



ASSESSMENT POLICY AND PROCEDURES (H1)

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1 DOCUMENT MANAGEMENT

Version control	Effective date	Created/reviewed by October 2022	Reason for review
Version 2	05/2021 Assessment and moderation policy (V2) Reassessment policy (V1)	Susan Warring Francesca Wang	Reviewed New version
Version 3	2024	Ricky Versteeg/ Shuaib Chota	Annual review

2 PURPOSE

Kiwi College of New Zealand has an assessment and result reporting policy and procedures in place to ensure that assessments are planned, fair, valid and consistent to meet the College goals and objectives. It also ensures that students receive regular and timely feedback of their achievements, following a robust process of quality assurance. The policy and associated



procedures aim to ensure Kiwi College remains compliant with the requirements of the Education and Training Act 2020, Private Training establishment Registration Rules 2022 and the NZQA rules for assessment.

The purpose of this policy is to ensure that assessment activities are carried out in a consistent manner to

- (a) comply with all relevant external regulatory and standard-setting body requirements,
- (b) ensure students are supported to meet the learning outcomes through fair and valid assessments,
- (c) and students receive regular feedback and that progress is monitored

Glossary

Assessment	The collection and evaluation of evidence to establish the level of an individuals' performance against a set of outcomes.
Resubmission	Another opportunity for a student to meet assessment criteria and requirements and resubmit the same assessment.
Resit	Another opportunity for a student to meet assessment criteria and requirements and do another assessment.
Course Learning Outcome	An expected result of learning in terms of skills, knowledge and attributes
Credit recognition	A process where credit for outcomes already achieved through formal study is recognized as credit for comparable outcomes in another qualification.
Competence	The ability to apply particular knowledge, skills, attitudes and values to the standard of performance required in specified contexts.
Programme	A programme of study or training that leads to a qualification
Graduate profile outcome	Specifies the skills and competencies a student should have upon completion of a programme.

3 POLICY

For the purpose of this policy and associated procedures, the term 'programme' includes all educational offerings (including programmes, training schemes, micro-credentials, training and short courses) which involve assessment.

Assessments provides evidence of the achievement of learning outcomes and meeting the graduate profile outcomes.



- (a) Assessment conditions will be managed that no student or group of students will be unfairly advantaged or disadvantaged.
- (b) Conflict of interests will be managed to ensure a fair and impartial assessment.
- (c) To ensure the validity of assessments, moderation is undertaken as per the moderation policy.
- (d) Where appropriate, there is an expectation that assessments will be submitted using the Learning Management System (LMS).
- (e) Resubmission, reassessment and reconsideration of assessment opportunities are provided in accordance with Kiwi College regulations and programme regulations.
- (f) Recognition of prior knowledge will be offered where allowed by programme regulations.
- (g) Students will receive regular feedback on their progress and achievements.
- (h) Results are only approved after validity was proven by moderation.
- (i) Student progress is documented and reported on LMS
- (j) Certificates and Awards are issued according to the external regulatory bodies.

4 ASSESSMENT PROCEDURES

4.1 Assessment design

All assessments will be designed to meet Course Learning Outcomes in accordance with assessment standards and principles. All summative assessments will be moderated according to the Moderation Policy and Procedures (H2).

4.2 Recognition of prior knowledge and skills

- (a) Accurate information will be distributed to students, through all relevant means, if the programme regulations allow for recognition of prior knowledge or CRT (credit recognition and transfer).
- (b) Students must submit a CRT (credit recognition and transfer) form at the point of enrolment, if they believe they obtained the skills or knowledge through formal study or work experience.
- (c) The evidence provided will be assessed by the Quality Assurance Manager to determine the equivalence to the course learning outcomes.
- (d) Decisions about RPL/CRT should be timely, transparent and robust.

4.3 Assessment preparation

Kiwi College provides students in writing, at the start of the course:

- the assessment information, including the number, types and weightings of assessments, assessment requirements, dates, criteria for success, and
- how to access further assessment and appeal provisions.



Students need to check the assessment requirements and conditions.

Students must attempt all summative assessment tasks and submit within the timeframe or due date indicated in the course outline, unless an extension has been granted.

Changes to summative assessment requirements and conditions will be done according to the Assessment Plan.

4.4 Supported assessment

To ensure equitable assessment opportunities, Kiwi College will make alternative supported assessment arrangements available where possible. Students must discuss the need for assistance with the teacher and Programme Leader at the onset of the programme. Kiwi College does not offer assessments in Te Reo Māori.

4.5 Assessment deferment

(a) Students are eligible to apply for an assessment deferment for impaired performance if

- they cannot complete a summative assessment or
- whose performance in or preparation for the assessment is affected by any circumstance or situation which could not have been reasonable prevented e.g. illness, injury, bereavement, family crisis.

(b) Valid and verifiable documentation needs to be provided. The case will then be considered by the Programme Leader and the Academic Director. Students may be allowed to complete the assessment at a later date or complete a different version of the assessment.

(c) Where a resit or resubmission is approved, the mark given is the true mark the student achieves for the assessment task.

4.6 Reassessment

Programme Handbooks have the specific information for the programmes and training schemes.

(a) For Achievement based programmes:

A resit/resubmission opportunity is available if the overall grade for a course is $\geq 45\%$ but $< 50\%$.

In addition, the following rules pertaining to reassessment apply:

- A maximum of one reassessment per course is available.



- A reassessment may include a resubmission or resit and will assess the learning outcome(s) which were not achieved.
- A resubmission may be offered if the assessor judges capability of identifying and correcting the work without any further teaching or specific feedback. Only general feedback may be given, such as advising you which learning outcome(s) you did not meet.
- Students who are eligible for a resit will be notified within 48 hours after overall marks have been post-moderated.
- Resits should be completed by the student within 5 working days of notification of eligibility for reassessment, if practical.
- Students will be notified of the result of the resit within 5 working days after Kiwi College's receipt of the reassessment.
- Upon completion of a reassessment, the maximum grade awarded will be C (50%).

(b) For Competency based programmes / courses:

- Students will be given the opportunity to demonstrate achievement of the learning outcomes by providing one resit or resubmission opportunity for each assessment.
- Resubmissions will be offered if the assessor judges the learner capable of identifying and correcting their work themselves. To ensure the learner can independently demonstrate competency against the learning outcomes, no further teaching or specific feedback will occur between the submission date and the resubmission. Only general feedback will be given, such as advising students which performance criteria they did not meet.
- Resubmission opportunities for writing skills will occur one week after the original assessment.
- Students who are eligible for a resit will be notified within 48 hours after the assessment has been post-moderated.
- Resits should be completed by the student within 5 working days of notification of eligibility for reassessment, if practical.
- Students will be notified of the result of the resit within 5 working days after Kiwi College's receipt of the reassessment.
- Upon completion of a reassessment, the maximum grade awarded will be Achieved.



4.7 Access to marked assessments

Following summative assessment, students may request to view their marked assessments after receiving their assessment results. Marked assessments and feedback can be reviewed, and then all materials relating to the assessment must be returned.

4.8 Grading

For competency-based courses, the following grades are used to report the final course result:

A with Excellence	Achieved The student has met the criteria of the assessment with outstanding performance.
A with Merit	Achieved The student has met the criteria of the assessment with very good performance.
A	Achieved The student has demonstrated competency in the assessment
NA	Not Achieved The student has not demonstrated competency in the assessment

For achievement-based programmes, the following grading system will apply to the course assessment tasks and overall course grades, as determined by the programme document.

Marking and Grading System

Grade	Mark range	Pass/Fail	Band Descriptors
A+	90 – 100	Pass	Exceptional, Outstanding (greatly exceeds satisfactory-level response) Evidence of a high level of attainment of learning outcomes.
A	85 – 89		
A-	80 – 84		
B+	75 – 79	Pass	Very Good, Good (exceeds satisfactory-level response) Evidence of learning that goes beyond replication of
B	70 – 74		



B-	65 – 69		skills or content knowledge relevant to the learning outcomes.
C+	60 – 64	Pass	Satisfactory, Adequate (satisfactory-level response) Evident of sufficient achievement of learning outcomes.
C	55 – 59		
C-	50 -54		
D	45 – 49	Fail	Falls short of level required to pass. Evidence of lack of attainment of learning outcomes, or insufficient evidence of achievement of learning outcomes. Eligible for a reassessment opportunity.
F	0 – 44	Clear Fail	Falls very short of level required to pass. Evidence of lack of attainment of learning outcomes due to critically inadequate knowledge and understanding of subject content, or insufficient evidence of achievement of learning outcomes.
WD	–	Withdrawn	Withdrawn from a course or the programme of study
DNC	–	Did Not Complete	To be awarded when a student does not submit or meet the minimum requirements of a summative assessment (including a final examination), or withdraws from the course after the specified date for withdrawing without academic penalty.

4.9 Academic Appeals

Complaints or academic appeals will be managed in accordance with the Concerns, Complaints and Academic Appeals policy (G2, H1).

5 ASSOCIATED POLICIES AND PROCEDURES

Moderation Policy and Procedures (H2)

Concerns, Complaints and Academic Appeals Policy and Procedures (G2, H1)

Academic Integrity Policy and Procedure (H1)