

PROCEDURE: Assessment

The purpose of this document is to provide further guidance to staff on facilitating assessment.

PROCEDURES

The following procedures are covered within this document:

- Entering results into SELMA
- Assessment guidelines
- Re-submission
- Missed deadline, no attempt or minimal attempt
- Special Consideration
- Reconsideration requests
- Academic appeals
- Reassessment after programme completion
- Special Assessment conditions

ENTERING RESULTS INTO SELMA

ALL assessment results must be recorded in SELMA.

Once you have completed marking an assessment or assignment for your students, you must enter their results in SELMA. Where possible this must be done on the same day as they are assessed so that we have an accurate record of your academic results at any one time. If this is not possible, results must be entered not more than 15 working days following the assessment submission date.

There are two parts to entering results - marking the component and updating the completion status. Please refer to the ***SELMA Guide: Marking Components*** for further instructions.

ASSESSMENT ATTEMPTS

No assessment may be attempted more than three times

This includes the initial attempt unless Special Consideration is granted by the Board of Studies.
Refer to the Special Consideration procedure below

A programme may specify different attempt limits for courses and their component assessments.

These will be clearly outlined in the Programme Guide available to students in the Learner Management System (LMS) or staff in Sharepoint.

If a student passes an assessment with the first attempt

The student cannot obtain a re-submission opportunity in order to get a higher mark unless Special Consideration is granted by the Board of Studies.

If a student does not pass an assessment

A re-submission opportunity may be permitted, if attempt(s) remain within the limits of the;

- programme
- assessment
- policy (3 max)

Students should only re-submit the failed or incomplete aspects of the assessment concerned

Retrospectively only these aspects will be assessed.

The Tutor (or Assessor) is responsible for managing re-submissions within attempt limits, who must

- manage attempts via the LMS with appropriate notes recorded
- enter results in SELMA for each attempt
- conduct timely marking
- provide written communication/feedback in the assessment results (in the LMS) that clearly communicate; re-submission requirements or options including key dates and/or deadlines.
- provide suitable guidance and support; ensuring the student understands what is required to be successful in their re-submission. A Learning Support Plan (LSP) should be considered for students with a concerning amount of failed or incomplete aspects of the assessment concerned.

Refer to the Staff Guide: *Assessment attempts* for more information.

RE-SUBMISSION

A Resubmission is a further attempt at undertaking an assessment due to a failure to reach the required standard or through not submitting the assessments.

Students are allowed three attempts at any assessment on a course; i.e. a first attempt and two subsequent attempts. Second and third attempts, unless special consideration has been granted due to extenuating circumstances, will attain the maximum of a pass grade only for the resubmitted parts of the assessment.

If the whole assessment has failed and is resubmitted, then the maximum mark is a pass grade. However, if for example one of the three elements in an assessment have been failed, then the resubmitted element is held at a pass, and this will be combined with the successful elements to determine the overall grade.

For competency-based assessments, any resubmitted assessment will only result in a competent grade for the whole assessment.

No resubmission of an assessments is allowed to enable the attainment of a higher mark unless special consideration has been granted.

Any failure to submit an assessment will be considered a fail and a first attempt unless special considerations has been granted.

If a student has exhausted the number of allowed assessment attempts they will be required to re-enrol in the course(s) subject to the decision of the Board of Studies.

Note:

- Resubmissions for submitted work (projects, assignments etc.) for full-time students should be set for 2 weeks from receiving assessment results, however the timing and conduct may vary depending on the nature of the task(s).
- Resubmissions (exam, test, etc.) or assessments that are not 'submitted', such as observations, should be rescheduled as close to the original date as possible.
- Where there is less than 50% of the assessment that needs repeating, a resubmission can involve only those questions not answered correctly but must be conducted under the same conditions as the original assessment. Where there are minor "fix ups" these can be done one on one with the tutor.
- Where more than 50% of the assessment is incorrect must be conducted under the same conditions as the original assessment
- If the re-submission is facilitated in Blackboard, the timeframe and due/sit date for each assessment item must be clearly indicated to students at the beginning of each course, this information;
 - must be clearly locatable in the learning management system (LMS) and course documentation (if applicable)
 - should be re-iterated using verbal and other means of communication
- Closed Book written assessments – Reminder that students will not be able to re-submit a closed book assessment on the same day

- If a re-submission needs to be scheduled, the student must be informed of the date, time and location of the re-submission and what books/materials to bring.
- If a student has more than one assessment outstanding, a Learner Support Plan (LSP) should be in place.
Refer to the Academic Progress procedure.

MISSED DEADLINE, NO ATTEMPT, OR MINIMAL ATTEMPT

Enforcing deadlines helps develop the important workplace skill of planning and completing work to a deadline. It is also necessary on grounds of equity; in that, students gain an unfair advantage by choosing to submit their work late.

If a student:

- submits or sits an assessment after the due date (misses the deadline), or
- is absent from an assessment without permission, or
- does not attempt the assessment, or
- attempts so little of the assessment or aspect of an assessment, that it cannot be assessed;

The following penalties apply:

Competency based assessments are recorded as an attempt that has not been achieved (student is awarded a '0')

Achievement based assessments are recorded as an attempt that has not been achieved (student is awarded a '0')

Note:

- penalties apply to all attempts unless special consideration has been approved
- if a student has applied and been granted an extension, the resubmission due date is that agreed in the granted extension
- missing an extension date is considered missing a deadline
- manual overrides may need to be used in the LMS to apply the above penalties, along with supporting comments
- recording an attempt that has not been submitted (student is awarded a '0'): essentially this means that the penalty is an attempt being deducted from the total permitted attempts, for the assessment concerned.

SPECIAL CONSIDERATION

Students may apply for Special Consideration when **extenuating circumstances** beyond their control seriously affect their ability to:

- Attempt an assessment, or
- Prepare normally for an assessment, or
- Complete and submit an assessment by the due date, or
- Perform successfully during an assessment

Extenuating circumstances do not include:

- Misreading assessment details such as dates, times, or instructions.
- Arriving late to or missing an assessment as a result of technical problems unless they relate to an officially notified failure of Yoobee equipment.
- Loss or damage to work (digital or physical); it is the student's responsibility to be backing up/copying work

Refer to the **Student Guide: Extenuating Circumstances** for further guidance on extenuating circumstances which may be eligible for special consideration and the evidence which must be submitted to support any application.

For *anticipated* circumstances, applications must be made:

- As soon as the student is aware their assessment may be affected (no time is *too* early)
- **At least 2 working days** before the due/sit date

For *unanticipated* circumstances, the student must communicate with the Tutor as soon as possible and follow up by completing a '**Special Consideration application**' form. Depending on the circumstance, the Tutor may complete and process an application form on behalf of the student.

The Student should:

- Complete the '**Special Consideration application**' form and provide relevant evidence
- Seek support from Tutors or other staff for assistance in completing the form as appropriate
- Submit the application to their Tutor who will first assess their eligibility for special consideration

The Tutor Will

- If the student's application is deemed eligible, submit the application to the Team Leader for approval

The Team Leader will:

- **Review the application and**
depending on the scenario, take one of the following actions:

Approve Application: Grant first/ second/third attempts, without penalty as appropriate. If, however, the special consideration is for an assessment that has previously been failed and for which no special consideration has been granted the maximum mark that can be achieved is a pass mark for achievement-based assessments and the grade of competent for competency-based assessments

For achievement-based assessments, students can achieve full marks, and for competency-based assessments a merit grade if there has been no previous fail of the assessment; OR

Decline Application: Students lose one attempt; for achievement-based assessments, their mark is reduced to a pass mark only and for competency-based assessments the grade of competent only, or a failure mark if the assessment is not submitted.

- **Notify the Tutor of the decision within 2 working days.**
The Tutor is responsible for communicating the application outcome to the student and making necessary arrangements, including setting a new submission date and marking the submission.
- **Provide a summary of special considerations granted to the next meeting of the Board of Studies**

RECONSIDERATION REQUESTS

Please note this step is required prior to submitting a formal Academic Appeal.

Students may make a request for reconsideration if they do not agree with:

- the result of an assessment
- the result of an academic misconduct investigation
- the decision of an application for Special Consideration

The Student will:

- **Complete the 'Formal Complaint_Reconsideration request' form**
This form will require students to detail the grounds for which they are seeking reconsideration

- **Attach suitable evidence**
- **Submit their completed application to the Campus Manager**
Requests must be received within 10 working days of receiving the result of the assessment or academic misconduct investigation

The Campus Manager will in the case of requests for reconsideration of an assessment result:

- **Consider the evidence and decide if the assessment should be remarked**
If this decision is made:
 - the assessing tutor will be asked to remark the work
 - the assessment will also be submitted to an independent tutor who has not been involved in the initial marking of the assessment for review
- **Consider the results of the remarking and independent marking process and determine:**
 - If the original mark should stand
 - If the mark should be revised
 - If the student should be asked to resubmit the assessments without penalty
- **Notify the students of their decision in writing within 10 working days of receiving the request for reconsideration**

The Campus Manager will in the case of requests for reconsideration of an academic misconduct investigation:

- Consider the evidence and decide if any further investigation is required, or
- Arrange for an Appeals Panel to be convened

The Campus Manager will in the case of requests for reconsideration of an application for special consideration :

- Consider the evidence and decide if the special consideration should be granted
- Arrange for an Appeals Panel to be convened

Refer to the Staff Guide: *Reconsideration and Appeals timeline* for more information.

ACADEMIC APPEALS

Students may request an academic appeal if they do not agree with a decision regarding:

- a reconsideration request

Grounds for appeal

An appeal regarding a formal decision of a Special Consideration application, academic misconduct, or assessment result will only be considered if the students has sought to address their concern through Yoobee Colleges procedures and on the following grounds:

- alleged personal bias or ill will on the part of the person or body that has made the decision; **or**
- alleged evidence of failure to comply with the principles of natural justice; **or**
- the corrective or disciplinary action of the decision is excessive or inappropriate; **or**
- there is new evidence or information that the student did not have available at the time of the determination, and could not by reasonable diligence have obtained at that time, that would probably have affected the decision; **or**
- an administrative error; **or**
- a procedural error

Refer to the Student Guide: *Academic Appeals* for more information.

RE-ASSESSMENT AFTER PROGRAMME COMPLETION

Assessment attempts exhausted

Where students have not successfully completed all programme requirements and have exhausted all re-submission/re-sits attempts, a student may, with the agreement of the Board of Studies

- Exceptionally be offered a fourth attempt of the assessment or
- re-enrol in the failed course(s).
 - re-enrolment may be dependent on factors such as class space availability, programme delivery and intake
 - re-enrolment fee(s) will normally apply and will be determined on a case-by-case basis

Assessing after the programme end date

Students who have not completed all required programme work by the programme finish date, may be granted an opportunity to complete the missing courses or assessments from the programme by the relevant Board of Studies in accordance with maximum programme completion length.

International students

All international students being assessed after the programme end date, must also request a programme extension with the International Admissions Team.

Please note: International students are unable to continue their studies (for example; attend classes/tutorials; continue to work on assessments; submit assessments or have their work marked) after the end of course date – unless their visa and insurance is current and a valid programme extension is in place. If they continue their studies when these conditions are not met, they could be in breach of their visa and immigration conditions. Staff should ensure that the extension process is started at least two weeks prior to the end of programme date to allow for the time it takes to get the extension in place.

The following information must be communicated to the International Admissions Team by the Campus Manager:

- Student ID:
- Student Name:
- Programme:
- Campus:
- Extension Start: *(this should be the Monday after enrolment end date)*
- Extension End: *(this should be a Friday)*
- Internship: *(applicable if extension is due to internship requirements)*
- Vacation: *(if there are holiday weeks included in extension, we need to note these)*
- Reason for repeat: *(e.g. Covid 19 Alert Level – disrupted internship hours)*
- Repeat fee: *(only if applicable – at CM discretion)*
- Insurance fee:
- Insurance duration:
- Visa extension:

Extension approved by the International Admissions Team

The admissions team will confirm when the extension has been approved. If applicable, the Admissions team will issue an Extension Payment Request Letter with new extension enrolment details, and the student will be required to pay the applicable extension and insurance fee. The Admissions team then issues an Extension Letter (which may be required for a new visa application) and updates the end of course date in the CRM. If required, the student applies for a new visa to join the programme under the new extension.

The campus team must complete the following:

1. Campus Manager must check that the extension and visa documentation is all correct
2. The CSO/Course Administrator (or CM) updates the end of course date in SELMA to match the extension

3. The extension invoice needs to be 'arrived' at the Extension invoice level in the CRM (the same process as arriving students at the First invoice)
4. Ensure that the student can commence on the extension start date and finish their course work
5. Attendance needs to be marked during the full extension period.

SPECIAL ASSESSMENT CONDITIONS

Alternative arrangements

These are accommodations which enable students to demonstrate their knowledge and ability without changing the demands of the assessment and the attainment of learning outcomes. The intention behind the provision of accommodation in assessments is to alleviate substantial disadvantage without affecting the integrity of the assessment or fairness to all students. If a learner with documented disabilities is seeking alternative arrangements to complete an assessment, please touch base with the relevant Faculty Lead to agree what accommodations are available.

Te Reo Māori

Learners may request to be assessed in Te Reo Māori. Provided requests are received within timeframes which enable the request to be met; every endeavour will be made to meet such requests. If a learner has requested to be assessed in Te Reo Māori, Team Leaders must be informed and must touch base with the relevant Faculty Lead.

RELATED POLICIES, PROCEDURES AND DOCUMENTS

- **POLICY** Assessment
- **POLICY** Academic Integrity
- **FLOW CHART** Academic Misconduct
- **FORM** Formal complaint_Reconsideration request
- **FORM** Special consideration application
- **FORM** Student Appeal
- **SELMA GUIDE** Marking Components
- **STAFF GUIDE** Assessment attempts
- **STAFF GUIDE** Reconsideration and Appeals timeline
- **STUDENT GUIDE** Extenuating circumstances
- **STUDENT GUIDE** Academic Appeals