Assessment Guidelines for Students

College of Education
Disclaimer
All the information in this booklet was correct at the time of publication (26/2/16).
## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University Grading Scale</td>
<td>5</td>
</tr>
<tr>
<td>Late work</td>
<td>5</td>
</tr>
<tr>
<td>Extensions</td>
<td>5</td>
</tr>
<tr>
<td>Submitting and returning work</td>
<td>6</td>
</tr>
<tr>
<td>Resubmissions</td>
<td>6</td>
</tr>
<tr>
<td>Reconsiderations of grades during the course</td>
<td>6</td>
</tr>
<tr>
<td>“Carrying Forward” of Grades</td>
<td>7</td>
</tr>
<tr>
<td>Critical circumstances affecting assessment</td>
<td>7</td>
</tr>
<tr>
<td>Academic integrity</td>
<td>8</td>
</tr>
<tr>
<td>Definition of cheating</td>
<td>8</td>
</tr>
<tr>
<td>Penalties for cheating</td>
<td>9</td>
</tr>
<tr>
<td>Moderation of assessment</td>
<td>11</td>
</tr>
<tr>
<td>Referencing</td>
<td>11</td>
</tr>
</tbody>
</table>
These assessment guidelines are designed to give you an overview of the College of Education, Health and Human Development's assessment requirements. These guidelines should be read in conjunction with the following documents, and it is your responsibility to do this and seek clarification from a Course or Programme Coordinator if you are unclear about the implications for a particular course or situation.

- the General Course and Examinations Regulations (GCER) in the University of Canterbury Calendar
  www.canterbury.ac.nz/regulations/general/general_regs_enrolment_courses.shtml
- University of Canterbury Policies
  www.canterbury.ac.nz/regulations/general/academic_policies.shtml
- especially Assessment Policy, Principles and Guidelines
- Assessed work in Māori Policy
- Course outlines and assessment information (published in Learn).

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 Coordinator.
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

Students’ assignments must be submitted before or on the due date. Work is late if it is submitted 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 include 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.

The majority of distance assignments are submitted electronically in Learn. However, in the few cases where distance assignments are permitted to be submitted via post or courier any assignments that are date stamped by the administration staff at the College office more than two working days after the assignment’s due date will be considered late.

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 by email to the Course Coordinator before the due date of the piece of assessment. 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 who cannot meet these requirements because of extended illness or unusually exceptional circumstances should refer to the Special Considerations section of these guidelines.

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

Almost all work is submitted electronically via Assignment Drop boxes within the course Learn site. Course Coordinators will advise where and when assignments are to be submitted in cases where electronic submission is not appropriate.

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.

Work submitted electronically is usually returned electronically, and grades are available via the Learn site.

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:

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)

www.canterbury.ac.nz/regulations/general/general_regs_course_work.shtml

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 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.


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:


Please be aware that a Partial Exemption is at the discretion of the Course Coordinator.

Critical circumstances affecting assessment

(Special consideration of assessment items)

In 2016 the university is introducing a central process for applications for Special Consideration related to assessment (incorporating both Aegrotat and Late Withdrawal from Courses). Please refer to the GCER: www.canterbury.ac.nz/regulations/general/general_regs_aegrotat.shtml

Students may apply for special consideration if their performance in an assessment is affected by extenuating circumstances beyond their control where.

a) they have suffered an acute illness, injury or other reasonably unforeseeable circumstances:

i. which has prevented them from completing any major item(s) of work for assessment in a course; or

ii. which has impaired their performance (including by interruption of pre-assessment revision) to the extent that the result(s) are likely to underestimate
their true and evidenced level of mastery of the material in the course; or

b) they have been selected to perform, compete, adjudicate or officiate as a national sporting representative at national or international competitions; or

ii. they are members of a national cultural group on tour nationally or internationally.

Please note that applications must be supported by evidence.

Applications for special consideration should be submitted via the Examinations Office website http://www.canterbury.ac.nz/exams/ within five days of the assessment.

Where an extension may be granted for an assessment, this will be decided by direct application to the Course Coordinator and an application to the Examinations Office may not be required.

Special consideration is not available for items worth less than 10% of the course, and may not be available for some other items of assessment as specified in Course Outlines. Refer to specific Course Outlines for this information.

Students prevented by extenuating circumstances from completing the course after the final date for withdrawing, may apply for special consideration for late discontinuation of the course. Applications must be submitted to the Examinations Office within five days of the end of the main examination period for the semester.

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.
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.

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.

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.