ASSESSMENT AND GRADING PROCEDURE

This procedure is supplemental to [Te Kawa Maiorooro, Te Pūkenga's Educational Regulatory Framework](#) and [Te Pūkenga Assessment Policy](#). Te Kawa Maiorooro sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath Te Kawa Maiorooro and prescribe detailed requirements.

In the meantime, pursuant to Te Pūkenga [Transitioning (Grandparenting) Former Subsidiary and Business Division Policies,](#) the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within Te Kawa Maiorooro or relevant other Te Pūkenga Policies, this procedure is intended to prescribe the requirements that are specific to the Unitec business division.

To the extent that there is any conflict or inconsistency between any of Unitec's policies or procedures and Te Kawa Maiorooro or other Te Pūkenga national policies, Te Pūkenga's, Te Kawa Maiorooro and national policies shall prevail and have priority.

1. Purpose

This procedure outlines the Unitec | Te Pūkenga Grading Systems for Unitec (legacy) programmes, course credit approval requirements, and provides procedures for the implementation of assessment related regulations from Te Kawa Maiorooro.

2. Scope

This procedure applies to all programmes, micro-credentials, short courses and the courses and summative assessments thereof.

This procedure must be read in conjunction with:

- [Te Kawa Maiorooro | Te Pūkenga Educational Regulatory Framework](#)
- [Te Pūkenga Assessment Policy](#)
- [Delegated Authorities from Te Kawa Maiorooro](#).
- [Te Pūkenga National Delegations Policy](#) (and associated Standing Delegations Register)

3. Grading Systems

The grading system for Te Pūkenga unified programmes (including Micro-credentials) are detailed in Te Kawa Maiorooro (section 6).

The grading system for Unitec (legacy) programmes is detailed below.

3.1 Unitec (legacy) Grading systems

1) Course results from the grading systems specified below are awarded on the basis of criteria approved by Te Komiti Mātauranga | Academic Committee, Te Pūkenga and relevant external agencies and set out in the approved *Programme Regulations*.
2) If any portion of a summative assessment has been estimated, the final grade will be an estimated grade, and annotated "#" on the ākonga's *Academic Record*.
3) If an ākonga has completed all summative assessments, the final grade will be recorded without annotation.
4) An asterisk (*) below indicates the corresponding grade table on the Academic Transcript.

5) Competency-based assessment (CBA) system:

   a. In courses in which a CBA system is used, programmes and courses will designate one of the following options to specify results:

      i.   CBA4 (4 point) (UCB4*)

E	Excellence Pass	Credits Earned
M	Merit Pass	Credits Earned
A	Achieved Pass	Credits Earned
NA	Not Achieved	No Credits Earned

      ii. CBA3 (3 point) (UCB3*)

M	Merit Pass	Credits Earned
P	Achieved Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

      iii. CBA2 (2 point) (UCB2*)

C	Achieved Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

6) Achievement-based assessment (ABA) system:

   a. In courses in which a four-point ABA system is used, results shall be specified as follows (UA4*):

A	Pass with distinction	Credits Earned
B	Pass with merit	Credits Earned
C	Pass	Credits Earned
D	Fail	No Credits Earned

7) Except as otherwise approved by Te Komiti Mātauranga | Academic Committee, degree-level courses (Level 7-9) shall, and other courses may, use an 11-point ABA system; results shall be specified as follows (UA11*):

A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

8) Level 10 theses may only be awarded a "Pass" or "Fail" grade (UTH*).

9) Attendance based assessment (ATT) system. The following options will specify results

(UATT*):

A	Attended	No Credits Earned
NA	Not Attended	No Credits Earned

3.4 Administrative Grades - Unitec Programmes

The following administrative grades are used and may be awarded to ākonga in the circumstances identified below; where any grades lead to the accumulation of credits toward the programme, the administrative grade listed will identify that credits are "earned" or "not earned".

- **Credit Recognition (CR)**: credit earned through cross-credit from another qualification and/or via Recognition of Prior Learning. Credits earned.

- **Continuing (CTG)**: for any course that runs for more than one semester where the final summative assessment has not yet occurred. No credits earned.

- **Deferred (DEF/GP)**: where a student can, with the approval of the PAQC, complete an assessment beyond the schedule date.

  Unless an exception to this is approved by the PAQC, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the student would otherwise be entitled.

- **Did Not Complete (DNC)**: recorded if a student has either withdrawn after 80 per cent of the scheduled course duration or they have not attempted a compulsory item of assessment within a course. No credits earned.

- **Student Exchange (ES)**: a holding grade where a student has completed an approved inter-institutional exchange. A result of CR or DNC must replace this grade no later than a year after the end of the course. ES grades have no credits earned.

- **No Grade Associated (NGA)**: course assessment and reporting of results is carried out by an external agency. No credits earned.

- **Withdrawn (W/WD)**: recorded if a student withdraws from a course after 10 per cent of the scheduled course duration and up to, or at, the date at which 80 per cent of the scheduled course has passed. No credits earned.

- **Restricted Pass (R)**: recorded if a student is awarded a restricted pass for a course (see below). Credits earned.

- **Estimated Grade (#)**: (3.1.2 above). Credits earned.

- **Attendance Grade (ATT)**: recorded for courses with no formal assessment but for which a certificate of attendance or completion is issued.

3.5 Restricted Pass– Unitec Programmes

1) A "Restricted Pass" for a Unitec (legacy) programme is similar to, but not the same as, an aegrotat under Te Kawa Maiorooro.

2) The PAQC has the discretion to award a Restricted Pass instead of 'D' in the range 45%-49% to an ākonga whose narrow fail in a course has been compensated by good grades in their other courses in the same programme.

3) The conditions that apply to a restricted pass shall be included in the relevant Programme Regulations.

4) An ākonga may decline the award of a restricted pass by notifying the Head of School in writing not later than 20 working days from receipt of the results.

5) The relevant PAQC may, at its discretion, approve the use of a restricted pass to meet the pre-requisite requirements of another course or programme.

4. Assessment related procedures

4.1 Assessment Result reporting

1) In addition to the requirements set out in Te Kawa Maiorooro (section 6.9 Notification of assessment results), all assessment results must be entered into Unitec's grade management system (i.e., Gradebook) as soon as practicable following the marking of ākonga assessments.

4.2 Access to Marked Assessments

1) Access to marked assessments is governed by Te Kawa Maiorooro (section 6.10 Access to marked assessments)

2) Access to Examinations is governed by the Unitec Examination Regulations as per Te Kawa Maiorooro (section 6.4 Conduct of examinations)

4.3 Assessment Concessions (formerly Affected Performance Considerations)

1) This Assessment Concession process replaces the extant Affected Performance Considerations (APC) process referenced throughout Unitec Programme Regulations.

2) Assessment Concessions requirements are outlined in Te Kawa Maiorooro (section 6.7) and apply to all summative assessments. The procedure outlined below applies when ākonga are unable to complete a summative assessment or where ākonga's performance in or preparation for an assessment is affected by any circumstance or situation which could not have been reasonably prevented, e.g., illness, injury, bereavement, family crisis, or other unpredictable events (i.e., exceptional circumstances)

3) The Assessment Concession procedure will operate as follows:

   a) Ākonga request an Assessment Concession by completing the relevant form and providing any supporting information. If ākonga are unable to complete the form, this may be done on their behalf with their agreement of what is submitted.

      i. Applications for Assessment Concessions must be:
         - submitted within five working days of the assessment due date. In exceptional circumstances the delegated authority may accept Assessment Concession applications after the assessment due date; and
         - supported by:
            o a description of the impact of the situation leading the application
            o relevant evidence (e.g., doctor's certificate).

    b) The outcome of an Assessment Concession application will be determined by the delegated authority in accordance with Te Kawa Maiorooro (section 6.7), and may include:

        i. An extension to the assessment deadline

        ii. Alternative assessment arrangements

        iii. A resit or resubmission

        iv. An Aegrotat (or equivalent grade)

    c) Assessment Concession applications and their outcomes will be recorded and retained.

    d) The outcome of an Assessment Concession application shall be notified to ākonga in writing, normally within five working days of the application being made. Where more than five working days is required by the delegated authority to determine an outcome, ākonga will be informed, and an update provided at least every five working days.

    e) Detailed guidance for:

        • ākonga will be made available on the Unitec website.

        • kaimahi will be made available on the Unitec intranet.

    f) Ākonga who are dissatisfied with the outcome of an Assessment Concession application may raise a concern or complaint following Te Pukenga Ākonga Concerns and Complaints Policy.

4.4 Variations to Assessment

Variations to assessment include *Assessment Extensions*, Alter*native Arrangements for Assessments*, and the *Resit or Resubmission* of assessment tasks. These procedures support the implementation of Te Kawa Maiorooro (Section 6.5 *Variations to assessment*).

4.4.1 Assessment Extensions

1) All applications for an assessment extension must be made prior to the assessment due date.

Extensions prior to the course end date

2) Applications for an assessment extension prior to the course end date must be made in writing (email will suffice) to the kaiako of the course.
3) Applications may be made on behalf of the ākonga with the written permission of the ākonga.
4) Kaiako may grant an application of up to five calendar days at their discretion.
5) Applications for assessment extensions beyond a five-day period may be approved by kaiako following consultation with the Programme Coordinator (or equivalent) for up to a maximum of 15 calendar days.)
6) Ākonga must provide evidence to support any extension request which goes beyond the five-calendar day period.
7) The approval of an application for an assessment extension beyond the five-calendar day period must be confirmed in writing to the ākonga.
8) A record of all assessment extensions must be kept by the kaiako.

Extensions beyond the course end date

9) Ākonga who wish to apply for an assessment extension beyond the course end date must use the Assessment Concession process.
10) Extensions beyond the course end date are approved by the relevant delegated authority.
11) Extensions beyond the course end date may only be approved for a maximum of three months, unless exceptional circumstances apply.

12) Exceptional circumstances are considered and approved by the delegated authority, following a request from the Academic Programme Manager.

13) Where an assessment extension is approved beyond the course end date, the PAQC will approve a DEF/GP grade at the time of grade ratification, recording the reason for the extension and the due date for a final grade to be approved.

14) If the assessment is not submitted by the extended due date, a DNC (or equivalent fail grade) will be awarded for the assessment, without further consultation.

15) Following the submission of the assessment *or* the expiration of the date to provide the late assessments, the PAQC will award the appropriate course grade.

4.4.2 Alternative Arrangements for Assessments

1) Alternative arrangements enable fair and valid assessment without affecting the integrity of the assessment and may include:
   - an alternative assessment that meets the same learning outcomes; or
   - an alternative assessment time and/or location.

2) Ākonga who have a particular need (e.g., a temporary or permanent disability or impairment) or an exceptional circumstance may request alternative arrangements for their assessments in keeping with this procedure.

3) Requests for alternative arrangements should be made as soon as possible and at least two weeks prior to the assessment due date.

4) For examinations, Access4Success will work with the examinations office to directly support ākonga and kaimahi to implement approved alternative arrangements for examinations.

5) For all other assessments (excluding examinations), support for ākonga will be provided by kaiako. Access4Success will support where possible.

6) Alternative arrangements must be approved by the relevant Delegated Authority.

7) The outcome of any application for alternative arrangements for assessments must be communicated to ākonga in writing, normally within five working days of the application being made, and a record retained., and a record retained.

8) If ākonga are dissatisfied with the outcome decision, they may raise a concern and/or submit a complaint in accordance with Te Pūkenga Ākonga Concerns and Complaints Policy.

Ākonga with permanent disabilities or impairment
9) Ākonga who have a permanent disability must register with Access4Success as soon as practicable and no less than two weeks prior to the assessment.

10) The need for ākonga with permanent disabilities to make repeated applications for alternative examination arrangements will be minimised.

Ākonga with temporary disabilities or impairment
11) Ākonga who have a temporary disability or impairment and who wish to apply for an alternative assessment must follow the Assessment Concession process.

12) Where there is any doubt about making or applying for alternative arrangements for assessment, advice may be sought from Student Success.

13) Where alternative arrangements include the use of alternative forms of assessment, the assessment used for the alternative assessment must provide an equitable experience and comply with relevant quality assurance arrangements, including moderation.

14) Additional guidance for:
   - ākonga will be made available on the Unitec website.
   - kaimahi will be made available on the Unitec intranet.

4.4.3   Resit and Resubmission (of assessments)

1) A Resit or Resubmission of an assessment may be granted to ākonga in accordance with Te Kawa Maiorooro (Section 6.5 *Variations to assessment*, paragraph (3) *Resits or resubmission of assessment tasks*) unless otherwise stated in the programme regulations or other

programme/course related information provided to ākonga.

4.4.4   Reconsideration of Assessment Decisions
1) Reconsideration of assessment decisions is governed by Te Kawa Maiorooro (section 6.19 *Reconsideration of assessment decisions*)
2) Ākonga who believe their mark or grade for an assessment is incorrect should first discuss this with their kaiako or learning advisor within five working days of the return of assessment.
3) Ākonga who, following a discussion with their kaiako, wish to apply for a reconsideration of their assessment mark/grade, may apply to the Delegated Authority in writing within ten working days of the return of the assessment.
4) Applications for reconsideration must be acknowledged in writing by the Delegated Authority.
5) Where an application is declined, the rationale for the decision must be communicated in writing.
6) Where an application is accepted, the Delegated Authority (or delegate) may investigate, or appoint someone to investigate, to recommend an outcome.
7) The outcome from the investigation must be communicated in writing to ākonga, and may include:
   - a recount,
   - a re-mark,
   - reconsideration or review of evidence,
   - reassessment, or
   - no action.
8) The outcome of a reconsideration may result in:
   - no change to the assessment mark; or
   - an increase in the mark.
9) Where Ākonga do not agree with the outcome, they may appeal that decision following the procedures set out in the Ākonga Appeals Policy.

4.4.5   Reassessment opportunities (for courses)

1) Te Kawa Maiorooro (section 6.15 *Reassessment opportunities*), unless otherwise specified in the programme regulations, provides the Delegated Authority with the opportunity to offer ākonga who have gained a failing grade in a course with a mark of 40% or more with one opportunity to undertake a reassessment of the course.
2) Ākonga are not able to apply for a Reassessment Opportunity. Only the Delegated Authority can determine whether a Reassessment Opportunity may be offered to an ākonga.
3) Reassessment opportunities are not available for courses with a competency-based grading system.
4) Where the Delegated Authority determines that an ākonga will be offered the opportunity to be reassessed, the reassessment must be designed to reflect all the learning outcomes of the course and their respective weightings. The reassessment must undergo pre-assessment moderation.
5) The decision to offer a reassessment opportunity is made by the Delegated Authority following a recommendation from the Course Coordinator (or equivalent). The Course Coordinator must provide justification for their recommendation, taking into consideration:
   - the ākonga's other recent course results (i.e., within the last two semesters).
   - any circumstances which have led to the failing grade (of 40%+).
   - prior decisions of a similar nature to ensure equity.
   - professional/regulatory requirements.
   - any programme-specific restrictions or limitations on reassessment opportunities as detailed in the programme regulations, programme handbook or in the relevant course outline.
6) The decision to offer a reassessment is not to be influenced by the mahi required by kaimahi to

create and quality assure the assessment.
7) The reassessment must be for all learning outcomes within the course. Evidence from previously completed assessments may not be used for the reassessment.
8) The writer of the assessment is encouraged to engage with a learning designer to support the development of the assessment.
9) Where a reassessment opportunity is offered to ākonga, the Delegated Authority may award a GP/DEF grade (if required) until such time as the outcome of the reassessment opportunity is known.
10) The timeframes and process as outlined in Te Kawa Maiorooro must be followed:
   - ākonga are advised of the reassessment opportunity within one week of the final grade being known to kaiako and before the course grade is approved by the relevant delegated authority.
   - The reassessment must take place within one month of the course end date.
   - Ākonga passing the reassessment gain the minimum grade available as a pass for the course.
   - A Change of Grade is submitted where relevant.

4.5 Course Outcomes

4.5.1 Course results
1) Credit will be granted to ākonga on the basis of outcomes achieved through approved assessments for the course.
2) In accordance with Te Kawa Maiorooro (sections 6.13 *Approval of final course and programme results and outcomes* and 6.14 *Notification of final course or programme outcomes*) final course results must be approved by the Delegated Authority prior to the release of the final course grades to ākonga.
3) Where a final course grade cannot be confirmed, a DEF/GP grade must be entered. For any DEF/GP grade approved by the Delegated Authority, the Delegated Authority must:
   - Record a reason for the DEF/GP grade in the minutes and in the Grade Management System (i.e., GradeBook)
   - Confirm a timeframe for the resolution of the final grade.
4) DEF/GP grades can only be approved for a maximum of three months from the course end date, unless additional authority is granted by the Delegated Authority.
5) Where the timeframe to resolve a final grade has passed, the grade the ākonga would otherwise be entitled to shall be awarded.
6) Final grades must be approved and released to ākonga within 15 working days of the course end date unless otherwise stated in programme information.

4.5.2 Reconsideration of Course Final Grade

1) Reconsideration of course final grades will be undertaken in accordance with Te Kawa Maiorooro (section 6.20 *Reconsideration of course final grades*)
2) Applications for Reconsideration of Course Final Grades must be made in writing to the Delegated Authority.
3) Applications must be received within ten working days of ākonga receipt of their final grade.
4) Applications must identify the grounds or reconsideration. Either that there was an irregularity in:

   - the conduct of summative assessment
   OR

   - the results reporting and approval process.
5) The Delegated Authority must advise Ākonga in writing within five working days whether the grounds have been met in their application and advise the ākonga of any next steps.

6) Where an application for a reconsideration of a course final grade is accepted, the Delegated Authority must appoint an investigator to undertake an investigation.

7) Following the investigation, the Delegated Authority must make a determination based on the investigation. Where the outcome is a change of a course final grade, the change must be actioned through the Change of Grade process and the PAQC advised of the change and the reason for the change.

8) Where Ākonga do not agree with the outcome, they may submit an appeal following the procedures set out in the Ākonga Appeals Policy.

5. Responsibilities

Role	Responsibilities
Teaching Staff & Programme Teams	• Be familiar with Te Kawa Maiorooro and this procedure • Ensuring Unitec's grade management system (i.e., Gradebook) is setup to accurately reflect the assessments in each course • Entering assessment results into Unitec's grade management system (i.e., Gradebook) as soon as practicable following the assessment • Designing and maintaining assessments that adhere to these procedures • Designing and implementing assessment practices that adhere to these procedures • Make marked assessments available in line with these procedures
Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC)	• Approve the awarding of course grades to ākonga • Review and make decisions related to applications for Assessment Concessions • Approve awarding of 'restricted pass' grades to ākonga
Relevant Delegated Authority	• Be familiar with the delegations relevant to this procedure
Te Korowai Kahurangi	• Publish course results for ākonga following PAQC approval
Te Puna Ako	• Provide guidance, support, and advice around assessment design

6. Definitions

Access4Success	The individual, committee, or role holder to whom authority has been granted, as per the Delegations Register
Delegated Authority:	A specialist Unitec team which supports learners with disabilities.

7. Reference Documents

- Te Kawa Maiorooro | Te Pūkenga Educational Regulatory Framework
- Te Pūkenga Assessment Policy
- Ākonga Concerns and Complaints Policy
- Ākonga Appeals Policy
- Unitec Delegations Register (for list of delegated authorities)
- Te Pūkenga National Delegations Policy (and associated Standing Delegations Register)

8. Document Details

Version Number	2.0

Version Issue Date	10 August 2023	
Version History	**Amendment Date**	**Amendment/s**
	March 2019	First edition
	January 2021	Update nomenclature and Affected Performance Consideration
	April 2022	Update 3.4.3.2.5 to reflect updated Academic Complaints procedure
	July 2022	Administrative errors
	August 2023	Update from v1.4 to 2.0 to align with Te Kawa Maiorooro (v23/01) and Te Pūkenga Assessment Policy (v23.2)

Consultation Scope	
Approval Authority	Te Komiti Mātauranga | Academic Committee
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Document Owner	Te Komiti Mātauranga | Academic Committee
Contact Person	Director, Te Korowai Kahurangi
Date of Next Review	August 2025

Amendment History

Version	Issue Date	Reason for Revision	Approved by
1.1	28/03/19	Section 3.4.1 - Need for flexibility in range of grading systems and to align with other providers. Added Excellence grade step; option for a 2,3, and 4 step CBA; changed terminology from NC (Not Competent) to NA (not Achieved) in 4-point system, and changed CBA3 'Achieved Pass' from an 'A' to a 'P'. Section 3.4.2 - Amended ES grade definition to include that a final grade of CR or DNC must replace this grade within 12 months of end of course. Removed references to 'relevant academic authority' as this is the now the responsibility of the PAQC. Section 3.4.4 - Removed references to 'relevant academic authority' as this is the now the responsibility of the PAQC. Section 4 – Changed Academic Administration to TKK to reflect post ATOM changes, and changed 'post' to 'publish'. Section 3.4.6.5 – added retention period of 12 months for examination booklets, as per Te Pūkenga's Disposal Schedule	Academic Board

1.2	20/01/2021	Update of nomenclature throughout. Update Special Assessment Circumstance section to align with change made to Affected Performance Consideration.	Te Komiti Mātauranga | Academic Committee
1.3	23/3/2022 (date of meeting)	Update 3.4.3.2(5) to align with Academic Complaint Procedure	Te Komiti Mātauranga | Academic Committee
1.4	14/07/2022	Updated errors: 3.4.1.4. iii CBA2 (2 point) Table Changed Achieved Pass grade from "A" to "C" to be consistent with what students are awarded on their academic transcript 3.4.1.8 Attendance based assessment (ATT) system table Added "No Credits Earned" to two previously blank cells 3.4.2 Estimated Grade (#): Corrected 3.4.1.8 to 3.4.1.2	Director, Te Korowai Kahurangi
2.0	10 August 2023	Significant change to align with Te Kawa Maiorooro and Te Pūkenga Assessment Policy. Change of name	Te Komiti Mātauranga | Academic Committee