
The use of Te Reo Māori for Assessment Policy

Student Policy Group

1. Purpose:

This policy provides for students to use Te Reo Māori in work being submitted for assessment as part of a course of study.

2. Organisational Scope:

This is a University-wide policy.

3. Definitions:

Assessment: The measurement of a student's performance

4. Policy Content and Guidelines:

4.1 Policy

(a) Students may use Te Reo Māori in assessment except where:

- (i) a course is taught fully or partly in a language other than English or Māori and the assessment requires students to demonstrate their facility in that language, or
- (ii) facility in the English language is central to the objectives of all or part of the course.

(b) Students may use Te Reo Māori in assessed oral presentations only with the prior agreement of the examiner.

(c) Wherever possible work submitted for assessment in Te Reo Māori will be marked by an examiner who is competent in the discipline and competent in Te Reo Māori.

Note: If the item of assessment counts for more than 40% of the final grade for a course, the approval of the Pro Vice Chancellor or nominee is required if the assessment is to be marked by someone other than an examiner ex officio (see Section 6.1 [Assessment Handbook](#))

4.2 Procedures and Guidelines

(a) All matters to do with work submitted for assessment in Te Reo Māori are handled by the Manager of the Faculty Student Administration Office (see Use of Te Reo Māori for Assessment: Guidelines for Faculty Managers: Appendix 2).

(b) Students in the first instance must contact or be referred to the Manager of their Faculty Student Administration Office (see Use of Te Reo Māori for Assessment: Guidelines for Students; Appendix 1). It is important that they do so as soon as possible or at the latest at least one month before the examination is to be sat or the item of assessment is due to ensure that arrangements can be made in a timely manner.

(c) It is recognised that some delay may occur due to arrangements being made for an alternative examiner or the inclusion of translation in the marking process.

- (d) If the student chooses to proceed, the Manager will advise the Head of School and examiner (see Use of Te Reo Māori for Assessment: Guidelines for Schools: Appendix 3). If the Head of School determines that there are no examiners competent to mark the work in Te Reo Māori, the Manager will arrange for it to be translated into English.
- (e) The University realises that some native speakers of Te Reo Māori might use Māori/English interchangeably in answering an examination paper. Any student who does so and has not already informed the Manager of the Faculty Student Administration Office must do so immediately after the examination. The Manager will then advise the examiner and arrange for an alternative examiner who is competent in Te Reo Māori or for the work to be translated. In such cases there may be further delay in the marking process.
- (f) Where an examiner discovers an item of work written in Te Reo Māori and no prior arrangements have been made they will immediately pass it to the Manager who will arrange for the work to be assessed by another examiner who is competent in Te Reo Māori or translated. In such cases there may be further delay in the marking process.
- (g) The Manager will ensure that any translator is an appropriately qualified professional, acceptable to the University.
- (h) The Manager will ensure that work which is sent to be translated bears no identification other than the student's identification number.
- (i) The translator will be instructed to translate what has been submitted by the student as accurately as possible (see Use of Te Reo Māori for Assessment: Guidelines for Translators: Appendix 4). In particular:
 - (i) Effective and creative use of language should be reflected in the English translation as far as possible.
 - (ii) The student's use of language should not be improved in the process of translation, eg by correcting errors or inconsistencies, or by improving the flow of awkward passages.
- (j) To assist translation, it is necessary for a student to provide technical vocabulary in the form of a glossary. This terminology should be developed in advance, in consultation with the examiner and translator if necessary.
- (k) The examiner will mark the translation as they would mark any other work. Where necessary, the examiner may seek clarification of the translation of the assessment from the translator.
- (l) Where work has been translated the student will receive back any original script, the translation and any comments made by the translator. Normal procedures for the return of examination scripts will apply.
- (m) Any student not satisfied with decisions made by Schools or Faculties relating to assessment, or who considers that the circumstances in which an item was assessed have caused them to suffer academic disadvantage, should refer to the [Academic Grievance Policy](#)

5. References:

[Academic Grievance Policy](#)

[Assessment Statute](#)

[Assessment Handbook](#)

Previous Version: [archived_UseOfTeReoMaoriForAssessmentPolicy_20070620.pdf](#)

6. Appendices:

Included in this document

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7. Approval Agency:

Academic Board

8. Approval Dates:

This policy was originally approved on: 29 Nov 2001

This version was approved on: 20 June 2007

This version takes effect from: 20 June 2007

This policy will be reviewed by: 20 June 2009

9. Policy Sponsor:

Assistant Vice Chancellor (Academic)

10. Contact Person:

The following person may be approached on a routine basis in relation to this policy:

Jenny Christie
Senior Academic Policy Advisor
extn. 5191

Appendix 1: Use of Te Reo Māori for Assessment

Guidelines for Students

When you can use Te Reo Māori:

- 1 You may use Te Reo Māori in assessment **except where:**
 - (a) a course is taught fully or partly in a language other than English or Māori and the assessment requires students to demonstrate their facility in that language, *or*
 - (b) where facility in the English language is central to the objectives of all or part of the course.
- 2 You may use Te Reo Māori in assessed oral presentations only with the prior agreement of the examiner.

To start making arrangements:

In order to make any necessary arrangements for another examiner to mark the assignment in Te Reo Māori or for translation, so that the marking of your work is not unduly delayed, it is important to contact the Manager of your Faculty Student Administration Office **as soon as possible in the trimester, or at the latest one month before the examination date/due date of the item of work.**

The University's policy is that it is preferable for the assignment to be marked by an appropriately qualified examiner who is competent in Te Reo Māori. A suitably qualified examiner at another New Zealand university may be used.

Note:

It is necessary for you to provide a glossary of technical terms to assist the translator. You will need to prepare this in advance, in consultation with the examiner and translator if necessary.

Who to contact:

... the Manager of your Faculty Student Administration Office:

Architecture and Design:

Sandra France, Vivian St Building, tel 463-6217

Commerce and Administration:

Lois Baillie, Railway West Wing, tel 463-5087

Education

Jennie Calder-Smith, Tennant Building, tel 463 9569

Humanities and Social Sciences:

Kristina McGuinness-King, Murphy , tel 463-5192

Law:

Alison Munro, Government Buildings, tel 463-6975

Science:

Johan Barnard, Cotton, tel 463-5980

When and how your work will be translated:

If the examiner is not competent to mark your work in Te Reo Māori and no alternative examiner who is competent in Te Reo Māori can be arranged it will be translated into English by an appropriately qualified professional.

There may be some delay in getting your work marked due to the time needed for translation.

The work will be translated as accurately as possible, bearing in mind that it is generally not possible to provide an exact translation. The translator will be instructed neither to improve (eg by correcting apparent errors or inconsistencies) nor to diminish the quality of information and the clarity of expression in the process of translation.

Any comments by the translator on the clarity of the original may be taken into account in the grading of the work.

Will you see the translation?

Yes, the translation will be returned to you with any item of original work. A translation of an examination script will be returned if you apply for the return of an examination script in the normal way.

What if you are not happy with the translation or the procedures?

See the Associate Dean (Students) in your Faculty.

Appendix 2: Use of Te Reo Māori for Assessment

Guidelines for Faculty Managers

When can a student use Te Reo Māori?

- 1 A student may use Te Reo Māori in assessment **except where:**
 - (a) a course is taught fully or partly in a language other than English or Māori and the assessment requires students to demonstrate their facility in that language, *or*
 - (b) where facility in the English language is central to the objectives of all or part of the course.
- 2 A student may use Te Reo Māori in assessed oral presentations only with the prior agreement of the examiner.

When and how the student should start making arrangements:

In order for you to make any necessary arrangements for another examiner to mark the assignment in Te Reo Māori or for translation, and so that the marking of the work is not unduly delayed, it is important that the student contact you **as soon as possible in the trimester, or at the latest one month before the examination date/due date of the item of work.**

It is preferable for the assignment to be marked by an appropriately qualified examiner who is competent in Te Reo Māori. If necessary you should contact the Head of School for assistance in identifying suitably qualified examiners at other New Zealand universities.

Notes:

- 1 It is necessary for students to provide a glossary of technical terms to assist the translator. They will need to prepare this in advance, in consultation with the examiner.
- 2 If a student uses Māori/English interchangeably in answering an examination paper, they should contact you immediately after the examination.
- 3 If an examiner discovers an item of work in Te Reo Māori where no translation has been made, they should return it to you immediately to arrange for an alternative examiner who is competent in Te Reo Māori or for translation.

Who the student should contact:

All translation procedures should be managed by you. Schools must not handle translations themselves, they should refer any enquiries to you.

When and how the work will be translated:

If the Head of School determines that there is no examiner competent to mark the student's work in Te Reo Māori, you will need to arrange for it to be translated by an appropriately qualified professional.

The work should be translated into English as accurately as possible, bearing in mind that it is generally not possible to provide an exact translation. Instruct the translator neither to improve (eg by correcting apparent errors or inconsistencies) nor to diminish the quality of information and the clarity of expression in the process of translation.

Make it clear that any comments by the translator on the clarity of the original may be taken into account in the grading of the work, and that these comments as well as the translation can be made available to the student.

Returning the translation to the student:

The translation is to be returned along with any original work. Translations of examination scripts will be returned to students if they apply for the return of an examination script in the normal way.

What if the student is not happy with the translation or the procedures?

The student should see the Associate Dean (Students).

Appendix 3: Use of Te Reo Māori for Assessment

Guidelines for Schools

When can a student use Te Reo Māori?

- 1 A student may use Te Reo Māori in assessment **except where:**
 - (a) a course is taught fully or partly in a language other than English or Māori and the assessment requires students to demonstrate their facility in that language, *or*
 - (b) where facility in the English language is central to the objectives of all or part of the course.
- 2 A student may use Te Reo Māori in assessed oral presentations only with the prior agreement of the examiner.

When and how the student should start making arrangements:

In order for the Faculty Office to make any necessary arrangements for another examiner to mark the assignment in Te Reo Māori or for translation, and so that the marking of the work is not unduly delayed, it is important that the student contact **the Manager of the Faculty Student Administration Office as soon as possible in the trimester, or at the latest one month before the examination date/due date of the item of work.**

It is preferable for the assignment to be marked by an appropriately qualified examiner who is competent in Te Reo Māori. The Manager of the Faculty Student Administration Office may contact you for assistance in identifying suitably qualified examiners at other New Zealand universities.

Notes:

- 1 It is necessary for students to provide a glossary of technical terms to assist the translator. They will need to prepare this in advance in consultation with the examiner.
- 2 Where an assignment is being marked by an alternative examiner competent in Te Reo Māori the original examiner should provide a copy of the marking guide to the alternative examiner.
- 3 If a student uses Māori/English interchangeably in answering an examination paper, they should contact the Manager of your Faculty Student Administration Office immediately after the exam.
- 4 If an examiner discovers an item of work in Te Reo Māori where no translation has been made, they should return it to the Faculty Manager immediately to arrange for an alternative examiner who is competent in Te Reo Māori or for translation.

Who the student should contact:

All translations should be handled by the Manager of the Faculty Student Administration Office. Please refer any enquiries to:

Architecture and Design:

Sandra France, Vivian St Building, tel 463-6217

Commerce and Administration:

Lois Baillie, Railway West Wing, tel 463-5087

Education

Jennie Calder-Smith, Tennant Building, tel 463 9569

Humanities and Social Sciences:

Kristina McGuinness-King, Murphy , tel 463-5192

Law:

Alison Munro, Government Buildings, tel 463-6975

Science:

Johan Barnard, Cotton, tel 463-5980

When and how the work will be translated:

If the Head of School determines that there is no examiner competent to mark the student's work in Te Reo Māori, it will be translated by an appropriately qualified professional.

The work should be translated into English as accurately as possible, bearing in mind that it is generally not possible to provide an exact translation. The translator will be instructed neither to improve (eg by correcting apparent errors or inconsistencies) nor to diminish the quality of information and the clarity of expression in the process of translation.

It will be made clear to the student that any comments by the translator on the clarity of the original may be taken into account in the grading of the work, and that these comments as well as the translation can be made available to the student.

Returning the translation to the student:

The translation is to be returned along with any original work. Translations of examination scripts will be returned to students if they apply for the return of an examination script in the normal way.

What if the student is not happy with the translation or the procedures?

The student should see the Associate Dean (Students).

Appendix 4: Use of Te Reo Māori for Assessment

Guidelines for Translators

This item of work has been submitted/will be presented as a requirement of a Victoria University course or programme. Once it has been translated and considered by the examiner, the mark received for this work will count towards the final grade given to the student.

Please translate what is written/presented as accurately as possible. Keep in mind that the student's ability to express her/his ideas in clear and accurate language is one of the skills being assessed and will be reflected in the grade given for this work.

You should not seek to improve the student's use of language in your translation, for example by correcting errors or inconsistencies, or by improving the flow of awkward passages. On the other hand, effective and creative use of language should be reflected in the English translation as far as possible.

If necessary you may make additional comments on the clarity and quality of the original work, but bear in mind that these may be taken into account in the grading of the work.

Note that your translation (and additional comments) can be made available to the student.

A glossary of technical terms has been provided to assist translation.

If you require clarification about any aspect of the assignment please contact the course co-ordinator [NAME] on 463XXXX