ASSESSMENT, MODERATION, AND GRADES POLICY

1 Purpose

This policy and its associated procedures outline Unitec's approach to assessment, moderation, and the awarding of course grades and credits towards courses, programmes, and qualifications.

It ensures assessment activities are: fair, reliable, valid, consistently-applied, and support learning and teaching. It also ensures grades are awarded on the basis of the valid assessment of outcomes.

2 Scope

This policy applies to all:

- assessment events and practices; and
- courses, programmes, and qualifications.

3 Policy statements

Assessment, moderation, and the awarding of grades and credits at Unitec will provide all stakeholders with assurance that assessment practices are fair, valid, and consistent.

3.1 Assessment

1. Assessments will reflect a standards-based approach and appropriately assess learning outcomes in direct relation to the course-level.
2. Assessments will be:
    a. designed to enhance learning;
    b. designed to measure progress and the achievement of specified learning outcomes;
    c. designed to reflect a balance between current course-content and life-long learning capabilities;
    d. carried out in the context of constructive alignment and in accordance with the *Curriculum Development Guidelines*;
    e. distributed appropriately across courses within a programme of study so that:
        i. staff- and student-workload is appropriate and manageable; and so
        ii. the health and well-being of staff and students is protected and supported.
3. Assessment and feedback practices will be designed to enhance the quality of student-learning and staff-teaching.

3.2 Communication of information and partnering

1. Students will be provided with all information relating to their assessment, including the option of submitting assessment items in Te Reo Māori, in an accurate, easy-to-access, and timely fashion.

2. Assessment requirements will be transparent; students will be notified of these at the start of the relevant course.

3. Students will be provided with feedback on their assessments in a timely manner; students will be notified of the timeframes for the provision of feedback at the start of the relevant course.

4. Unitec will partner with students to improve assessment practice.

3.3 Assessment in Te Reo Māori

1. All students will have the opportunity to complete an assessment, or part thereof, in Te Reo Māori.

   a. This opportunity will not exist for assessments and/or courses where the use of a specific language is required.

2. Students submitting an assessment in Te Reo Māori will not be dis-advantaged in any way.

3. Students will be notified of the process and the requirements for taking up this opportunity at the start of the relevant course.

3.4 Assistance for students with disabilities

1. Assessment candidates with one or more documented impairments will have access to additional assessment arrangements and/or assistance.

   a. Such assistance includes, but is not limited to reader/writers, etc.

   b. Such arrangements or assistance will not compromise or invalidate the assessment of stated learning outcomes.

   c. Where relevant, additional arrangements or assistance will adhere to the regulations of any external bodies that control or administer such assessments.

3.5 Recognition of Prior Learning (RPL)

1. Unitec supports the achievement of academic credit through the robust assessment and recognition of prior formal and informal learning wherever such learning is equivalent to a Unitec qualification, its graduate profile, and/or course learning outcomes.

2. Availability of RPL is subject to the relevant *Programme Regulations* and the requirements of any regulatory or professional body.

3. The extent of any awarded credit awarded will be judged on the basis of the evidence presented.

4. Arbitrary maximum limits on credits gained via RPL are incompatible with the intention of this policy.

3.6 Credit recognition

1. Unitec will recognise and award credit for formal prior learning where the:

   a. learning aligns with existing Unitec provision;

   b. credit can be wholly-attributed to formal courses of study successfully completed outside of the programme; and where

   c. the credit derives from completion of:

i. courses at the same or higher level taken at Unitec or other accredited tertiary institutions; or of

ii. NZQA unit standards registered on the *New Zealand National Qualifications Framework* (NZQF).

2. Credit recognition may be limited where:

   a. there is concern about the currency of specific learning outcomes that need to be met by the applicant; and/or

   b. professional accreditation or regulatory requirements limit the granting of credit.

3. Credit recognition is **not** available for:

   a. courses or requirements that are deemed not eligible in the relevant *Programme Regulations*; or for

   b. research projects, dissertations, or theses in a postgraduate programme.

3.7 Moderation

1. All assessment at Unitec is subject to on-going moderation.

2. All staff must comply with Unitec's moderation procedures.

3. All assessments/courses must be moderated both internally and externally in accordance with a moderation plan approved by the relevant *Te Komiti o ngā Hotaka | Programme Academic Quality Committee*.

4. External moderation of all summative assessments/courses must occur on a regular basis and **at least every three years**.

5. Internal moderation of all summative assessments/courses must occur at least once a year or:

   - Every second iteration if there are multiple delivery cycles of a course in one year

   - if delivered by a new teacher

   - if Successful Course Completion in the previous delivery cycle was below the Unitec target

   - If there has been any change to the summative assessment

   - If there has been a Type 2 change to the course

6. Moderation outcomes **must** be used to inform on-going delivery of the course.

3.8 Course grades

1. Unitec will assess students' work fairly and return appropriate feedback in a timely manner.

2. Assessment results will be confirmed through institutional processes; students will be notified of assessment results within the time-frame specified at the start of the relevant course.

3. Course grades must be ratified by the Te Komiti o ngā Hotaka | Programme Academic Quality Committee and published within 10 days of the course-completion date.

4. Course grades must use standard grade-scales approved by the Te Komiti Mātauranga | Academic Committee.

4 Evaluation/Outcomes

The extent to which the implementation of this policy and associated procedures achieve their intended outcomes will be subject to on-going evaluation and review by the Te Komiti Mātauranga | Academic Committee or its delegate(s).

5 Associated Procedures

- *Assessment and Grading Procedure*;
- *Assessment in Te Reo Māori Procedure*;
- *Assessment of Prior Learning Procedure*;
- *Assessment of Prior Learning: Staff Guidelines*;
- *Credit Recognition Procedure*;
- *Examinations Regulations*;
- *Moderation of Assessment Procedure*;
- *Student Appeals Procedure*.

6 Responsibilities

Te Komiti Mātauranga | Academic Committeeis the approval body and owner of the *Assessment and Feedback Policy*. Academic Leadership and Teaching Staff are responsible for implementation of this policy*.*

Role	Responsibilities
Te Komiti Mātauranga | Academic Committee	• Approves policy relating to assessment and moderation and for delegating responsibilities as it considers appropriate.
Executive Dean Academic	• Directs the development of operational guidelines and processes • Helps with interpretation and implementation.
Academic Programme Leaders	• Ensure assessment practices are consistent with the approved programme documents. • Ensure assessments are carried out in-line with the policy statements herein. • Ensures adherence to approved processes related to the release of results and maintenance of assessment records.
Heads of School	• Ensure staff are aware of the statements in this policy and their responsibilities for ensuring all assessment material prepared by them is readily accessible for checking and review.
Te Korowai Kahurangi	• Provides support, guidance, and advice around processes, procedures, and policy.
Te Puna Ako	• Provides support, guidance, and advice around assessment design and implementation.

6.1 Delegations

Authority	Delegation	Required endorsements
Approve RPL applications	Academic Programme Manager	PAQC
Approve cross-credit applications	Academic Programme Manager	PAQC
Appoint external moderators	Head of School	PAQC

7 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.

8 Document Details

Version Number	1.1	
Version Issue Date	20 January 2021	
Version History	**Amendment Date**	**Amendment/s**
	August 2018	First edition
	January 2021	Update nomenclature
Consultation Scope		
Approval Authority	Te Komiti Mātauranga | Academic Committee	
Original Date of Approval		
Document Sponsor	Executive Dean	
Document Owner	Te Komiti Mātauranga | Academic Committee	
Contact Person	Manager, Te Korowai Kahurangi	
Date of Next Review	April 2022	