

Suggestions for temporary change and update of the APC

## Affected Performance During Covid-19

We understand that the current Covid-19 emergency will be causing uncertainty for you, however we have committed to communicate with you as soon as possible, and regularly, to ensure that you are aware of the alternative arrangements that we are putting in place for your learning and assessment. This information will be posted in a number of places including Moodle, so that you can see any alternative dates for assessment or if any part of the assessment has been changed.

If you find that the alternative arrangements do not work for you, we encourage you to have a conversation with your teachers, Programme/Discipline Co-ordinators or Academic Programme Managers to find a solution.

If you are unable find a solution and you feel that your academic progress may be impacted by these circumstances, then you can apply for an Affected Performance Consideration (APC) as noted below. Note that this was previously known as Special Assessment Circumstances (SAC).

For the period of the Covid-19 emergency we will accept your applications for consideration without physical copies of Medical Certificates, or any other documentation that you cannot access electronically. All APC applications will be considered using the standard processes noted below

## What is an Affected Performance Consideration (APC) Form?

We understand that circumstances beyond your immediate control can happen. To ensure your academic progress is not impacted by these circumstances, you can apply for an Affected Performance Consideration (APC). Note that this was previously known as Special Assessment Circumstances (SAC).

Please note: the Affected Performance Consideration form replaces the Special Assessment Circumstances form. You may find it helpful to discuss your application with one of our support services at the bottom of the page.

### 1. When can I apply for an APC?

You can apply for Affected Performance Consideration (APC) if:

1. You are/were **unable to attend** an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances.
2. Your preparation for, or performance in an examination or any summative assessment has been seriously **impaired** due to circumstances beyond your control.

## 2. How to apply for an APC

Below you will find the steps on how to apply for an APC. You **must** apply within **five working days** after the due date of your assessment for it to be considered.

Before applying, we encourage you to check with your course guide or lecturer about getting an extension if possible.

**Follow these steps to apply:**

1. Read the [Affected Performance Consideration Form](#)
2. Complete Part One of the form
3. Gather appropriate supporting documents
4. Email this form together with supporting evidence to [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz)

Your supporting documents **must** contain the contact details of the person/organisation named in the document.

[Affected Performance Consideration \(APC\) Form \(PDF, 195 KB\) »](#)

## 3. How the APC process works

Once you have submitted your APC request, your Academic Programme manager will review it and will notify you directly of the outcome.

## 4. Not satisfied with the APC outcome

If you are not satisfied with the outcome, you can request for the Programme Academic Quality Committee (PAQC) to reconsider this decision.

If you would like to appeal the decision that has been made by PAQC, fill out the **Notice of Appeal form** and email it to [resolutions@unitec.ac.nz](mailto:resolutions@unitec.ac.nz).