

Part 5 Assessment and Granting of Credit

Section 1 Introduction

- 1.1 Standards based methods of assessment shall be used.
- 1.2 Assessments may be achievement based or competency based as specified for each course.

Section 2 Requirements

- 2.1 The board of studies shall determine the grade map for the programme and each course.
- 2.2 Any work presented by a student for assessment must be the work of the student. The University may use detection software or other means to determine the authenticity of any materials submitted for assessment.
- 2.3 Notwithstanding Clause 2.2 above, work may be presented by a group of students for assessment as specified for the relevant course.
- 2.4 All submitted assessments, together with the marking or assessment criteria, shall be made available to students within the time designated by the relevant authority.

Section 3 Recording of Final Assessment Outcomes

- 3.1 The final outcome of the assessment of a course shall be recorded as follows:

Grades which accrue points:

A+	A	A-	Pass with Distinction
B+	B	B-	Pass with Merit
C+	C	C-	Pass
M			Pass with Merit (competency based assessment)
P			Pass (competency based assessment)
CR			Credit for Prior Learning
S			Aegrotat Pass
CO			Conceded Pass

Grades which do not accrue points:

EX		Exemption
D		Fail
DS		Disrupted Study - Fail
F		Fail (competency based assessment)
W		Withdrawn
DNC		Did Not Complete
DSN		Disrupted Study - Not Completed

- 3.2 The grade CR (Credit for Prior Learning) is normally given for prior learning except where:
- (a) the original grade is credited in accordance with the regulations on Recognition of Prior Learning; or
 - (b) an exemption is granted
- 3.3 The Grade S (Aegrotat Pass)
- 3.3.1 An aegrotat pass is a special pass granted to a student on compassionate grounds.
- 3.3.2 A student may apply to the assessment board for consideration for an aegrotat pass when, for reasons of personal illness, injury or other exceptional circumstances beyond the student's control the student:
- (a) is unable to present work for assessment at the time it is due; or
 - (b) is unable to attend a test or examination; or
 - (c) is seriously impaired in his/her performance in a test or examination; *and*
 - (i) has failed to achieve a pass in the course as a result; and
 - (ii) where an alternative assessment is not available.
- 3.3.3 For an aegrotat application to be considered the student shall:
- (a) be enrolled in the programme to which the application relates
 - (b) provide a medical certificate or other appropriate documentation of the circumstances from a suitably qualified person within 5 working days of the date of the assessment, or by an earlier timeframe if specified in the programme documentation. The medical certificate or other appropriate documentation must provide evidence of and clearly state the reasons for the circumstances surrounding the application.
- 3.3.4 The assessment board may grant an aegrotat pass only if, at its discretion, it is satisfied on the basis of the student's prior performance in assessment(s) already completed, that the student would have passed the course.
- 3.3.5 A student who fails to present work for assessment due to lack of familiarity with the assessment requirements of any course as published by the school or department shall not have grounds for making an aegrotat application.
- 3.4 The Grade CO (Conceded Pass)
- 3.4.1 The assessment board responsible for the student's qualification may at its discretion grant a conceded pass.
- 3.4.2 A conceded pass is a special pass granted for a course where a student, who has otherwise reached an acceptable standard in the programme, has not achieved a passing grade in the course and this affects the student's completion of the qualification.
- 3.4.3 Only one conceded pass may be granted to a student towards the requirements for a particular qualification, and is normally granted only in the final semester of study.

- 3.5 The grade EX (Exemption) may be granted by the assessment board for a specific course and exempts the student from the study and assessment requirements for that course.
- 3.6 The grade W (Withdrawn) is recorded if a student withdraws or is withdrawn from a course at the time that, or before, 75% of the course has been taught.
- 3.7 The grade DNC (Did Not Complete) is recorded if a student has either:
 - 3.7.1 withdrawn after 75% of the course has been taught
 - 3.7.2 not attempted a compulsory item of assessment within a course

Section 4 Still to Complete

- 4.1 The assessment board may at its discretion grant an STC result (Still to Complete).
- 4.2 An STC is an interim result granted for a course in anticipation of the successful completion of the course, through the resubmission of work, resitting of an examination or other such requirements as may be stipulated by the assessment board.
- 4.3 Where an STC is granted for a course, the course shall not be credited unless a passing grade as specified in Section 3 above has been confirmed by the assessment board.
- 4.4 The requirements stipulated by the assessment board must be met within the semester following the granting of the STC, unless the assessment board approves an extension of time.
- 4.5 Where the requirements are not met within the approved time, the interim result of STC will be converted to a fail grade.
- 4.6 An alternative grade of UX (Under Examination) may be awarded as an interim grade while the thesis or dissertation is undergoing formal examination by the University and is subject to all other conditions applying to an STC grade.

Section 5 Extension of Time

- 5.1 The assessment board may at its discretion grant an extension of time for the completion of a course or an assessment within a course according to the criteria set by the board of studies.

Section 6 Reconsideration of Assessments

- 6.1 A student who believes that an assessment of a particular item of work, test or examination has been incorrectly graded shall have that assessment reconsidered upon written request and the payment of any prescribed fee.
- 6.2 In accordance with Clause 2.4 above, copies of all pieces of written or other assessment, together with the assessment or marking criteria, shall be made available to students within the time designated for reconsideration.
- 6.3 In situations where the copying of the assessment is not practicable an opportunity will be provided for the student to sight the assessed work.
- 6.4 A result may be unchanged, raised or lowered following any such reconsideration.
- 6.5 Time limitations are set for the reconsideration of assessed work. Assessments not collected within that time, and any time permitted for an appeal, may be destroyed.

Section 7 Granting of Credit

- 7.1 Credit is granted for a course when the prescribed requirements have been successfully completed and the final grade approved by the assessment board.
 - 7.1.1 In order to be granted credit (and the associated points) for a course, a student shall have been admitted to and enrolled in the programme in accordance with the General Academic Statute, General Academic Regulations and the programme regulation.
 - 7.1.2 Where credit is granted for a course, both the points and the grade shall be recorded in the student's official academic record.
 - 7.1.3 A course shall only be credited once to a particular qualification as per Part 4, Section 2, Clause 2.4.
- 7.2 Credit may be granted for prior learning pursuant to Part 4 of these regulations.

Section 8 Te Reo Māori in Assessment

- 8.1 A student who has demonstrated an adequate standard of literacy in te reo Māori may be permitted to submit work for assessment in te reo, in accordance with University procedures and guidelines for assessment in te reo Māori.