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Category: Academic	Date Created: June 2006
Responsibility: Director Academic Development	Date Last Reviewed: July 2016
Approval: Academic Board	Version: 16.2

Purpose

To ensure that assessment at UCOL is planned, fair, valid, reliable and consistent.

UCOL considers that assessment (including moderation and the resultant feedback to students and staff) is a significant aspect of any UCOL programme. Assessment is seen as a tool to guide students in their learning and is an integral part of the learning process. Internal and external moderation contribute to planned, fair, valid, reliable and consistent assessments.

Scope

This policy applies to all summative assessments (both theory and practical) and relates to:

- Assessment design and administration
- Conduct of examinations and assessments
- Special assistance for examinations and tests
- Pre and post-moderation
- Feedback provided to students.
- Administration of re-sits
- Reconsideration of assessments.

Responsibility

All academic staff are responsible for ensuring that assessment requirements are met.

Heads of Schools and/or Programme Leaders are responsible for ensuring that moderation of assessments in their programmes occurs and for reporting the plans and results of that moderation to the Faculty Board of Educational Improvement.

Faculty Boards of Educational Improvement are responsible for ensuring that both internal moderation (including inter-faculty and cross-site moderation) and external moderation occur and that issues arising from such moderation are addressed. Faculty Boards of Educational Improvement are responsible for accepting and evaluating moderation reports and for recording and reporting any actions taken as a result of these reports.

Faculty Boards of Educational Improvement monitor assessment methodologies and the granting of credit as a result of assessment. Faculty Boards of Educational Improvement report on these to Academic Board.

The Director, Academic Development is responsible for ensuring that timely advice and guidance is provided to academic staff on moderation issues and that faculties continually strive for excellence.

The Academic Board, including its delegate, will monitor all aspects of assessment to ensure that these are undertaken in accordance with the UCOL Academic Statute.

Policy Statements

1. The assessment process will be transparent to everyone concerned and will ensure that all assessments are planned, fair, valid, reliable and consistent.
2. Assessments that are undertaken under 'Examination Conditions' (ie, assessments conducted at a single venue and at a single time) shall be managed under conditions that do not advantage or disadvantage any student or group of students.
3. The conditions for assessments that are issued for submission at a later date (eg, assignments) shall not advantage or disadvantage any student or group of students.
4. Students requiring special assistance for examinations/tests will have their needs assessed on a case-by-case basis by a staff member approved by the Executive Director, Student Success.
5. Re-sit and reconsideration of assessment opportunities will be provided in accordance with the UCOL Academic Statute and as detailed in programme curricula.
6. Moderation of assessment is a quality assurance process to ensure fair, valid, reliable and consistent assessment decisions are made.
7. Internal moderation of assessments will be undertaken in all UCOL assessed programmes to ensure that assessments are fair, valid, reliable and consistent.
8. To ensure the validity of assessments and where applicable, external moderation of assessments, assessment methods, standards and techniques will be undertaken by a moderator who is not an employee of UCOL. The moderator's comments should be considered to improve all assessments.
9. Assessment and moderation of unit standards will be in accordance with the relevant NZQA Consent and Moderation Requirements (CMR).
10. Assessments may be conducted in Te Reo Māori, provided the conditions outlined in the Assessment in Te Reo Māori Procedure can be met.

Relevant Legislation

- Education Act, 1989
- Māori Language Act, 1987
- Human Rights Act, 1993 and Human Rights Amendment Act, 2001

Related Documentation

- [UCOL Academic Statute](#)
- [Moderation Procedure](#)
- [Assessment in Te Reo Māori Procedure](#)
- [Assessment Procedure](#)
- [Conduct of Examinations and Assessments Procedure](#)
- [Special Assistance for Examinations/Tests Procedure](#)