

Internal Memorandum



THE UNIVERSITY OF AUCKLAND
NEW ZEALAND

To: Raewyn Dalziel, Deputy Vice-Chancellor, Academic

From: Robin Bruce, Deputy Manager, Examinations

Date: 9 October 2006

Telephone Ext: 87328 Fax: 85508

2007 Instructions to Examiners and Assessors

Apart from the dates and personnel changes, the following amendments have been made in the attached Word version, to be formatted for Senate. These are in italics and a line drawn on the right-hand side where the changes have been made.

1. Page 2: **Security:** First bullet point now reads "In the preparation and storage of examination papers".
2. Page 3: **COURSEWORK Procedure:** Deleted "prepared in time to be" delivered....
3. Page 3: **Guidelines: 2 Group Projects:** (c) – deleted "...be in a position to..."; and (e) – add "...such marks should not normally constitute more than 20% of the total marks for the course."
4. Page 4: **Assignments:** Deleted "... 'more' especially...."
5. Page 5: **2 Assessors:** Para 2 –Postgraduate Certificates have been added to the list requiring external assessment.
6. Page 6: **EXAMINERS AND ASSESSORS FOR THESES, DISSERTATIONS OR OTHER RESEARCH PROJECTS:** Clarification that doctoral degrees "are not covered in this booklet."
7. Page 7: **Fee for Examiners/Assessors:** Clarification of the fee waiver.
8. Page 9: **5. Examiners' check of materials taken into the examination:** the heading is changed to make it more pertinent eg "**books and written materials**" taken into the examination
9. Page 10: **3. Designations (calculators):** Calculator inspection by Examiners section that follows. The words "Unrestricted" and "Restricted" are inserted to (a) and (b) so that there is a clearer reference to the codes used.
10. Page 10: **4. Calculator inspection by Examiners:** The word "Some" (third bullet point) is removed.
11. Page 11: **THE DAY OF EXAMINATION Attendance of Examiner:** the last paragraph is a duplicate. A reference to instructions already stated under Books & Calculator sections has been inserted.
12. Page 13: Added **4. Postgraduate Qualifications: Honours, Distinction, Merit** - new standards agreed by Education Committee.
13. Page 13: Reference to page **6** for detailed information relating to "pre-doctoral theses, dissertations and other research projects." (There is no Doctoral information in the booklet.)
14. Page 14: Header changed under "...DISPUTES " from **Non-Doctoral** to **Pre-Doctoral**.
15. Page 15: To emphasise the recording of DNS, "in all instances" has been added.
16. Page 17: Added to **CONCEDED PASSES: 1.** BPE, BSocSci (Human Services) and BSW.
17. Page 24: **Sitting Examinations:** Reference is made to section on Special Examination Conditions.
18. Page 26: **Academic Requirements for Aegrotat and Compassionate grades:** 4. A note is added at the end "(which may differ from that recommended)." Also 5. Change to: "No

more than one third of the total point value credited to a degree or diploma may be awarded with an aegrotat or compassionate grade.”

19. Page 27: MISSED EXAMINATION: The addition of Postgraduate Certificates is made to these regulations.
20. Page 28: ANNOUNCEMENT AND PUBLICATION: Changed to be in line with student choice of receiving result notices; and the second heading is changed to include Postgraduate Diplomas.
21. Page 28: RECOUNT OF MARKS: In line with the new results on-line choice, change the deadline date to: “... not later than seven weeks after the last day of the examination period,...”
22. Page 29: The addition of a last paragraph clarifying that reports and grade recommendations should not be discussed with students unless agreed by all examiners and assessors.