

Assessment Policy Procedures

To access the **Assessment Policy** download this document and then click on the link:

[Kaupapa-here | Assessment Policy](#)

The Procedures and Guidelines for implementing the policy are the local business procedures as outlined in the rest of this document.

This policy applies to:

- a) all educational assessment delivered by and on behalf of Te Pūkenga (including contracted delivery), and all stages of the assessment process.
- b) all employees of Te Pūkenga, including contracted staff and secondees providing services for Te Pūkenga, and those on fixed-term contracts (collectively referred to as Kaimahi in this policy) involved in the assessment process; and
- c) all local, regional, and national committees involved in the assessment process; and
- d) all regions of Te Pūkenga.

Procedures and Guidelines

- 1.0 Pathway Managers are accountable for ensuring compliance with this policy.
- 2.0 Audits of assessment will be conducted across the institution.
- 3.0 All new and modified assessments will have an associated marking guide / grading rubric / model answers.
- 4.0 As far as practicable, Te Pūkenga trading as NorthTec will accommodate learner requests for assessments to be conducted in Te Reo Māori or New Zealand Sign Language. Learners are required to notify the tutor at the beginning of their course to enable assessment arrangements to be set in place and for the appropriate assessor/s to be identified.
- 5.0 At the commencement of the unit, course or programme of study, all assessment information, including procedures and requirements, will be provided to learners.
- 6.0 Where a programme of study is delivered at more than one site, the same approved assessment activities will be used.
- 7.0 To comply with NZQA requirements, a copy of all assessment material and marked learner work will be retained for a minimum of 12 months from the date of completion of the education or training (refer to Appendix 2).
- 8.0 All results will be reported as per policy *Academic Records and Awards (10.001)*.

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Retention of Assessment Material

Procedures and Guidelines

1. Assessment Materials

- All assessment materials to be saved in a .pdf format.
- Assessment materials include:
 - all summative assessments (e.g., outline provided to learners for assignments, examinations, tests, quizzes, presentations, evidence collection guides etc.)
 - all assessment schedules, including marking guides or grading rubrics or model answers.

2. Learner work

- All written assessments to be saved in a .pdf format.
- Learner work includes:
 - all marked learner work that contributed to the final grade (e.g., assignments, examinations, tests, quizzes, recordings of presentations) including any resubmissions or further assessment opportunities (reassessments) with tutor comments/feedback

Written Assessments

- If practicable, all assessments for every learner to be submitted for marking through Moodle or Turnitin.
- Work not submitted through the above must be marked and saved in a .pdf format (scanned copies) and uploaded as completed to the NorthTec Portal > Pathway area (as appropriate).
- Digital files are to be uploaded as completed to the NorthTec Portal > Pathway area (as appropriate).

Document filing:

Use this file tree/system:

Level 1 Folder – Programme

Level 2 Folder – Course

Level 3 Folder - Assessments

Level 3 Folder - Learners

➤ Label digital files clearly:

- Folder – Programme Name and reference number
EXAMPLE: Software Development (L6) [2604]
 - Sub-folder for each Course – Course title. Course Number and delivery date (Semester.Year)
EXAMPLE: Enterprise.6639.5004.Semester 2,2023

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- Sub-folder of each course for Assessments
 - Course Outline (given to students)
 - Blank assessments
 - Marking guide /grading rubric / model answers
- Sub-folder (inside the course folder) for each learner include every summative assessment - Learner name. ID. Assessment details
 EXAMPLE: Jones,F.137569821.Assignment 1
 EXAMPLE: Jones,F.137569821.Presentation
 EXAMPLE: Jones,F.137569821.Final Examination
 EXAMPLE: Jones,F.137569821.Final Assignment 1.Resit

Practical Assessments

- Practical assessments will be recorded (video, photographs) and saved in a digital format in a suitable and accessible medium. If this is not practicable then a verified checklist will suffice.
- Digital files to be uploaded to NorthTec portal > Pathway area together with the cover sheet (see below).
- File into the Programme/course/learner folder using the same filing and naming conventions as for written work.

At the end of the retention period, twelve months from the date of completion of the education or training, assessments may be deleted.

Cover Sheet for Practical Assessments

Programme Title: New Zealand Certificate/Diploma in (Level ??)
Delivery Dates: Semester and Year
Course details: Course code and title

Notes:

- Digital videos and photographs MUST be accompanied by a signed attestation (see sample below) from the tutor identifying:
 - The learner/s in the video/photograph
 - The assessment the video/photograph is evidencing
 - Venue and date the assessment took place

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LEARNER IDENTIFICATION FOR VISUAL/DIGITAL ASSESSMENTS

This form is to be used to identify learner's visual/photographic evidence for practical assessments.

A separate form is to be used for each learner and attached as evidence.

Learner ID: _____

Programme Title:

Course/Unit Standard No and Title:

Assessment Details:

Means of identification e.g., clothing, position in the group:

Other information:

Tutor signature: _____

Date:

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