC Academy.

4.2 DEFINITIONS OF SIGNIFICANT IMPAIRMENT LEADING TO AEGROTAT

Significant impairment leading to Aegrotat Assessment will follow similar definitions of impairment as used for special consideration with the extenuation that a student would be unable to complete any further work during a trimester.

Significant impairment includes, but may not be limited to:

- Acute illness or injury, such that the student is unable to actively engage in their studies. This does not include minor illnesses such as colds; mild sprains or other low-level injuries or
- Significant loss or bereavement, such as the loss of a close family member or
- Relationship breakdown when co-habiting.
- Trauma - such as being a victim of crime or a severe Act of God. This does not include loss of data or assessment-work.

4.3 DETERMINATION OF AEGROTAT ASSESSMENT

Applications for Aegrotat Assessment may be made by the student or may result from the recommendation of the responsible Head of Department.

Aegrotat Assessment application (the *Application for Special Consideration*) will be reviewed and determined by respective Head of Department and Campus Manager whether there are grounds for submission to the Academic Board for approval.

Aegrotat Assessment applications must be approved by the Academic Board.

4.4 STRICTURES ON AEGROTAT ASSESSMENT

- Aegrotat Assessment shall only be offered when student has died or sustained an incapacitating injury, illness or trauma that precludes the completion of any remaining trimester's work.
- Only students who have successfully completed at least one study period may be awarded an Aegrotat Assessment if granted.
- For impairments that took place no earlier than week six (6) of the study period, students may apply for Aegrotat Assessment. In the event when impairment took place earlier than week six (6) students will be asked to apply for withdrawal from the unit of study and to apply for refund/re-credit all tuition fees due to special circumstances. This excludes the situation when Aegrotat Assessment is considered posthumously.
- The student must have maintained standard attendance requirements of no less than 50% of each unit for which they may be offered Aegrotat Assessment and have submitted all assessment items for that period until impairment took place.
- Aegrotat Assessment applies to an entire unit(s) only for the unit(s) in the study period affected by the student's impairment.
- Applications for Aegrotat Assessment must include appropriate supporting documentation, such as but not limited to: medical certificates; letters from a counsellor; emergency services documentation.

Students must use the *Application for Special Consideration Form* when applying for Aegrotat Assessment and submit it to Campus Administration.

- Where it is not possible to provide documentation, the student may be required to make a Statutory Declaration at the discretion of JMC Academy.

4.5 OUTCOMES REGARDING AN APPLICATION FOR AEGROTAT ASSESSMENT

Where sufficient significant impairment has been established, the application for Aegrotat Assessment will be submitted to the Academic Board for approval. The Academic Board may award the student's grades as follow:

- Each unit will be evaluated for eligibility and must be for the term of application only. Where not eligible, the student will be declined for that specific unit. Standard grades will be applied,
- An Aegrotat grade shall be calculated by taking the average of all final unit results for units the student has completed at JMC Academy thus far. This calculation shall include fails, but not those within the term of application. At the discretion of the Academic Board, where a student's average is below a pass grade, the Aegrotat grade may be determined at 50%.
- Where there are insufficiently completed units for an Aegrotat grade to be calculated, the student will be ineligible for Aegrotat Assessment.
- For each eligible unit, the Aegrotat grade will be applied to the student's unit record.

Where sufficient significant impairment has not been established, the application for Aegrotat Assessment will be declined.

4.6 POSTHUMOUS ASSESSMENT

A posthumous awarding of credit towards the successful completion of individual units may be considered by the Academic Board in the unfortunate event of a student's untimely death before the completion of a term while enrolled.

5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Academic Board
- Head of Department
- Campus Manager
- Director of Education
- Director of International Services

7. RELATED DOCUMENTS

- Assessment Management Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Diversity, Equity and Inclusion Policy
- JMC Academy Glossary

8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,

9. POLICY REVIEW DATE

01st August, 2021

10. VERSION CONTROL TABLE

Title	<i>Aegrotat Assessment Policy</i>			
Maintained By	Education Team			
Approving Authority	Academic Board			
Approved Date	01/08/2018			
Version Number	Modified By	Modifications Made	Date Modified	Status
B1.08	A. Bennet		10/7/2010	Approved by AB
2.0	S. Stanford	"Health Check": Updated to new format; Renamed positions	1/03/2018	Approved by the Academic Board on 22/03/2018
2.1	G. Jedlinska	Changed 'review committee' to Academic Board, amended strictures for Aegrotat Assessment	18/07/2018	Approved by S. Stanford as a Health Check on 01/08/2018 Current