

## Assessment Policy

### 1. Overview

Assessment refers to the wide variety of methods used to evaluate, measure and document whether students have met the learning outcomes and course objectives. Assessment processes must be fair, robust, valid and reliable.

### 2. Scope

This policy applies to all students and staff at UC International College.

### 3. Definitions

Term or Acronym	Definition
Assessment Criteria	The standards against which a piece of assessment is marked.
Hurdle requirements	A specific assessment mark or requirement that is needed in order for students to pass a course. Hurdle requirements are stated in the Course Outline.
Moderation	Process to ensure consistency in marking practice and assessment levels.
Moderator	The person charged with ensuring consistency of assessment levels and standards are met. All UCIC courses are moderated by externally appointed moderators.
Plagiarism	The act of representing the ideas or work of another person(s) as your own.
Special Consideration	Where a student's performance in an assessment may have impaired or he/she may have missed the assessment due to circumstances beyond their control This is often due to medical reasons. Refer to sections 5 and 6.

### 4. Policy Statement

#### 4.1 Aim of Assessment

The aims of assessment include:

- Determining if students have met the learning outcomes / objectives of a course;
- Improving the quality of the curriculum (courses and programmes);
- Improving and promoting subsequent learning through feedback that is clear, informative, timely and relevant;
- Promoting student engagement and understanding to encourage a desire for lifelong learning; and

- Formally certifying achievements for external audiences.

#### **4.2 Assessment Requirements**

The assessment requirements for a course:

- Will align with the specified course learning outcomes.
- Will be criterion (standards) based.
- Will enable staff to apply formative and summative assessment methods of student feedback
- May include a range of assessment methods (e.g. essays, assignments, quizzes, presentations, journals, tests, examinations).
- May include individual or collaborative achievement or both.

#### **4.3 Approval of Assessment Requirements and Assessment Tasks**

- All course and assessment tasks are moderated by externally appointed moderators who are academic staff from another institution.
- The course lecturer, in consultation with the moderator, will develop the assessment methods and the learning outcomes expected for the course.
- The assessment requirements and tasks will be documented in the Course Outline.
- Any changes to assessment requirements can only be made after written agreement with the course moderator.

#### **4.4 Assessment Information Provided to Students**

Assessment information will be provided to students in Course Outlines and will also be available on the Moodle course site within the first week of the semester.

Course Outlines must state the following:

- The assessment requirements for the course;
- Details and due dates of assessment items;
- Examination length;
- Criteria and weighting against which assignments are assessed;
- Any additional criteria specific to the course.

All students need to take the responsibility for reading and understanding the assessment requirements for the course and seek clarification from the lecturer when unsure. Students should retain copies of the course outline for future reference.

The final examination timetable will be available to students no later than week 9 of the semester. Students will be emailed the examination timetable and copies will be available at UCIC reception. Students should contact Student and Academic Services if they become aware of an examination clash.

## **4.5 Hurdle Requirements**

### **4.5.1 Definition**

A hurdle requirement within a course is a compulsory requirement that must be met in order for a student to be eligible to receive a 'pass' grade for the course. (See section 7.2.7 for grade information).

### **4.5.2 Principles**

As with all assessment requirements and assessed tasks, hurdle requirements must be clearly related to the objectives/learning outcomes of the course.

All hurdle requirements must be clearly stated in the course outline.

### **4.5.3 Types of Hurdle Requirements**

There are a variety of assessment hurdles, or other conditions for passing a course other than the overall mark, which may be built into the assessment of the learning outcomes of the course, including but not limited to:

- A requirement to achieve a minimum mark for a particular assessment task and a total of more than 50% overall in order to pass a course. For example, students may be required to gain a minimum of 40% on a final examination in order to pass a course. If a student fails to gain 40% in the final examination they will fail the course, no matter how small a proportion of the overall mark it comprises.
- A requirement to pass both a practical and a theory component and a total of more than 50% overall in order to pass a course. For example, students may be required to pass both an oral presentation and a final examination in order to pass a course.
- A requirement to submit all assessment tasks and gain a total of more than 50% overall in order to pass a course. For example, students may be required to at least attempt all assessment items such as an oral presentation, an essay and a final examination, in order to pass a course.
- An attendance requirement. For example, a student may be required to attend all lab sessions in order to pass a course.
- A requirement to achieve a certain grade in order to pass the course.

## **4.6 Submission of Assessment Items**

**NOTE: It is the responsibility of the student to check that assignments have been successfully submitted and to ensure that they are submitted in the required format.**

### **4.6.1 Paper Based Submission**

All assignments submitted on paper must:

- Include a fully completed and signed UCIC Assignment Cover Sheet. For group assignments, the cover sheet must be signed by all group members.

- Be submitted by the specified time indicated in the Course Outline, unless prior arrangements have been made with the lecturer.

The assignment cover sheet which contains important information about privacy, plagiarism and collusion, must be carefully read before signing. Assignment Cover Sheets are available from the UCIC Office.

It is the responsibility of each student to keep an electronic and paper copy of his/her assignment until it is marked and returned by the lecturer.

#### **4.6.2 Electronic Submission**

To submit an assignment electronically students must use the Student Portal Moodle site for that course.

When submitting assignments electronically, students are acknowledging that they have read, understood and accepted UCIC's Academic Integrity Policy.

#### **4.6.3 Plagiarism Detection System**

This information must be read in conjunction with the Academic Integrity Policy.

Electronic plagiarism detection systems may be used to ensure academic integrity. Such systems may be used in order to identify instances where work has been copied from another source without appropriate referencing or if another student's work is copied.

#### **4.6.4 Penalties for Late Submission**

Assessments submitted after the stated due date will be penalised 5% of the TOTAL marks available for assessment (not the grade awarded to the student) for each day the assessment is late.

Assessments submitted more than ten days late will be awarded a mark of zero (0). For example:

- Submission time and  $\leq$  24 hours 5%
- > 24 hours and  $\leq$  48 hours 10%
- > 48 hours and  $\leq$  72 hours 15%
- > 72 hours and  $\leq$  96 hours 20%

Calculation of the above **will** include weekends and public holidays.

### **4.7 Return of Assessment Items / Assessment Records**

Assignment and term tests are normally available for collection within fourteen (14) days of the assessment due date unless further time is required to complete moderation of the assessment item. Students who are unable to collect assessment items when available must contact their lecturer directly to organise alternative collection arrangements. Assignments cannot be collected by anyone other than the author without written authorisation.

It is strongly recommended that students keep a record of their assessment items in order to track their progress.

Copies of examination scripts will be available for collection, on written request to the Student and Academic Services Coordinator, from one month after grade release. Please allow up to a week for processing during busy periods.

UCIC is required to keep records of all student summative assessment for at least 12 months after the date of completion. This is a requirement of the PTE Enrolment and Academic Records Rules: <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/pte-related-rules/pte-enrolment-and-academic-records/>

**NOTE: This section will be subject to review in accordance with New Zealand Qualification Authority (NZQA) requirements.**

Samples of students' assessment items may be also be used for moderation purposes in line with UC International College's moderation policy and processes.

#### **4.8 Extensions of Time for Assessment Items**

NOTE: Extension of time requests are **not** available for tests and examinations or assessment items with a weighting of 5% and above.

Students may submit a written request to their lecturer seeking an extension of time for the submission of an assessment item on the grounds of serious illness, accident, disability, bereavement or other exceptional circumstances. This must be submitted at least 24 hours before the due date or scheduled time of the assessment. Applications must be accompanied by valid supporting documentation in accordance with the Special Consideration Process.

If the request for extension of time is approved, the lecturer will determine the revised date and advise the student of this in writing. The lecturer may talk with the Academic Manager (or nominee) prior to advising the student of the outcome.

### **5. Special Consideration Applications – general principles**

If a student is prevented from undertaking an assessment item which has a weighting of 5% and above on the grounds of serious illness, accident, disability, bereavement, or other exceptional circumstances, they need to submit an Application for Special Consideration request (see below).

#### **5.1 Applications for Special Consideration**

Students wishing to submit an application for special consideration must submit the Application for Special Consideration form to the UCIC Reception within three (3) working days of the date the assessment item was submitted with appropriate supporting evidence. In the case of special consideration applications submitted on medical grounds, the Special Consideration Form must be completed by a registered medical doctor and specify the **extent** to which the student was impaired.

## 5.2 Consideration of Application

In response to an application for special consideration, the Academic Manager (or delegate) may make one or more of the following decisions:

- Reject application on the grounds of late submission;
- Reject application on the grounds of inadequate documentation provided;
- Reject application as the circumstances are not significant enough to warrant consideration;
- Accept application but no change to the mark for the assessment item or grade for a course;
- Accept application with a change to the mark for the assessment item;
- Accept application and provide an alternative or replacement assessment item for completion;
- Accept application and provide a computed grade at the end of the semester;
- Accept application and recommend that the student be granted withdrawal without failure on compassionate grounds.

Note: a replacement assessment item is one that resembles as closely as possible the original assessment item and carries the same percentage of total weighting for the course. Replacement assessment is conducted at the discretion of UCIC and may not be an option in all cases.

## 5.3 Supporting Documentation

Students requesting Special Consideration are required to provide valid supporting documentation together with their application. In the case of special consideration being considered on medical grounds, evidence must be completed by one of the below registered medical practitioners, as appropriate:

- Registered general practitioner or equivalent
- Registered dental surgeon
- Registered psychologist
- Registered counsellor
- Registered medical staff from a hospital

Other supporting documentation may include notification from a funeral director or death certificate (in the case of bereavement) or Statutory Declaration signed by a Justice of the Peace (if completing an alternate or deferred examination sitting). For further information regarding acceptable evidence, students should contact the UCIC office.

## 5.4 Circumstances in which Special Consideration applications may not apply:

- Ongoing health issues unless medical evidence supports indicates further impairment at the time of the assessment.
- Being prevented from learning the material (due to missed lectures or poor attendance).
- Any assessments noted on the course outline not available for special consideration.

NOTE: Students who experience ongoing disability or other circumstances which impact on their studies should make an appointment to see the Student Welfare Officer in the first instance to discuss support available to them.

## **5.5 Notification of Outcome**

UCIC will notify students in writing of the outcome of their request for special consideration. Notification will normally be via email to the student's UClive email.

## **5.6 Appeals against Outcome**

Any appeal against a decision made in relation to a special consideration outcome needs to be submitted within 5 working days. Refer to the Appeals Policy for information relating to grounds of appeal and process.

## **6. Special Consideration Applications for Final Examinations**

Where a Special Consideration Application has been approved with regard to impairment or circumstance preventing a student from attending or completing an exam to the best of his/her ability, the following outcomes may occur:

- An aegrotat (computed) grade may be calculated based on the completion of assessments during the semester.
- In some circumstances, a deferred final examination may be scheduled.

If a student has not completed adequate assessment or the completed assessment is of such a standard as to not warrant a passing grade, an aegrotat (calculated) pass will not be awarded. Similarly if the student has not completed adequate assessment to meet course requirements, they will not be eligible to sit a deferred examination.

Where, in exceptional circumstances beyond the student's control, he/she is unable to sit an examination at the scheduled time, they may be granted an alternate examination sitting.

Alternate examination sittings will only be approved in the following circumstances: religious convictions, competitive sporting event at regional, national or international level, military service or medical confinement or surgery. Supporting documentary evidence will be required. Students must contact the Academic Manager (or nominee) in the first instance where aware of such an event. Note: all applications must be received within three (3) working days of the exam week.

Where a student undertakes a deferred examination or alternate examination sitting (see above), the student is required to complete a Statutory Declaration witnessed by a Justice of the Peace. This specifies that in the situation of sitting prior to the normal scheduled examination time, the student will not disclose the contents of the examination paper to any other student and, in the situation of sitting after the normal scheduled time, they have not been given information about the contents of the examination paper by other students.

## **7. Finalisation of Results and Review of Marks**

### **7.1 Overview**

The following outline the process for the submission and release of all course results. For the purpose of this and related policies, each item is assessed in accordance with the course assessment criteria and assigned a mark. A final grade is awarded at the end of each semester in order to signify overall performance in a course of study.

### **7.2 Grade notifications**

#### **7.2.1 During Semester Marks**

Lecturers are expected to communicate the marks awarded for assessment items completed within semester to students who are enrolled in their class in a timely manner. This is normally within 14 days of the date of submission of the assessment item where possible.

#### **7.2.2 End of Semester Marks and Grades**

At the end of each semester, lecturers are responsible for ensuring that all student marks for the course are finalised and entered in the online grades system. At the Examiners' meeting, lecturers are required to provide a spreadsheet of marks and grades for archiving.

#### **7.2.3 Approval of Final Grades**

Members of Board of Examiners (BOE) are provided with a list of students in each programme with the recommended grades for each course and a report outlining the spread of recommended grades in each course.

The Academic Manager ensures that final marks and subsequent grades are reviewed and approved by the respective Dean, University of Canterbury (or nominee).

At the Board of Examiners meetings respective teachers are responsible for keeping a record of discussions regarding grade changes in the Grade Distribution Report.

#### **7.2.4 Notification of Final Grades**

Following approval of grades at the Board of Examiners' meetings, students are notified of their final grades for each course of enrolment via the Results area in the Axis Student Portal. At no time will grades be given verbally either in person or over the telephone.

A student may request to have the awarded grade in any course reviewed by completing the Application for Review of Marks form. An application form is available from the UCIC Office or by emailing: [student\\_services@ucic.ac.nz](mailto:student_services@ucic.ac.nz)

### 7.2.5 Final Grades

The final grade awarded after the Board of Examiners' meetings indicates the student's overall performance in a course.

### 7.2.6 Grade Point Average

A grade point average (GPA) is used to assess a student's academic performance in a programme of study and to calculate admission rankings for application to higher education institutions. All grades obtained in a programme of study, including a Fail grade and Withdrawn-Fail are translated into the equivalent numeric value and included in the calculation of the GPA.

### 7.2.7 Grade Translations

Outlined below is the numeric equivalence of grades used at UC International College and the University of Canterbury for the purpose of calculating the GPA.

Grade	GPA	Percentage Band
A+	9	90 - 100
A	8	85 - 89.9
A-	7	80 - 84.9
B+	6	75 - 79.9
B	5	70 - 74.9
B-	4	65 - 69.9
C+	3	60 - 64.9
C	2	55 - 59.9
C-	1	50 - 54.9
D	0	40 - 49.9
E	-1	0 - 39.9

#### Notes:

(i)	Passing grades are A to C- unless stated otherwise. Grades D or E are not passing grades.
(ii)	R grade is a restricted pass, i.e. no further progress permitted where this course is a prerequisite. An R grade has a GPA of 1.0.
(iii)	Where the letter or grade is followed by the letters AEG, an aegrotat component is included.

(iv)	X grade denotes no grade awarded for discipline reasons. An X grade has a GPA of -3.
(v)	RW denotes result withheld. The course not included in the GPA calculation.
(vi)	W – withdrawn. This is not included in the GPA calculation.
(vii)	WF – withdrawn fail. This is calculated in the GPA as 0.

The final grade will take into consideration whether all requirements to pass the course have been met. See Section 4.5 regarding hurdle requirements. Where not all requirements have not been fulfilled, a grade of D will be awarded.

## 8.0 Review of Marks

Students must be provided with timely feedback on their performance in all assessment items from relevant teaching staff. The student must be provided with evidence of their performance in meeting the assessment requirements (criteria) and teaching staff must be willing to explain and interpret these requirements to a student and provide guidelines to the extent to which they have or have not been achieved.

For students who are dissatisfied with the marks awarded for individual assessment pieces, a process is available for students to clarify or appeal the marks awarded.

Suitable grounds for a request for a review may be based on a consideration that the marks were not added or processed correctly, or that the marks awarded do not reflect the degree to which a student has met the assessment criteria. Grounds for any review must be clearly articulated on the application form.

**NOTE: A review of mark may lead to no change or to either a less favourable or more favourable outcome for a student.**

### 8.1 Review of In Semester Marks

#### 8.1.1 Informal Review of Marks

Upon notification of the mark awarded for an assessment item, a student may request an explanation or information review of marks by contacting their lecturer directly.

#### 8.1.2 Formal Review of Marks

If a student is dissatisfied with the outcome of the informal review, they may apply for a formal review of marks by completing an **Application for Review of Marks form**. An informal review of marks process needs to happen before a student can proceed to a formal review of marks. Applications must be submitted within ten (10) working days of receiving the mark for the assessment. All applications for a formal review of result must be submitted to the UCIC Office.

The application must include an explanation as to why the student wishes to appeal the result. Evidence that the student has discussed the matter with their lecturer will be required.

## **8.2 Review of Exam Marks or Course Grade**

### **8.2.1 Exam Paper Reviewing**

If the review relates to a Final Examination, the student must initially view their final exam during the allocated review period conducted after final results are released each semester. Students will be notified of available review sessions after grade release. There is a limited period where exam reviewing is available.

### **8.2.2 Review of Marks**

If a student then wishes to have their exam mark or course grade reviewed then they need to submit an Application for Review of Marks form to UCIC Office within ten (10) working days of the release of grades.

### **8.2.3 Formal Review of Marks**

If a student is dissatisfied with the outcome from the Initial Review of Marks process, they may apply for a Formal Review of Marks by completing the Formal Review of Marks section on the Application of Review of Marks form. In this instance the review will be undertaken by an independent marker or moderator. This process may be subject to a \$50 administration fee. This is refunded if there is a change to the mark of the exam due to error.

Applications for a formal review of marks must be submitted within ten (10) working days of the publication of the results.

### **8.2.4 Notification of Outcome**

UC International College will notify students in writing of the outcome of their request for Review of Marks via their UCLive email account.

## **9. Appeals against Outcome**

Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of the Student Complaints Policy.

<b>Policy Title</b>	Assessment Policy	
<b>Policy Owners</b>	Academic Manager	
<b>Contact Persons</b>	Academic Coordinator	
<b>Key Stakeholders</b>	UCIC students and staff	
<b>Approval Authority</b>	UCIC Executive Committee	<b>Meeting date approved</b> 1/11/2019
<b>Relevant Legislation</b>	The Education (Pastoral Care of International Students) Code of Practice 2016 (and amendments) and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989	
<b>Related Policies</b>	Test and Examination Regulations; Academic Integrity Policy	
<b>Related Guidelines</b>	N/A	
<b>File information</b>	<b>File number</b> N/A	<b>Version number</b> V3.1
<b>Date Effective</b>	1/11/2019	<b>Next Review Date</b> December 2021