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## The Use of Te Reo Māori for Assessment Policy

### Academic Policy

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#### 1 Purpose

This policy provides for students to use Te Reo Māori in work being submitted for assessment as part of a taught course of study.

#### 2 Organisational Scope

This policy applies to assessment in taught courses; the use of Te Reo Māori for assessment in theses (where the thesis has a value of 90 points or more) is dealt with in the Doctoral Policy and the Master's Thesis policy.

#### 3 Definitions

Assessment: The process of assigning marks or grades to pieces of work submitted by a candidate in a course.

#### 4 Policy Content and Guidelines

##### 4.1 Policy

- (a) Students may, in accordance with this policy, submit work for assessment in Te Reo Māori except where:
  - (i) a course is taught fully or partly in a language other than English or Māori and the assessment requires students to demonstrate their facility in that language; or
  - (ii) facility in the English language is central to the objectives of all or part of the course.
- (b) Students using Te Reo Māori for work submitted for assessment are expected to be proficient in the language and able to develop ideas and express themselves in well-structured, grammatically correct and extended Māori language.
- (c) Students may use Te Reo Māori in assessed oral presentations only with the prior agreement of the examiner.
- (d) Wherever possible work submitted for assessment in Te Reo Māori will be marked by an examiner who is competent in the discipline and competent in Te Reo Māori.

*Note: If the item of assessment counts for more than 40% of the final grade for a course, the approval of the Pro Vice-Chancellor or nominee is required if the assessment is to be marked by someone other than an examiner ex officio (refer [Assessment Handbook](#)).*

- (e) Schools and Faculties will make a reasonable effort to accommodate the submission of students' work in Te Reo Māori.

## 4.2 Procedures and Guidelines

- (a) All matters to do with work submitted for assessment in Te Reo Māori are handled by the Manager of the Faculty Student and Academic Services Office (see Use of Te Reo Māori for Assessment: Guidelines for Faculty Managers – Appendix A).
- (b) Students in the first instance must contact or be referred to the Manager of their Faculty Student Administration Office (see Use of Te Reo Māori for Assessment: Guidelines for Students – Appendix B). It is important that they do so as soon as possible or at the latest at least one month before the examination is to be sat or the item of assessment is due to ensure that arrangements can be made in a timely manner.
- (c) It is recognised that some delay may occur due to arrangements being made for an alternative examiner or the inclusion of translation in the marking process.
- (d) If the student chooses to proceed, the Manager will advise the Head of School and examiner (see Use of Te Reo Māori for Assessment: Guidelines for Schools – Appendix C). If the Head of School determines that there are no examiners competent to mark the work in Te Reo Māori, the Manager will arrange for the work to be translated into English.
- (e) The University realises that some native speakers of Te Reo Māori might use Māori/English interchangeably in answering an examination paper. Any student who does so and who has not previously informed the Manager of the Faculty Student Administration Office must do so immediately after the examination. The Manager will then advise the examiner and arrange for an alternative examiner who is competent in Te Reo Māori or for the work to be translated. In such cases there may be further delay in the marking process.
- (f) Where an examiner discovers an item of work written in Te Reo Māori and no prior arrangements have been made to mark the work, the examiner will immediately pass the work to the Manager of the Faculty Student Administration Office who will arrange for the work to be assessed by another examiner who is competent in Te Reo Māori or have the work translated. In such cases there may be further delay in the marking process.
- (g) The Manager will ensure that any translator is an appropriately qualified professional, acceptable to the University.
- (h) The Manager will ensure that work which is sent to be translated bears no identification other than the student's identification number.
- (i) The translator will be instructed to translate what has been submitted by the student as accurately as possible (see Use of Te Reo Māori for Assessment: Guidelines for Translators – Appendix D), in particular:
  - (i) effective and creative use of language should be reflected in the English translation as far as possible.
  - (ii) the student's use of language should not be improved in the process of translation, e.g. by correcting errors or inconsistencies, or by improving the flow of awkward passages.
- (j) To assist translation, it is necessary for a student to provide technical vocabulary in the form of a glossary. This terminology should be developed in advance, in consultation with the examiner and translator if necessary.
- (k) The examiner will mark the translation as they would mark any other work. Where necessary, the examiner may seek clarification of the translation of the work from the translator.

- (l) Where work has been translated the student will receive back any original script, the translation and any comments made by the translator. Normal procedures for the return of examination scripts will apply.
- (m) Any student not satisfied with decisions made by Schools or Faculties relating to assessment, or who considers that the circumstances in which an item was assessed have caused them to suffer academic disadvantage, should refer to the [Academic Grievance Policy](#).

## 5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

## 6 References

[Academic Grievance Policy](#)

[Assessment Handbook](#)

Previous Version: [The Use of Te Reo Māori for Assessment Policy](#)

## 7 Appendices

[Appendix A: Use of Te Reo Māori for Assessment: Guidelines for Faculty Managers](#)

[Appendix B: Use of Te Reo Māori for Assessment: Guidelines for Students](#)

[Appendix C: Use of Te Reo Māori for Assessment: Guidelines for Schools](#)

[Appendix D: Use of Te Reo Māori for Assessment: Guidelines for Translators](#)

## 8 Approval Agency

Academic Board

## 9 Approval Dates

This policy was originally approved on: 29 November 2001

This version was approved on: 17 November 2015

This version takes effect from: 17 November 2015

## 10 Policy Sponsor

Provost

## 11 Contact Person

The following persons may be approached in relation to this policy:

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