

Assessment and Reassessment - Policy

- 1. Name** Assessment and Reassessment
Number QA114 Version 4
Person Responsible Academic Quality Advisor
- 2. Policy Statement**

Programmes will have specific formative and/or summative assessment tasks, appropriate to programme learning outcomes or performance criteria, included as part of Academic Board's approval of the programme. Reassessment is available only for those courses or levels as specified in the Academic Statute or Regulations of the programme.
- 3. Persons/Groups Affected**
 - All teaching staff and their clients
 - Faculty Academic Committee
 - Relevant industry group
 - Academic Board
- 4. Consultation Process**

Consultation with Education Team and as result of internal audit, the policy and procedures were updates before approved by Academic Board.
- 5. Quality Outcome**
 - a) All assessments given for each programme are fair, valid and reliable for the purposes of measuring the learning outcomes.
 - b) The frequency and number of assessments is realistic and useful in providing objective assessment of student performance.
 - c) Fewer students seek reassessment in courses.
- 6. Output Standards**
 - a) All assessments are administered on time and students are aware of them in advance.
 - b) All assessments tasks are realistic, with clear indication on due date, late assignments, penalties, etc.
 - c) All assessment and reassessment requirements are consistent with Academic Statutes and Regulations.
- 7. Compliance Standards**
 - a) All programmes have assessment procedures indicated as part of Academic Board approval.
 - b) All assessments are administered as per the schedule in the student handbook or course information.
 - c) All assessments and reassessments meet the requirements of the Academic Statute and Regulations, industry or another relevant organisation.
 - d) All appeals are dealt with as specified in the Academic Statute.
- 8. Reporting Requirements**
 - a) All students enrolled in a programme receive assessment feedback from tutors on a regular basis.
 - b) All summative results are approved by the Faculty Academic Committee (FAC) before results are released to students.

c) Student results are recorded, and reported, as appropriate, to NZQA, Academic Board, Industry, or other organisations. This reporting is completed within 2 months of FAC approval.

9. Key Dates

Date when first registered	March 1994
Date of upgrade	
Last reviewed	August 2007
Next review date	August 2010