
To	Te Poari Mātauranga	From	Simon Tries, Manager, Te Korowai Kahurangi
Title	Review of Examination Regulations	Date	4 February 2020

Recommendation/s

That the Academic Board approve the amendments to the Examination Regulations, which have been reformatted as:

- Examinations Regulations
- Administration of Examinations Procedures

Purpose

To ensure Unitec's Examination Regulations are current and that the information provided to staff and students is aligned and consistent and leaves no room for misinterpretation.

The changes have been supported by an extensive review of the examination system and associated Regulations which identified inconsistencies in our approach to supporting students through the examination process. In addition to other changes, the proposed changes to the Regulations is intended to clarify and streamline existing process to ensure staff and students have a shared understanding on all matters relating to examinations.

Scope of Consultation

Face to face meetings were held and feedback sought from 12 Academic Programme Managers who manage programmes that have courses with exams.

Individual meetings were held with the six Examination Supervisors to understand the current processes and practices within different schools

Discussions on current processes and suggestions for improvements was also sought from the following business partners:

- Student President, Student Council
- Manager, Customer Service and Resources, Student Success
- Disability Liaison Advisor, Disability Support Services
- Team Leader, Student Support and Scholarship Manager Student Success
- Operations Manager, Timetabling
- Resources Specialist, Digital Initiatives, Library
- Manager, Records and Information
- Academic Advisor, Te Puna Ako

The revised Regulation document was posted on the Te Korowai Kahurangi web page seeking feedback from Heads of Schools and other business partners. The consultation/feedback was open for two weeks from 30 October to 13 November 2019. Four responses were received. The feedback received from these consultations have been incorporated in the current proposed Regulations.

Next Steps

Upon approval all resources (website information, associated procedures, policies) will be updated to ensure alignment.

All templates will be updated to ensure the layout is correct along with indents and tables within the procedures.

The changes will be communicated to Schools and become operational.

Attachments

- Summary of changes
- AC-2.5-Examinations-Regulations (revised version)
- Administration of Examinations Procedures (new version)
- AC-2.5-Examinations-Regulations with track changes (current version)

People Consulted

Stakeholder	Business Unit	Engagement
Helen Vea	Student President/Advocate	Independent feedback
Helena Finau-Hakalo	Team Leader, Student Success	Review of revised draft
Jo-Anne Hammond	Team Leader, Student Wellbeing	Review of revised draft
Abha Chitalia	Academic Advisor, Te Puna Ako	Independent feedback and review of revised draft
Anna Wheeler	Manager, Customer Service and Resources, Student Success	Independent feedback
Gail van Veen	Disability Liaison Advisor, Disability Support Services	Independent feedback and review of revised draft
Donna Cavell	Team Leader, Disability Support Services	Independent feedback and review of revised draft
Hung Ngo	Operations Manager, Timetabling	Independent feedback

Yvonne Sang	Resources Specialist, Digital Initiatives, Library	Independent feedback
Sean Connelly	Manager, Records and Information	Independent feedback
Adam Parkinson Dila Beisembayeva Hugh Wilson Joanna Thorogood Kate Barry Laura Harvey Malama Saifoloi Mirjana Bogosanovic Sandra Arnet Sue Palfreyman Ute Becker Yusef Patel	Academic Programme Managers	Independent feedback and review of revised draft
Abigail Ansell Christine Brown Elissa McConchie Liudmila Gaston Pam Nummy Raymond McDonald	Examination Supervisors	Independent feedback and review of revised draft
Head of Schools	All schools	Online feedback on revised draft