

A07: Assessment and Moderation Policy

1.0 Purpose

The purpose of this policy is to provide a framework which ensures formative and/or summative assessment methods are fair, valid, sufficient, reliable and consistent, and that moderation contributes to a supportive positive learning and environment. The policy and procedures aim to ensure compliance with the requirements of the Education Act 1989 and NZQA Rules for assessment and moderation.

2.0 Objectives

This policy applies to all academic programmes of study, micro credential or short courses across all funding types, that include any form of assessment of learning and covers the development, pre/post moderation of assessments, assessment conditions and regulations and consistency of graduate outcomes.

3.0 Principles

3.1 The principles that underpin this policy are:

- 3.1.1** The purpose of assessment is to engage students in a transformative process which fosters an understanding of why they are being assessed, what it is they need to be learning and have learnt and the most effective way to learn it. Academic staff need to place a strong emphasis on the need to balance assessment for and assessment of learning, through feedback and feed forward processes to meet both formative and summative requirements.
- 3.1.2** Assessment is viewed as learner responsive, involving inclusive activity, the purpose being to empower students to become independent, responsible individuals through active engagement in the learning process.
- 3.1.3** Quality assessment practice is effective assessment design which is: valid and reliable; avoids over-assessment; balances formative and summative tasks; provides timely and effective feedback to students; ensures teaching and assessments match the learning outcomes; and leads to the student achieving the Graduate Profile Outcomes; is at the correct level of learning; and develops and implements innovative assessment techniques.
- 3.1.4** Assessment organisation and resulting occurs within a context where the highest levels of accuracy and accountability possible are expected and applied.
- 3.1.5** At the beginning of their programme students may request to have summative assessments conducted and marked in Te Reo Māori.

4.0 Procedure

4.1 Assessment

- 4.1.1** All NZSEG programmes will have in place an approved assessment schedule that assures validity, reliability and fairness in all assessment activities.
- 4.1.2** Online programmes conduct exam-condition assessments with rigorous procedures to establish identity, invigilate closely and assure validity, fairness and reliability.

- 4.1.3** Minor changes to assessment, assessment number and/or weightings must be approved by the Programme Committee/Results Committee prior to the start of the course/programme. These Type 1 changes must be reported to the Academic Board. The Programme Approval and Accreditation document must be updated and a revised version sent to NZQA Approvals and Accreditation.

4.2 Communication with Students

- 4.2.1** At the start of a programme/course, students will be provided with written information about the programme assessment requirements inclusive of:
- Assessment schedule and types and assessment weightings
 - Conditions for appropriate student behaviour during assessments
 - Any special conditions or characteristics which may apply to particular assessments.
- 4.2.2** Students will be required to provide assurance about the authenticity of any work submitted in their names for assessment. Plagiarism detection software or other means may be used to confirm an assessment is a student's own work.

4.3 Marking Responsibilities

- 4.3.1** Course results must be processed as soon as assessments are marked and moderated.
- 4.3.2** Assessment feedback and results will be made available to students no later than ten working days after the due date of the assessment.
- 4.3.3** Any exceptions to the feedback time above must be approved by the Head of School/ Group Academic Director and included in their monthly report.

4.4 Passes and Grades

- 4.4.1** Mark ranges and grade tables for each programme are specified in the regulations for the programme. Programme regulations state whether aegrotat passes, conceded passes or restricted passes apply.

4.5 Examinations

- 4.5.1** Examination scripts will be marked within ten working days.
- 4.5.2** Examination scripts will not be returned to students. Students will be given the opportunity to view their examination scripts, within ten working days of the examination result. Recounts will be considered only within ten working days of scripts being available to students. Students may request a recount which is a check that all questions have been marked and that the additions of marks is correct. Students may not apply for a re-mark.

4.6 Final Results

- 4.6.1** Results are provisional until final course results are issued within ten working days of the final course completion date.
- 4.6.2** Transcripts and Certificates will be issued ten working days after the course completion date.

5.0 Moderation

Moderation is the process used to ensure that:

- assessment methods are appropriate, fair, set at the correct level, integrated and manageable
- assessment evidence is valid, direct, authentic and sufficient; and
- assessment judgements/ outcomes are consistent, systematic and transparent.

Moderation ensure that tutors make appropriate, fair, valid and consistent judgements about student performance and that all learning outcomes and evidence requirements have been appropriately covered. Tutors who plan, design, develop, deliver and assess the courses or programmes across the organisation, practice internal moderation.

5.1 Moderation Process

- The whole programme/course team including tutors, Head of School/Group Academic Director and the Moderation Team Lead are involved in the moderation process.
- All assessments are pre-moderated prior to delivery.
- A minimum of 10% or five samples (whichever is greater) from each assessment are post-moderated each delivery.
- Where a course has two or more streams, taught by different tutors, post-moderation of a mix of those cohorts must be completed.
- As part of the process, copies of work submitted for summative assessment may be viewed by moderators other than course tutors.
- In the moderation of assessments every reasonable effort should be made to ensure student confidentiality is maintained.
- Moderation reports are discussed and followed up by Programme Committee/Results Committee meetings and Moderation Meetings and the results are reported from the Moderation Committee to Academic Board.

5.2 Moderation Planning

- NZSEG will adhere to external moderation requirements including those detailed in the New Zealand Qualifications Framework Consent and Moderation Requirements (CMRs).
- NZSEG requires that all assessment activities are moderated internally and externally at least once in a three-year cycle according to a programme moderation plan.
- Assessment may be moderated more frequently and/or use larger sample sizes where:
 - assessments have been significantly changed
 - feedback suggests concerns about a course
 - courses are compulsory
 - courses are new
 - courses are taught by a new tutor

- Moderation planning should ensure a sampling of all staff assessment decisions.

5.3 Moderation Action

- 5.3.1** Staff undertaking moderation are required to possess some content knowledge specific to the assessment.
- 5.3.2** Staff with assessment expertise may provide general comment for improvement of assessments.

6.0 Assessment Extensions

- 6.1** All course assessment design must ensure all assessments can be completed by the due date.
- 6.2** Extensions of time to complete an assessment are only given in exceptional circumstances. Assessment extensions may only be granted up to the course end date. For extensions beyond course end date please refer to A01 Admissions and Withdrawals Policy.
- 6.3** Students who anticipate difficulty in meeting the due dates to submit assessments and/or sit tests or examinations, and/or attempt any missed practical assessment activity which may have been timetabled to occur once only during the programme, may request an extension. The request must be made prior to the due date and usually no later than three working days before the due date.
- 6.4** The extension date is to be negotiated between the student and Tutor. At this time the conditions, including any additional assistance or costs which may be incurred and the grade to be awarded in the event of non-submission will be documented.
- 6.5** Non completion of the assessment by the due date of the extension will result in a DNS or equivalent.

7.0 Reassessments (Resits)

- 7.1** Programmes will have their reassessment processes approved and documented in their programme documentation.
- 7.2** Programmes must clearly identify any restrictions that may be placed on the award of credit for work that has been reassessed.
- 7.3** Any reassessment of student performance must maintain the validity and reliability of overall assessment outcomes.
- 7.4** A new assessment task must be used for a reassessment of a student.

8.0 Definitions

<i>Graded Assessment</i>	An assessment process where a final grade or mark is allocated.
<i>Assessment</i>	Process of collecting and interpreting evidence of competence or achievement and the allocation of credit/units of learning completed by students.
<i>Achieved</i>	An assessment process where the student must meet competence in a prescribed standard in order to gain a credit.

<i>New Zealand Qualifications Framework (NZQF)</i>	Collectively all nationally registered and listed qualifications and any registered unit standards from which they may be derived.
<i>Reassessment</i>	The entitlement, in accordance with specified programme regulations, for a student to reattempt or resubmit a required item of assessment, or part thereof, within a stipulated date. A reassessment is also known as a resit.

9.0 Document Control

9.1 Monitoring and Evaluation:

The Academic Board is responsible for monitoring and evaluating this policy.

Version	Type of Change	AB Reference	Approval Date	Effective from
1	Development of Policy	AB Action Item 54	23 June 2015	23 June 2015
2	Minor Review and Re-format of Policy	Approved by AB	20 October 2015	20 October 2015
3	Minor Review of Section 5: Moderation	Agenda Item 6.5	30 August 2016	30 August 2016
4	5.3.3 has been removed from the policy & Inclusion to NZSEGG QMS and Policies.	Approved by the Executive Management Team	16 January 2017	31 January 2017
4.1	Minor review and addition of 7.4	Approved by AB	22 April 2020	22 April 2020