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| v | Programme / Training Scheme / Micro-credential / Short Course  Assessment Details  Approval Request |

Assessment details for courses with 100% Portfolio require a breakdown of assessments approved by the Academic Approvals Committee (AAC).

Please submit a completed application form and Assessment Details spreadsheet to [aac@unitec.ac.nz](mailto:aac@unitec.ac.nz)

1. **Approval for new Assessment Details:** 
   1. Complete this application form
   2. Add details in the “Assessment” tab on the Assessment Details sheet
   3. Change the term code on the tab (e.g. 1234)
   4. Submit the application form with the spreadsheet to [aac@unitec.ac.nz](mailto:aac@unitec.ac.nz)
   5. Gradebook is updated once AAC approves the changes

1. **Approval for changes to existing Assessment Details:**
2. Complete this application form
3. Copy the current approved tab and rename it with the term code for when it is implemented (e.g., 1234, 1242)
4. Make intended changes to the tab created in 2b) above
5. Highlight any cells which have been changed
6. Submit the application form and the spreadsheet to [aac@unitec.ac.nz](mailto:aac@unitec.ac.nz)
7. Gradebook is updated once AAC approves the changes

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| INFORMATION REQUIRED FOR APPLICATION TO UNITEC COMMITTEES | | | |
| TO: | Academic Approvals Committee (for approval)  [aac@unitec.ac.nz](mailto:aac@unitec.ac.nz) | | |
| FROM: | *[APM/PAQC or delegate]* | DATE: | *[Date]* |
| RECOMMENDATION  (FOR AAC): | *That the Academic Approvals Committee approve the Assessment Details presented to the Committee.* | | |
| Acad Prog Code (e.g. BTEC): |  | | |
| Programme Name: |  | | |
| Contact Person (e.g. APM): |  | | |
| Current assessment details version number |  | | |
| This change effective from (e.g.,1242) |  | | |

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| DEVELOPMENT / IMPROVEMENT DETAILS |
| Select one: |
| New Assessment Details sheet for approval  Changes to approved Assessment Details (complete rationale section below) |
| Rationale for changes:  (for changes to existing Assessment Details Only) |
|  |

***Use the table below where the rationale for changes to courses is different from the above.***

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| **Course No. & Name** | **Rationale** |
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