

# Assessment Procedures

## Late Assessments

- For assessments that are submitted late and before 24 hours have passed, the students will achieve 90% of the result that they would have received had the assessment been handed in on time.
- For assessments that are between 24 and 48 hours late, the students will achieve 80% of the result that they would have received had the assessment been handed in on time.
- For assessments that are between 48 and 72 hours late, the students will achieve 70% of the result that they would have received had the assessment been handed in on time.
- For assessments that are more than 72 hours late, the student will achieve 0% of the result that they would have received had the assessment been handed in on time.

Additionally:

- Students are to submit written, dated evidence to the Head of Faculty (in Auckland) or the Head of College (in Wellington) to explain lateness if they wish to avoid the above penalties. Each will be taken on a case-by-case basis.

## Assessment Appeals:

- If a student believes that their result for an assessment is unfair, then they are entitled to appeal that result.
- The Form must be completed and signed **by the student within 24 hours (1 school day)** of receiving detailed feedback on the result from the subject teacher.
- The student must send/give the completed Form to the relevant Head of College. The Head of College will review the assessment marking and determine the course of action. The course of action may include a remarking of the assessment, an adjustment of the result, or no change.
- The Head of College will advise the student of the outcome within 48 hours (2 school days) of receiving the Appeal Form.
- The Form is available on Blackboard.
- If a student is unable to meet this timeframe for any reason, they must contact the Head of College to explain the circumstances.

## Student Absence from Assessment:

- If a student is unwell or has other valid reasons for missing an internal assessment, they may be eligible for an assessed mark.
- Evidence such as a doctor's certificate/ bereavement notice must be provided to support the request for an assessed mark.

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- Students must complete A Student Absence From Assessment Request for an Assessed Mark form **within 48 hours (2 school days)** of the internal assessment and emailed to the subject teacher.
- The form is available on Blackboard and in the Deans' Office.
- If the information on the form is correct the subject teacher will sign the form and email it to the student's Dean. The Dean will check if a Medical Certificate has been provided covering the time of the test.
- If there is an approved Medical Certificate the form will be signed by the Dean and emailed to the subject teacher for an assessed mark.
- If a student is unable to meet this timeframe for any reason, they must contact their Dean to explain the circumstances.
- If the subject teacher does sign supporting this request, it does not mean the request is automatically approved. The Dean will make the decision to award an assessed mark. All factors will be considered when deciding the outcome of this request.
- In the instance where a student arrives late into their program, which may be up to two weeks, and has missed an assessment opportunity, an assessed mark will be granted. An assessed mark is the average of all assessed marks within that subject. This assessed mark is granted at the end of the student's programme by the teacher.

## Requirement:

This Procedure should be read in conjunction with:

- UPICNZ Assessment, Moderation and Reporting Policy 2021
- UPIC NZ Procedures for Academic Honesty 2021  
[https://teams.microsoft.com/\\_#/school/files/General?threadId=19%3Ab4c9980984924ea09f2995f8a24676b3%40thread.tacv2&ctx=channel&context=Policies%2520and%2520Procedure&s&rootfolder=%252Fsites%252FUPICNZPoliciesandProcedures%252FShared%2520Documents%252FGeneral%252FPolicies%2520and%2520Procedures](https://teams.microsoft.com/_#/school/files/General?threadId=19%3Ab4c9980984924ea09f2995f8a24676b3%40thread.tacv2&ctx=channel&context=Policies%2520and%2520Procedure&s&rootfolder=%252Fsites%252FUPICNZPoliciesandProcedures%252FShared%2520Documents%252FGeneral%252FPolicies%2520and%2520Procedures)

## Review

The Senior Leadership Team will have the responsibility for reviewing this Procedure every two years unless a change in requirements requires an earlier review. In the absence of a review, this Procedure will remain current in its present format.

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| <b>Ratification Date</b>     | 5 May 2021 |
| <b>Next review date</b>      | 5 May 2023 |
| <b>Procedure Approved By</b> | SLT        |

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