Assessment Policy
ex. Local: Assessment and Moderation Policy (09.001)

This policy applies to:

a) all educational assessment delivered by and on behalf of Te Pūkenga (including contracted delivery), and all stages of the assessment process.

b) all employees of Te Pūkenga, including contracted staff and secondees providing services for Te Pūkenga, and those on fixed-term contracts (collectively referred to as Kaimahi in this policy) involved in the assessment process; and

c) all local, regional, and national committees involved in the assessment process; and

d) all regions of Te Pūkenga.

Purpose:

The purpose of this policy is to set the expectations for educational assessment for Te Pūkenga.

Educational assessment (henceforth, assessment) is used for diagnostic, formative, and summative purposes, and this, for credentialling. It provides the information for ākonga and Kaiako about ākonga knowledge and skill starting point(s) and learning progress; provides evidence of the achievement of learning outcomes and Standards outcomes and requirements; and contributes to the attainment of competencies identified in graduate profiles.

The link to the policy is: Assessment Policy

The Procedures and Guidelines for implementing the policy are the local business procedures as outlined in the rest of this document.

Procedures and Guidelines

1.0   Pathway Managers are accountable for ensuring compliance with this policy.

2.0   Audits of assessment will be conducted across the institution.

3.0   All new and modified assessments will have an associated marking guide / grading rubric / model answers.

4.0   As far as practicable, Te Pūkenga / New Zealand Institute of Skills and Technology trading as NorthTec (hereafter NorthTec) will accommodate learner requests for assessments to be conducted in Te Reo Māori or New Zealand Sign Language. Learners are required to notify the tutor at the beginning of their course to enable assessment arrangements to be set in place and for the appropriate assessor(s) to be identified.

5.0   At the commencement of the unit, course or programme of study, all assessment information, including procedures and requirements, will be provided to learners.

6.0   Where a programme of study is delivered at more than one site, the same approved assessment activities will be used.

7.0   To comply with NZQA requirements, a copy of all assessment material and marked learner work will be retained for a minimum of 12 months from the date of completion of the education or training (refer to Appendix 2).

8.0   All results will be reported as per policy *Academic Records and Awards (10.001).*

9.0   All information regarding assessments, including dates, methods, resits, and appeals processes shall be made available to students at the commencement of the course.

10.0   Recount of Assessment

10.1   Candidates may have the allocated marks recounted by making written application to the Pathway Manager within ten (10) NorthTec working days from the date of the official notification of results.

10.2   No communication from the candidate shall be placed before the examiners.

10.3   A recount may lead to no change, or to either a raising or lowering of the mark and grade for an assessment.

11.0   Re-marking of Assessments

A student who believes that an assessment or part of an assessment has been incorrectly marked is entitled to apply to have that assessment or part of the assessment re-marked. Practical components may, in exceptional circumstances and at the discretion of the tutor, be reassessed by special examination.

11.1   Re-marking may lead to no change, or to either a raising or lowering of the mark and grade for the assessment.

11.2   Re-marking of assessments may incur a cost to the student.

12.0   Re-sit of Assessments

Where a student does not gain a pass grade in a controlled assessment event (such as written tests or examinations, or practical assessments), they may be granted an opportunity to take an ***equivalent alternative assessment***. On successful completion, the student will be awarded the lowest possible pass grade for that assessment. Programme specific regulations may stipulate the number of re-sit opportunities available to students.

13.0   Resubmission of Assessments

Where a student does not gain a pass grade in an assessment event (such as a written assignment), they may be granted an opportunity to revise their original submission, either as the whole assessment or part of the assessment. On successful completion of the resubmission, the student will be awarded the lowest possible pass grade for the resubmitted piece. Programme specific regulations may stipulate the number of resubmission opportunities available to students.

14.0   Academic Appeals

In cases involving the recounting or remarking of an assessment, the decision can be appealed through the policy *Ākonga Appeals.*

15.0   Aegrotat Pass

Where a student is unable to present work for assessment at the time it is due, or attend a test or examination, for reasons of illness, injury or other exceptional circumstances beyond the student's control, the student may, where programme regulations permit, apply for an aegrotat pass in the assessment. In the case of assignments, an extension to the due date is the preferred option to an aegrotat.

15.1   An aegrotat application will only be considered where a student has submitted the required documentary evidence.

15.2   The medical certificate or other documentary evidence must contain the opinion of a suitably qualified person that the student was incapable of presenting the work for assessment or attending the examination (as the case may be) and clearly state a reason for this. In the case of inability to present work for an assessment, the medical certificate, or other documentary evidence, must be dated prior to the due date of the assessment.

15.3   For an application to be considered, the student must have presented to the Pathway Manager a medical certificate or other appropriate documentary evidence within forty eight (48) hours following the date by which the test, examination or assignment was to be written.

15.4   Where the Pathway Manager is satisfied there are special extenuating circumstances, he/she may agree in writing to extend the specified time-periods for the dating of the medical or documentary evidence and its submission.

15.5   The Pathway Manager will obtain relevant information relating to assessment requirements and any other requirements for a pass to be granted before making a decision.

15.6   The aegrotat decision will be communicated to the student within five (5) NorthTec working days of the decision being made by the Pathway Manager.

15.7   An unsuccessful aegrotat decision may be appealed through the policy *Ākonga Appeals* process.

15.8   A course pass gained as an aegrotat will be reported as AEG in the student academic record.

Updated March 2023	Version 1.0	Page 3 of 6

Assessment Policy
Hardcopies of this document are considered uncontrolled copies of the original.
Please refer to the electronic source (Quality Management System) for the latest version.

Retention of Assessment Material

Procedures and Guidelines

1.   Assessment Materials

- All assessment materials to be saved in a .pdf format.

- Assessment materials include:
  - all summative assessments (e.g., outline provided to learners for assignments, examinations, tests, quizzes, presentations, evidence collection guides etc.)
  - all assessment schedules, including marking guides or grading rubrics or model answers.

2.   Learner work

- All written assessments to be saved in a .pdf format.

- Learner work includes:
  - all marked learner work that contributed to the final grade (e.g., assignments, examinations, tests, quizzes, recordings of presentations) including any resubmissions or further assessment opportunities (reassessments) with tutor comments/feedback

Written Assessments

- If practicable, all assessments for every learner to be submitted for marking through Moodle or *Turnitin.*
- Work not submitted through the above must be marked and saved in a .pdf format (scanned copies) and uploaded as completed to the NorthTec Portal > Pathway area (as appropriate).
- Digital files are to be uploaded as completed to the NorthTec Portal > Pathway area (as appropriate).

Document filing:

Use this file tree/system:

    Level 1 Folder – Programme

        Level 2 Folder – Course

            Level 3 Folder - Assessments

            Level 3 Folder - Learners

- Label digital files clearly:
  - Folder – Programme Name and reference number
    EXAMPLE: Software Development (L6) [2604]
    - Sub-folder for each Course – Course title. Course Number and delivery date (Semester.Year)
      EXAMPLE: Enterprise.6639.5004.Semester 2,2023
      - Sub-folder of each course for Assessments
        - Course Outline (given to students)
        - Blank assessments
        - Marking guide /grading rubric / model answers
      - Sub-folder (inside the course folder) for each learner include every summative assessment - Learner name. ID. Assessment details
        EXAMPLE: Jones,F.137569821.Assignment 1
        EXAMPLE: Jones,F.137569821.Presentation
        EXAMPLE: Jones,F.137569821.Final Examination
        EXAMPLE: Jones,F.137569821.Final Assignment 1.Resit

Practical Assessments

- Practical assessments will be recorded (video, photographs) and saved in a digital format in a suitable and accessible medium. If this is not practicable then a verified checklist will suffice.
- Digital files to be uploaded to NorthTec portal > Pathway area together with the cover sheet (see below).
- File into the Programme/course/learner folder using the same filing and naming conventions as for written work.

At the end of the retention period, twelve months from the date of completion of the education or training, assessments may be deleted.

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Cover Sheet for Practical Assessments

Programme Title: New Zealand Certificate/Diploma in   (Level ??)
Delivery Dates: Semester and Year
Course details: Course code and title

  Notes:
  ➢ Digital videos and photographs MUST be accompanied by a signed attestation (see sample below) from the tutor identifying:
- The learner/s in the video/photograph
- The assessment the video/photograph is evidencing
- Venue and date the assessment took place

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LEARNER IDENTIFICATION FOR VISUAL/DIGITAL ASSESSMENTS

This form is to be used to identify learner's visual/photographic evidence for practical assessments.

A separate form is to be used for each learner and attached as evidence.

Learner ID: _____

Programme Title:

_____

Course/Unit Standard No and Title:

_____

Assessment Details:

_____

Means of identification e.g., clothing, position in the group:

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Other information:

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Tutor signature: _____ **Date:** _____

Updated March 2023	Version 2.3	Page 6 of 6
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