

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)
- Grades are entered into Gradebook
- The PAQC (or the delegated authority e.g., 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 published until approved by the delegated authority (PAQC, GAC, etc.) - 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 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 PAQC/GAC.

Te Korowai Kahurangi will publish a report on the Nest: [Covid-19 impact: Timelines for ARC approved extensions](https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/grades-and-completion/covid-19-impact-timelines-for-arc-approved-extensions/).¹ The report will be updated weekly providing oversight of the above

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:

Once confirmed, this document will be updated.

3. Graduation application

Once confirmed, this document will be updated.

4. Discontinuing

Once confirmed, this document will be updated.

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

¹ <https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/grades-and-completion/covid-19-impact-timelines-for-arc-approved-extensions/>

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