



ASSESSMENT AND GRADING PROCEDURES

This procedure is supplemental to *Te Kawa Maiororo*, *Te Pūkenga's Educational Regulatory Framework* and *Te Pūkenga Assessment Policy*. *Te Kawa Maiororo* sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath *Te Kawa Maiororo* and prescribe detailed requirements.

In the meantime, pursuant to Te Pūkenga Transitioning (Grandparenting) Former Subsidiary and Business Division Policies, the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within *Te Kawa Maiororo* or relevant other Te Pūkenga Policies, this procedure is intended to prescribe the requirements that are specific to the Unitec business division.

To the extent that there is any conflict or inconsistency between any of Unitec's policies or procedures and *Te Kawa Maiororo* or other Te Pūkenga national policies, Te Pūkenga's, *Te Kawa Maiororo* and national policies shall prevail and have priority.

1. Purpose

This procedure outlines the Unitec | Te Pūkenga Grading Systems for Unitec (legacy) programmes, course credit approval requirements, and provides procedures for the implementation of assessment related regulations from *Te Kawa Maiororo*.

2. Scope

This procedure applies to all programmes, micro-credentials, short courses and the courses and summative assessments thereof.

This procedure must be read in conjunction with the following, which are available on the [policy pages on Te Aka | The Nest](#):

- *Te Kawa Maiororo* | Te Pūkenga Educational Regulatory Framework
- Te Pūkenga Assessment Policy
- Delegated Authorities from *Te Kawa Maiororo*.
- Te Pūkenga National Delegations Policy (and associated Standing Delegations Register)
- AC-2.8-Academic Integrity Procedure
- Unitec Ākonga Complaint Procedure

3. Grading Systems

The grading system for Te Pūkenga unified programmes (including Micro-credentials) are detailed in *Te Kawa Maiororo* (section 6).

The grading system for Unitec (legacy) programmes is detailed below.

3.1 Unitec (legacy) Grading systems

- 1) Course results from the grading systems specified below are awarded on the basis of criteria approved by Te Komiti Mātauranga | Academic Committee, Te Pūkenga and relevant external agencies and set out in the approved *Programme Regulations*.
- 2) If any portion of a summative assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the ākonga's *Academic Record*.

- 3) If an ākonga has completed all summative assessments, the final grade will be recorded without annotation.
- 4) An asterisk (*) below indicates the corresponding grade table on the Academic Transcript.
- 5) Competency-based assessment (CBA) system:
 - a. In courses in which a CBA system is used, programmes and courses will designate one of the following options to specify results:

- i. CBA4 (4 point) (UCB4*)

E	Excellence Pass	Credits Earned
M	Merit Pass	Credits Earned
A	Achieved Pass	Credits Earned
NA	Not Achieved	No Credits Earned

- ii. CBA3 (3 point) (UCB3*)

M	Merit Pass	Credits Earned
P	Achieved Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

- iii. CBA2 (2 point) (UCB2*)

C	Achieved Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

- 6) Achievement-based assessment (ABA) system:

- a. In courses in which a four-point ABA system is used, results shall be specified as follows (UA4*):

A	Pass with distinction	Credits Earned
B	Pass with merit	Credits Earned
C	Pass	Credits Earned
D	Fail	No Credits Earned

- 7) Except as otherwise approved by Te Komiti Mātauranga | Academic Committee, degree-level courses (Level 7-9) shall, and other courses may, use an 11-point ABA system; results shall be specified as follows (UA11*):

A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

- 8) Level 10 theses may only be awarded a “Pass” or “Fail” grade (UTH*).
- 9) Attendance based assessment (ATT) system. The following options will specify results (UATT*):

A	Attended	No Credits Earned
NA	Not Attended	No Credits Earned

3.2 Administrative Grades - Unitec Programmes

The following administrative grades are used and may be awarded to ākonga in the circumstances identified below; where any grades lead to the accumulation of credits toward the programme, the administrative grade listed will identify that credits are “earned” or “not earned”.

- **Credit Recognition (CR):** credit earned through cross-credit from another qualification and/or via Recognition of Prior Learning. Credits earned.
- **Continuing (CTG):** for any course that runs for more than one semester where the final summative assessment has not yet occurred. No credits earned.
- **Deferred (DEF/GP):** where a student can, with the approval of the PAQC, complete an assessment beyond the schedule date.
Unless an exception to this is approved by the PAQC, any Deferred Grade remaining on a student’s record beyond a duration equal to that of the original course will be changed to the grade to which the student would otherwise be entitled.
- **Did Not Complete (DNC):** recorded if a student has either withdrawn after 80 per cent of the scheduled course duration or they have not attempted a compulsory item of assessment within a course. No credits earned.
- **Student Exchange (ES):** a holding grade where a student has completed an approved inter-institutional exchange. A result of CR or DNC must replace this grade no later than a year after the end of the course. ES grades have no credit earned.
- **No Grade Associated (NGA):** course assessment and reporting of results is carried out by an external agency. No credits earned.
- **Withdrawn (W/WD):** recorded if a student withdraws from a course after 10 per cent of the scheduled course duration and up to, or at, the date at which 80 per cent of the scheduled course has passed. No credits earned.
- **Restricted Pass (R):** recorded if a student is awarded a restricted pass for a course (see below). Credits earned.
- **Estimated Grade (#):** (3.1.2 above). Credits earned.
- **Attendance Grade (ATT):** recorded for courses with no formal assessment but for which a certificate of attendance or completion is issued.

3.3 Restricted Pass– Unitec Programmes

- 1) A “Restricted Pass” for a Unitec (legacy) programme is similar to, but not the same as, an aegrotat under Te Kawa Maiooro.
- 2) The PAQC has the discretion to award a Restricted Pass instead of ‘D’ in the range 45%-49% to an ākonga whose narrow fail in a course has been compensated by good grades in their other courses in the same programme.
- 3) The conditions that apply to a restricted pass shall be included in the relevant Programme Regulations.
- 4) An ākonga may decline the award of a restricted pass by notifying the Head of School in writing not later than 20 working days from receipt of the results.
- 5) The relevant PAQC may, at its discretion, approve the use of a restricted pass to meet the pre-requisite requirements of another course or programme.

4. Assessment related procedures

4.1 Use of Artificial Intelligence for Assessment

The use of Generative Artificial Intelligence (Gen AI) to determine the outcome of students’ summative assessment (e.g., assessing / marking students’ work, post moderating assessed work, check marking, assessing RPL applications, etc.) is strictly prohibited except with the written permission of the DCE Academic.

4.2 Assessment Result reporting

- 1) In addition to the requirements set out in Te Kawa Maiooro (section 7.8 Notification of assessment results), all assessment results must be entered into Unitec’s grade management system (i.e., PeopleSoft’s Gradebook) as soon as practicable following the marking of ākonga assessments.

4.3 Access to Marked Assessments

- 1) Access to marked assessments is governed by Te Kawa Maiooro (section 7.9 Access to marked assessments)
- 2) Access to Examinations is governed by the Unitec Examination Regulations as per Te Kawa Maiooro (section 7.4 Conduct of examinations)

4.4 Assessment Concessions (formerly Affected Performance Considerations)

- 1) This Assessment Concession process replaces the extant Affected Performance Considerations (APC) process referenced throughout Unitec Programme Regulations.
- 2) Assessment Concessions requirements are outlined in Te Kawa Maiooro (section 7.6) and apply to all summative assessments. The procedure outlined below applies when ākonga are unable to complete a summative assessment or where ākonga’s performance in or preparation for an assessment is affected by any circumstance or situation which could not have been reasonably prevented, e.g., illness, injury, bereavement, family crisis, or other unpredictable events (i.e., exceptional circumstances).
- 3) The Assessment Concession procedure will operate as follows:
 - a) Ākonga request an Assessment Concession by completing the relevant form and providing any supporting information. If ākonga are unable to complete the form, this may be done on their behalf with their agreement of what is submitted.
 - i. Applications for Assessment Concessions must be:
 - submitted within five working days of the assessment due date. In exceptional circumstances the delegated authority may accept

- Assessment Concession applications after the assessment due date; and
 - supported by:
 - a description of the impact of the situation leading the application
 - relevant evidence (e.g., doctor's certificate).
- b) The outcome of an Assessment Concession application will be determined by the delegated authority in accordance with Te Kawa Maiooro (section 7.6), and may include:
 - i. An extension to the assessment deadline
 - ii. Alternative assessment arrangements
 - iii. A resit or resubmission
 - iv. An Aegrotat (or equivalent grade)
- c) Assessment Concession applications and their outcomes will be recorded and retained.
- d) The outcome of an Assessment Concession application shall be notified to ākonga in writing, normally within five working days of the application being made. Where more than five working days is required by the delegated authority to determine an outcome, ākonga will be informed, and an update provided at least every five working days.
- e) Detailed guidance for:
 - ākonga will be made available on the Unitec website.
 - kaimahi will be made available on the Unitec intranet.
- f) Ākonga who are dissatisfied with the outcome of an Assessment Concession application may raise a concern or complaint following *Te Pukenga Ākonga Concerns and Complaints Policy*.

4.5 Variations to Assessment

Variations to assessment include Assessment Extensions, Alternative Arrangements for Assessments, and the Resit or Resubmission of assessment tasks. These procedures support the implementation of Te Kawa Maiooro (Section 7.5 Variations to assessment).

4.5.1 Assessment Extensions

- 1) All applications for an assessment extension must be made prior to the assessment due date.

Extensions prior to the course end date

- 2) Applications for an assessment extension prior to the course end date must be made in writing (i.e., via email) to the kaiako of the course.
- 3) Applications may be made on behalf of the ākonga with the permission of the ākonga.
- 4) Kaiako may grant an application of up to five calendar days at their discretion.
- 5) Applications for assessment extensions beyond a five-day period may be approved by kaiako following consultation with the Programme Coordinator (or equivalent) for up to a maximum of 15 calendar days.
- 6) Ākonga must provide evidence to support any extension request which goes beyond the five-calendar day period.
- 7) Where an extension to an assessment is granted which goes beyond the date of the return of marked assessments to other ākonga in the class, kaimahi may set an alternative assessment to ensure the integrity of the assessment process.
- 8) The approval of all assessment extensions, detailing the approved extension timeframe, must be confirmed in writing to the ākonga and retained by the kaiako.

Extensions beyond the course end date

- 9) Ākonga who wish to apply for an assessment extension beyond the course end date must use the [Assessment Concession](#) process.
- 10) Assessment Extensions beyond the course end date are approved by the relevant delegated authority.
- 11) Extensions beyond the course end date may only be approved for a maximum of three months, unless exceptional circumstances apply.
- 12) Exceptional circumstances are considered and approved by the delegated authority, following a request from the Academic Programme Manager.
- 13) Where an assessment extension is approved beyond the course end date, the PAQC will approve a DEF/GP grade at the time of grade ratification, recording the reason for the extension and the due date for a final grade to be approved.
- 14) Where an extension to an assessment is granted which goes beyond the date of the return of marked assessments to other ākonga in the class, kaimahi may set an alternative assessment to ensure the integrity of the assessment process.
- 15) If the assessment is not submitted by the extended due date, a DNC (or equivalent fail grade) will be awarded for the assessment, without further consultation.
- 16) Following the submission of the assessment *or* the expiration of the date to provide the late assessments, the PAQC will award the appropriate course grade.

4.5.2 Alternative Arrangements for Assessments

- 1) Alternative arrangements enable fair and valid assessment without affecting the integrity of the assessment and may include:
 - an alternative assessment that meets the same learning outcomes; or
 - an alternative assessment time and/or location.
- 2) Ākonga who have a particular need (e.g., a temporary or permanent disability or impairment) or an exceptional circumstance may request alternative arrangements for their assessments in keeping with this procedure.
- 3) Requests for alternative arrangements should be made as soon as possible and at least two weeks prior to the assessment due date.
- 4) For examinations, Access4Success will work with the examinations office to directly support ākonga and kaimahi to implement approved alternative arrangements for examinations.
- 5) For all other assessments (excluding examinations), support for ākonga will be provided by kaiako. Access4Success will support where possible.
- 6) Alternative arrangements must be approved by the relevant Delegated Authority.
- 7) The outcome of any application for alternative arrangements for assessments must be communicated to ākonga in writing, normally within five working days of the application being made, and a record retained.
- 8) If ākonga are dissatisfied with the outcome decision, they may raise a concern and/or submit a complaint in accordance with Te Pūkenga Ākonga Concerns and Complaints Policy.

Ākonga with permanent disabilities or impairment

- 9) Ākonga who have a permanent disability must register with Access4Success as soon as practicable and no less than two weeks prior to the assessment.
- 10) The need for ākonga with permanent disabilities to make repeated applications for alternative examination arrangements will be minimised where practicable.

Ākonga with temporary disabilities or impairment

- 11) Ākonga who have a temporary disability or impairment and who wish to apply for an alternative assessment must follow the [Assessment Concession](#) process.
- 12) Where there is any doubt about making or applying for alternative arrangements for assessment, advice may be sought from Student Success.
- 13) Where alternative arrangements include the use of alternative forms of assessment, the assessment used for the alternative assessment must provide an equitable experience and comply with relevant quality assurance arrangements, including moderation.

14) Additional guidance for:

- ākonga will be made available on the Unitec website.
- kaimahi will be made available on the Unitec intranet.

4.5.3 Resit and Resubmission (of assessments)

- 1) A Resit or Resubmission of an assessment may be granted to ākonga in accordance with Te Kawa Maiooro (Section 7.5 *Variations to assessment*, paragraph (3) *Resits or resubmission of assessment tasks*) unless otherwise stated in the programme regulations or other programme/course related information provided to ākonga.

4.5.4 Reconsideration of Assessment Decisions

- 1) Reconsideration of assessment decisions are governed by Te Kawa Maiooro (section 7.18 *Reconsideration of Assessment Decisions*)
- 2) Ākonga who believe their mark or grade for an assessment is incorrect should first discuss this with their kaiako or learning advisor within five working days of the return of assessment.
- 3) Ākonga who, following a discussion with their kaiako, still believe their assessment mark or grade is incorrect may submit a *Grade Reconsideration form* within ten (10) working days of the return of the assessment or of the grade being released in accordance with Te Pūkenga *Ākonga Concerns and Complaints Policy* and Unitec's *Ākonga Complaints Procedure*
- 4) Applications for reconsideration will be acknowledged in writing within three (3) working days of receipt.
- 5) Where an application is declined, the rationale for the decision must be communicated in writing.
- 6) Where an application is accepted, the Delegated Authority may investigate, or appoint someone to investigate, and report their findings to the Delegated Authority.
- 7) The outcome from the investigation must be communicated in writing to ākonga, and may include:
 - a recount,
 - a re-mark,
 - reconsideration or review of evidence,
 - reassessment, or
 - no action.
- 8) The outcome of a reconsideration may result in:
 - no change to the assessment mark; or
 - an increase in the mark.
- 9) Where Ākonga do not agree with the outcome, they may appeal that decision following the procedures set out in the *Ākonga Appeals Policy*.

4.6 Course Outcomes**4.6.1 Course results**

- 1) Credit will be granted to ākonga on the basis of outcomes achieved through approved assessments for a course.
- 2) In accordance with Te Kawa Maiooro (sections 7.12 *Approval of final course and programme results and outcomes* and 7.13 *Notification of final course or programme outcomes*) final course results must be approved by the Delegated Authority prior to the release of the final course grades to ākonga.
- 3) Where a final course grade cannot be confirmed, a DEF/GP grade must be entered. For any DEF/GP grade approved by the Delegated Authority, the Delegated Authority must:
 - Record a reason for the DEF/GP grade in the minutes and in the Grade Management System (i.e., GradeBook)
 - Confirm a timeframe for the resolution of the final grade.
- 4) DEF/GP grades can only be approved for a maximum of three months from the course end date,

unless additional authority is granted by the Delegated Authority.

- 5) Where the timeframe to resolve a final grade has passed, the grade the ākonga would otherwise be entitled to shall be awarded.
- 6) Final grades must be approved and released to ākonga within 15 working days of the course end date unless otherwise stated in programme information.

4.6.2 Reconsideration of Course Final Grade

- 1) Reconsideration of course final grades are governed by Te Kawa Maiororo (section 7.19 *Reconsideration of Course Final Grade*)
- 2) Applications for Reconsideration of Course Final Grade must follow the complaints process set out in Te Pūkenga *Ākonga Concerns and Complaints Policy* and *Unitec's Ākonga Complaints Procedure*
- 3) Ākonga who, following a discussion with their kaiako, still believe their course grade is incorrect may submit a *Grade Reconsideration form* within ten (10) working days of their Course Final Grade being released in accordance with Te Pūkenga *Ākonga Concerns and Complaints Policy*.
- 4) Ākonga must clearly state the grounds for reconsideration, which may include:
 - a. an irregularity in the conduct of summative assessment
 - b. an irregularity in the results reporting and approval process
- 5) Applications for reconsideration will be acknowledged in writing within three (3) working days of receipt.
- 6) Where an application is declined, the rationale for the decision must be communicated in writing.
- 7) Where an application is accepted, the Delegated Authority will appoint an investigator from another School.
- 8) Following the investigation, the Delegated Authority must make a determination based on the investigation.
- 10) The outcome from the investigation must be communicated in writing to ākonga, and may include:
 - A reconsideration of one or more assessment grades
 - A reconsideration of assessment evidence from one or more assessments
 - An amendment of the final grade
 - No change.
- 9) Where the outcome is a change of a course final grade, the change must be actioned through the Change of Grade process and the PAQC advised of the change and the reason for the change.
- 10) Where Ākonga do not agree with the outcome, they may submit an appeal following the procedures set out in the *Ākonga Appeals Policy*.

4.6.3 Reassessment opportunities (for courses)

- 1) Te Kawa Maiororo (section 7.14 Reassessment opportunities) sets out that, unless otherwise specified in the programme regulations, Programme Committees [PAQCs] hold the delegated authority to offer ākonga who have gained a failing grade in a course with a mark of 40% or more, or who have failed to achieve all the learning outcomes or meet all competency-based assessment requirements, with one opportunity to undertake a reassessment of the course.
- 2) The timeframes and process as outlined in Te Kawa Maiororo (7.14) must be followed:
 - Ākonga are advised of the reassessment opportunity within one week of the final grade being known to kaiako but before the course grade is approved by the Programme Committee.
 - The reassessment must take place within one month of the course end date.
 - Ākonga passing the reassessment will gain the minimum passing grade available for the course.
- 3) Ākonga are not able to apply for a Reassessment Opportunity. Only the Delegated Authority may determine whether a Reassessment Opportunity may be offered to an ākonga.

PAQC Responsibilities

- 4) The decision to offer a reassessment opportunity is made by the PAQC following a written report with recommendation from the kaiako teaching on the course.
- 5) The written report must provide an explanation for the kaiako recommendation. The report must take into consideration:

The Programme

- a. any professional or regulatory body requirements or restrictions
- b. any programme-specific restrictions as detailed in the programme regulations, programme handbook or in the relevant course outline
- c. the complexity of the assessments in the course (i.e., group assessments, examinations, work-based assessment, etc.)
- d. the practicality of meeting the timeframes stated in Te Kawa Maiooro (see 10) below)

The Ākonga

- e. any personal circumstances known to the kaiako
 - f. other recent course results (i.e., within the current and prior two semesters)
 - g. engagement in learning and assessment throughout the course
 - h. any circumstances which have led to the failure to achieve all the learning outcomes
 - i. whether the ākonga has already:
 - i. had the opportunity to resit or resubmit one or more assessments within the course (in accordance with Te Kawa Maiooro 7.5 Variations to Assessment and section 4.4 Variations to Assessment of this procedure) even if this opportunity has not been availed of;
 - ii. applied for an assessment concession for any assessments within the course (see 4.3 Assessment Concessions (formerly Affected Performance Considerations) above);
 - iii. has been awarded, or is being considered for, a Conceded or Restricted Pass
- 6) In determining whether to approve a course reassessment opportunity the PAQC must:
 - a. consider the report and kaiako recommendation, including aspects noted in this section of this procedure
 - b. ensure consistency with any prior decisions of a similar nature
 - c. not be influenced by the mahi required by kaimahi to create and quality assure the assessment.
 - 7) The assessment developed for the course reassessment opportunity must reflect all failed learning outcomes of the course and their respective weightings. Evidence from previously completed assessments may not be used for the reassessment. The assessment material used for the reassessment must undergo moderation prior to being provided to the ākonga.
 - 8) The assessment developer is encouraged to engage with Te Puna Ako to support the development of the assessment.
 - 9) Where a reassessment opportunity is offered to ākonga, the PAQC must award a GP/DEF grade (if required) until such time as the outcome of the reassessment opportunity is known.
 - 10) The timeframes and process as outlined in Te Kawa Maiooro (7.14) must be followed:
 - Ākonga are advised of the reassessment opportunity within one week of the final grade being known to kaiako and before the course grade is approved by the PAQC (or delegated Grade Approval Committee).
 - The reassessment must take place within one month of the course end date.
 - Ākonga passing the reassessment gain the minimum grade available as a pass for the course.
 - A Change of Grade is submitted where relevant.

5. Responsibilities

Role	Responsibilities
Teaching Staff & Programme Teams	<ul style="list-style-type: none"> Be familiar with Te Kawa Maiooro and this procedure Ensuring Unitec's grade management system (i.e., Gradebook) is setup to accurately reflect the assessments in each course Entering assessment results into Unitec's grade management system (i.e., Gradebook) as soon as practicable following the assessment Designing and maintaining assessments that adhere to these procedures Designing and implementing assessment practices that adhere to these procedures Make marked assessments available in line with these procedures
Te Komiti o ngā Hotaka Programme Academic Quality Committee (PAQC)	<ul style="list-style-type: none"> Approve the awarding of course grades to ākonga Review and make decisions related to applications for Assessment Concessions Approve awarding of 'restricted pass' grades to ākonga
Relevant Delegated Authority	<ul style="list-style-type: none"> Be familiar with the delegations relevant to this procedure as detailed in the "Academic Delegations Register"
Te Korowai Kahurangi	<ul style="list-style-type: none"> Publish course results for ākonga following PAQC approval
Te Puna Ako	<ul style="list-style-type: none"> Provide guidance, support, and advice around assessment design

6. Definitions

Access4Success	A specialist Unitec team which supports learners with disabilities.
Delegated Authority:	The individual, committee, or role holder to whom authority has been granted, as per the Delegations Register.

7. Reference Documents

- Te Kawa Maiooro | Te Pūkenga Educational Regulatory Framework
- Te Pūkenga Assessment Policy
- Ākonga Concerns and Complaints Policy
- Ākonga Appeals Policy
- Unitec Delegations Register (for list of delegated authorities)
- Te Pūkenga National Delegations Policy (and associated Standing Delegations Register)

8. Document Details

Version Number	2.2												
Version Issue Date	05 November 2025												
Version History	<table> <tr> <th>Amendment Date</th><th>Amendment/s</th></tr> <tr> <td>March 2019</td><td>First edition</td></tr> <tr> <td>January 2021</td><td>Update nomenclature and Affected Performance Consideration</td></tr> <tr> <td>April 2022</td><td>Update 3.4.3.2.5 to reflect updated Academic Complaints procedure</td></tr> <tr> <td>July 2022</td><td>Administrative errors</td></tr> <tr> <td>August 2023</td><td>Update from v1.4 to 2.0 to align with Te Kawa Maiooro</td></tr> </table>	Amendment Date	Amendment/s	March 2019	First edition	January 2021	Update nomenclature and Affected Performance Consideration	April 2022	Update 3.4.3.2.5 to reflect updated Academic Complaints procedure	July 2022	Administrative errors	August 2023	Update from v1.4 to 2.0 to align with Te Kawa Maiooro
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June 2024

(v23/01) and Te Pūkenga
Assessment Policy (v23.2)Update to align with Te Kawa
Maiooro (v24/03)

November 2024

Addition of 4.1 AI clause
Renumbering to accommodate
new clause**Consultation Scope****Approval Authority**

Te Komiti Mātauranga | Academic Committee

Original Date of Approval

March 2019

Document Sponsor

DCE, Academic

Document Owner

Te Komiti Mātauranga | Academic Committee

Contact Person

Director, Te Korowai Kahurangi

Date of Next Review

November 2025

Amendment History

Version	Issue Date	Reason for Revision	Approved by
1.1	28/03/19	<p>Section 3.4.1 - Need for flexibility in range of grading systems and to align with other providers. Added Excellence grade step; option for a 2,3, and 4 step CBA; changed terminology from NC (Not Competent) to NA (not Achieved) in 4-point system, and changed CBA3 'Achieved Pass' from an 'A' to a 'P'.</p> <p>Section 3.4.2 - Amended ES grade definition to include that a final grade of CR or DNC must replace this grade within 12 months of end of course. Removed references to 'relevant academic authority' as this is the now the responsibility of the PAQC.</p> <p>Section 3.4.4 - Removed references to 'relevant academic authority' as this is the now the responsibility of the PAQC.</p> <p>Section 4 – Changed Academic Administration to TTK to reflect post ATOM changes, and changed 'post' to 'publish'.</p> <p>Section 3.4.6.5 – added retention period of 12 months for examination booklets, as per Te Pūkenga's Disposal Schedule</p>	Academic Board
1.2	20/01/2021	Update of nomenclature throughout. Update Special Assessment Circumstance section to align with change made to Affected Performance Consideration.	Te Komiti Mātauranga Academic Committee
1.3	23/3/2022 (date of meeting)	Update 3.4.3.2(5) to align with Academic Complaint Procedure	Te Komiti Mātauranga Academic Committee

1.4	14/07/2022	Updated errors: 3.4.1.4. iii CBA2 (2 point) Table Changed Achieved Pass grade from “A” to “C” to be consistent with what students are awarded on their academic transcript 3.4.1.8 Attendance based assessment (ATT) system table Added “No Credits Earned” to two previously blank cells 3.4.2 Estimated Grade (#): Corrected 3.4.1.8 to 3.4.1.2	Director, Te Korowai Kahurangi
2.0	10 August 2023	Significant change to align with Te Kawa Maiooro and Te Pūkenga Assessment Policy. Change of name	Te Komiti Mātauranga Academic Committee
2.1	approved 27 June 2024	Update to align with Te Kawa Maiooro (v24.03), including: <ul style="list-style-type: none"> - Reconsideration of Assessment Decisions - Reconsideration of Course Final Grade - Reassessment opportunities (for courses) Minor editorial/formatting changes	Te Komiti Mātauranga Academic Committee
2.2	Approved 05 November 2024	Addition of new clause : Use of Artificial Intelligence for Assessment Re-numbering to accommodate new clause.	Te Komiti Mātauranga Academic Committee