



Aratohu Reo Māori mā te Kaiwhakawā Guidelines for Marking Assessments in Te Reo Māori

Ka hua au i te poho o tōku whare o Ngākau Māhaki te tū rangatira mai, kia takahia rā Te Noho Kotahitanga te ara tīpuna ki a Wairaka, ki a Rakataura te rāhiri atu rā. Piki mai, kake mai e te manu taiko, e te manu tātāriki ki te kōhanga o Wairaka, e tau, e tau, kua tau e

Tēnei te mihi maioha o Te Whare Wānanga o Wairaka ki a koe e te rangatira. Mōu i whakawātea mai i a koe ki te tautoko i ngā Kaiako me ngā tauira o te whare wānanga, e eke ai te kōrero “mā tō rourou, mā tōku rourou, ka ora te iwi”.

Unitec's *Assessment in Te Reo Māori Policy* facilitates, supports, and promotes the use of Te Reo Māori in students' work submitted, performed or presented for assessment. The aim is to provide equitable participation, retention and success for all students.

These notes are intended to summarise aspects of the policy, procedures and guidelines in order to assist you in your role as an assessor/examiner/marker of work submitted for assessment in Te Reo Māori.

Marker Notes

Once a Student has signalled they want to submit/present in Te Reo Māori

1. The Tutor (or Course Coordinator) of the course will be expected to make contact with the Marker at both pre-assessment and post-assessment phases to ensure that information is current and expectations are clear.
2. The Marker will be provided with a copy of the following:
 - a. Unitec *Assessment in Te Reo Māori Procedure* (see below*)
 - b. Writer's guidelines for submitting assessments in Te Reo Māori.
 - c. An Assessment Brief which prescribes all details of the assessment.
 - d. Marking Schedule with clear assessment criteria and marking instructions.
3. Te Whānau Māia (Kaihautū/ Learning Advisors) are available to assist students to develop the requisite skills needed to complete assessments according to Unitec writing standards as well as to write/ present and proofread Te Reo Māori. Te Whānau Māia are also able to advise on culturally responsive and student preferred assessment methodologies. (See writing guidelines)

When marking

4. Markers will also require copies of any documents submitted by the student for marking, including any video/ visual/ audio/ digital assessment materials that documented their presentation or work.
5. Markers will not be expected to translate whole sections but should be prepared to paraphrase feedback when discussing feedback and commentary with non-Māori speaking teaching staff.
6. Markers will take into consideration the following:
 - a. Using the marking schedule, how well the student has responded to the assessment question and whether or not they have fulfilled all of the requirements of the assessment question/ task.
 - b. Whether the writing/ presentation style is clear and meets the standard of academic rigor.
 - c. The quality and use of Te Reo Māori supports a full and comprehensive response to the assessment question and adheres to standard grammatical conventions and syntax.
7. Feedback and comments to the student can and should be in Te Reo Māori.
8. The Marker's feedback will reflect an overall assessment of the quality of the work and provide a balanced and accurate critique of the work as per the marking schedule.

Once marked

9. The Marker may be required to discuss their recommended grade and feedback to assist in the moderation process.
10. Where there is a resubmission, standard policy applies (see below)

*Elements of the Procedure document that are most relevant to the marker are copied here:

3. Procedure

4. In the event of a group-assessment, in order to maintain consistency, the assessor/examiner/marker responsible for assessing items submitted in Te Reo Māori should, if practical, assess the submissions of all students in that same group.
5. In order to retain the authenticity of the assessment work and further encourage the use of Te Reo Māori by both staff and students, work submitted in Te Reo Māori cannot be translated for the purposes of assessment notwithstanding partial translations for clarity during marking or moderation processes.
6. Students who submit assessments in Te Reo Māori are entitled to re-sit and re-submit an assessment item in accordance with the relevant *Programme Regulations*.
 - a. Any re-sit or resubmission must be in the language in which the assessment (or part thereof) was initially submitted, unless otherwise agreed by the assessor/examiner/marker, the student, Course Co-ordinator, and Academic Programme Manager.

3.1 Process

4. The assessment is provided to the Te Reo Māori assessor/examiner/marker, who undertakes the assessment/examination/marketing process or in the case of oral presentations or practical assessments, all steps should be made to have the marker present. Any audio-visual record must be of sufficient technical quality to allow all aspects of the submission/performance/ presentation to be assessed.
5. The marked assessment is returned to the student within standard procedures as outlined in Assessment and Grading Procedures and Regulations.