

Student Guide: Extenuating circumstances

Below is a list of extenuating circumstances, including examples and sources of suitable evidence.

Note: In cases of anticipated events or absence which affects your ability to submit or take an assessment you should apply for an extension or other special consideration at least 48 hours before the assessment's due date/time.

For unanticipated events or absence which affects your ability to submit or take an assessment you should contact your Tutor as soon as possible and provide appropriate evidence.

Reason	Example	Suitable Evidence
Medical	Personal illness, injury or medical issues relating to yourself or a dependent.	<p>You must provide a medical certificate completed by a suitably qualified person.</p> <p>If you are unable to see a suitably qualified person within 24 hours of the assessment due date/time, you must attach an explanation for the delay to your application.</p> <p>For applications based on medical reasons, suitably qualified persons include persons registered as medical practitioners, dental surgeons, midwives and chiropractors and other appropriate registered health professionals.</p> <p>Note: colds and minor illnesses are not considered grounds for special consideration – you need to be seriously impaired for your application to be approved.</p>
Psychological	Emotional/mental issues affecting you, such as i. Being involved in or witnessing a traumatic event, such as a motor vehicle or other accident, or significant injury to another person. ii. Sudden injury to, or illness of a close relative or other significant person. iii. Being exposed to a fire, earthquake or significant natural disaster. iv. Episode where your mental health is affected in a serious way.	<p>You must provide a medical certificate completed by a suitably qualified person.</p> <p>For applications based on emotional/mental reasons, suitably qualified persons include persons registered as counsellors, psychiatrists, psychologists, psychotherapists.</p> <p>Note: stress relating to studies and balancing work/life are not considered grounds for special consideration. You need to be seriously impaired for your application to be approved.</p>
Bereavement/ Tangihanga	Death of a close relative or other significant person.	<p>You will need to specify your relationship to the deceased and must provide a copy of one of the following:</p> <ul style="list-style-type: none"> • Death certificate • Death notice from newspaper (usually available online). This should include your name or family name as proof of relationship. • Order of Service from funeral • A letter of support from the officiating Chaplain, Kaikaranga, a Kaumatua or equivalent <p>Alternatively, you may provide evidence for Emotional/Mental reasons as per above section.</p>
Victim of Crime	Crime involving violence or loss.	You must provide a Police Incident Report indicating the date of the incident.
Essential sporting, cultural or religious commitments	A sporting or cultural commitment representing your country or region, or religious commitment.	<p>You must provide an official letter from the relevant sporting or cultural organisation or your coach/cultural or religious leader confirming your selection/commitment and the date(s) you will be unavailable due to the commitment. Applications must be made at least 2 days before the start date of the commitment and/or assessment event.</p>