

7. Assessment

General

Assessment provides information for ākonga and kaiako about ākonga learning progress; provides evidence of the achievement of learning outcomes; and contributes to the attainment of competencies identified in graduate profiles.

7.1. Assessment information

- a. Te Pūkenga provides ākonga with assessment information at the start of their course or work-based learning training programme.
- b. Changes to summative assessment requirements and conditions after the course or training agreement start date may only be made in exceptional circumstances with approval by the delegated authority and must be discussed with ākonga before any such change is made.
- c. Ākonga are expected to meet all assessment requirements and conditions.

7.2. Assessment in te reo Māori

- a. Te Pūkenga supports ākonga to be assessed in te reo Māori except where assessments require English or other language capability. Other exceptions may apply, must be approved by the delegated authority, and are indicated in the programme documentation and course outline.
- b. Ākonga notify their intention to be assessed in te reo Māori at the start of the course so that the delegated authority can put supports in place to enable this process.

7.3. Supported Assessment

Te Pūkenga makes alternative supported assessment arrangements for ākonga with particular needs, wherever possible.

7.4. Variations to assessment

Te Pūkenga strives for a balance between standardised assessment and variations that support individual ākonga needs and circumstances. The kaiako or learning advisor and ākonga will work together to determine the appropriate support or variation for their particular needs.

7.5. Assessment concession

Assessment concessions are variations to scheduled assessments that are offered in the event of circumstances beyond the control of the ākonga. The ākonga discusses their particular circumstance with the appropriate kaimahi if they believe their preparation for or performance in the assessment was impaired. Assessment concession decisions are made using local or business division procedures.

7.6. Notification of results and outcomes

Te Pūkenga normally notifies summative assessment results and course and programme outcomes to ākonga within 15 working days of the assessment due date or submission date, or the course or programme end date. Exceptions are approved by the delegated authority and are specified in programme documentation.

7.7. Academic Integrity

Te Pūkenga requires ākonga to be honest and act with integrity in their learning and assessments. Any procedures relating to academic integrity will follow the process set out in local or business division academic integrity policies. By enrolling at Te Pūkenga, ākonga agree to their work being reviewed by various means to confirm an assessment is their own work. This includes the use of plagiarism detection software.

7.8. Assessment Results and Grades

- a. Assessment may be competency-based or achievement-based.
- b. TRANSITION FOR PROVIDER-BASED PROGRAMMES:
 - i. Local programmes that are offered at individual sites/campuses continue to use their approved grade tables as set out in programme documentation.
 - ii. Unified programmes that are offered across Te Pūkenga will use Te Pūkenga grade tables as specified below.

7.9. Competency-based assessment

For assessments and courses where the outcome is based on an evaluation of competency, the grades/outcomes may be awarded as follows:

GRADE/OUTCOME	DESCRIPTION
A	Achieved The ākonga has demonstrated competency
NA	Not Achieved The ākonga has not demonstrated competency
AM	Achieved with Merit Ākonga has demonstrated a high level of competency in an achievement standard
AE	Achieved with Excellence Ākonga has demonstrated a higher level of competency in an achievement standard
Exempt	Where an equivalent Assessment Standard is recognised by the programme and approved by WDC/NZQA

7.10. Achievement-based assessment

For assessments and courses where the result/grade is based on an evaluation of achievement and/or a combination of competency and achievement, the grades/outcomes may be awarded as follows:

RESULT	PERCENTAGE / NAME	DESCRIPTION	Grade point average calculation
A+	90 – 100	Achieved	9
A	85- 89	Achieved	8
A-	80 – 84	Achieved	7
B+	75 – 79	Achieved	6
B	70 – 74	Achieved	5
B-	65 – 69	Achieved	4
C+	60 – 64	Achieved	3
C	55 – 59	Achieved	2
C-	50 – 54	Achieved	1
D	40 – 49	Not achieved	0
E	0 – 39	Not achieved	0
P	Pass	Achieved	1
F	Fail	Not achieved	0
AS	Advanced Standing	Award of a group of prior learning credit (CC, CT, RPL) to allow entry to a programme with exemptions for identified courses.	Not included in calculation
AEG	Aegrotat	Successful outcome of an Assessment Concession process	Not included in calculation
DNC	Did Not Complete	Where a compulsory element of a course is not submitted, or the ākonga formally withdrew after the no academic penalty period.	0
GP	Grade Pending	An agreed portion of work or assessment is to be completed beyond the course end date.	Not included in calculation
WD	Withdrawal	Formal withdrawal within the no academic penalty period.	0
AO	Attendance Only		Not included in calculation

7.11. Reconsideration

Ākonga may apply to have any item of assessment re-marked or re-counted or for a reconsideration of a course outcome. The ākonga will have a discussion with the appropriate kaimahi to determine the best option. Reconsideration decisions may lead to no change or a raising of a grade or mark.

7.12. Review of decision

If ākonga do not agree with the outcome of a reconsideration decision, they may request a review of that decision following the procedures set out in the Appeals Policy.

7.13. Moderation of assessments

Assessments are moderated following Te Pūkenga Moderation policy and procedures (*under development*). Ākonga assessment evidence may be copied and used for moderation purposes.

7.14. Retention of assessment evidence

Te Pūkenga retains assessment evidence for 12 months after the end of the course or training agreement unless a longer period is required by an external authority. Te Pūkenga complies with the Public Records Act 2005 and NZQA rules about retention of assessment. Once no longer required by Te Pūkenga or any external agency, assessment evidence is securely destroyed.