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## Assessment Statute

### Academic Policy

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#### 1 Purpose

In accordance with section 194(e) of the [Education Amendment Act 1990](#), this statute sets out the provisions for assessment of courses offered by the University.

#### 2 Organisational Scope

This is a University-wide statute.

#### 3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Assessment:	The process of assigning marks or grades to pieces of work submitted by a candidate in a course.
Examination:	An item of assessment to be undertaken at a predetermined time and place by all the students enrolled for a course during an official examination period following the end of the course. The scheduling, conduct and supervision of examinations are arranged by faculties in accordance with such detailed instructions as may be approved by the Academic Board.
Examiners:	Academic staff responsible for the assessment of a particular course, as defined in s6 of the Assessment Handbook.
In-term work:	Items of assessment other than examinations as defined above, for example, tests, assignments, class presentations, practical work, etc.
Test:	An item of assessment, like an examination but scheduled during the course. Tests are usually conducted by the school responsible for the course; a mid-course test for a two-trimester course may be scheduled during an official examination period if arranged by the faculty.

#### 4 Statute Content and Guidelines

##### 4.1 Assessment

- (a) All courses offered for qualifications at Victoria University are assessed for the purposes of giving students feedback and determining final grades. A variety of assessment methods may be used, in accordance with the principles of validity (being based on a fair sample of the student's work) and reliability (accurately representing the student's performance).

- (b) Assessment is normally conducted in the English language; where relevant, students may be required to respond to or use Te Reo Māori, New Zealand Sign Language or foreign languages.
- (c) The Use of [Te Reo Māori for Assessment Policy](#) provides for students to be assessed in Te Reo Māori.
- (d) During their course of study at the University, students will be expected to develop ideas and express themselves in well-structured, grammatically correct and extended written English or other languages as specified under 4.1(b) and 4.1(c). Even in courses where diagrams, drawings, and mathematical and scientific symbols are the main means of expression, the ability to write clearly and accurately may be an important component of the assessment.

#### 4.2 Passing a Course

- (a) The satisfactory completion of any University course involves more than just attempting the different assessment items. Lectures, tutorials, electronic and other distance-learning resources, practical and fieldwork may all be an integral part of the learning experience and participation in such activities is regarded as necessary. Written, oral or practical work which is not assessed as part of the final grade for a course may also be required to assist students in understanding a particular aspect of the course.
- (b) To pass a course a student must:
  - (i) satisfy any mandatory course requirements (see s4.3);
  - (ii) obtain a course mark of 50% or more from the items of assessment contributing to a final grade when they are combined as specified in the course outline.

A candidate for a Master's or doctoral degree requiring a thesis may be required to attend an oral examination.

- (c) All students enrolled in a course shall normally follow the same assessment scheme. In exceptional circumstances, the Head of School, in consultation with the relevant Associate Dean or Deputy Dean, may allow a variation from that assessment scheme for a particular student.

*Note: Students enrolled under a concessionary fees provision may not submit assessment or sit examinations. No grades or credit can be given to such students.*

- (d) A Head of School may permit marks for some items of assessment to be carried forward for a student repeating a course.

#### 4.3 Mandatory Course Requirements

- (a) Satisfactory completion of a course may involve meeting certain conditions called mandatory course requirements. Details of all mandatory requirements for a course must be provided to students in the course outline by the end of the first teaching week.
- (b) A student who has obtained an overall mark of 50% or more, but failed to satisfy a mandatory requirement for a course, will receive a K grade for that course, while a course mark less than 50% will result in the appropriate fail grade (D, E or F).
- (c) A Head of School may permit some or all of the mandatory course requirements to be carried forward for a student repeating a course.
- (d) In exceptional circumstances, the relevant Associate Dean or Deputy Dean may exempt a student from particular mandatory requirements for a course.

#### 4.4 Reconsideration

- (a) A student not satisfied with the mark (or grade) for any item of in-term assessment, or the calculation of their final course grade, should discuss the matter informally with the course coordinator, who may amend the mark or grade awarded. A student who is not satisfied with the outcome of the discussion with the coordinator, or who has some reason for not wanting to talk to the coordinator, should contact the relevant Head of School (or Deputy Dean); if they consider that there is sufficient cause, they will attempt to resolve the matter with the coordinator.

*Note: If the Head of School or Deputy Dean is also the coordinator, then they should delegate resolution of the matter to a senior colleague.*

- (b) A student not satisfied with their mark or grade for an examination (or for any other item of assessment not marked by the end of the teaching weeks for a course and not returned to the student) may apply in writing for reconsideration. Applications will be accepted until these dates following finalisation of course results:

*Courses finalised in Trimester 1: 31 August*

*Courses finalised in Trimester 2: 31 January*

*Courses finalised in Trimester 3: 30 April*

Reconsideration shall cover only a careful re-marking of the student's performance in the examination or other item of assessment. A fee is charged for this service; that will be refunded if the reconsideration results in an upward adjustment to the student's course grade. No additional material shall be supplied to the examiners.

*Note 1: Refer to Appendix 4 of the [Fees Statute](#) for the reconsideration fee.*

*Note 2: Examination scripts should be held in the School until one month after the dates described above, as should other written work as described in 4.4(b) if arrangements have not been made for students to pick it up. During this period students may apply to the School to read their work in a supervised environment or to the Faculty Office, after paying the prescribed fee, to be sent a copy together with information on the way that marks were allocated if that was not indicated on the marked item. It may be possible to discuss the marking with the course coordinator before requesting a formal reconsideration.*

#### 4.5 Aegrotat Pass

- (a) An aegrotat pass may be considered for a student who has completed sufficient assessment relative to the objectives of a course for the relevant Head of School (or Deputy Dean) to be able to make a recommendation under s4.5(c), provided that the student's performance has been affected by the following circumstances:

- (i) illness or injury;
- (ii) personal bereavement;
- (iii) some other critical personal circumstance involving the health or well-being of a relative or close friend; or
- (iv) some exceptional circumstance beyond his/her control.

*Note: Evidence must be provided of the relevant circumstances, and the resulting level of impairment in academic performance. Refer to the [Assessment Handbook](#) for details of the requirements.*

- (b) Aegrotat applications may be submitted for examinations, or for other assessment items which are due at most three weeks before the day on which lectures cease for the last trimester of the course, and for which no alternative item of assessment could

reasonably be substituted or extension of time granted. They will be considered under these categories:

- (i) impaired preparation time in the three weeks immediately prior to the examination or due date of the assessment item;
  - (ii) impaired performance in the examination or other assessment item;
  - (iii) inability to attend the examination or complete the assessment item.
- (c) In response to an aegrotat application, the Head of School shall make a recommendation which takes into account the work of the candidate in the course concerned, or in related courses as appropriate.
- (i) For applications relating to courses being taken for an undergraduate programme, the Head of School (or Deputy Dean) shall certify whether or not the candidate is worthy of a pass. Alternatively, if the application relates to 30% or less of the assessment, the Head of School (or Deputy Dean) may terminate the aegrotat process by awarding the candidate a grade for the course.
  - (ii) For applications relating to courses being taken for a postgraduate programme, the Head of School (or Deputy Dean) may either recommend a grade for the course or simply certify whether or not the candidate is clearly worthy of a pass.
- (d) The final decision will be made by the Convener of the Academic Committee, taking into account both the recommendation from the school or faculty and information provided in relation to the student's circumstances and level of impairment.
- (e) Aegrotat applications shall be made not later than 7 days after the relevant examination or required submission date. Only in exceptional circumstances will late applications be accepted by the Convener of the Academic Committee.
- (f) A candidate dissatisfied with the decision of the Convener of the Academic Committee may appeal in writing through the relevant faculty office to the Deputy Vice-Chancellor (Academic) within four weeks of being notified of the decision (this period may be extended by the Deputy Vice-Chancellor (Academic) in special cases.)

#### **4.6 Special Pass**

A candidate who has missed an examination because of mistaking its time or place may be awarded a special pass by the Convener of the Academic Committee (see [Assessment Handbook](#) for conditions). The candidate may appeal this decision to the Deputy Vice-Chancellor (Academic).

#### **4.7 Compensation Pass**

- (a) A candidate who has failed a course may be awarded a compensation pass in that course or unspecified credit by the faculty administering the candidate's qualification if, in the opinion of the faculty, the candidate's performance in their course of study justifies such an award.

*Note: See Chapter 17 of the [Assessment Handbook](#) for faculty criteria.*

- (b) A compensation pass or unspecified credit awarded under this section shall not satisfy any prerequisite for any course, nor shall such a pass or credit be credited to any qualification other than that for which the pass or credit was awarded.

#### **4.8 Recognition of Prior Informal Learning**

*Note: This should be read in conjunction with the [Recognition of Prior Informal Learning Policy](#).*

- (a) The relevant Associate Dean (or Dean) may, on the recommendation of the Head of School, award an RPL pass in a course to a candidate who has gained appropriate prior skills and knowledge through non-accredited or informal learning. Credit may only be granted for courses currently offered by the University, and in particular subject areas approved from time to time by the Academic Committee.
- (b) Prior informal learning may be considered where it is appropriate to the academic context of the course, including level and balance between theory and practical application.
- (c) Prior informal learning is assessed against the learning objectives of the course.
- (d) Normally no more than 60 points of RPL credit may be credited to any qualification, except that for Early Childhood teaching qualifications this may be increased to 120 points.
- (e) Students seeking an RPL pass in a course shall normally apply to the Faculty Office before the end of their first trimester of study at the University.

*Note: Students should contact the relevant Faculty Administration Office for information on which courses may be considered for RPL assessment and application processes.*

#### **4.9 Academic Integrity**

The University requires that the highest standards of academic integrity and ethical values be observed throughout all of its activities. As well as exhibiting those standards themselves, staff should promote such behaviour from students in their academic activities. In particular, students must:

- (a) ensure that all work submitted has appropriate referencing, where it draws on the work of others, and
- (b) observe strictly all rules for conduct during tests and examinations, including prohibitions on bringing unauthorised material into the examination room or copying or reading the work of other students, with or without their permission.

#### **4.10 Misconduct**

Misconduct in relation to assessment is covered by the [Student Conduct Statute](#).

#### **4.11 Academic Grievances**

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 Legislative Compliance**

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Education Amendment Act 1990](#)

### **6 References**

[Academic Grievance Policy](#)

[Assessment Handbook](#)

[Fees Statute](#)

[Personal Courses of Study Statute, Victoria University of Wellington Calendar Section C](#)

[PhD Policy: Approving, Enrolling, Supervising and Examining Candidates](#)

[Meeting the Needs of Students with Impairments Policy](#)

[Recognition of Prior Informal Learning Policy](#)

[Student Conduct Statute](#)

[Te Reo Māori for Assessment Policy](#)

Previous Version: [archived Assessment Statute 20091130.pdf](#)

## **7 Appendices**

None

## **8 Approval Agency**

University Council

## **9 Approval Dates**

This statute replaces the former Examination Statute.

This statute was originally approved in: Pre- 2005

This version takes effect from: 1 December 2009

This statute will be reviewed by: 1 December 2010

## **10 Statute Sponsor**

Assistant Vice Chancellor (Academic)

## **11 Contact Person**

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

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