

## Application for an Aegrotat Award / Posthumous Award based on exceptional extenuating certified medical circumstances:

### AQ5iii – Aegrotat Award / Posthumous Award Guidance for Access Personal Tutors and Access Co-ordinators

See also Guidance on special consideration, LASER Assessment Principles: Access to HE courses.

#### A Aegrotat Awards

1. An Aegrotat Award is an 'exceptional award' of an Access to HE Diploma which is made when the student has not completed all the relevant units required by the relevant 'Rules of Combination' document. There must be a certified medical reason which can be employed to mitigate the non-completion of units.
2. Consideration should always be given as to whether it is possible and appropriate to grant an extension to enable full completion to take place, and when this is possible, the AVA expects this course to be followed, and form AQ5iv should be completed and submitted to the Awards Board in line with the appropriate end of year arrangements.
3. In cases where a learner will not be able to complete, even if an extension were granted, then the Awards Board may consider awarding an aegrotat award. To be considered for the award of the Access to HE Diploma via aegrotat award, the circumstances must relate to exceptional certified medical circumstances and providers must be able to demonstrate through the learner's evidence, tutor notes and internal moderation records, that the learner would have been likely to complete 'but for' the identified 'certified medical circumstances'. This evidence should satisfy the award board such that on the balance of probability the 'certified medical condition(s)' noted in evidence were the cause of the student's inability to complete. The learner must have completed the majority of the assessment requirements and have achieved at least 30 credits at level 3 (graded or ungraded). Units granted via aegrotat award will not be subject to 'grading' and the Diploma will be specifically marked as being made via 'Aegrotat'. The learner should be made aware of this fact prior to application.

#### B How to make an application

1. The attached form should be completed by the Personal Tutor and Access Co-ordinator for cases where the provider wishes to support an aegrotat award of the Access to HE Diploma. The submission should include appropriate certified medical evidence to support the award.
2. The completed form should be submitted to the AVA external moderator either before or at the Pre-Awards Board meeting in all but exceptional circumstances<sup>1</sup>.
3. The Application for an aegrotat award based on exceptional extenuating certified medical circumstances will be considered by the External Moderator, who will consider the certified medical evidence and the circumstances surrounding the application (including the learner's achievement on the programme thus far). Evidence should include a detailed personal statement or report from a tutor in support of the application which may be supplied to the moderator in a closed session in order to respect confidentiality.
4. The External Moderator will consider the evidence and make a recommendation to the Final Awards Board on whether the application should be agreed. The Moderator's decision will be recorded in the minutes of the Awards Board meetings, and on the Application Form. However, in the interests of confidentiality the specific details of the student's circumstances should only be known by the Access Centre Co-ordinator making the application on behalf of the centre and the relevant External Moderator. These details should not be shared with the wider personnel comprising the Preliminary and Final Awards Boards.

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<sup>1</sup> If a catastrophic event should occur at a point after the Preliminary Awards Board the External Moderator must be informed as soon as is reasonably possible and the correct documentation should be provided to them remotely such that they have time to consider the application. An e-signature or e-mail confirming agreement would suffice as evidence of EM agreement. No aegrotat award will be confirmed by a Final Awards Board without prior consent of the External Moderator.

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5. The completed Application form, signed by the External Moderator, must be retained by the centre and should be made available at the Final Awards Board meeting and then sent alongside the PAB / FAB Meeting minutes (and any other relevant documentation) to LASER. All information provided to Access Officers will be treated as confidential. There is no requirement that detailed medical evidence be sent into the AVA but this should be available for AVA Officers to consider at the FAB.
6. The completed application form must be counter-signed by the Access Quality Manager or Access Development Manager or a member of the AVA's senior management team before the claim can be processed.
7. All Applications for aegrotat award based on exceptional extenuating certified medical circumstances will be reported to the Laser Access to HE Quality & Development Committee, respecting confidentiality.

### **C. The Award of Posthumous Access to HE Diploma Titles**

1. In circumstances where a student dies prior to the completion of their Access to HE Diploma title, the Awards Board may consider it appropriate to award an Access to HE Diploma title posthumously to the student. In such circumstances there is no requirement that the student had completed more than 30 credits (graded or ungraded). The QAA Regulations<sup>2</sup> place the power to award a posthumous award solely in the hands of the Awards Board. However, where a posthumous award is made the AVA would expect that the Section B (in terms of the credits completed by the student prior to decease (so that their grades can be included in the final documentation)), Section C and Section D of the form below is completed for audit purposes. The centre should complete the formal confirmation included in Section C noting that they confirm that the student is deceased (although the board should not require the presentation of a Death Certificate, it is enough that the centre confirm this to be the case). All awards made posthumously will be reported the Access Quality and Development Committee.

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<sup>2</sup> See QAA Grade Scheme Handbook Section E: Section 6 (page 4)  
Laser Aegrotat Award FINAL

**Application for an Aegrotat Award / Posthumous Award based on exceptional extenuating certified medical circumstances:**

<b>Centre Name</b>			
<b>Diploma Title</b>		<b>Programme Code</b>	
<b>Name of Learner</b>			
<p><b>A. STATEMENT BY PERSONAL TUTOR<sup>3</sup></b></p> <p>Please provide information on the following:          The relevant individual circumstances of the learner          Supporting evidence should be attached where possible.          The reasons why the learner is unable to complete a component of the assessment requirements          The reasons why an extension is not possible          Any other relevant information may be added</p> <p><b>I confirm that the details recorded above are truthful and accurate.</b></p> <p><b>Tutor's name</b> <span style="float: right;"><b>Date:</b></span></p> <p><b>Tutor's signature</b></p>			
<p><b>B. i) Profile of Learner's Achievement<sup>4</sup></b></p> <p><b>Has the learner achieved at least 30 credits at level 3 required for completion?</b>  <b>YES / NO</b> (delete as appropriate)</p> <ul style="list-style-type: none"> <li>• Please attach a list of the units which the learner <u>has</u> achieved.</li> <li>• Please give details of the Units / other requirements which the learner has <u>not</u> achieved.</li> <li>• Describe any evidence of partial achievement available for the non-completed items</li> </ul> <p><i>Then</i></p> <ul style="list-style-type: none"> <li>• List the unit titles, codes, credit values and Levels which the student needs to be exempted from on the table (B) ii Units for which exemption is being claimed) immediately below this box.</li> </ul>			

<sup>3</sup> Complete for Aegrotat Application

<sup>4</sup> Complete for Aegrotat Application

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**B) ii Units for which exemption is being claimed<sup>5</sup>**

Unit Title	Code	Level	Credit Value
<b>Total number of credits at Level claimed for exemption</b>			

**C. SUPPORTING STATEMENT FROM ACCESS CO-ORDINATOR<sup>6</sup>**

Please explain why you are supporting this application: comment specifically on the learner's potential to succeed in HE. Internal Moderation records should be attached to confirm the standard of the learner's work. Where the application is for a posthumous award of a diploma, the Access Co-ordinator confirms that the college has assured itself, so far as is reasonably practicable, that the student is deceased in signing this application form.

**Name of Access Co-ordinator**

**Signature of Access Co-ordinator**

**Date:**

<sup>5</sup> Complete this part of Section B for both Aegrotat and Posthumous award of credit

<sup>6</sup> Complete for both Aegrotat and Posthumous Awards. In the case of Posthumous awards please formally indicate confirmation that the student in question is deceased

