



THE UNIVERSITY
OF AUCKLAND

NEW ZEALAND

Te Whare Wānanga o Tāmaki Makaurau

2007

Instructions to Examiners and Assessors

DEADLINE DATES

For Receipt of Information at the Examinations Office

	Summer School	Sem 1	Sem 2	Q1	Q2	Q3	Q4
Nominations for Examiners & Assessors and Examination Details	22 Jan	02 Apr	20 Aug	23 Feb	20 Apr	10 Aug	14 Nov
Question Paper Submission:							
Papers in Week 1 (Thu-Sat)	02 Feb	14 May	01 Oct				
Papers in Week 2 (Mon-Sat)		21 May	08 Oct				
Papers in Week 3 (Mon-Sat)		28 May	15 Oct				
Grad School of Enterprise paper submission				14 Mar	06 Jun	29 Aug	21 Nov
Examinations begin	12 Feb	07 Jun	25 Oct				
Grad School of Enterprise Examinations end	14 Feb	25 Jun	12 Nov	24 Mar	16 Jun	08 Sep	01 Dec
Final deadline for results submission	20 Feb	05 Jul	22 Nov				
Grad School of Enterprise				02 Apr	26 Jun	17 Sep	10 Dec

EXAMINATION STAFF CONTACTS CITY CAMPUS

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Robin Bruce	Examinations Deputy Manager	87328
James Clark	Aegrotats/Missed Examination Examination Papers/Results	87557
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Sheryl Robertson	Examination Papers/Results	87573
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Jamie Wan	Out of Centre/Out of Time Examinations	87176
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EXAMINATION CENTRES DURING THE EXAMINATIONS

City Campus	Enquiries	87737
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Manukau Campus	Enquiries	87176
Tai Tokerau Campus	Enquiries	87176
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**This booklet and all the examination forms are available on-line at
www.auckland.ac.nz/examinations**

GENERAL

Scope

Assessment is carried out in a number of ways at the University of Auckland

- By tests and assignments during the teaching of the course concerned, normally called coursework
- By practical, aural and oral work
- By written (or performance) examination normally conducted at the end of the semester or year
- By dissertation, thesis or other research projects

These instructions are primarily concerned with the last two of these categories.

Requirement to sit an examination

In order to pass a course, a student must have completed to the satisfaction of the examiners any prescribed examination.

Uniformity of Standards

Academic Heads are responsible for ensuring that uniform standards are maintained within their department for all assessment.

Examiners must therefore make available all assessment material (including scripts) to Academic Heads when requested.

Confidentiality

Examiners and assessors must observe strict confidence in the setting of examination papers and in the whole marking process. This applies to the marking of theses and dissertations as well as written papers.

Security

Strict security must be maintained at all times:

- In the preparation and storage of examination papers
- In the storage and handling of examination scripts

Definition of “Department”

For the purposes of this booklet, the term “department” also refers to any equivalent institute or teaching unit within the University.

COURSEWORK

Procedure

Coursework may be allocated a percentage of the marks awarded for the course, the remainder being allocated to the written examination. These allocations are the subject of:

- Departmental consultation
- Academic Head’s recommendation
- Approval by Dean or nominee

Weighting for coursework proposals for all courses for the following year must be delivered to the Examinations Office by Friday 7 December 2007.

Guidelines

Education Committee has established the following guidelines for coursework:

1 Stage I Courses

Credit for coursework should not exceed 50%

2 Group Projects

- a The inclusion of any group project as part of the contribution to the

final coursework percentage in a course should be restricted to relevant fields at higher levels.

- b Assessment should be on an individual basis, wherever possible.
- c Assessment criteria should be established and project supervisory staff should be able to assess individual contributions to the project.
- d Each group working on a project should be of a limited size and not exceed a membership of four.
- e Where marks allocated for group projects are part of the final percentage, such marks should not normally constitute more than 20% of the total marks for the course.

Advice to Students

Before or at the commencement of the course concerned, students are to be

informed of the coursework allocations and other coursework requirements. This advice should include dates of:

- Tests
- Submission of assignments

Such advice should be posted on departmental or faculty notice boards, and copies of the notice be distributed in class.

Format

Students may present all work for marking in handwritten form other than where the regulations require a typed presentation, e.g. thesis. A staff member may, in the interests of marking, and ease of reading, indicate that a typed or wordprocessed presentation is desirable but there can be no compulsion upon a student to present work in this format.

Management

1 Tests

Academic Heads are expected to make appropriate provision for supervising tests counted towards the final result for the course, where necessary obtaining the assistance of the Examinations Office. The tests should be conducted under examination conditions before the Study Break.

2 Assignments

Academic Heads must make adequate arrangements for the safe receipt of essays and assignments etc, especially where these are counted towards the final result for the course.

3 Illness

- a Illness or misfortune affecting written tests is covered by the aegrotat and compassionate regulations.
- b Where illness or misfortune prevent a student completing other coursework, such as assignments or essays, Academic Heads may take the circumstances into account and extend submission dates or make other arrangements (including estimating marks) as they see fit.

4 Return of Work

Coursework will normally be handed back to students, but they should be advised to retain it in case it needs later to be made available to the Academic Head before the final result for the course has been determined.

5 Privacy

Care should be taken to ensure privacy of information in the display of student marks when returning assignments and tests

EXAMINERS AND ASSESSORS FOR COURSES

General

Roles in the examination process are defined as follows:

Examiners	The people primarily responsible for the setting and marking of assessed work (including examinations) and the determination of grades.
Assessors	The people appointed to assist with maintaining adequate standards (not an appointed examiner).
Examination Paper Checker	The examiner(s) or assessor(s) who checks that the examination paper is correct for printing and signs to confirm this.
Result Sheet Signers	The Academic Head (Cover sheet only) plus <ul style="list-style-type: none"> • at least two examiners, or, • where an assessor is appointed, the assessor and at least one examiner.

Each course is to be examined by more than one member of staff or examined by one member of staff and assessed by another. The Dean may in exceptional cases, vary this requirement.

In recommending the appointment of both examiners and assessors, Academic Heads are to consult as appropriate within their departments. The nominations of examiners and assessors are then approved by the Dean or nominee. Academic Heads will be informed of any recommendation that is not approved.

All nominations must be forwarded to Examinations by:

Summer School	22 January
Semester 1	2 April
Semester 2	20 August
Quarter 1	23 February
Quarter 2	20 April
Quarter 3	10 August
Quarter 4	14 November

Any arrangements proposed as an alternative to assessment should also be notified by these dates.

If, for any reason, a change in nominations of examiner or assessor is necessary, the Academic Head, through the Dean or nominee, should immediately notify the Examinations Manager on the appropriate form (SA-44).

Requirements

1 Examiners

Examiners are normally appointed from within the University but there may be courses for which external examiners are required.

2 Assessors

Assessors for undergraduate courses may be appointed from within the University or from outside it.

Bachelors Honours, Postgraduate Diploma and Certificate, and Masters courses must have assessors who should normally be external to the University, but there may be instances where internal appointments are necessary because of expertise in the field.

Often external assessors will come from a single department in another university in New Zealand. In these cases, it will suffice that the Academic Head in the assessing university be nominated. In other cases, it will be necessary to name individual assessors.

The appointment of an overseas assessor is appropriate where there is no suitable assessor in New Zealand. Financial considerations preclude an overseas assessor being invited to visit New Zealand.

Examiners and Assessors appointed from within the university system are not paid a fee.

Coursework

When the coursework contributes to a percentage of the final result, towards which a written examination also contributes, the Academic Head may at his/her discretion make such coursework available to the assessor of the written examination.

If the coursework contributes 100% to the final result, and there is no final examination, coursework must be available to the assessor, either in full or in such proportion as will permit effective assessment.

Music Performance Examinations

All students are examined by a panel of three, consisting of:

- 1 A member of the School of Music staff, who shall act as moderator for all examinations within any one year. Where the number of students is high, it may be necessary to divide one year's examination entry into two groups and to appoint two moderators.
- 2 The teacher concerned (as Adviser).
- 3 A third member who may be another member of the School of Music staff, or an external examiner. For senior examinations, the external examiner will be a person of recognised standing in the instrument.

Performance examinations for Masters degrees are to be held as public recitals.

EXAMINERS AND ASSESSORS FOR THESES, DISSERTATIONS OR OTHER RESEARCH PROJECTS

Examination procedures for doctoral degrees (PhD and Named Doctorates) are not covered in this booklet, but are dealt

with in the Calendar, and in the Guidelines for examiners available at www.postgrad.auckland.ac.nz.

For all other theses, dissertations and research projects, examiners and assessors are appointed on the recommendation of the Academic Head and approved by the Dean or nominee in the relevant faculty.

When making recommendations, Academic Heads should note the difference between an examiner and an assessor. An examiner marks a piece of work not aware of the grade given by another examiner. An assessor assesses a piece of work, fully aware of the grade given by the examiner(s).

For more information on the responsibilities of examiners and assessors, refer to the section on marking and assessing theses, dissertations and other research projects on page 9 and guidelines at www.postgrad.auckland.ac.nz

Examiners and assessor are nominated as follows:

- 1 For theses or other research projects with a value of 90 points or more
 - Two examiners (one of whom may be the Supervisor)
 - One assessor (who may not be the Supervisor)

One of the examiners or the assessor

must be appointed from outside The University of Auckland.

- 2 For dissertations or research projects with a points value of between 30 and 80 points:
 - One examiner (who may be the Supervisor)
 - One assessor (who may not be the Supervisor)

Either the examiner or the assessor should normally be appointed from outside The University of Auckland.

Appointment recommendations should be approved by the Dean or nominee on form SA-512, Part A, before theses etc are marked. Form SA-512 is available from departmental administrators or www.auckland.ac.nz/examinations

Fee for Examiners/Assessors

Examiners or assessors for theses, dissertations or research projects appointed from within the New Zealand university system are not paid a fee. The fee paid to appointees from outside the New Zealand university system is set by the NZVCC at \$125 per assignment.

SETTING WRITTEN EXAMINATIONS

Preparation of Question Papers

Where two or more examiners have been appointed in any subject they are to confer in setting papers.

If any difference of opinion arises in the setting of papers among examiner(s) and/or assessor, the Academic Head shall, after making due attempt to resolve the difference, determine the outcome.

Layout of Question Papers

For instruction regarding layout there is a template available electronically from the Examinations Office or instructions may be obtained from www.auckland.ac.nz/examinations

Deadlines for submission of question papers

The examination period covers three weeks:

Week 1 - a short week from the first day of exams (Thursday) to the first

Saturday;

Week 2 - from Monday to the second Saturday; and

Week 3 - from the following Monday to the next Monday excluding Sunday

Dates for the submission of question papers to the Examinations Office have been set according to the week in which each examination is timetabled. Departments should ensure papers are submitted by the appropriate dates.

Papers timetabled in:

	Week 1	Week 2	Week 3
Summer School		02 Feb	
Semester 1	14 May	21 May	28 May
Semester 2	01 Oct	08 Oct	15 Oct
Quarter 1		14 Mar	
Quarter 2		06 June	
Quarter 3		29 August	
Quarter 4		21 November	

Format

The standard format for a written examination is:

- A three hour examination plus 10 minutes for perusal, or a two hour examination plus 10 minutes for perusal
- Questions are not known by the students in advance of the examination
- The students are not permitted to bring any material into the examination.

Questions Announced in Advance

- 1 Lecturers may announce during lectures, the apportionment of the questions in the final examination in relation to the material covered in the course.
- 2 Actual questions may be announced in advance, all or part, only through Academic Head recommendation and approval of the Dean of the Faculty or nominee.

Lecturers must ensure that any announcements about examinations made under 1 and 2 above are available to all students in the course and that, so far as is possible, all students receive the same information. The information should be available to all students by way of a formal public notice on noticeboards where information about the course is normally displayed, or by written or e-mail communication, or a combination of these methods. Once such information has been made available, lecturers must ensure that the examination paper follows the format and arrangements so announced.

Book Details for Examinations

1 Designations

Closed Book - CB

Unless otherwise specified, examinations will be Closed Book. That is, no written material may be brought into the examination room.

Open Book - OB

Where an examination is designated 'Open Book', candidates may take into the examination room written or printed material including books, Acts etc, as well as an electronic calculator. There will be no check on such items, but laptop computers are **not** allowed. No pre-prepared material taken into the examination room may be

attached to the examination script and submitted for marking as part of that examination.

Note: Dictionaries are not permitted unless they are to be used within the context of the examination and are specified by the examiner.

Supplied Book - SB

Candidates will be **supplied with material specified** by the examiner.

Restricted Book designations:

- a **Restricted Book: may be written upon - RB.** Candidates may take into the examination room material specified by the examiner. Such material may be written on and/or marked in a relevant or contextual manner, but no pre-prepared material may be attached to the examination script and submitted for marking as part of that examination.
- b **Restricted Book: may not be written upon but may be highlighted - HB.** Candidates may bring into the examination room material specified by the examiner. Such material may not be written upon but the text may be underlined, highlighted or tabbed.
- c **Restricted Book: unmarked material - UB.** Candidates may bring into the examination room material specified by the examiner. Such material cannot be written upon or marked in any way.

2 Approval

The designation for the Restricted, Open and Supplied Book Examinations, must be approved by the Academic Head.

3 Advice to students

All students must be formally notified as early as possible in the Semester, as to which book designation their examination will be.

4 Publication of Book list for students

If an examination is approved as Restricted, Supplied, or Open Book these details should be supplied to the Examinations Office for inclusion in the Examination Instructions mailed out to every student before each examination period.

The deadline for receipt of the

information by the Examinations Office is:

Summer School 22 January 2007

Semester 1 28 March 2007

Semester 2 15 August 2007

If the examiner is unable to provide details of materials by these dates it will then be his/her responsibility to inform students in writing, and in good time, of the material which they may take into the examination room.

5 Check by examiners of books and written materials

- Where Restricted written material is permitted in the examination room, examiners are required to be present at the commencement of the examination to check material brought into the examination room.
- It is the responsibility of the department to ensure that material satisfies the stated requirements.
- The department must arrange for the inspection of books and other written material, and ensure this is completed during the reading period, at the start of the examination. This responsibility may not be delegated to the examination supervisors and inspection must not extend into the examination period.
- If an examiner discovers unauthorised material, the student must be identified to the room supervisor. The student may continue to sit the examination using the materials, but will be required to hand the material to the room supervisor at the end of the examination. The case will be dealt with under the Examination Regulations.

Electronic Calculators

1 Conditions

Calculators may be used in examinations only where explicit approval has been given by the Academic Head.

A calculator is defined as an electronic device capable of processing, storing or retrieving information, which has a primary purpose of mathematical calculation. It must be hand-held, self-powered and noiseless. It must not have an audible alarm or facilities for transmitting or receiving information.

Calculators must not be shared or used in a manner that interferes with or distracts another candidate.

2 Advice to students

All students must be formally notified as early as possible in the Semester as to whether or not calculators will be allowed during an examination and the permitted and expected features. This information should conform to the details supplied by the department to the Examinations Office.

3 Designations

- Calculators are permitted - CP*
Candidates are permitted to use any calculator which satisfies the general conditions.
- Restricted Non-alphanumeric calculators are permitted - RC*
Candidates are permitted to use any calculator which satisfies the general definition and conditions, and which does not provide the alphabet (whether upper or lower case).
- Specified calculators are permitted - SC*
Departments may specify other necessary or desirable features as appropriate to the subject.

4 Calculator inspection by examiners

- It is the responsibility of the department to ensure that candidates' calculators satisfy the stated requirements.
- The department must arrange for the inspection of calculators during the reading period, at the start of the examination. This responsibility may not be delegated to the examination supervisors and inspection must not extend into the examination period.
- Departments may make special arrangements for the supply of acceptable calculators to students.

Changes to Standard Format

The published duration of an examination, as well as calculator and book details must be changed through an Academic Head's recommendation and the approval of the Dean of Faculty or nominee. The change should be submitted to the Examinations Office on **Form SA-43**

SPECIAL EXAMINATION CONDITIONS

A student who is permanently or temporarily disabled in a manner which affects their ability to undertake examinations under the prescribed examination conditions may, upon production of the appropriate evidence, obtain from one of the following bodies a recommendation which, subject to the approval of the Senate or its representative, will enable that student to be examined under conditions which

take account of the particular impairment: Student Health; Student Counselling or the Student Learning Centre.

Advice to Students

Faculty/departmental staff should not give specific advice to students about sitting examinations out of time or out of centre. Instead students should be referred to the Examinations Office.

THE DAY OF EXAMINATION

Attendance of Examiner

At least one of the examiners for each paper must be available at their telephone extension at the University for the full duration of an examination. If the examiner cannot be available at that extension, the Examinations Office must be advised of an alternative contact.

The examiner responsible for the paper may be present in the examination room, if he/she chooses, for the first fifteen minutes, having first notified the Examinations Manager that he/she wishes to do so.

Examiners responsible for examinations where books and calculators are permitted

must make arrangements to check these. (See previous sections on Book Details and Electronic Calculators).

Collection of Scripts by Examiners

Following each examination the scripts will be released for marking from the Examinations Centre (Commerce A Building). Scripts will be available half an hour after the completion of the examination, but it would be helpful if examiners could make arrangements to collect their scripts between the hours of 9.30am and 11.30am, or 2.30pm and 4.30pm on the half-day following the examination.

MARKING AND ASSESSING WRITTEN EXAMINATIONS

Marking the Scripts

Examiners should mark the scripts as promptly as possible. Where there is more than one examiner they should confer.

Scripts are available to students on application. Examiners must tick or otherwise indicate that they have read each page of a script, and, if possible, the final mark for each question should appear on the script and/or at the front of the script book.

Any comments on the script should not be designed, as with coursework, to provide advice or feedback to students, but should be limited to non-confidential aide-memoires for the examiner(s).

Interim marks and evaluative interchanges

with other examiners or assessors taking place before the final mark is settled must be held in confidence and not placed on the script itself.

Illegibility of Scripts

Candidates are warned that where an examination script is illegible, the examiner may award marks for only such parts of the script as are legible and may leave the illegible parts unmarked. Every effort must be made to complete the marking of a script; any parts that are unmarked because of illegibility must be clearly identified on the script by the examiner. It is possible, with the approval of the Academic Head, to invite a candidate to attend the University to read an illegible script to an examiner. In such cases a second member of the academic

staff is required to be present throughout the proceedings.

Assessing the Scripts

The assessor shall:

- 1 Receive from the examiner(s) such information as shall be considered necessary to inform him/her of the marking system to be used and such other information as he/she may require, or the examiner(s) may wish to submit;

and

- 2 Assess such scripts as are deemed necessary to ensure that adequate standards are maintained.

The Assessor is invited to report to the Academic Head on any issues that the assessment process appears to raise relating to the particular course or examination concerned.

Award of Marks and Grades

1 Pass Marks

A pass mark is 50% or over

2 Grades

There are ten pass grades and three fail grades as set out below

Grade Point Scale

A+ High first	9
A Clear first	8
A- Bare first	7
B+ High second	6
B Clear second	5
B- Bare second	4
C+ Sound pass	3
C Pass	2

C- Marginal Pass	1
Conceded Pass	1
D+ Marginal Fail	0
D Clear Fail	0
D- Poor Fail	0

The pass grades may have different numerical equivalents in different departments.

3 Scaling

Examiners and Academic Heads should keep records of the scaling or other means by which marks and final grades are determined for a subject or course.

4 Postgraduate Qualifications: Honours, Distinction, Merit

a The University has adopted a consistent standard across the University for the award of Honours in postgraduate Bachelors Honours and Masters degrees, and Distinction and Merit in Postgraduate Diplomas.

b The standard is:
First Class Honours: GPA of 7.0 or above

Second Class Honours (first division): GPA of 5.5 – 6.9

Second Class Honours (second division): GPA of 4.0 – 5.4

Distinction: GPA of 7.0 or above

Merit: GPA of 5.5 – 6.9

c Rounding is permitted to one decimal place in determining the overall GPA of a qualification (eg 5.46 may be rounded to 5.5; 5.75 may not be rounded to 6.0).

MARKING AND ASSESSING THESES, DISSERTATIONS OR OTHER RESEARCH PROJECTS

Marking

When marking any of these extended pieces of work the examiner shall state the grade recommended and shall prepare a brief written report. Examiners must provide reports independently of each other. Refer to page 4 for detailed information relating to pre-doctoral theses, dissertations and other research projects.

Assessing

The assessor shall prepare a brief written report which must include the grade that the assessor gives the work.

This report must be signed by the assessor. As it forms part of the evaluative material, the report shall be held in confidence.

The examiners and assessor must agree to the final grade for the research component.

All must attest to the same grade.

For more detailed information on these roles refer to the guidelines at www.postgrad.auckland.ac.nz

DISPUTES AMONG EXAMINERS, ASSESSORS, HEADS OF DEPARTMENT

Written Examination Papers and Pre - Doctoral Theses and Dissertations

1 Dispute among Examiners

In the event of a dispute among examiners, the matter should be discussed in the first instance with the assessor.

If no agreement is reached the matter should be discussed with the Academic Head.

If no agreement is then reached, the Academic Head shall call for written reports from the examiners and assessor, and shall state his/her own views in writing. All of these documents shall be made available to the Academic Head, the examiners and the assessor for the purpose of comment which may be asked for in written form.

In the event that no agreement can be reached between the Academic Head, the examiners and the assessor, the reports, statement and any comments thereon shall be forwarded by the Academic Head to the Chair of Education Committee.

2 Dispute with Academic Head

An Academic Head may, in pursuit of his/her duty of maintaining standards, wish to see examination scripts and results. If he/she sees reason to object, the matter should be discussed with the examiner(s) and assessor.

If no agreement is reached, the Academic Head shall call for written reports from the examiner(s) and assessor, and shall

state in writing his/her own grounds for objection. All of these documents shall be made available to the Academic Head, the examiner(s) and the assessor for the purpose of comment which may be asked for in written form.

In the event that no agreement can be reached between the Academic Head, the examiner(s) and the assessor, the reports, statements, and any comments thereon shall be forwarded by the Academic Head to the Chair of Education Committee.

3 Appointment of Referees

The Chair of Education Committee shall have power to appoint a referee who shall consider the script, dissertation or thesis and written reports, statements and comments, and such further information as he/she shall call for, or the Chair of Education Committee shall see fit to make available to him/her.

The referee shall determine the student's marks or results, which determination shall be final.

In appointing a referee, the Chair of Education Committee shall consult the Academic Head in so far as he/she deems necessary.

Where the Academic Head is involved in a dispute as an examiner or assessor, the Chair of Education Committee shall invite each party to submit the name of three possible referees, but shall not be bound to select any one from any of the lists submitted.

RESULTS

Submission of Final Grades

1 For a single course

- a For each class, enter a grade for each student.

- b Enter DNS in all instances if the student did not sit the exam.
- c DNC (Did Not Complete) is to be entered in the following

circumstances:

- where a student has gained more than 50% in a course but has not completed the approved compulsory coursework

or

- where a student has gained less than 50% in an internally assessed course because of the failure to complete coursework but the entry of a fail grade would inappropriately represent the reasons for failure or the level of achievement.

- d Where a student has applied for **aegrotat** or **compassionate** consideration, the result returned on the result sheet must be for the work actually submitted at the examination. If the student has been absent for any paper, the result sheet must record DNS even though the examiner may intend to recommend an aegrotat or compassionate grade.
- e Enter NA when the grade is not immediately available but expected at a later date. The final grade must be submitted as soon as possible.
- f The Examinations Office will enter NAX on nDeva when the script has been retained for misconduct investigation.

2 Return of Results

Results for classes with more than 5 students should be sent electronically in an approved format to the Examinations Office on a system approved by Student Administration. Instructions on presentation of results are available from departmental administrators or the Examinations Office. Results for classes of 5 students or less do not need to be sent electronically - a hard copy is sufficient. All electronically entered results must also be accompanied by a hard copy printout of the results together with a cover sheet which must be signed. For signature details see page 3. Each page of the results and the cover sheet must be signed by the examiner(s) and assessor (if applicable). Hard copies and disks must be labelled with the course code, class number and semester code.

3 Individually assessed results

Where undergraduate results are individually assessed, an SA-65 form is available at: www.auckland.ac.nz/examinations

4 Overall grade

An overall grade is determined by allocating the individual grades a value on the 0-9 grade point scale, calculating their average and translating it back to a grade. Overall grades may be sent to Examinations where applicable on the relevant SA-65 form.

5 Bachelors Honours and Postgraduate Diploma results

The class of honours for students completing Bachelors Honours degrees, and Distinction or Merit for students completing Postgraduate Diplomas should be returned to the Student Records Office on an SA-69 form available at: www.auckland.ac.nz/examinations

6 Final results for Masters degrees

- a Masters results which include theses, dissertations, projects and/or research portfolios should be submitted on an SA-512 form. This form consists of two parts:
Part A: appointment of examiners, etc.

Part B: recording of grades and class of honours.

Once both sections are completed, the form must be sent to the Masters Administration Officer, Graduate Centre.

Academic Heads should ensure that all sections of the form are completed.

Some notes:

- Enter the thesis, dissertation, etc, grade, P or F, overall grade for the degree and class of honours in appropriate sections
 - Obtain signatures of all the appointed examiners and assessors for the thesis or dissertation etc. (Alternatively, signed and graded Examiners' Reports may be attached to the SA-512)
- b Results for Masters degrees completed by courses only should be entered on an SA-512a form. Forms are available at:

www.auckland.ac.nz/
examinations.

Discrepancies

If a discrepancy is found in the schedule of students listed on the result sheets, corrections to the list (e.g. additions or deletions) should be made directly on the result sheets.

Signing

The result sheets must be signed by the Academic Head and the examiner or examiners nominated, with names clearly printed after the signatures.

If an assessor was appointed, the result sheets must also be signed by the assessor. If the assessor is appointed from overseas, the Academic Head may sign the sheet on receipt of the overseas assessor's written

assent and attach a copy of their report to the result sheet.

Delivery

Signed result sheets, when completed, shall be handed in to the Examinations Office, Room 144, The ClockTower.

Result sheets and disks must not be sent in the internal mail but must be hand delivered.

Changes to Results

Any changes to grades after the results sheets have been delivered to the Examinations Office are to be submitted on Form SA-58. The changes must be signed by the Academic Head and the examiners nominated to sign results for that paper.

Deadline Dates for Return of Result Sheets to Student Administration

Summer School	Tuesday 20 February
Semester 1	Thursday 5 July
Semester 2	Thursday 22 November
Quarter 1	Monday 2 April
Quarter 2	Tuesday 26 June
Quarter 3	Monday 17 September
Quarter 4	Monday 10 December

Earlier submission of results is encouraged. However, the date noted above is the **final deadline** for each semester.

CONCEDED PASSES

1 For the degrees of:

BA	BPE
BBIM	BPerfArts
BCom	BProp
BEd	BSc
BEd(Tchg)	BSocSci (Human Services)
BHSc	BSW
BMus	BTheol
BMusEd	

Conceded passes will be awarded by a meeting of the examiners for the faculty

concerned, provided that the Dean of the Faculty shall have the power to award where such power is authorised by the examiners, in accordance with the following provisions:

One course to a maximum value of 30 points may be conceded provided:

- (i) the concession will allow the student to complete the degree
- (ii) the course conceded is not counted towards a student's major requirement.
- (iii) the student obtained a grade of D+ in the course
- (iv) the result was achieved in the last two semesters of enrolment, one of which may be a summer school.

2 For the degree of LLB

Conceded passes will be awarded by a meeting of the examiners of the faculty, provided that the Dean of the Faculty has the power to award where such power is authorised by the examiners, in accordance with the following provisions:

- (i) one course to a maximum value of 20 points may be conceded
- (ii) the concession will allow the student to complete the degree
- (iii) the course is not one of the core law subjects prescribed by the New Zealand Council of Legal Education
- (iv) the student obtained a grade of D+ in the course
- (v) the result was achieved in the last two semesters of enrolment, one of which may be a summer school.

3 For the degrees of:

BArch	BOptom
BAS	BPlan
BE	BTech
BFA	BVA

Conceded passes will be awarded by a meeting of the examiners for the faculty concerned, provided that the Dean of the Faculty shall have the power to award where such power is authorised by the examiners, in accordance with the following provisions:

- (i) that by the award of a conceded pass the student will complete a Part or all courses enrolled for in that year

and

- (ii) a maximum of 20 points per part and a maximum of 20 points in any one academic year may be conceded

and

- (iii) that to be eligible for the award of a conceded pass in any course the student must have achieved a grade of D+ and an overall GPA of 2.5 or better in that year.

4 For the degree of BEd(TESOL)

Conceded passes will be awarded by a meeting of the Committee of BEd(TESOL) examiners, provided that the Dean of the Faculty has the power to award where such power is authorised by the examiners, in accordance with

the following provisions:

- (i) that by award of a conceded pass the student will complete that Part

and

- (ii) a maximum of 15 points in any one Part be conceded

and

- (iii) that to be eligible for the award of a conceded pass the student must have achieved a grade of D+ in that course (or courses) and an overall GPA of 2.5 or better in that Part.

Where a candidate has a fail grade of D+ in a course (or courses) and the examiners deem that the failure(s) may be redeemable by satisfactory completion of additional work, then a pass in that Part may be awarded under the following provisions:

- (iv) that the award of a grade for that course (or courses) be deferred until a prescribed course of additional study and/or examination be completed to the satisfaction of the examiners;

and

- (v) deferred results be limited to a maximum of 15 points in any Part;

and

- (vi) that to be eligible for a deferred result a student must achieve an overall GPA of 2.5 or better

and

- (vii) that the reassessed grade in that course (or courses) be no greater than a grade of C+.

5 Conjoint Degrees

For all conjoint degrees consideration for the award of conceded passes shall be in accordance with the provisions for the particular *component* degree as set out in clauses 1 to 3 of this section.

6 Medical and Health Sciences

a *For the degree of MBChB Parts II and III:*

Each Part must be passed as a whole.

Conceded passes will be awarded by a meeting of the Committee of MBChB examiners, provided that the Dean has the power to award

where such power is authorised by the examiners, in accordance with the following provisions:

- (i) that by award of a conceded pass the student will complete that Part

and

- (ii) a maximum of 20 points in any one Part be conceded

and

- (iii) that to be eligible for the award of a conceded pass the student must have achieved a grade of D+ in that course (or courses) and an overall GPA of 2.5 or better in that Part.

Where a candidate has a fail grade of D or D+ in a course (or courses) and the examiners deem that the failure(s) may be redeemable by satisfactory completion of additional work then a pass in that Part may be awarded under the following provisions:

- (iv) that the award of a grade for that course (or courses) be deferred until a prescribed course of additional study and/or examination be completed to the satisfaction of the examiners

and

- (v) deferred results be limited to a maximum of 30 points in any Part

and

- (vi) that to be eligible for a deferred result a student must achieve an overall GPA of 2.5 or better (including the grade of the deferred result)

and

- (vii) that the reassessed grade in that course (or courses) be no greater than a grade of C+.

b For the degree of MBChB Parts IV, V and VI:

Conceded passes in components of the Part will be awarded by a meeting of the MBChB examiners, provided that the Dean of the Faculty has the power to award where such power is authorised by the examiners, in accordance with

the following provisions:

Parts IV and V

Where a student has not achieved a pass in a particular component or components of a Part the examiners may:

- (i) withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the examiners

and/or

- (ii) grant a conceded pass for a single component of the Part.

If in the opinion of the examiners for MBChB a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that Part.

Part VI

Where a student has not achieved a pass in a particular component or components of this Part, the examiners may withhold the result and require a further period of assignment to a department. This will involve postponement of qualification. If in the opinion of the examiners for MBChB a particular weakness in a component or components is such that it cannot be, or has not been, addressed by the additional work, the student will fail that Part.

c For the degree of BNurs, Part I:

Conceded passes will be awarded by a meeting of the Committee of BNurs examiners, provided that the Dean of the Faculty has the power to award where such power is authorised by the examiners, in accordance with the following provisions:

- (i) that by award of a conceded pass the student will complete that Part

and

- (ii) a maximum of 30 points in the Part be conceded

and

- (iii) that to be eligible for the

award of a conceded pass the student must have achieved a grade of D+ in that course (or courses) and an overall GPA of 2.5 or better in the Part.

Where a candidate has a fail grade of D or D+ in a course (or courses) and the examiners deem that the failure(s) may be redeemable by satisfactory completion of additional work then a pass in that Part may be awarded under the following provisions:

- (iv) that the award of a grade for that course (or courses) be deferred until a prescribed course of additional study and/or examination be completed to the satisfaction of the examiners

and

- (v) deferred results be limited to a maximum of 30 points in any Part

and

- (vi) that to be eligible for a deferred result a student must achieve an overall GPA of 2.5 or better

and

- (vii) that the reassessed grade in that course (or courses) be no greater than a grade of C+.

d For the degree of BPharm:

Conceded passes will be awarded by a meeting of the Committee of BPharm examiners, provided that the Dean of the Faculty has the power to award where such power is authorised by the examiners, in accordance with the following provisions:

- (i) that by award of a conceded pass the student will complete that Part

and

- (ii) a maximum of 15 points in any one Part be conceded

and

- (iii) that to be eligible for the award of a conceded pass the student must have achieved a grade of D+ in that course (or courses) and an overall GPA

of 2.5 or better in that Part

- (iv) a maximum of two conceded passes are awarded for the degree.

Where a candidate has a fail grade of D or D+ in a course (or courses) and the examiners deem that the failure(s) may be redeemable by satisfactory completion of additional work then a pass in that Part may be awarded under the following provisions:

- (v) that the award of a grade for that course (or courses) be deferred until a prescribed course of additional study and/or examination be completed to the satisfaction of the examiners

and

- (vi) deferred results be limited to a maximum of 30 points in any Part

and

- (vii) that to be eligible for a deferred result a student must achieve an overall GPA of 2.5 or better

and

- (viii) that the reassessed grade in that course (or courses) be no greater than a grade of C+.

7 Undergraduate Diplomas

For all undergraduate diplomas comprising 240 points or more a conceded pass may be awarded by a meeting of the Examiners for the Faculty concerned, provided that the Dean of Faculty has power to award where such power is authorized by the Examiners, in accordance with the following provisions.

One course to a maximum value of 20 points may be conceded provided:

- (i) that the conceded pass may only be awarded where it would permit the student to complete his/her diploma.
- (ii) that the student has obtained a grade of D+ in that course.

DEFERRED RESULTS BACHELOR OF OPTOMETRY

Where a weakness occurs in the clinical practice component in certain double semester Stage III and IV courses, the result of the course or courses will be deferred.

In these circumstances, the candidate will be required to complete additional work to the satisfaction of the examiners. The work will be examined in the following February.

DOCTOR OF CLINICAL PSYCHOLOGY

A student who fails any year of the course may be declined permission to enrol again in that year of the course or in the course as a whole. Where such action is contemplated, the Academic Head will establish a Review Panel to review the student's results, any matters raised in relation to their clinical performance and any submissions the student may wish to make. The Review Panel will take into account the course requirements and admission requirements for the next year. The Review Panel will normally consist of:

- (a) the Director, Professional Psychology Unit
- and*
- (b) a suitably experienced Department of Psychology staff member not from the Professional Psychology Unit
- and*
- (c) a member of the Advisory Committee

to the Clinical Psychology Programme (who is by definition a senior practitioner in the field).

The Review Panel shall submit to the Academic Head its recommendation and state the reasons for that recommendation. The Academic Head shall give the student the opportunity to make a submission on both the recommendation and the reasons for that recommendation.

The Academic Head will consider the recommendation of the Review Panel, and will then make a recommendation to the Dean of the Faculty. If the student is declined permission to enrol again, the Academic Head shall provide the student with written reasons for that decision. In the case where the Academic Head recommends the course or part of the course should be repeated, the recommendation to the Dean will set down the requirements to be satisfied.

AEGROTAT AND COMPASSIONATE CONSIDERATION

The regulations are set out in the Examination Regulations in the 2007 Calendar. These notes should be read in conjunction with those regulations.

Scope

The regulations apply to work which counts towards the final result for a course and is performed under examination conditions at a specified place and time, with the exception of Music Performance.

The categories to be considered are:

- 1 Final Written Examinations
- 2 Formal Practical or Oral Examinations
- 3 Final submissions in the practical and studio work in the Faculty of Creative Arts and Industries

4 Written Tests

Advice to Students

Students should be advised to enquire about aegrotat or compassionate consideration if temporary illness or injury, or exceptional circumstances beyond their control, have prevented them from sitting an examination, or seriously impaired their examination preparation or their examination performance. They should contact the Examinations Office or the Health and Counselling Service for application forms and advice. The requirements are stringent, and it is essential that students follow the correct procedures which are fully explained on the forms and in the Examination Instructions mailed to every candidate before each examination period.

Sitting Examinations

Students should be encouraged to sit examinations if at all possible. Medical or other evidence must establish that a student is physically or mentally incapable of sitting an examination. It is not sufficient for the student to be unwell, or to be faced with trying circumstances. Even if a student is advised by their lecturer or doctor not to sit, the University's medical or counselling advisers will not approve a DNS unless the evidence justifies it.

Students with disabilities or temporary conditions affecting their ability to sit examinations under normal conditions can apply to sit under special conditions e.g. extra time, a writer, special equipment, separate room. (See page 8, SPECIAL EXAMINATION CONDITIONS.)

Method of Application

1 Aegrotat consideration (temporary illness or injury)

Students should complete the application form and see a registered medical doctor on the day of the examination, while they are unwell, so that an accurate diagnosis can be made for the medical certificate. If preparation for the examination is impaired, see a registered medical doctor within the fortnight before the examination.

2 Compassionate consideration (other exceptional circumstances)

Students should complete the application form and see a counsellor at the University Health and Counselling Service on the day of the examination, so that the counsellor can assess the circumstances. If preparation for the examination is impaired, see a counsellor within the fortnight before the examination.

3 Application deadlines

Completed application forms must be returned to the University Health and Counselling Service no later than one week after the examination. If more than one examination is affected, the closing date is one week after the last examination affected. **Students must not wait for provisional examination results before submitting their application.**

Processing Applications

1 Applications are assessed by the

medical or counselling advisers to the University who consider the medical or compassionate evidence and certify whether or not it supports the application. The applications and the confidential reports submitted by the medical doctor or counsellor are sent to the Examinations Office. If the evidence is in order, an academic recommendation form is sent to the appropriate Academic Head. Medical and compassionate evidence remains with the University Health and Counselling Service.

Where the medical or compassionate evidence does not support the application, an academic recommendation is not requested.

- 2 The Academic Head is asked to provide details of coursework for the course, and examination marks if applicable, and then to make a recommendation based on the criteria for aegrotat and compassionate grades set out on the recommendation form. The options include no recommendation.
- 3 Academic recommendation forms are confidential and details may not be given to students. They should be completed and returned to the Examinations Office by the dates shown below, so that recommendations can be considered by the Senate and students can be advised in time to complete selection and enrolment processes for the next semester.

Grades recommended as a result of an application should not be submitted in the normal return of results process.

Deadline dates for academic recommendation forms

Summer School	Fri 23 February
Semester 1	Fri 13 July
Semester 2	Fri 30 November

Forms should be returned to the Examinations Office as soon as possible, but no later than these dates.

Academic Requirements for Aegrotat and Compassionate Grades

- 1 To recommend an aegrotat or compassionate grade, the Academic Head must be able to certify that:

a) the student's coursework in the course was well above the minimum pass standard

and

b) for a student who sat the examination, the mark attained in the examination was lower than expected taking into account the student's coursework in the course.

and

c) the student is clearly worthy of a pass in the paper.

2 If a recommendation is required for a course with no coursework, the Academic Head may take into account the coursework and examination performance in any other courses for the same degree (where this is available to them).

3 Instead of recommending an aegrotat or compassionate grade, the Academic Head may recommend that the student take another examination which may be oral or written. Exceptional circumstances must apply, and these should be specified on the academic recommendation form, together with the reasons for the recommendation.

4 All recommendations are referred to the Senate representative who also takes into account the medical and counselling advisers' assessment of the evidence, and may take into account the student's work in other courses before making a final decision and awarding a grade (which may differ from that recommended).

5 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.

Note: Applies to qualifications in which a student first enrolled in 2007 or later.

Notification of Result

1 Students will be advised in writing of the result of their application in all cases, whether or not an aegrotat or compassionate grade is approved.

2 Departments will be advised only in those cases where the Senate representative approves a different grade to that recommended by the department, or the application is declined. Where the academic recommendation is approved

by the Senate representative, no advice is required.

Reconsideration

A candidate may make an application in writing for reconsideration to the Director, Student Administration, following the decision of the Senate. An application must be made within four weeks of receiving notice of the decision and must contain further evidence to support the application.

Reconsideration of medical evidence may be referred to an independent medical referee.

Performance

Performance and Clinical Examinations do not qualify for aegrotat or compassionate considerations. Students who, because of temporary illness or injury or exceptional circumstances beyond their control, are unable to sit their examination on the date scheduled, may apply to the Academic Head or Programme Co-ordinator for deferment of that examination.

The Academic Head or Programme Co-ordinator may grant a deferment for a period which should not extend beyond 01 March of the following year. In exceptional circumstances, approval may be given by the Dean on recommendation from the Academic Head or Programme Co-ordinator, to extend this period. If, at this time, the student is unable to undertake the examination, a fail grade of "Did Not Sit" should be recorded.

Written Tests

A modified version of the examination procedures for aegrotat and compassionate consideration applies to written tests which count towards the final result for a course.

1 Students who have been prevented from sitting a test or who consider that their performance in a test has been seriously impaired, by temporary illness or injury or exceptional circumstances beyond their control, should contact the Examinations Office or the Health and Counselling Service for application forms and advice.

2 Students should be encouraged to sit the test if at all possible. Medical or other evidence must be sufficient to make it clear that the student was unable to attend or the test performance was seriously impaired.

- 3 Students must submit the application form and evidence within 7 days after the date of the test.
- 4 Applications are assessed by the medical or counselling advisers to the University who consider the evidence and certify whether or not it supports the application.
If the evidence is in order, the application form is sent to the appropriate Academic Head. This does not include the assessed medical or other evidence, which is held by the University Health and Counselling Service.
If the evidence is not in order, the Examinations Office will notify the student, and send a copy of the letter to the appropriate Academic Head.
- 5 The Academic Head considers the application by taking into account the medical and counselling advisers' assessment of the evidence, and

approving one of the options set out on the form. These are specified in the Examination Regulations as permission to:

- a sit another written test
or
- b receive a mark for the test based on the average of marks awarded for other coursework
or
- c take a viva voce examination
or
- d have the percentage of marks allocated to the test reallocated to the examination.

The options on the form include no change, which may be appropriate for a student who sits the test but obtains a mark in line with other coursework.

- 6 The student should be advised of the decision within 21 days of the test.

MISSED EXAMINATIONS

The regulations are set out in the Examination Regulations of the 2007 Calendar.

- 1 A student who misses an examination by arriving at the wrong time (either too late for admission to the examination room, or for the wrong session) cannot sit that examination at another time, unless it is for a Masters, Bachelors Honours degree or Postgraduate Diploma, or Postgraduate Certificate.
- 2 Students enrolled for a Masters, Bachelors Honours, Postgraduate Certificate or Diploma or Postgraduate Certificate, who arrive at the wrong time must go immediately to the Examinations Office where, if possible, special arrangements will be made for

them to sit the examination without any undertaking or commitment that the script will be marked, i.e. Senate will decide at a later date whether or not the script is to be accepted.

- 3 All other students should go to the Examinations Office and complete an application for Special Pass consideration, which is then forwarded to the appropriate Academic Head who is asked to provide coursework marks and to make a recommendation.
- 4 The recommendation is referred to the Senate representative who has discretionary powers to approve a pass if the student is of at least B+ calibre in the course, or in that subject, or a particular element of hardship exists.

ANNOUNCEMENT AND PUBLICATION

Results are confidential until released by the University. Provisional and confirmed results are available on-line. Result notices are not mailed unless requested by students. Requests can be made on-line at enrolment or during the academic year.

Where a grade has been lowered after the

result has been confirmed by mail, the department must advise both the student and the Examinations Office in writing.

Masters

Each student's result notification will show the individual grades for courses and thesis, the overall grade and the class of honours.

Bachelors Honours, Postgraduate Diplomas and Postgraduate Certificates

Result notification will show the individual grades for the courses and the class of Honours, Distinction or Merit where applicable.

RECOUNT OF MARKS

By making application not later than seven weeks after the last day of the examination period, any student sitting an examination may have the marks awarded for their script recounted.

The fee for such a recount shall be as prescribed in the Fees Regulations.

A recount of marks covers a careful

rechecking of the marks recorded by the examiner and ensures that no answer or any portion of an answer submitted by a student has been overlooked. No information pertaining to the application will be placed before the examiner.

Students may apply for a recount of marks for written examination papers only.

AVAILABILITY OF EXAMINATION SCRIPTS

By making application during the three month period from the date of the examination a student may apply for a photocopy of his or her final examination script(s) provided the result for that examination has been officially returned to the Examinations Office and entered on the student's record.

- 2 Applications will be received through the ClockTower Student Information Centre and the application forms will be forwarded to the department concerned for processing.
- 3 If it is found that a question or section has not been marked, or there are other errors of a similar nature, the Academic Head should notify the Examinations

Office of the amended grade stating the reason for the change. The student will then be advised and forwarded an amended results notice.

- 4 Students are not permitted to seek a remarking of the script. If it has been fully marked, the examiner's judgement must stand. If a student seeks advice in respect of the script, that advice must not cover detailed discussion with the examiners of particular answers. Broad guidance may, however, be given on the general thrust of the script or on examination technique by the Academic Head or by an examiner specified by the Academic Head.

STORAGE AND DISPOSAL OF EXAMINATION MATERIAL

Examiners may keep the scripts for written examinations only for the minimum time required for marking. They must then hand the scripts over to the department/faculty where they shall be retained in secure storage until at least four months after the examinations. In the case of examinations

in Fine Arts, Testimonials of Study need not be so preserved. In the case of a Masters student, scripts should be retained until six months after the assessment has been completed for any thesis, dissertation, or research project required.

EXAMINERS' REPORTS - THESES

Examiners' reports, such as those used to grade doctoral and masters' theses, are supplied to the University by the examiners on a confidential basis. The University promises examiners that, subject to the provisions of the Privacy Act 1993, their identity and reports will be held in confidence.

It is necessary, amongst other reasons, to keep this information confidential to:

- 1 Encourage the frank expression of views amongst examiners.
- 2 Enhance academic freedom.
- 3 Encourage appropriately qualified persons to act as examiners, as some persons have indicated an unwillingness to act as examiners if the reports are not kept confidential.
- 4 Avoid presenting a misleading, inaccurate or incomplete picture where, for example, the views of one examiner do not reflect the collective assessment of all the examiners.

The University recognises, however, that

students will often be anxious to find out the reasons for the thesis grade and in those circumstances a request for information will be considered on a case by case basis. Upon request by a student, the relevant Academic Head or his or her nominee will prepare on behalf of the University and provide to the student a statement of reasons for the decisions. If all the examiners and the assessor agree to waive the confidentiality of their reports, the University will consider releasing the examiners' reports, with, or without, deletions. As the assessment is a collective decision of the examiners and the University, the University reports will not normally be released if, for example, not all the examiners have waived the promise of confidentiality.

Examiners' reports and/or grade recommendations should not be discussed with students until the examination process is completed. Students may be provided with examiners' and assessors' reports only if all examiners and assessors have waived the right to confidentiality as set out above.