

Taught and Project Course Assessment Regulations

1. Version

These Regulations came into force on 1 January 2023.

2. Authority

- (a) The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.
- (b) The relevant Tumuaki Tari/Kura | Head of Department or School is delegated the administration of these Regulations.

3. Scope

These regulations apply to all non-research courses, and all research courses of less than 90 points.

4. Language of Assessment

All assessment (both questions and answers) shall be written in English or te reo Māori (in accordance with the "Assessing Work submitted in Māori" policy) unless otherwise authorised by the Tumuaki Tari/Kura | Head of Department or School.

5. Formal Examinations

- (a) A formal examination is a written summative assessment item that takes place at the end of a course in the two examination periods outlined in the Official Dates section of the University Calendar.
- (b) Formal examinations are administered by the Examinations office.
- (c) Formal examinations shall be held at the designated examination locations (which may be online), unless granted permission by the Examinations Office.
- (d) Formal examinations may require the presence (physically or online) of an invigilator approved by the Examinations Office or be overseen by invigilation software or service requiring specific computer hardware.
- (e) A student registered with Te Ratonga Whaikaha | Student Accessibility Service may receive special arrangements for formal examinations.
- (f) Once a student has started the examination, they shall not communicate with the examiner(s) about an examination until the results have been released. Any communication about an examination between the start of the exam and the release of results should be directed to the Examinations Office in the first instance.

6. Carrying Forward Assessment

If a student re-enrols in a course, the course coordinator, in consultation with and by the agreement of the relevant Tumuaki Tari/Kura | Head of Department/School or delegate and the student concerned, may carry forward marks for assessment (including the final examination) from the previous enrolment. If a student requests that their marks be carried forward, then an application to the course coordinator shall be made before the end of the deadline to add or withdraw courses.

7. Reconsideration of Marks and Grades

- (a) Within five working days of receiving the results of, or feedback for, an assessment (whichever is later), a student may apply to the course coordinator to have the assessment reconsidered.
- (b) This reconsideration will involve re-marking the assessment.
- (c) Any appeals regarding a reconsideration of mark or grade will, in the first instance, be heard by the Tumuaki Tari/Kura | Head of Department or School or their delegate. Any further appeals will follow the Appeals Regulations.
- (d) Within four weeks of the final course grades being released, a student may apply for reconsideration of a final grade on the appropriate form. Only assessment items that have not already been returned to students will be fully re-marked, while the marks of previous assessments will be checked. Note that a fee is charged, but this is refunded if a change of grade occurs.