Assessment Guidelines for Students
Disclaimer
All the information in this booklet was correct at the time of printing.
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The assessment guidelines which follow are designed to give you an overview of the College of Education’s assessment requirements. In addition to these guidelines, there is important information of interest to all students in the:

(i) short section on Regulations in the University of Canterbury Calendar
    www.canterbury.ac.nz/publications/calendar.shtml;

(ii) Guide to Enrolment; www.canterbury.ac.nz/enrol/

(iii) course outlines; www.canterbury.ac.nz/courses

Please note: **It is your responsibility to read these guidelines and to refer to the appropriate sections of the following documents: UC Calendar, UC Policies and Procedures, and the course outlines for the courses in which you are enrolled.**
The University Grading Scale

All final results are reported and recorded using the following scale: or on a Pass/Fail basis. D, E and F are failing grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>9</td>
<td>90 - 100</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td>85 – 89.99</td>
</tr>
<tr>
<td>A-</td>
<td>7</td>
<td>80 - 84.99</td>
</tr>
<tr>
<td>B+</td>
<td>6</td>
<td>75 – 79.99</td>
</tr>
<tr>
<td>B</td>
<td>5</td>
<td>70 - 74.99</td>
</tr>
<tr>
<td>B-</td>
<td>4</td>
<td>65 – 69.99</td>
</tr>
<tr>
<td>C+</td>
<td>3</td>
<td>60 – 64.99</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>55 – 59.99</td>
</tr>
<tr>
<td>C-</td>
<td>1</td>
<td>50 – 54.99</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>40 - 49.99</td>
</tr>
<tr>
<td>E</td>
<td>-1</td>
<td>0 – 39.99</td>
</tr>
</tbody>
</table>

Late work

Work is late if it is handed in after the due date, without an extension having been granted. Students will be advised of any penalties to be imposed for work handed in late without explanation. Penalties may range from a warning letter to the deduction of marks or grades. Lecturers reserve the right not to mark work that is handed in late. Students must check course outlines for details of policies on the submission of late work.

In the case of FLO students, assignments submitted via post or courier that are date stamped by the administration staff at the College of Education’s office more than two working days after the assignment’s due date will be considered late. Please note: Students’ assignments submitted by email, hand delivery or drop-box in UC Learn must be submitted before or on the due date.

Extensions

Students are encouraged to plan their work so deadlines are met. Under exceptional circumstances (e.g. illness, accident, bereavement or critical personal circumstances) individual students may be granted an extension of the due date for an assignment. There is, however, a limit to the length of time that an extension can be granted. No assignment can be accepted once other students’ marked assignments have been returned to them.

Extensions are not granted automatically to students. A request for an extension should be made before the due date of the piece of assessment, in writing, either by email or letter. If a student applies for an extension, s/he will be asked to supply a medical certificate or other relevant evidence of special circumstances (e.g. a letter from a counsellor). Extensions will not normally be granted because of pressure of university work, e.g. several pieces of work being due at about the same time. Students are encouraged to plan their work in a realistic manner and in advance so that they can meet their assessment deadlines.

Students who cannot meet these requirements because of extended illness or unusually exceptional circumstances must apply to the Head of School.

Students must check course outlines for extension request details.
Submitting and returning work

There are a variety of ways in which students may be asked to submit their work. Course Coordinators will inform students about where and how they should submit their work. Student work will normally be returned within four weeks of due date. Please note that test papers are not necessarily returned and examination papers are not returned.

Resubmissions

Resubmissions are not normally available.

Students must check their course outlines for information about whether or not resubmissions are permitted for a particular course or particular assessment.

In the rare occasions where resubmissions are permitted it is likely that:

1. resubmissions will be restricted to situations where students have achieved most, but not all, of the learning outcomes required within an assessment task;
2. grades on resubmitted work are restricted to a minimum passing grade for that assessment;
3. the number of times an assessment task may be resubmitted is limited to one;
4. the number of resubmissions a student may have within a course is limited to one;
5. there will be deadlines for resubmitting assessment;
6. resubmissions will be restricted to assessment which was originally submitted on or before the due date (i.e. if assessment is late it is automatically excluded from a resubmission opportunity unless there are exceptional circumstances).

Reconsideration of grades during the year

(See GCER G, Course Work, 2, in the UC Calendar)

Students who are dissatisfied with an assignment grade or mark would normally discuss the matter with the lecturer or course-coordinator concerned and this may resolve the matter. However, students have the right to apply to the Head of School whether or not they have already discussed the matter with the lecturer.

A student may, within seven days of the result of an assessment being made known, apply to have it reconsidered. All applications should consist of the assessment and a written covering letter outlining the grounds on which the student feels the grade should be reconsidered. The reconsideration will normally consist of re-marking and re-counting the work submitted. Students are advised that marks may go up, go down or remain the same.

Reconsideration of Final Grade

Students who wish to apply for a reconsideration of their final grade should complete the official form and submit it through Student Services within in four weeks of release of the result.

The forms and additional information can be found at http://www.canterbury.ac.nz/exams/results.shtml
“Carrying Forward” of Grades

This is known as a Partial Exemption and can be applied for by students who fail a course and repeat the same course in a subsequent year.

Under the General Course and Examination Regulations A.5 and A.6 (2013 UC Calendar, 44):

A student may upon application to the relevant Head of School seek an exemption from tuition in lectures, tutorials, laboratory, practical, field or any other work. A student seeking such an exemption, must apply to the Head of School before the end of the second teaching week of the course or the first teaching week for a summer programme course; and

If any exemption from tuition is granted, the student must nevertheless enrol and pay the full tuition fee for the course, but the student may be exempt from any additional course costs (such as those specifically to cover the costs of fieldwork) related to the work for which an exemption has been granted.

Application for partial exemption from assessment in a course (i.e., to “carry forward” the grade from a piece of assessment in a course) must be submitted within two weeks of the course start date. The application form can be found under the heading “Forms” on this webpage: http://www.education.canterbury.ac.nz/for/student_advice.shtml.

Please be aware that a Partial Exemption is at the discretion of the course coordinator.

Aegrotat considerations

An aegrotat is applied for when a student is prevented from completing major piece of work on a course. A student may normally only apply for aegrotat consideration on one major piece of assessed work in a course. Aegrotat considerations may not be possible in some courses, or for some pieces of assessment within a course. In courses where an aegrotat consideration is not possible, other arrangements, such as alternative test dates and extensions may be offered. Please check your course outlines for details of aegrotat consideration. If you are not sure what to do, contact your Course Coordinator.

The following statement has been reproduced from the UC Calendar.

1.

A student prevented from completing any major item or items of work for assessment in a course, or who considers that his or her performance in completing any major item or items of work for assessment in a course has been impaired by illness or injury or bereavement or any other critical circumstance may apply for aegrotat consideration for the course. A student may apply on the basis that disrupted revision through one of these causes has resulted in impaired performance. Please refer to Regulation 6 below.

Note: Aegrotat consideration is not available where results have been affected by impairment to a student’s ability to learn the material for the
course(s) concerned. The aegrotat provisions are intended to assist students who have covered the work of a course but have been prevented by illness or other critical circumstance from demonstrating their mastery of the material or skills at the time of assessment.

2.

The application must be made to the Associate Registrar (International/Student Services) on or within seven days after the due date for submission of the work concerned, or on or within seven days after the date of a test or examination. In a special case, the Academic Board may approve a late application, and in the case of a student making multiple applications for the same examination or test period, the Academic Board may approve a consolidated application which should normally be submitted within seven days after the last test or examination concerned.

3.

The application must be supported by satisfactory evidence.

(a)

In the case of illness or injury to the student, satisfactory evidence must be a confidential report on the prescribed form from a registered medical practitioner, registered dental surgeon, registered midwife or a student counsellor approved by the Academic Board, and relate to a consultation which normally has taken place shortly before or within 24 hours after the due date for the required work or the date of the test or examination. In exceptional cases the Academic Board may extend this time provided that the consultation has taken place at such a time as to permit the practitioner to make a sound evaluation of the applicant’s condition at the time of the assessment. The report must state the nature of the illness or injury and an opinion about its effect on the student’s ability to complete the required work or to sit the test or examination.

Note: Students needing to see an approved counsellor should enquire at the Student Health and Counselling Service.

(b)

In the case of bereavement, appropriate evidence may be a death notice from a newspaper or a letter from a medical practitioner, minister of religion, kaumatua or the police. Where the notice or letter does not indicate the relationship of the deceased to the applicant, the applicant should attach a letter stating the relationship or connection.

(c)

In cases of other critical circumstances, supporting evidence will depend on the nature of the circumstances, some independent supporting evidence should be provided where possible,
and this might include police reports, medical certificates or letters from others concerned in the situation.

4.
The Associate Registrar (International/Student Services) shall forward the application and supporting evidence in confidence to the Head of Department/School concerned. The Head of Department/School may submit the supporting evidence to the Director of the Student Health and Counselling Service for comment. The applicant will be informed within 14 days if the grounds for the application are accepted or not accepted, in the former case by the Head of Department/School, and in the latter case by the Associate Registrar (International/Student Services).

5.
If the application is accepted, the Head of Department/School may, in the case of assessed work other than tests or examinations, offer a specified extension of time without penalty to complete the work. Where an offer of extension is not appropriate or accepted, and in the case of tests and examinations, the aegrotat for the course will be considered at the completion of the course and after the final item of assessment has been marked. After consultation with the examiners, the Head of Department/School shall determine whether an aegrotat pass, or grade, or class of Honours shall be awarded.

A Head of Department/School's determination shall be based on the work done throughout the course in items of assessment that are appropriate, and may take into account other relevant work done in the course and in any other related courses undertaken at the same time or earlier. An aegrotat pass, or grade, or class of Honours shall be recommended only if the Head of Department/School is satisfied that the student would in the absence of the impairment have attained at least a pass or that grade or that class of Honours.

An aegrotat grade or pass may be awarded only where the student has been able to complete a substantial part of the course and a substantial part of the assessment for that course at a satisfactory level.

Notes:
1.
Departments/Schools must inform students of any items of assessment in a course for which aegrotat consideration is not available.

2.
Students may request information from departments/schools on their policy in relation to these regulations as to what constitutes a substantial part of a course and a substantial part of the assessment, and as to what is considered to be a satisfactory level.
6.

Where a student has missed a final examination, or has a substantially impaired performance, in circumstances that justify an aegrotat application, but where the Department/School is unable - because of insufficient information/assessment - to make an aegrotat assessment, a Head of Department/School, after consultation with the relevant examiners, may make provision for a 'special assessment' to be implemented if this is considered appropriate. Departments/Schools are not obliged to conduct special assessments.

Students unable to sit a test/examination worth more than 50% of the course grade

Where a test/examination is worth more than 50% of the course grade, students who are prevented from sitting the test/examination due to illness or critical personal circumstances may be given the opportunity to sit a parallel version of the test/exam.

Application to sit a parallel version of the test/examination must be made within five working days of the date of the test/exam with a medical certificate or other appropriate documentation. Parallel tests/exams are usually held within 14 days of the original test/exam date. Students should check their course outlines for details of parallel tests and examinations. Applications must be made in writing to the course coordinator in the first instance.

Academic integrity

Academic integrity is the foundation for all academic work at the University. Students display academic integrity when they submit their own work for assessment. When this is not the case, the students are considered to be cheating.

Definition of cheating

Cheating takes place when students knowingly use the work of others, or fabricate work, to improve their own essays, exercises, or projects or their own tests or examination answers.

The most common form of cheating is plagiarism, where the words of an author are presented as the student's own work, with or without acknowledgment of the source. If you use the words of another author, you must put them into quotation marks and note the source. If you paraphrase such words and this should only be done for very short extracts (e.g. one line), you must still acknowledge the source. It is cheating to use, as if it is your own, the work of other students whether in essays, projects, tests or exams, unless students are specifically allowed to present collaborative work. Cheating takes place in tests and exams when one person sees and copies (or paraphrases) the work of another student, whether the other student is aware of this or not, or when prohibited material is used or taken into the examination rooms.

Another form of cheating is the fabrication or falsification of all or part of the data contained in a research report or practical report submitted by the student.

It is also unacceptable for a student to submit
for assessment work that is the student’s own work but is substantially the same as work that has already been (or will be) submitted for assessment in another course.

Cutting and pasting information from electronic sources is not acceptable.

Penalties for cheating

The University views all forms of cheating seriously. Penalties vary depending upon the type and severity of the offence. (See Calendar GCER J)

1 In the case of tests and other work being taken for credit (excluding formal examinations):

(a) An examiner, with the approval of the Head of Department/School or delegate, may:
   i. decline to award a grade; or
   ii. deduct marks; or
   iii. resolve the matter in any other appropriate way.

   for any work which is the result of dishonest or improper practice, including non-compliance with formal instructions undertaken with dishonest intent.

Note: Plagiarism is a form of dishonest practice.

(b) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department or delegate.

   i. decline to award a grade for that student’s work in whole or in part; or
   ii. deduct marks; or
   iii. resolve the matter in any other appropriate way.

(c) Before determining that dishonest practice or breach of instructions has occurred, the Head of Department/School or delegate shall give the student an opportunity to make representations.

(d) If the Head of Department/School or delegate, after hearing the student’s representations, is of the opinion that the student may be guilty of dishonest or improper practice in connection with the test or other work, the Head of Department/School or delegate may, instead of determining that the work shall be penalised, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit.

(e) Any student against whom a decision is given by the Head of Department/School or delegate may appeal to the Discipline Committee within 10 working days of the decision.

2 In the case of formal examinations:

(a) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department or delegate.

   i. decline to mark that student’s examination script in whole or in part; or
   ii. deduct marks; or
   iii. resolve the matter in any other appropriate way.
(b) In such a case the examiner shall submit a written report to the Secretary of the Discipline Committee stating the reason for the refusal to mark, and the Secretary of the Discipline Committee shall inform the student of the reason;

(c) Any student against whom a decision is given not to mark his or her examination script may appeal to the Discipline Committee within 10 working days of the date of the decision being communicated to the student;

(d) If an examiner, after consultation with the Head of Department/School or delegate, is of the opinion that a student may have engaged in dishonest or improper practice in the examination, the examiner shall refer the matter to the Proctor for investigation, and reference to the Discipline Committee if the Proctor thinks fit.

3 Dishonest or improper practice in examinations, tests or other work shall be deemed to be a breach of discipline, and the Discipline Regulations shall apply to the proceedings accordingly. If the Discipline Committee, after giving any student such opportunity as it thinks fit to make representations, finds him or her guilty of any dishonest or improper practice in connection with examinations, tests or other work, including the bringing into an examination or test of any unauthorised material, it may impose all or any of the following penalties:

(a) expulsion from the University;
(b) suspension from enrolment in the University or in particular courses for such period as it thinks fit;
(c) denial of credit or partial credit or an X grade in any course or courses;
(d) a fine;
(e) a reprimand;
(f) unpaid community work.

4 Appeals against decisions made under Regulation J are governed by the Discipline Regulations, clause 7.
Moderation of assessment

As part of its commitment to offer high quality courses, the College undertakes a process of internal and external moderation of assessment and grading. This is to ensure that the assessment system is fair, equitable, consistent and manageable. It is also a process for ensuring the consistency of assessment across courses.

Students may be asked to give permission for their work to be used as part of the moderation process.

Referencing

Guidelines for referencing are available from the Library and on the University Library website.

http://library.canterbury.ac.nz/services/ref/apa/

A tutorial for citing references can be found at:

http://library.canterbury.ac.nz/infolit

Check your course outlines for any specific requirements.

Final note

Students should ensure that they check all their course outlines for details of assessment guidelines. Students should not assume that all courses have the same guidelines for extensions, late work, resubmissions and locations for submitting work. If, after reading the course outlines, students are unsure about assessment details for a particular course, they should contact the course co-ordinator.