

Assessment in Te Reo Māori Policy

Last Modified Nōnahea i Whakarerekē	July 2025
Next Review Date Rā Arotake	July 2029
Approval Authority Mana Whakaae	Deputy Vice-Chancellor (Academic)
Contact Officer Āpiha Whakapā	Dean (Academic Governance) – Office of the Deputy Vice-Chancellor (Academic)

Introduction | Kupu Whakataki

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

Definitions | Tautuhinga

Te reo Māori (Māori) – means the Māori language.

Policy Statement | Kaupapa Here

In recognising that Māori is an official language of New Zealand, the University provides for students who may wish to use the Māori language in assessment, subject to conditions as set out in this policy.

This policy applies to internally assessed/translated work and to University tests and examinations.

- A student may present work for assessment in te reo Māori, in either a written or oral format depending on the nature of the assessment, except when:
 - A course is taught fully or partly in a language other than English or te reo Māori and the course requires students to demonstrate their knowledge and understanding in that language; or
 - Knowledge and understanding in the English or Māori language is a requirement and a course outcome for all or part of a course e.g. an English language proficiency course or a Māori language course that requires translation into English.

- To ensure students are not disadvantaged, any students using te reo Māori for an assessed piece of work are expected to be proficient in the use of the language and are expected to be able to develop ideas and express themselves clearly in te reo Māori. A student's proficiency in the use of the Māori language may be assessed by a designated staff member appointed by UC Māori.
- A translation of an assessment may be required where it may not be possible for a marker to mark an assessment presented in te reo Māori due to a lack of time and/or knowledge of the discipline being assessed. Where possible, work submitted in te reo Māori will be marked by a marker who is competent in te reo Māori and has an understanding of the discipline being assessed.
- Markers and/or translators will be appointed by UC Māori, in consultation with the Tumuaki Kura | Head of School for Aotahi – School of Māori and Indigenous Studies acting for the Academic Administration Committee, and in consultation with the Course Coordinator. Markers and/or translators may or may not be members of the University staff, must be proficient in te reo Māori, and should be proficient in the discipline under examination.
- Central University funds will bear any reasonable costs incurred in having work assessed/translated.

Procedures | Tikanga

Submission of Assessment in Te Reo Māori

A student intending to present work in te reo Māori will need to inform the Course Coordinator in advance of the assessment due date so that they are able to meet the time frames set out below. The purpose of the notice of intention periods are to allow the University sufficient time to internally assess a student's suitability for assessment in te reo Māori and to make arrangements for the marking and, if required, translation of the assessment.

- A student should inform the Course Coordinator of their intent, or potential intent, to complete an assessment item(s) in te reo Māori:
 - No later than 10 working days after the commencement of a course which is 5 or more weeks in duration; or
 - No more than 5 working days after the commencement of a course which is less than 5 weeks in duration.
- Thereafter, for each piece of written and/or oral work, a student should notify the Course Coordinator of their intention to submit a specific piece of assessment in te reo Māori and the possible need for marking and/or translation no later than 15 working days before the due date of the assessment or date of the examination.

If inadequate notice is provided, the University will endeavour to mark the assessment presented in te reo Māori, but marking may be delayed or the ability to have the assessment marked in te reo Māori may be reduced.

When a student has indicated they wish to present material in te reo Māori and has complied with the timeframes for assessment, the student will be informed as soon as possible as to whether or not the assessment will be marked as a translation.

The University wants its students to succeed and any student who wishes to submit an assessment in te reo Māori will be asked to meet with a designated staff member appointed by UC Māori where:

- The student's language ability and use of te reo Māori (in a written and/or oral format as appropriate to the assessment) will be assessed; and
- The student's future intentions with regard to the submission of other assessment items in te reo Māori will be discussed.

The designated staff member will provide a recommendation to the student about their Māori language proficiency and likelihood of success. The decision to proceed or not proceed with the assessment in te reo Māori will be made by the student and communicated to the designated staff member appointed by UC Māori.

The designated staff member will inform both the Course Coordinator and Examinations Office (if relevant) after the meeting as to whether or not the student intends to submit their assessment and (if known) future assessments in te reo Māori.

Where possible the assessment piece will be marked in the language of original submission, Māori, and not translated. The process for translation is set out below.

On occasion it may not be possible for the University to find a marker who is proficient in both the use of te reo Māori and the discipline being assessed and it may be necessary for the assessment piece to be translated. If, for whatever reason, a proficient translator with appropriate expertise in the discipline cannot be found, the Tumu Tuarua Akoranga | Deputy Vice-Chancellor (Academic) or a delegate will advise the student, the Course Coordinator, and the designated staff member appointed by UC Māori. The Course Coordinator, in consultation with UC Māori and the other parties will then work to find a suitable alternative solution.

Translation process

The translator should be an appropriately qualified professional who is competent in the relevant subject under examination, proficient in the Māori language and is acceptable to the University.

It will be the responsibility of either the Course Coordinator (for assessments other than exams) or the Examinations Office (for exams) to arrange pick-up and delivery of a copy of the student's work to and from the translator.

The translator will be asked not to correct errors in the original assessment item, nor to make any embellishments. However, ambiguities may be pointed out to the examiner/course coordinator. Where necessary, the examiner/course coordinator may seek clarification of the translation of the work from the translator but contact between the student and the translator is prohibited.

Depending on the discipline being assessed, it may be necessary for the student to provide a glossary of terms to assist the translator. If so, the student will be required to prepare this in advance in consultation with the course coordinator.

It is acknowledged that the time needed for the translation of student work may place an additional burden on markers and the Course Coordinator, which may result in delays in the return of student work and/or in the publication of results.

Where work has been translated, the Course Coordinator will return to the student their original script, the translation and any comments made by the translator. Normal procedures for the return of examination scripts will apply.

Grading

Once an assessment has been marked by a marker, whether internally or externally, the provisional grade awarded for the assessment will be discussed with the Course Coordinator/Examiner. This discussion will act as a moderation meeting and the grade awarded, which may be amended, will be the final grade. The final grade, which will be awarded and determined by the Course Coordinator, will not be changed.

The grading process will be clearly communicated to the student at the language proficiency meeting with the delegated staff member appointed by UC Māori and the student will be asked to sign a form to state they are aware of the grading process and will adhere to it. This does not prohibit a student from applying for a Special Consideration within the required timeframes. A copy of the approval form will be shared with the Course Coordinator.

Appeals

Any appeal related to the process of providing an assessment presented in te reo Māori should be made to the Amo | Dean in the first instance (see the [Appeals Regulations](#)).

Related Documents and Information | He kōrero anō

UC Regulations | Ngā Waeture

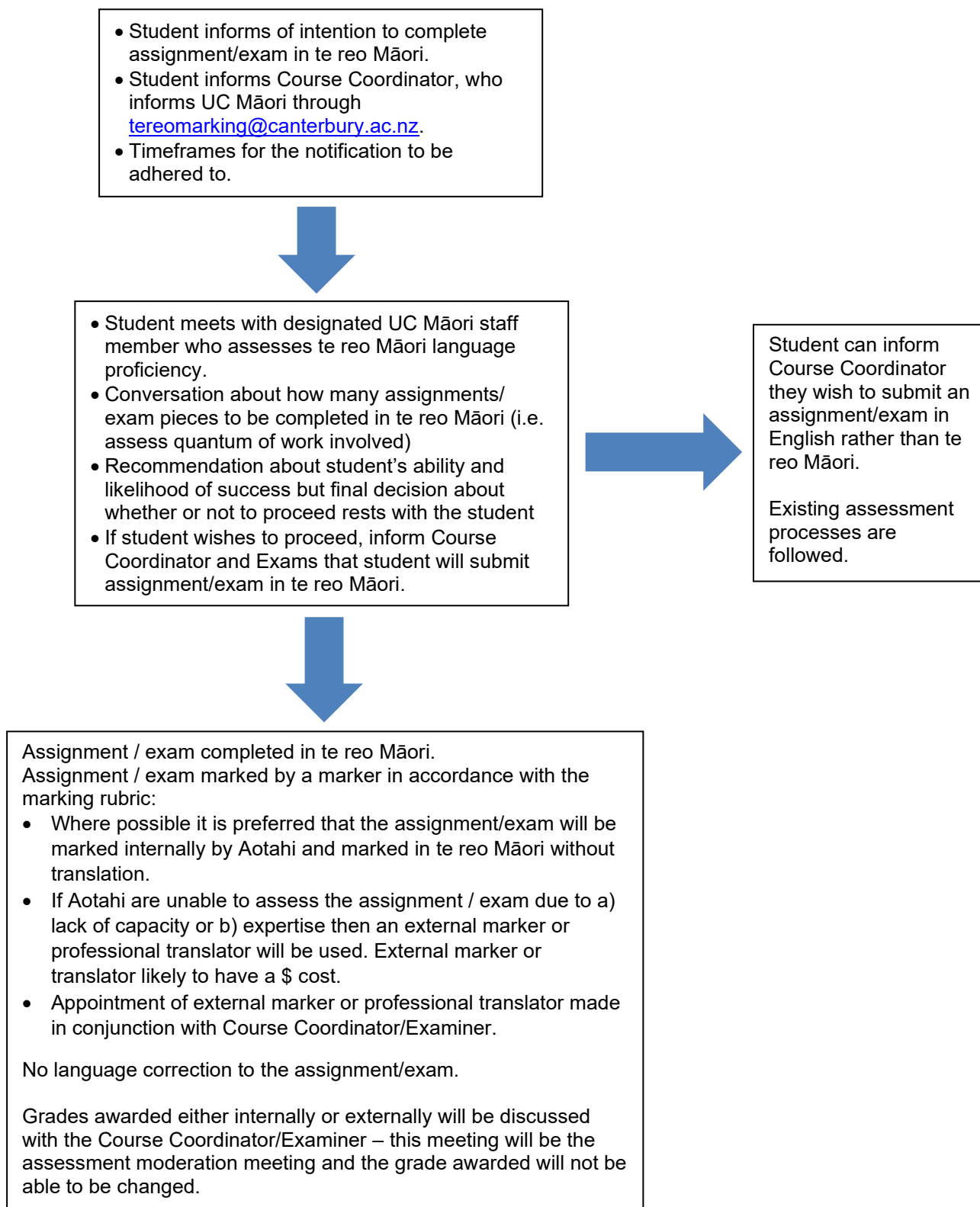
- [Appeals Regulations \(University Regulations website\)](#)

UC Policy Library | Te Pātaka Kaupapa Here

- [Assessment Policy and Principles \(University Regulations website\)](#)

Appendices | Ngā Tāpiritanga

Appendix 1: Assessing work submitted in te reo Māori flow diagram



Appendix 2: Sample statement on timeframes for submitting in te reo Māori (for use on AKO | LEARN and Course Outlines)

In recognising that Māori is an official language of New Zealand, the University provides for students who may wish to use the Māori language in assessment, subject to conditions as set out in the Assessment in Te Reo Māori Policy.

If you are intending to submit any of your assessments in te reo Māori, it is important to let your Course Coordinator know as soon as possible, preferably within 10 working days of the start of the course. Your Course Coordinator will then connect you with someone from UC Māori who can help with ascertaining whether this is possible for the given assessment.

This policy remains in force until it is updated.

Document History and Version Control			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Conversion of document onto new template.	Policy Unit	Sep 2013
1.01	REGS Manager changed to Associate Registrar, REG in line with current title.	Policy Unit	Oct 2013
1.02	A/A changed from Chair, Academic Board to DVC(A&I).	Policy Unit	Mar 2014
1.03	Hyperlinks updated.	Policy Unit	Jun 2014
1.04	Contact Officer updated.	Policy Unit	Feb 2015
2.00	Scheduled review by Contact Officer.	Policy Unit	Jul 2015
2.01	'Faculty' references removed to reflect College-Faculty merger.	Policy Unit	Jun 2016
3.00	Scheduled review by Contact Officer, major changes to content and policy title from Assessed Work in Māori Policy	DVC(A)	May 2020
4.00	Scheduled review by Contact Officer, minor changes including updating of roles.	Policy Unit	Apr 2021
4.01	Unscheduled review by Contact Officer, change of policy title, te reo Māori translations for headings included, hyperlink added.	Policy Unit	Aug 2021
4.02	Review by Contact Officer, minor amendments to update contacts and links	Policy Unit	Jul 2023
5.00	Scheduled Review by Contact Officer. Updated roles and hyperlinks, added Appendix 2. Converted to new policy template.	DVC(A)	Jul 2025