

Compassionate Consideration for Tests and Quizzes under COVID-19 Lockdown Procedures

These procedures apply only to tests and quizzes scheduled for the week Monday 23 August 2021 to Sunday 29 August 2021

Introduction

These procedures describe a temporary, modified process for compassionate consideration for **tests** and **quizzes** and have been put in place to recognise the additional stressors on students and disruption to learning caused by Level 4 Lockdown.

These procedures temporarily modify the compassionate consideration process outlined in the Assessment (Coursework, Tests and Examinations) Procedures (s. 164-173) including expanding the process to include quizzes.

Purpose

To maintain student learning and minimise disruption to learning by modifying and streamlining the existing process for applying for and granting compassionate consideration for tests and quizzes that count towards the final result for a course, for the period stated above.

Application

These modified procedures apply to all staff members and students of the University of Auckland in undergraduate and postgraduate taught courses, and only to tests and quizzes scheduled in the period stated above.

Procedures

1. Students are advised to attempt to sit tests or quizzes wherever possible.
2. Students may apply for compassionate consideration if they have been prevented from sitting a test or quiz or consider that their preparation for or performance in a test or quiz has been seriously impaired by circumstances beyond their control.
3. To apply for compassionate consideration for a test or quiz, students must complete the [Application for Compassionate Consideration for tests and quizzes scheduled during Level 4 Lockdown online form](#). One form must be completed for each course where compassionate consideration is requested.
4. Students must apply by close of business, **Friday 3 September**. Late applications will not be accepted.
5. Students will be asked to indicate the reason for their inability to sit the test or quiz, or why they believe their performance was impaired. No further evidence is required.
6. Students will not be charged an application fee.
7. Submitted forms will be assessed centrally and all students will be contacted by **7 September** to advise them of the outcome of their application.
8. Course directors will have access to a regularly updated list of all students with approved compassionate consideration.

9. Associate Deans (Learning and Teaching) will advise staff which role (e.g. programme leader, major/specialisation leader, course director) within the faculty will determine the compassionate consideration process to be applied.
10. Compassionate consideration processes that may be applied are:
 - a. A form of plussage where the final grade is calculated using the best result from two methods, i.e. whichever is the best result from 1) including the test or quiz mark in the final result, or 2) moving the weighting of the test or quiz to a similar assessment, such as an exam); or
 - b. Marks for the test or quiz will be reassigned to another assessment; or
 - c. Your assessed grade will be based on your ranking compared to other students.
 - d. receive a mark for the test based on the average of marks awarded for other tests
 - e. An alternative assessment will be arranged. Students will be notified of the details when confirmed.

Note: exceptions to these options must be approved by the Associate Dean (Learning and Teaching).

11. Course directors will advise students of the compassionate consideration process to be applied within 15 working days of the submission of the application form. Template email:

'Kia ora. Your compassionate consideration has been processed and the following process will be applied in due course. [insert process here]. We will be in touch with further information as required.

Kind regards.'

Definitions

Test refers to an assessment that would ordinarily be conducted in an invigilated setting at a specified time outside of the examination period, that counts towards the final grade of the course, and is time limited.

Quiz refers to an assessment, usually with a lower weighting than a test, that counts towards the final grade of the course, is non-invigilated and time-limited, and may be conducted online.

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