

Assessed Work in Maori Policy

Category:	Academic
Last Modified:	May 2012
Review Date:	May 2015
Approved By:	Chair, Academic Board
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Introduction:

Recognising that Maori is an official language of New Zealand, the University provides for students who may wish to use the Maori language in assessment. A student may present work for assessment in te reo Maori, except in courses where the use of a specified language (including English) is necessary.

Policy Statement:

1. The University intends that resort to translation be made only when the examiner is not able to assess the work in the language in which it has been presented.
2. Translators will be appointed by the Assistant Vice-Chancellor (Maori), in consultation with the Head of the School of Maori and Indigenous Studies, acting for the Academic Administration Committee.
 - a) The register of appointed translators will be held by the Manager (Records, Examinations, Graduation and Scholarships) (REGS).
 - b) Translators may or may not be members of University staff, must be proficient in te reo Maori and should be proficient in the subject under examination.
3. Central University funds will bear any reasonable costs incurred in having work translated.
4. This policy applies to internally assessed work, and to university tests and examinations.

Procedures:

1. A student intending to present work in te reo Maori will need to inform the relevant examiner in advance. If translation is agreed the student should also notify the REGS Manager of his or her intention in writing no later than 14 days before the due date of the assessment or date of the examination*.

2. If, for whatever reason, a proficient translator with appropriate expertise in the discipline cannot be found, the REGS Manager will, as soon as reasonably possible, advise the student and the examiner.
3. It will be the responsibility of the REGS office to arrange pickup and delivery of a copy of the student's work from and to the examiner, and to and from the translator.
4. The translator will be asked not to correct errors in the original, nor to make any embellishments; however ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the work from the translator, but contact between the student and the translator is prohibited.
5. It is acknowledged that the time needed for the translation of student work may place an additional burden on examiners, which may result in delays in the return of student work or in the publication of results. Students will be advised of these possibilities by the REGS Manager.
6. Any appeal related to the approval or process of providing for assessment presented in te reo Maori should be made to the Faculty Dean in the first instance (see GCER Regulation O: Appeals).
7. If translation is required, students wishing to be assessed in te reo Maori for oral work must inform the REGS Manager within three weeks of the commencement of the course.

Notwithstanding the above, if necessary the examiner in consultation with the Assistant Vice-Chancellor (Maori) and the other parties will work to find a suitable alternative solution.

*The purpose of the notice of intention period is to allow the University sufficient time to make arrangements for translation and marking. Due to time constraints in arranging translation, it may not be possible to accommodate requests made with fewer than 14 days notice.

Related Policies, Procedures and Forms:

- [General Course and Examination Regulations O. Appeals](#)

Version Control Table		
Action	Approval Body	Date Amended
Full Review	Chair, Academic Board	28 April 2009
Full review - minor amendments	Chair, Academic Board	01 May 2012

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