

Approval to Change Assessments – Covid

Our approach to any changes to assessment remains the same as in previous lockdowns. Where it is in the best interests of our learners to make changes to an assessment, please follow the guidelines below.

It is expected that you take the time to look at *all* remaining assessments in your course to plan for any online assessment, for the remainder of the semester. Consider any concurrent courses for potential impact such as timing and due dates of assessment. Your programme coordinator and or Academic Programme Manager should have oversight of any changes. Dates should be communicated clearly to the students.

The Assessment(s) Change Request Form *is for ARC approval for **any significant changes to assessments***.

Significant changes to assessments

Any changes that alter the NZQA approved *assessment type/method (also known as nature of assessment)* description in Programme Document and deviate from the course descriptor need prior endorsement from Te Puna Ako and Te Korowai Kahurangi before submission to Academic Recovery Committee. Changes such as:

- assessment type/methods (presentation, assignments, test, report, graphics, portfolio)
- weighting and alignment to the learning outcomes
- moving existing assessments to online environment (e.g., test in class to online)
 - ***Note that if a test is moved online from an in-class invigilated design it must be reworked in order to be appropriate to be conducted as open book, non invigilated. Unitec currently has does not have approved protocols for invigilation for online tests or exams***
 - ***See the [Guidance on improving your assessments when moving them online](#) document on the Nest for ideas on how to address academic integrity concerns***
 - ***Zoom may be used to provide students with access to support during tests through the use of a breakout room***
 - ***Staff are not to introduce any unapproved security methods that could adversely affect learners' ability to engage with their assessment, if you have any queries, please contact your TPA liaison.***
- Significant changes to assessment need to be pre moderated in addition to the first pre-moderation.

Please use the [Assessment Change Request Form](#). For any significant changes. As well as ensuring we are maintaining academic quality, this document will help to keep track of significant changes that need to be reported to NZQA.

Note:

- If your course assessment includes practicum/work-based/work-integrated learning then please contact your TPA liaison.
- Gradebook – any changes to assessment type/weighting/learning outcomes/marks will need to be checked and if necessary, changed to ensure consistency.

The Assessment in Lockdown document will help you to make a decision about whether your assessment needs any changes. This document is available on the Nest Covid page.

How do I decide if I need to change and or adapt the assessment?

[Use the Assessment in lockdown flowchart to help make the decision](#)

What should I change and what do I need to consider?

[Use the Considerations for assessment document to think about how you might adapt your assessment.](#)

Minor changes to assessments

- **Changes that do not result in a deviation from the NZQA approved assessment type/method** description in the Programme Document and course descriptor do not require ARC approval or the completion of this form *but* do need to be discussed with your Te Puna Ako Liaison and Academic Programme Manager. (e.g., allow more time for the online test, minor changes to questions or task).
- Any *changes to original assessment dates* should be discussed and agreed with the Programme Coordinator and/or APM, and clearly communicated to students. These *changes do not require ARC approval or the completion of this form* if the assessment is held within the original course end dates.
- ***Any assessment must consider the previous assessment recommendations and must adhere to the requirements above***
- ***Changes to any assessment with a weighting of 15% or below according to either the course descriptor or gradebook can be treated as minor and will not require the ARC approval process. Those assessments under the threshold above will still need to be pre moderated, changes recorded internally and reported to the PAQC.***

Moderation and Records

- Please note that, in accordance with NZQA, **all** assessment changes must be formally moderated with records maintained as usual.
- Course Evaluation Plan (CEP). You can document changes in your course evaluation plan as a way of keeping track of what was changed and why.
- These temporary measures will be communicated to NZQA.