

Extensions and Affected Performance Consideration (APC)

<https://www.unitec.ac.nz/current-students/study-support/extensions-and-affected-performance-consideration>

If the unexpected happens or things don't go to plan, you may be able to apply for an extension or an Affected Performance Consideration (APC).

If you read the information on this page and you are not sure which process to use, please speak with your lecturer, course coordinator or Academic Programme Manager, or contact one of our [student support services](#) for advice.

Choose the right process

Extensions and Affected Performance Consideration (APC) are different processes - you need to use the one that suits your situation.

If you need a short extension of time due to a minor issue, and you are making this request before the assessment due date:

- You may be able to apply for an extension.
- See below for more details and how to apply.

If you were unable to prepare, attend, submit or do your best in an exam or assessment that awards marks towards your final grade, due to illness or other personal circumstances beyond your control:

- You may be able to apply for an Affected Performance Consideration (APC).
- See below for more details and how to apply.

Extensions

An extension must be applied for before the assessment is due.

Applying for an extension does not guarantee it will be granted.

If an extension is granted, you may get up to 5 extra days to complete an assessment.

If you submit an assessment late without an extension, you may lose a percentage of marks (check your Programme Regulations in Moodle for details).

Extensions during COVID-19

If your ability to attend an on campus assessment or complete an online assessment is affected by COVID-19, you can apply to your lecturer for an extension of up to 15 working days. This may be due to one of the reasons below:

- you have tested positive for COVID-19
- you are waiting for a COVID 19 test result
- you are a close contact

Please note that Unitec may ask for evidence, such as a screen shot of COVID-19 test results, to support your extension application.

When to apply for an extension

- You need a short extension of time due to a minor issue, for example, you were sick with food poisoning for 2 days.
- You are making this request before the due date.

Reasons that may not be accepted for an extension

- An extension cannot normally be granted for an exam.
- If it is considered that it would be unfair to other students.
- The lecturer does not agree that the reason was valid.
- Some programmes do not allow extensions. You can check by asking your lecturer or by reading your Programme Regulations. You can find Programme Regulations in Moodle or on the website programme page.

How to apply for an extension

- Email your lecturer with details of your request.
- You may be asked to provide evidence to support your request.

Affected Performance Consideration (APC)

An application can be submitted up to 5 working days after the due date of your exam or assessment.

The purpose of applying for Affected Performance Consideration (APC) is to ensure your academic progress is not unfairly affected by critical personal circumstances beyond your control.

Applying for an APC does not guarantee it will be granted.

When to apply for an APC

- You were unable to prepare, attend, submit or do your best in an exam or assessment that awards marks towards your final grade.
- Illness or other personal circumstances beyond your control, which have affected your ability to perform or study.
- Circumstances that affected your ability to focus, concentrate, think clearly or put aside strong emotion for the period of the assessment, or a significant portion of the study period.
- Circumstances that you could not change or influence, such as anxiety, illness, bereavement or other critical personal events.

Reasons that may not be accepted for an APC

- Circumstances of your own making, such as time management issues, for example, sleeping through an exam or assessment event, being exhausted because of studying all night prior to an exam, or not leaving enough time to get to campus.
- Events such as birthdays, holidays and weddings.
- If granting your application would be unfair to other students.

How to apply for an APC

Complete the [APC student form \(PDF 75kb\)](#)

- You can download the form, fill in your details and then email it to Unitec. Or print the form, complete it and then scan it to email to Unitec.

When you submit your APC form, you also need to provide:

- Proof of preparation or completed work, for example scanned documents, screenshots or photos.
- Evidence of the critical personal circumstances that impacted your study (see the list below for examples of suitable evidence)

The form cannot be processed if evidence is not provided when the form is submitted.

Email the APC Student Form and supporting documents to tkk@unitec.ac.nz