

## Assessment in Te Reo Māori Policy

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<b>Mana Whakaae   Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Āpiha Whakapā   Contact Officer</b>	Dean (Academic Governance)

### Kupu Whakataki | Introduction

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

### Tautuhinga | Definitions

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

### Kaupapa Here | Policy Statement

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 Māori and the course requires students to demonstrate their knowledge and understanding in that language; or
  - Knowledge and understanding in the English language is a requirement and a course outcome for all or part of a course e.g. an English language proficiency course.

- 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 te reo Māori may be assessed by a designated staff member appointed by Kā Waimaero | Office of Treaty Partnership.
- 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 Kā Waimaero | Office of Treaty Partnership, in consultation with the Head of School Aotahi 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.

## Tikanga | Procedures

### 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 who 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 or not.

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 Kā Waimaero | Office of Treaty Partnership:

- 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 te reo Māori 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 Kā Waimaero | Office of Treaty Partnership.

The designated staff member will inform both the Course Coordinator and the 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.

## Translation

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 (see [Translation process](#)).

On occasion it may not be possible for the University to find a marker who is proficient in the use of te reo Māori and/or 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 Kā Waimaero | Office of Treaty Partnership. The Course Coordinator in consultation with Kā Waimaero | Office of Treaty Partnership 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 non-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 Marker/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 student will receive back their original script, the translation and any comments made by the translator, from the Course Coordinator. Normal procedures for the return of examination scripts will apply.

## **Grading**

Once an assessment has been marked, whether internally or externally by a Marker, 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 designated staff member appointed by Kā Waimaero | Office of Treaty Partnership 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 Dean in the first instance (see the [Appeals Regulations \(University Regulations website\)](#)).

## **He kōrero anō | Related Documents and Information**

### **Ngā Waeture | Regulations**

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

## Te Pātaka Kaupapa Here | UC Policy Library

- [Assessment Policy and Principles \(PDF, 282KB\)](#)

## Tāpiritanga | Appendix

- **Appendix 1:** [Assessing work submitted in te reo Māori process](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></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 <b>Assessed Work in Māori Policy</b>	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

## Appendix 1

### Assessing work submitted in te reo Māori process

- Student informs of intention to complete assessment/exam in te reo Māori.
- Student informs Course Coordinator who informs Kā Waimaero | Office of Treaty Partnership.
- Timeframes for the notification to be adhered to.



- Student meets with designated Staff Member appointed by Kā Waimaero | Office of Treaty Partnership.
- Conversation about how many assignments/exam piece to be completed in te reo Māori (i.e. assess quantum of work involved).
- Recommendation about student's ability and likelihood of success but final decision about whether or not to proceed rests with the student.
- If student wishes to proceed, inform Course Coordinator and Exams that student will submit assignment/exam in te reo Māori.
  - Or student can inform Course Coordinator they wish to submit an assignment/exam in English and not te reo Māori.



- Assignment/exam completed in te reo Māori.
- Assignment/exam marked by a Marker:
  - Where possible it is preferred that the assignment/exam will be marked internally by Aotahi and marked in te reo without translation.
  - If Aotahi are unable to assess the assignment/exam due to a lack of capacity or lack of expertise, then an external marker or professional translator will be used.
  - An external marker or translator is likely to have a dollar cost.
  - The appointment of external marker or professional translator is made in conjunction with Course Coordinator/Examiner.
- No language correction to the assignment/examination.
- Grades awarded either internally or externally will be discussed with the Course Coordinator/Examiner. This meeting will be the assessment moderation meeting and the grade awarded will not be able to be changed.