

## **CRITERIA FOR APPROVING AND DECLINING APPLICATIONS TO SIT EXAMINATIONS AT ANOTHER TIME OR AT ANOTHER LOCATION**

### **Decision Criteria**

The following criteria is a guideline for making decisions on applications from students who have applied to sit formal University examinations at a time other than that specified on the University's examination timetable or at another location other than that specified by the University of Waikato.

The criteria is used in conjunction with the regulations for these arrangements (Regulations 13 & 14 of the Assessment Regulations 2000 in the University of Waikato Calendar) which states that "If the Special Consideration Sub-Committee considers that the circumstances documented in the application are valid according to the criteria set down", and "it is practicable to do so given the nature of the circumstances involved and the availability of resources, it will offer the student a special arrangement".

All applications to sit examinations at another time or at another location are considered on their own merits and a decision is made by the Special Consideration Sub-Committee. All applications are required to be submitted with appropriate documentary evidence.

The following is a broad summary of the circumstances/situations that usually fall within or outside the established criteria, and within the provisions of facilities and resources available for examinations at the University of Waikato. The decision criteria are the same for both arrangements to sit examinations at another time and to sit examinations at another location in New Zealand or overseas.

### **Approved Applications**

Applications that are approved are generally ones where the circumstances are considered to be beyond a student's control. **Some** examples of these are listed as follows:

- Representing New Zealand in a recognised sporting or cultural activity.
- Compassionate circumstances where the student is a caregiver for or a very close relative to a person who is terminally ill or has some other illness of a serious nature. Other compassionate circumstances may be allowed where they are of a culturally sensitive nature.
- Participation in a wedding where a student is a member of the bridal party or immediate relative of a person getting married.
- Summons by courts for legal hearings and trials.
- University study trips or tours organised by the University of Waikato or directly related to students' academic study at this University. Student exchange programmes organised by departments of this University are included in this criterion.
- Where students have clearly been misinformed by University staff regarding arrangements for sitting examinations.
- Where late enrolment changes have resulted in examination timetable clashes.
- Where a student has been scheduled to sit three or more examinations in a row.
- For reasons of conscience on religious grounds.

### **May Be Declined Applications**

Circumstances under which applications are declined are as follows:

- Personal or family holidays overseas, or personal interest/business conferences in New Zealand or overseas.
- Personal work commitments. In some situations, however, such applications may be approved if the information provided clearly indicates that the student has pursued all alternatives to be available but failure to meet work commitments may result in dire consequences or financial difficulty. Such applications are considered on a case by case basis and do not set a precedence.