

POLICY **ASSESSMENT** **(09.003)**

POLICY

Assessments shall reflect the achievement of individual students in fulfilling the prescribed learning outcomes of a course. Student assessment shall be designed to ensure that students receive feedback on their performance and that assessments which are administered by Northland Polytechnic are:

- conducted in a fair, valid, reliable and consistent manner; and
- enable the students to demonstrate their achievement of learning outcomes in accordance with the prescribed standards; and
- in accordance with the regulations, requirements or recommendations of each unit, course, programme or external examining organisation.

PURPOSE

This policy applies to all courses offered by Northland Polytechnic which are formally assessed, to ensure that assessment practices are fair, just and meaningful for students.

APPLICATION AND SCOPE

This policy applies to units, courses and programmes delivered by Northland Polytechnic.

DEFINITIONS

- *Assessment*
A formal process, which may be written, oral or practical, for measuring or testing knowledge, competencies, skills or attitudes the results of which are documented and recorded in the Academic Transcript.

COMPLIANCE OBLIGATIONS

- *Privacy Act*

Responsibility	Director Education Services
Approval dates	December 2008
Next Review	December 2011

OTHER RELATED DOCUMENTS

Policy: Moderation (09.002)

PROCEDURES AND GUIDELINES

- 1.0 Programme Leaders shall be responsible for ensuring compliance with this policy.
- 2.0 As far as practicable Northland Polytechnic will accommodate student requests for assessments to be conducted in Te Reo Māori.
- 3.0 For assessment to be conducted in Te Reo Māori the assessors and moderators will be competent to conduct the assessment in Te Reo Māori or have an appropriate translation/interpretation service available.
- 4.0 All courses and programmes approved by the Academic Board shall have regulations in place for the administration of assessments, which meet the external, national or local requirements. Where external academic regulations take priority over Northland Polytechnic academic regulations, this must be stated in the course/ programme regulations.
- 5.0 The following shall be made known to the students at the commencement of the unit, course or programme:
 - 5.1 Assessment standards, dates and weightings;
 - 5.2 Types of assessments to be used;
 - 5.3 The pass and/or competency criteria;
 - 5.4 The standards required for any grades of performance;
 - 5.5 Turnaround time for assessment results;
 - 5.6 Reconsideration, re-sit and aegrotat procedures; and
 - 5.7 Reference to the procedures for requesting that an assessment is conducted in Te Reo Māori and that this provision is subject to the ability of the Polytechnic to make appropriate arrangements.
- 6.0 Students shall be advised of the procedures and stipulations prior to the commencement of an assessment, particularly those relating to the conduct of examinations.
- 7.0 Moderation of assessments shall be according to the Moderation Policy (09.002).
- 8.0 Credit and passes shall be granted to students on the basis of assessments which occur throughout each course.
- 9.0 Student progress reporting should reflect the requirements of the Privacy Act and the Results and Reporting Policy (10.005).

KEYWORDS

Moderation
Assessment
Exam
Test
Assignment

SIGNED: R Scobie

**Director Institutional Quality under
delegation from Academic Board**

Date: July 2010

Formal Assessment in Te Reo

