

Grades and Completions Timelines for ARC approved extensions

This document outlines the processes and considerations for the approval of grades where ARC has approved either:

- An extension to assessment due dates
- A shifting of the course end date

The standard process for the approval of course grades has not changed. The standard process is: Within 10 working days of the course end date:

- All assessments are marked and the results entered into Gradebook (these are expected to be input as and when completed)
- Teachers enter grades into Gradebook
- The PAQC (or the delegated Programme Grade Approval Committee (GAC)):
 - o Schedules the grade approval hui (PAQC secretaries can assist)
 - o Ensures post-moderation has occurred
 - o Reviews and approves the final course grades (including awarding DEF grades and confirming the conditions for these)
- Te Korowai Kahurangi publishes the grades
- The grades are made available to students
- Any dependent processes are implemented (completions, etc.)

Courses with ARC approved revised end dates or extended assessment due dates:

ARC Options 1, 2 and 3 (See Table 1: ARC approved options)

The standard process above will apply, except:

- The course end date is 'replaced' by the ARC approved dates:
 - o Option 1: Course end date either remains the same or is amended (up to 10 December)
 - o Option 2: As per Option 1 but final assessment due date approved as after the (current or revised) course end date
 - The final assessment due date becomes the de facto course end date for grade approval processes
 - o Option 3: The official course is approved by ARC to be changed to a date early in 2022 (actual system change is made by the Timetabling Office)
- No grade can be entered until approved by the PAQC/GAC (i.e., the grade will remain as a 'blank' in Gradebook)
- Any outstanding grades that are not ready at the time of approval will be left blank. If there are any blank grades, a 'partial' post of the course can be made at this time with only posted grades becoming available to students. A change of grade process will apply where partial grades have been previously posted (as the partial posting 'locks' the system)
- Schools will continue to be responsible for post-moderation processes.

Note:

- Grade ratification meetings must be scheduled well in advance, taking account of staff leave times (the PAQC secretary can support this process upon direction from the School).
- Publishing times are likely to be extended over this time.
- Where grades cannot be ratified within the ARC approved timeframes, further approval from ARC will be required.
- No courses will be published with a blanket DEF grade.

- DEF grades will only be published if there is an additional delay to the delivery of a grade that is waiting on student submission (i.e., as a result of an APC). Standard APC processes will apply (including a resolution date approved by the PAQC/GAC).
- Individual students who have a valid reason for extending beyond the ARC approved assessment due date must use the APC process (which will operate as normal).
- During this time there will be no automatic conversion of outstanding grades to DNC or Fail grades without the express approval of the GAC.

Te Korowai Kahurangi will publish a report, updated weekly (to be confirmed) providing oversight of the above (to be live link, screen shot below):

Gradebook Published Status - Semester 2, 2021

School: Main Program:

Gradebook Published: ☐ Select all, ☐ Y, ☐ N

End Date:

Name of School	Main Program	Course	Class Nbr	Start Date	Psoft End Date	ARC Approved End Date	Tot Enrl	Gradebook Published	Results Posted*
Applied Business	BBS	ACTY5200	5567	26/07/21	28/11/21		20	N	0/0 results posted
Applied Business	BBS	ACTY5206	5568	26/07/21	28/11/21		7	N	0/0 results posted
Applied Business	BBS	ACTY5230	5570	26/07/21	28/11/21		25	N	0/0 results posted
Applied Business	BBS	ACTY5270	5573	26/07/21	28/11/21		10	N	0/0 results posted
Applied Business	BBS	ACTY5290	5576	26/07/21	28/11/21		10	N	0/0 results posted
Applied Business	BBS	ACTY5320	5578	26/07/21	28/11/21		1	N	0/0 results posted
Applied Business	BBS	ACTY5401	5579	26/07/21	28/11/21		22	N	0/0 results posted
Applied Business	BBS	ACTY5700	5580	26/07/21	28/11/21		20	N	0/0 results posted
Applied Business	BBS	ACTY6201	5582	26/07/21	28/11/21		15	N	0/0 results posted
Applied Business	BBS	ACTY6206	5583	26/07/21	28/11/21		14	N	0/0 results posted
Applied Business	BBS	ACTY6210	5581	26/07/21	28/11/21		15	N	0/0 results posted
Applied Business	BBS	ACTY6212	5585	26/07/21	28/11/21		11	N	0/0 results posted
Applied Business	BBS	ACTY6320	5587	26/07/21	28/11/21		12	N	0/0 results posted
Applied Business	BBS	ACTY7201	5588	26/07/21	28/11/21		15	N	0/0 results posted
Applied Business	BBS	ACTY7209	5590	26/07/21	28/11/21		19	N	0/0 results posted
Applied Business	BBS	ACTY7212	5592	26/07/21	28/11/21		7	N	0/0 results posted
Applied Business	MPACC	ACTY8101	6441	26/07/21	28/11/21		14	N	0/0 results posted
Applied Business	MPACC	ACTY8102	6442	26/07/21	28/11/21		12	N	0/0 results posted
Applied Business	MPACC	ACTY8103	6443	26/07/21	28/11/21		14	N	0/0 results posted
Applied Business	MPACC	ACTY8104	6444	26/07/21	28/11/21		13	N	0/0 results posted
Applied Business	MPACC	ACTY8105	6445	26/07/21	28/11/21		11	N	0/0 results posted
Applied Business	MPACC	ACTY8106	6446	26/07/21	28/11/21		17	N	0/0 results posted
Applied Business	MPACC	ACTY8107	6447	26/07/21	28/11/21		8	N	0/0 results posted
Total							2299	6	

Main Program	N	Y	Total
BAS	21		21
BASCI	34		34
BAT	21		21
BBS	39		39
BCE	20		20
BCITO	2		2
BCONS	21	4	25
BGS	29		29
BETMG	46	1	47
BHSMI	15		15
BLA	11		11
BNURS	43		43
BPSA	28		28
BSP	16		16
BTECE	16		16
BNV	9		9
GAENG	3	2	5
Total	1117	21	1138

*Results Posted: Withdrawn grades aren't counted towards the numbers posted.

https://app.powerbi.com/links/vNOZKc1kiB?ctid=80f389b2-7380-4b67-b527-7f711a578130&pbj_source=linkShare

IMPLICATIONS of Extended timelines

1. Completions

Timeframes are tight for programmes with courses utilising Option 2 and 3
 Dependent on GAC unless approved by Chair (with APM consultation)
 Potentially more ACSC approval dates (for late CACRs)

2. Re-enrolment:

a. Exclusions

Where students with failing grades cannot be excluded in time for course/class start dates, the requirements of the Exclusion Policy will be waived until grades are posted

b. Pre-requisites and co-requisites

Students can't be dropped from failed pre-requisites prior to Semester 1 enrolment
 Blanket waiver until grades are posted
 Late enrolments allowed to enrol in alternative courses

3. Graduation application

Graduation is to extend deadlines where relevant/possible (to be confirmed)

4. Discontinue

Enrolment team is to delay discontinuation process until after 31 March 2022

Allow Te Korowai Kahurangi to complete all students until final deadline to submit CACRs

Table 1: ARC approved Options

Option	Option Criteria	Course Delivery Choices
Option One Course Completion 2021	The course, including all assessment can be completed in 2021.	a) fully online course completion within current course end dates b) fully online with a course end date extension up to the 10th of December c) on campus in bubbles of 10 (for practical work or assessment) within current end dates d) on campus in bubbles of 10 with a course extension up to the 10th of December
Option Two Teaching Completion 2021 Assessment Completion 2022	All teaching activities within the course can be fully delivered in 2021, but an extension of time is required for learners to complete and submit final assessment work	a) assessment completion by 10th December b) assessment completion by 11th February c) in extenuating circumstances, assessment completion by 31st March Note: <ul style="list-style-type: none">• Graduating students may need an earlier completion date.• The delivery choices in Option One also apply to Option Two
Option Three Course Completion 2022	Course delivery cannot be completed in 2021 but can be completed by mid-February 2022, assuming that Auckland is at Alert Level 2 or 1 in 2022.	Extended course dates should start again from the 17th of January and finish before Friday the 11th of February.
Option Four Course Closure	Where none of the options above are possible, course closure may be selected. This is a decision that has significant consequences, and will be approved on a case-by-case basis.	To be eligible for this Option, a course must meet all of the following 4 requirements: <ul style="list-style-type: none">• have started mid 2021 or later• require substantial on-campus activity• have delivered and assessed less than half of the course thus far• course delivery is not reasonably able to be completed in February 2022