

**Examinations Office**

# **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 and Assessors and Examination Details	<u>07 Dec (2011 for 2012)</u>	<u>17 Feb</u>	<u>13 Jul</u>	<u>09 Dec (2011 for 2012)</u>	<u>16 Mar</u>	<u>29 Jun</u>	<u>14 Sep</u>
Question Paper Submission:							
Papers in Week 1 (Thu–Sat)	<u>02 Feb</u>	<u>14 May</u>	<u>01 Oct</u>				
Papers in Week 2 (Mon–Sat)		<u>21 May</u>	<u>08 Oct</u>				
Papers in Week 3 (Mon–Mon)		<u>28 May</u>	<u>15 Oct</u>				
Quarters				<u>21 Mar</u>	<u>13 Jun</u>	<u>25 Aug</u>	<u>29 Nov</u>
Examinations begin	<u>13 Feb</u>	<u>07 Jun</u>	<u>25 Oct</u>	<u>31 Mar</u>	<u>23 Jun</u>	<u>15 Sept</u>	<u>08 Dec</u>
Examinations end	<u>15 Feb</u>	<u>25 Jun</u>	<u>12 Nov</u>				
Final deadline for results submission	<u>21 Feb</u>	<u>05 Jul</u>	<u>22 Nov</u>	<u>11 Apr</u>	<u>02 Jul</u>	<u>24 Sep</u>	<u>17 Dec</u>

## Examination staff contacts – City Campus

Graeme Roberts	Examinations Manager	89644
Robin Bruce	Examinations Deputy Manager	87328
<u>tba</u>	Aegrotats/Missed Examinations/ Examination Papers/Results	87557
Martin Wilson	Examination Timetable/Supervisors	87749
<u>Rashmi Vinod</u>	Examination Timetable/Supervisors	81373
Kitty Huang	Examination Papers/Results	81406
<u>Jane Hay</u>	Examination Papers/Results	81403
Chip McKenzie	Out of Centre/Out of Time Examinations	87176
<u>Sarah Jones</u>	Examinations under Special Conditions	81405

## Examination Centres during the examinations

City Campus	Enquiries	87737
Epsom Campus	Judy Hand	48209
Manukau Campus	Enquiries	87176
Tai Tokerau Campus	Enquiries	87176
Tāmaki Campus	Derrick McKee	87581/2

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# 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.

# Coursework

## Procedure

Coursework may be allocated a percentage of the marks awarded for the course, the remainder

**All approved coursework and examination details must be forwarded to the Examinations Office by the following dates:**

<u>Summer School</u>	<u>07 December (2011 for 2012)</u>
<u>Semester 1</u>	<u>17 February</u>
<u>Semester 2</u>	<u>13 July</u>
<u>Quarter 1</u>	<u>09 December (2011 for 2012)</u>
<u>Quarter 2</u>	<u>16 March</u>
<u>Quarter 3</u>	<u>29 June</u>
<u>Quarter 4</u>	<u>14 September</u>
<u>Summer School</u>	<u>14 December (2012 for 2013)</u>

## Notification

Assessment requirements and other course information should be notified to students in course outlines which are signed off by course directors and forwarded to Academic Heads.

## 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 examination scripts.

## 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.

being allocated to the written examination. These allocations are the subject of:

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

## Guidelines

Education Committee has established the following guidelines for coursework:

### 1 Stage I Courses

Credit for coursework should not exceed 50 percent.

### 2 Group Projects

a Group projects may contribute to the final coursework percentage awarded in a course.

- b Assessment should be based on a combination of a group mark for the completed work and an individual mark for contribution to the process. The individual mark may come from peer or peer-moderated self-assessment.
- c Assessment criteria should be established and cover both the output of the group project and the process by which it is produced, including the contribution of individuals.
- d Each group working on a project should be of a limited size and not normally 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, eg, 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.

### **The use of Māori for assessment purposes**

The University endorses the right of its students with an appropriate level of language fluency to use Te Reo Māori in course assessments, both for coursework and examinations. It ensures that competent staff are available to assess work submitted either fully or partially in Te Reo

Māori. Ideally such staff are competent in both Te Reo and the subject matter of the course.

For courses taught in Te Reo Māori coursework and examinations will be assessed in Te Reo Māori.

A student may not use Te Reo Māori for coursework or examinations where:

- 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
- where knowledge and understanding in the English language is central to the objectives of all or part of the course.

Where courses are not taught in Te Reo Māori, students who intend to present all or part of an examination or coursework in Te Reo Māori are required to give notice in writing to the course coordinator (or appropriate person) in the relevant Faculty or Department. This notice is intended to allow the University time to make suitable arrangements for marking including translation and external assessment. This notice should be given within the first week of the semester or the first week of the quarter in which the course is being taught. If inadequate notice is given, assessment tasks presented in Māori will still be marked. However, processing may be delayed and the opportunity to have the writing marked in Te Reo Māori may be reduced.

The University will endeavour to make the results of an examination or coursework presented in Te Reo Māori available to the candidate within the ordinary timeframe. However, students should be aware that owing to the process of translation delays in returning coursework may occur.

In the event that a suitable person is not available to assess the work in Te Reo Māori a certified translator will be recommended by the Māori Language Advisory Group in consultation with the Office of Pro Vice-Chancellor (Māori). It is the intent of the University that a translator be used only when reasonable efforts to find a

competent examiner or co-examiner capable of assessing the work have been exhausted. The translator may seek clarification from the examiner or course coordinator if ambiguities occur in the script but he/she must not correct errors in the original script or make any embellishments.

If the coursework and/or examination script are to be externally assessed, the external institution undertaking the assessment will be requested to indicate whether an assessor is available to assess the work in Te Reo Māori. If not, a translation will be sought as above.

The student's use of language shall not be improved in the process of translation by the correction of errors or improvement of sentence structure.

It may be necessary for students to provide a glossary of technical terms to assist the translator. They will be required to prepare this in advance in consultation with their examiner. Te Reo Māori may be used in an oral assessment only when all key participants have the appropriate fluency in Te Reo.

Presentation of the PhD in Te Reo Māori is governed by the Statute for the Degree of Doctor of Philosophy.

A Māori Language Advisory Group, a sub-committee of the Rūnanga, will advise on the appropriate usage of Te Reo Māori within the University.

## **Management**

### **1 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

percent 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.

### **2 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 pre-examination Study Break.

### **3 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.

### **4 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.

### **5 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.

### **6 Privacy**

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

# Academic roles in courses and examinations

In recommending the appointment of course directors, examiners and assessors, Academic Heads are to consult as appropriate within their departments. The nominations of directors,

examiners and assessors are then approved by the Dean or nominee. Academic Heads will be informed of any recommendation that is not approved.

## Academic roles:

**Course Director** The person responsible for:

- Overseeing course design (sequencing and prioritisation of content)
- Ensuring new research findings and methods are included in the course
- Determining appropriate resource provision (readings, texts etc)
- Designing the assessment process
- Ensuring that the course outline is signed off and forwarded to the Academic Head
- Acting as (one of) the examiner(s) for the course (as specified below)
- Leading examiners meetings
- Leading the process of course review.

**Course Coordinator** The person responsible for organisational and administrative activities relating to the course, for example, maintaining records of marks and grades, assisting with preparation and distribution of course materials. The course coordinator may also assist with delivering teaching and marking student work.

In many cases the course director may also be the course coordinator. Where course coordinators teach under supervision, they report to a Course Director appointed by the Academic Head.

**Examiners** The people primarily responsible for the setting and marking of assessed work (including examinations) and the determination of grades. Examiners are normally appointed from within the University but there may be courses for which external examiners are required. Staff teaching under supervision may not be examiners.

**Assessors** The people appointed to assist with maintaining adequate standards at all stages of the examining process, including the setting of an appropriate and accurate examination paper (not appointed examiners). Staff teaching under supervision may not be assessors.

- **Assessors for undergraduate courses** may be appointed from within the University or from outside it.
- **Assessors for Bachelors Honours, Postgraduate Diploma and Certificate, and Masters courses** should normally be external to the University, but there may be instances where internal appointments are necessary because of expertise in the field or where the course is subject to a process of external moderation.

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.

Where Bachelors Honours, Postgraduate Diploma or Certificate, or Masters courses are subject to a specified regular process of external moderation, assessors may be appointed from within the University. An assessor should be appointed for any course which has only one examiner.



<b>Examination Paper Checker</b>	The course director, examiner(s) or assessor(s) checks that the examination paper is correct for printing and signs to confirm this on the stationery form and the back of the final page of the examination paper. The stationery form is to be countersigned by the Academic Head.
<b>Result Sheet Signers</b>	The Academic Head (Cover sheet only) plus <ul style="list-style-type: none"> <li>• the course director and one examiner, or,</li> <li>• where an assessor is appointed, the assessor and the course director.</li> </ul>
<b>Moderator</b>	Moderation requires the formal appointment of a moderator external to the University who will undertake, for all or some postgraduate courses taught by an academic unit, a review of the content and grading of examination papers and/or (a sample of) other assessed work. The moderator shall report to the Academic Head as to the appropriateness of the examination and grading given course content and recognised academic standards. Moderation should take place on a one or two year cycle.  External moderators are not required to sign results sheets for any individual course or examination period.

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.

Examiners, assessors and moderators appointed from within the university system are not paid a fee.

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

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

<b>All nominations must be forwarded to Examinations Office by:</b>	
Summer School	07 December (2011 for 2012)
Semester 1	17 February
Semester 2	13 July
Quarter 1	09 December (2011 for 2012)
Quarter 2	16 March
Quarter 3	29 June
Quarter 4	14 September
Summer School	14 December (2012 for 2013)

## Music performance examinations

### Undergraduate

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

- 1 A member of the School of Music staff, normally the Head of School or nominee, who shall act as a moderator for all examinations within any one semester. Where the number of students is high, it may be necessary to divide one semester's examination entry into two groups and to appoint two moderators.

- 2 Another member of the School of Music staff, or if necessary or appropriate, an external examiner of recognised standing in the instrument.

The teacher will be in attendance to act as adviser to the examiners but will not participate in the decision-making process.

Part 1 and 2 performance examinations are not open to the public. Part 3 performance examinations are to be held as public recitals.



## **Postgraduate**

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

- 1 A member of the School of Music staff, normally the Head of School or nominee, who shall act as a moderator for all examinations within any one semester. Where the number of students is high, it may be necessary to divide one semester's examination entry into two groups and to appoint two moderators.

- 2 A specialist in the instrumental or vocal area being examined from within the School, or from outside where necessary. This may not be the teacher of the candidate.
- 3 An external examiner with broad experience of tertiary performance examining, and, if possible with direct expertise in the instrumental or vocal area being examined.

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

## **Examiners and assessors for theses, dissertations, research portfolios and projects**

These instructions apply to theses, dissertations, research portfolios and projects, excluding theses for the Degree of Doctor of Philosophy, named and higher doctorates. The examination regulations for doctoral theses are contained in the degree regulations in the University Calendar and in the Guidelines for examiners available at: [www.postgrad.auckland.ac.nz](http://www.postgrad.auckland.ac.nz)

Examiners and assessors for theses, dissertations, research portfolios and projects are appointed on the recommendation of the Academic Head and approved by the Dean or nominee in the relevant faculty.

Academic Heads should note that an examiner is required to make an independent assessment of the piece of work and to provide a written report substantiating the recommended grade and/or mark. Where two examiners are required, reports are independently produced and the examiners must not confer as to their recommendations. An assessor is required to assess the piece of work in light of the prior examiner(s') report(s) and to provide a commentary on the validity of the recommended result.

For further information on the responsibilities of examiners and assessors, refer to the section on examining and assessing theses, dissertations and other research projects on p12.

Examiners and assessors are nominated as follows:

- 1 For theses or research portfolios with a value of 90 points or more
  - Two examiners (one of whom may be the Supervisor or Co-supervisor).
  - One assessor (who may not be the Supervisor or Co-supervisor).
  - One of the examiners or assessor must be from outside The University of Auckland, must not hold an honorary position at The University of Auckland, and must not have been part of the supervisory team.
- 2 For dissertations or research projects with a value of between 30 and 80 points
  - One examiner (who may be the Supervisor or Co-supervisor).
  - One assessor (who may not be the Supervisor or Co-supervisor).
  - Either the examiner or assessor should normally be appointed from outside The University of Auckland.

Appointment recommendations should be approved by the Dean or nominee on form GC-512, Part A, before theses etc are marked. Form GC-512 is available from departmental administrators or at: [www.staff.auckland.ac.nz/forms](http://www.staff.auckland.ac.nz/forms)

### **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 Universities New Zealand 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

Instructions regarding the layout, guidelines and the examination paper template may be obtained from

[www.auckland.ac.nz/examinations](http://www.auckland.ac.nz/examinations)

## Deadlines for submission of question papers

The examination period for semesters 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.

Deadlines for receipt of 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	21 Mar		
Quarter 2	13 Jun		
Quarter 3	25 Aug		
Quarter 4	29 Nov		

## Format

The standard format for a written examination is:

- A three-hour examination plus ten minutes for perusal, or a two hour examination plus ten 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 email 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 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 – RB, HB, UB

**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 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 available online but to every student before each examination period.

Deadlines for receipt of book details by the Examinations Office are:	
Summer School	Fri <u>30</u> Jan
Semester 1	Thu <u>5</u> Apr
Semester 2	Thu <u>24</u> Aug

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

#### a Calculators are permitted – CP

Candidates are permitted to use any calculator which satisfies the general conditions.

-

#### b 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).

#### c 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 may only 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 the AS-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: University Health Services or the Student Learning Centre.

### Out of time and out of centre examinations

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

# 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. 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. Examiners must present their University of Auckland staff ID card.

# 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 be 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 percent or over



## 2 Grades

There are ten pass grades and three fail grades:

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 allocated percentages in different departments.

## 3 Ungraded Pass/Fail Results

After application to the Education Committee, a course may be approved to carry an ungraded pass/fail result provided it meets the following criteria:

- a The course involves a substantial amount of practical work (a minimum of 60 percent). The work will usually be carried out over a period of time in which the student is expected to acquire knowledge, understanding and skills to a required standard. A fail indicates that

the student's performance is below the minimum level of competence.

or

- b The course is a required part of a programme but carries no points.

**Note:** Ungraded passes do not carry a grade point and are not included in Grade Point Average calculations.

## 4 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.

## 5 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).

# Examining and assessing theses, dissertations, research portfolios and projects

## Examining

Each examiner will provide a recommended grade and/or mark accompanied by a full report that includes the reasons for the recommended grade. For examinations that require two examiners, the reports must be written independently and there should be no contact between the examiners, including discussion to produce agreement on a final grade. The

only exception is in cases of disputed results. In cases of disputed results, contact between the examiners will be initiated by the Academic Head, as detailed below.

## Assessing

Once completed, both examiners' reports (if there are more than one) and a copy of the work under examination will be sent to the assessor.

The assessor will provide a report outlining the major agreements and differences between the two examiners' reports, and assessing the relevance of those to the work examined. In the case of a single examiner's report, the assessor will comment on the validity of the recommended result. The assessor may recommend a grade for the work, but, in cases where examiners have recommended different grades, the assessor must not contact the examiners to negotiate an agreed grade.

### **Postgraduate Committee**

After receiving the reports and recommended grades from the required examiners and assessor, the School or Department Postgraduate Committee will recommend a final

## **Disputed results**

### **Theses, Dissertations, Research Portfolios and Projects**

In cases where the Academic Head is unable to determine a final grade due to differences in the reports of the examiner(s) and assessor that are unable to be resolved by the Postgraduate Committee, the Academic Head should contact the examiner(s) and assessor to seek an agreement on a grade to be awarded. If it is still not possible to determine a final result following this discussion, all material relating to the examination should be forwarded to the Dean of Graduate Studies. This material should be accompanied by a report written by the Academic Head outlining differences with or within the Postgraduate Committee that made it impossible to determine a final result.

The Dean of Graduate Studies has the power to appoint an external referee, in consultation with the Academic Head where necessary, who will consider the work under examination and the previous examination and assessor's reports and any other information they feel is necessary. The external referee will provide a report on the work under examination and the examination process, and recommend a grade for the work. This grade will be the final result.

grade for the work examined to the Academic Head. The Postgraduate Committee should be chaired by someone other than the Academic Head, and supervisors, examiners and assessors of the work should not participate in the discussion. The recommended grade should be based on all examination and assessor reports.

### **Final Result**

The determination of the final result is normally the responsibility of the Academic Head as a result of the recommendation from the Chair of the Postgraduate Committee. In cases where the Academic Head is a supervisor or examiner of the work, the final result should be approved by the Chair of the Postgraduate Committee.

In any cases of disputed results where the Academic Head is a supervisor, examiner or assessor of the work, the Chair of the Postgraduate Committee will fulfil the duties in their place.

### **All written examination papers, and coursework subject to formal assessment**

The following instructions apply to all written examinations, and to coursework in undergraduate and postgraduate taught courses that is subject to formal assessment.

#### **1 Disputes among examiners and/or assessors**

In the event of a dispute among examiners or examiners and assessors which cannot be resolved among themselves, the matter should be referred to the Academic Head for resolution in negotiation with the examiner(s) and assessor(s).

All documents relating to the examination and assessment and to the dispute shall be made available to the Academic Head. The Academic Head may call for further written reports from the examiner(s) and any assessor(s), in such a case making all prior



documentation relating to the examination and assessment and to the dispute available to each examiner and assessor. The Academic Head, having considered all the documentation, shall provide a written report to all parties setting out his/her findings and proposing a resolution. All parties must agree to this resolution in writing before it can be adopted.

In the event that no agreement can be reached among the Academic Head, the examiners and any assessor, all documentation relating to the examination, assessment and dispute, shall be referred by the Academic Head to the Dean of Faculty. The Dean of the Faculty or the Dean's nominee will, after reviewing the documentation and making any other enquiries he/she considers necessary and appropriate, propose a resolution in writing to all parties. All parties must agree to this proposal in writing before it can be adopted.

## **2 Disputes where an Academic Head is an examiner or assessor**

In cases where the Academic Head is an examiner or assessor, the Dean of the Faculty or nominee shall act as the Academic Head. If the Dean or the Dean's nominee is unable to resolve the dispute, the matter will be referred to a referee as under 4.

## **3 Dispute with the Academic Head**

An Academic Head may, in pursuit of his/her duty of maintaining standards, review examination scripts and results. If he/she sees reason to object, the matter should

be discussed with the examiner(s) and assessor(s).

If no agreement is reached, the Academic Head shall call for written reports from the examiner(s) and assessor(s), and shall state in writing his/her own grounds for objection. All of these documents shall be made available to the examiner(s) and assessor(s) for the purpose of further comment which must be in writing.

In the event that no agreement can be reached among the Academic Head, the examiner(s) and any assessor(s), all documentation relating to the examination, assessment and dispute shall be referred by the Academic Head to the Dean of Faculty. The Dean of the Faculty or the Dean's nominee will, after reviewing the documentation and making any other enquiries he/she considers necessary and appropriate, propose a resolution in writing to all parties. All parties must agree to this proposal in writing before it can be adopted.

## **4 Referee**

In any of the above cases, where there is still no agreement, the Dean shall refer the matter and all documentation to the Chair of Education Committee who shall act as referee or appoint an appropriate independent academic as a referee to consider the script or scripts and documentation and such further information as he/she shall call for.

The referee shall determine the marks or results to be awarded. This determination shall be final.

# **Results**

## **Submission of final grades**

### **1 For a single course**

- a For each class, enter a grade for each student.
- b Enter NA when the grade is not immediately available but expected at

a later date. The final grade must be submitted within the deadlines for results submission (see p16).

- c Enter DNS in all instances if the student did not sit the exam.

- d DNC (Did Not Complete) is to be entered in the following circumstances:
- where a student has gained more than 50 percent in a course but has not completed the approved compulsory coursework
- or
- where a student has gained less than 50 percent 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.
- e 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.
- f The Examinations Office will enter NAX on the student record when the script has been retained for misconduct investigation.

## 2 Return of results

Results for classes with more than five students should be sent electronically in an approved format to the Examinations Office via Cecil. Instructions on presentation of results are available from departmental administrators or the Examinations Office. Results for classes of five 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 p4. Each page of the results and the cover sheet must be signed by the examiner(s) and assessor (if applicable).

## 3 Individually assessed results

Where undergraduate results are individually

assessed, an AS-65 form is available at: [www.staff.auckland.ac.nz/forms](http://www.staff.auckland.ac.nz/forms)

## 4 Undergraduate Bachelors Honours results

The class of honours for students completing Bachelors Honours undergraduate degrees should be returned to the Records, Enrolment and Fees Office on an AS-69 form available at: [www.staff.auckland.ac.nz/forms](http://www.staff.auckland.ac.nz/forms)

## 5 Final results for Masters degrees

a Masters results which include theses, dissertations, research portfolios and/or research projects should be submitted on an GC-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.

### 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 GC-512).

b Results for Masters degrees completed by courses only should be entered on an GC-512a form. Forms are available at: [www.staff.auckland.ac.nz/forms](http://www.staff.auckland.ac.nz/forms)

## Discrepancies

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

## Signing

Every result sheet page must be signed by

the examiner or examiners nominated, with names clearly printed after the signatures. The Academic Head should sign the cover sheet only.

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 Clock Tower.

**Result sheets 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 AS-58. The changes must be signed by the Academic Head and the examiners nominated to sign results for that course.

### **Deadlines for results submission**

#### **Taught courses:**

- 1 Any results not submitted by the deadline specified in the Instructions to Examiners and Assessors will be notified to Education Committee.
- 2 If, because of exceptional circumstances, a result cannot be submitted within a fortnight of the deadline, the department must apply through its faculty office to the Examinations Office on the appropriate form for approval of late submission for a period of up to three months. The application must state the exceptional circumstances which have caused this situation and specify the date by which the result will be submitted.
- 3 Applications will be approved if the result is unable to be submitted for the following reasons:
  - Deferred results that are permitted under the Examination Regulations.

- Non-standard coursework dates.
- Late timing of practicums/practical examinations.
- Illness or other incapacity of an examiner or assessor.
- An approved extension awarded to the student for the submission of coursework.
- Study abroad courses.
- A paper with more than 250 students scheduled in the last three days of the examination period.

- 4 The Examinations Office will approve applications that meet the above criteria. Any applications falling outside of these criteria will be submitted to the Deputy Vice-Chancellor (Academic) for consideration.
- 5 If the result has not been submitted within three months of the deadline, a DNC grade will be entered.

#### **Research courses of between 30 and 80 points:**

- 1 The result must be submitted within three months of either the last day of the semester in which the student was enrolled in the course or the last day of an approved and enrolled extension.
- 2 If, because of exceptional circumstances, a result cannot be submitted within three months, the department must apply through its faculty office to the Examinations Office on the appropriate form for approval for late submission for a period of up to one year after the last day of the semester in which the course was enrolled or the last day of an approved and enrolled extension. The application must state the circumstances and specify the date by which the result will be submitted.
- 3 Applications will be approved if the result is unable to be submitted for the following reasons:
  - Illness or other incapacity of an examiner or assessor
  - Dispute over the result.

- 4 The Examinations Office will approve applications that meet the above criteria. Any applications falling outside of these criteria will be submitted to the Dean of Graduate Studies for consideration.
- 5 If the result has not been submitted within one year of the deadline for the course, a DNC grade will be entered.

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

Deadline dates for return of result sheets to the Examinations Office	
Summer School	Tuesday 21 February
Semester 1	Thursday 05 July
Semester 2	Thursday 22 November
Quarter 1	Monday 11 April
Quarter 2	Monday 02 July
Quarter 3	Monday 24 September
Quarter 4	Monday 17 December

## Conceded passes

### 1 For the degrees of:

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

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:

- the concession will allow the student to complete the degree
- the course conceded is not counted towards a student's major requirement.
- the student obtained a grade of D+ in the course
- 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:

- one course to a maximum value of 20 points may be conceded
- the concession will allow the student to complete the degree
- the course is not one of the core law subjects prescribed by the New Zealand Council of Legal Education
- the student obtained a grade of D+ in the course
- 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/BE(Hons)	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:

- 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 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) one course to a maximum value of 30 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 no more than two courses with a total



maximum value of 45 points in any one 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 committee of 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 authorised 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 2012 University 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 performance examinations.

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 University Health Services 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, eg, extra time, a writer, special equipment, separate room. (See p10, **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 Services 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 Services 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 a confidential report from 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 Services. 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 <u>24</u> February
Semester 1	Fri <u>13</u> July
Semester 2	Fri <u>30</u> 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 course.
- 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, Academic Services, 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 Coordinator for deferment of that examination.

The Academic Head or Programme Coordinator may grant a deferment until the Friday of the first week of teaching in the following semester. In exceptional circumstances, approval may be given by the Dean on recommendation from the Academic Head or Programme Coordinator, 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 University Health Services 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 seven 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 Services.

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 2012 University 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 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, ie, 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 online. Result notices are not mailed.

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, 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. Recounts should also include a careful checking of the accuracy and inclusion of coursework marks. 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

- 1 By making application during the three months after the end of the examination period for the examination, a candidate may obtain a photocopy of his or her examination script.
- 2 By making application not before three months and no later than four months after the end of the examination period for the examination, a candidate may request the return of their original examination script.

**Note:** No further consideration of the examination script will be undertaken after the original script has been returned to the student. Examination scripts will normally be retained until at least six months after the examination period and thereafter will be destroyed.

- 3 Applications will be received through the ClockTower Student Information Centre and

the application forms will be forwarded to the department concerned for processing.

- 4 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.
- 5 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 normally be retained in secure storage until at least six months after the examinations

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



# Publication of examination papers

All final examination papers will be made available after examinations for students to access through the Library ExamBase. Consideration for non-publication of a paper or part paper must be

made to the Deputy Vice-Chancellor (Academic) through the Examinations Office, with reasons for non-publication stated and supported by the Academic Head.

## Examiners' reports – theses

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

PhD candidates who are enrolled under the 2011 PhD Statute will receive the examiners' evaluations of their work (Part 2 of the Examiner's Report on Doctoral Thesis) no fewer than five working days before their oral examination to assist them with their preparation for the oral examination. The candidate will not be informed of the names, or other identifying information, of their examiners, except that of the Oral Examiner, unless this is specifically agreed to by the individual examiner on the examiner's report. The Board of Graduate Studies (through the Dean of Graduate Studies) reserves the right to remove from an examiner's report made available to the candidate any material that it considers should not be released.

Except in the case of students enrolled under the 2011 PhD Statute, 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.

## Notes



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