ASSESSMENT IN TE REO MĀORI PROCEDURE

1.   PURPOSE

This procedure facilitates, supports, and promotes the use of Te Reo Māori in students' work submitted, performed or presented for assessment.

This procedure supports the principles of *Te Noho Kotahitanga*, Unitec's declaration of its commitment to the *Treaty of Waitangi/te Tiriti o Waitangi*; it aligns with the *Māori Language Act* (1987), which identified Te Reo Māori as an official language of New Zealand. The aim is to provide equitable participation, retention and success for all students.

2.   SCOPE

This procedure applies to:

- •   staff and contractors who teach at Unitec;
- •   students enrolled on courses; and
- •   others engaged in the delivery of Unitec courses and/or grade approval and confirmation.

This procedure does not apply to:

- •   assessments and or courses where the use of a specific language is required

3.   PROCEDURE

1.   Programmes must ensure that information about students' rights and responsibilities with regards to submitting assessment items in Te Reo Māori is included in all course-information resources.

2.   Students who wish to undertake all or part of one or more assessments in Te Reo Māori must advise their intent to complete the assessment/s in Te Reo Māori.

3.   The Academic Programme Manager for the programme the student is enrolled in is responsible for identifying an appropriate assessor/examiner/marker.

   a.   With agreement from the parties concerned, programmes must maintain a list of appropriate assessors/examiners/markers.

   b.   Unitec's Kaihautū can provide advice to identify appropriate individuals who can act as assessors/examiners/markers.

4.   In the event of a group-assessment, in order to maintain consistency, the assessor/examiner/marker responsible for assessing items submitted in Te Reo Māori should, if practical, assess the submissions of all students in that same group.

5. In order to retain the authenticity of the assessment work and further encourage the use of Te Reo Māori by both staff and students, work submitted in Te Reo Māori cannot be translated for the purposes of assessment notwithstanding partial translations for clarity during marking or moderation processes.

6. Students who submit assessments in Te Reo Māori are entitled to re-sit and re-submit an assessment item in accordance with the relevant *Programme Regulations*.

   a. Any re-sit or resubmission must be in the language in which the assessment (or part thereof) was initially submitted, unless otherwise agreed by the assessor/examiner/marker, the student, Course Co-ordinator, and Academic Programme Manager.

3.1 Process

In order to facilitate and support this procedure, programmes are advised to promote students' rights and responsibilities through course-information resources at the start of the course.

The following steps should be followed in the process for submission of assessments in Te Reo Māori:

1. Within the first 3 weeks of the start of a course and no less than 2 weeks prior to the assessment due date;

   a Students advise the lecturer of their intention to complete an assessment or assessments, or part thereof, in Te Reo Māori.

   b The student(s) and lecturer will discuss the assessment date, requirements and methods, including any particular to writing/submitting/presenting in Te Reo Māori, to clarify submission details.

2. Upon confirming the student's intention to complete an assessment or assessments, or part thereof, in Te Reo Māori, the lecturer liaises with their Academic Programme Manager to engage an appropriate assessor/examiner/marker. The Academic Programme Manager will take all steps (taking into account the period of notice given and the time-frame of the assessment process) to appoint a suitable assessor/examiner/marker from within or outside the institution. The appointed assessor/examiner/marker must be available to take part in the applicable moderation process.

3. Relevant students submit/present the associated summative assessment (or partial assessment) in Te Reo Māori.

4. The assessment is provided to the Te Reo Māori assessor/examiner/marker, who undertakes the assessment/examination/marking process or in the case of oral presentations or practical assessments, all steps should be made to have the marker present. Any audio-visual record must be of sufficient technical quality to allow all aspects of the submission/performance/ presentation to be assessed.

5. The marked assessment is returned to the student within standard procedures as outlined in *Assessment and Grading Procedures and Regulations*.

4.   RESPONSIBILITIES

Role	Responsibilities
Academic Programme Manager	• Adhere to procedure and process steps applicable
Teaching and Programme Teams	• Adhere to the steps in the process above
Kaihautū	• Provide guidance and steps to support staff
Students	• Adhere to the steps in the process above.

5.   DEFINITIONS

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6.   REFERENCE DOCUMENTS

- *Assessment, Moderation, and Grades Policy*;
- *Assessment and Grading Procedures and Regulations*;
- *Māori Language Act* (1987);
- *Te Noho Kotahitanga*
- Academic guidelines for writing/submitting/presenting in Te Reo Māori
- Academic guidelines for Assessing in Te Reo Māori

7.   APPROVAL DETAILS

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