NZSEG
New Zealand Skills & Education Group

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 they are appropriate to supporting learning and achievement.

2.0   Objectives

This policy applies to all academic programmes of study 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; is at the correct level of learning; 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 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.

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/Academic Leader/Director of Studies 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 (CP) or Restricted Passes (RP) apply.

4.4.2 An Aegrotat provision only applies to achievement based assessments. Aegrotat passes may not be available for some programmes, training schemes or courses. Aegrotat provisions are intended to ensure that students are not unfairly disadvantaged if, in specified circumstances beyond their control they are unable to undertake or are impaired in the completion of an achievement based assessment. Rather than use these Aegrotat provisions,

4.4.2.1 NZSEG prefers that students have the opportunity to complete an assessment by providing:

- An extension of time;
- An alternative assessment at a different time;
- Examination or test assistance to undertake the assessment (such as a reader/writer)

4.4.2.1 Students will be eligible to be considered for an Aegrotat pass if:

- Due to illness, injury, bereavement, or other exceptional circumstances beyond their control, they are:
- Unable to present work for assessment at the time that it is due and where an extension of time is not available; or
- Unable to attend a test or examination; or
- Prevented from preparing for an assessment; or
- Seriously impaired in their performance in a test or examination; and
- An alternative assessment is not available; and
- The relevant Programme or Training Scheme Regulations allow for an Aegrotat pass to be granted; and

- They are enrolled in the programme or training scheme to which the application relates, and all fees have been paid.
- Students who fail to present work for, or to undertake an assessment through lack of familiarity with the published assessment requirements of a course cannot apply for an Aegrotat pass

4.2.2.2 Application form must be submitted to the Academic Leader within 10 days of the date which the assessment, test or examination was due. Applications must be accompanied by a medical certificate or appropriate documentary evidence of illness, injury, bereavement or exceptional circumstance and contain the opinion of a suitably qualified person that the student was incapable of presenting the work for assessment or of attending the test/examination or that their performance was impaired.

4.2.2.3 The Academic Leader is responsible for determining whether to accept the application. Students will be notified within five (5) working days whether their application is accepted.

4.2.2.4 Aegrotat decisions are made by the Programme Results Committee at the end of the course when all other assessments have been completed.

4.4.3 Restricted Pass (RP); Conceded Pas (CP): students who marginally fail a course with a (D, FF, FCW grade) may be considered for a restricted or conceded pass in that course. Restricted and conceded passes may not be available for some programmes, training schemes or courses. Students granted a restricted pass are not able to continue with further courses where the course is a pre-requisite for further study.

Students who are granted a conceded pass are able to continue with further courses where such a course is a pre-requisite for further study. Decisions whether to grant a restricted or conceded pass will be made at the discretion of the Programme Committee and will be based on the student's performance in the current year of study in the programme or training scheme as a whole; and made in accordance with guidelines developed by the programme committee.

Decision on granting Restricted or Conceded Pass will be made automatically by the Programme Committee. Students can not apply for a Restricted or Conceded Pass.

4.4.3.1 Students will be granted no more than:

- One (1) Restricted pass for a programme or training scheme of three years or less; or
- Two (2) Restricted passes for a programme of greater than three years.
- One (1) Conceded pass for a programme or training scheme of three years or less; or
- Two (2) Conceded passes programme or training scheme greater than three years
- A Restricted or Conceded Pass will only apply to the programme or training scheme for which it is granted and cannot be transferred or credited to another programme or training scheme.

- Students may decline a Restricted or Conceded Pass. However, they cannot reclaim the pass if they re-enroll in that course and fail to pass.

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 remark.

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, integrated and manageable
- assessment evidence is valid, direct, authentic and sufficient; and
- assessment judgements/ outcomes are consistent, systematic and transparent.

Moderation helps 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, Programme Managers and the Moderation Team Lead are involved in the moderation process.
- All assessments are pre-moderated prior to delivery.
- A minimum of three samples 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 to Academic Board/Senior Academic Team.

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.

8.0 Definitions

Graded Assessment	An assessment process where a final grade or mark is allocated.
Aegrotat Provision	Aegrotat provisions are intended to ensure students are not unfairly disadvantaged if in circumstances beyond their control they are unable to undertake or impaired in the completion of an achievement based assessment.
Assessment	Process of collecting and interpreting evidence of competence or achievement and the allocation of credit/units of learning completed by students.
Achieved	An assessment process where the student must meet competence in a prescribed standard in order to gain a credit.
Conceded Pass	Conceded Pass provision are intended for students who marginally fail a course with a (D, FF, FCW grade). A Conceded pass enables a student to continue with further courses where the failed course is a pre-requisite for further study.
New Zealand Qualifications Framework (NQF)	Collectively all nationally registered and listed qualifications and any registered unit standards from which they may be derived.
Reassessment	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
Restricted Pass	Restricted Pass provision are intended for students who marginally fail a course with a (D, FF, FCW grade). A Restricted pass does not enable a student to continue with further courses where the failed course is a pre-requisite for further study..

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9.0   Document Control

9.1   Monitoring and Evaluation:

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

Version	Type of Change	AB Reference	Approval Date	Effective from (Day/month/Year)
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
5	Addition of new provisions: Restricted Pass (RP), Conceded Pass (CP) Aegrotat	Approved by Academic Board	2 February 2018	16 May 2018