STUDENT RESULTS AND AWARDS

Section	Learning and Teaching		
Approval Date	10.11.2015	Approved by	Academic Board
Next Review	10.11.2016	Responsibility	Director of Academic and Quality
Last Reviewed	05.11.2015	Key Evaluation Question	6

PURPOSE

To provide a broad framework to ensure that all student assessment and course results are managed accurately and in a timely manner, and academic awards are issued correctly and in accordance with the relevant Programme Regulations and definitions; and requirements set by NZQA and/or other relevant external bodies. (*Refer New Zealand Qualifications Framework)*

To ensure the accuracy and integrity of course and qualification completion data reported to the Ministry of Education and the Tertiary Education Commission in the Single Data Return (SDR).

To ensure the accuracy and integrity of Assessment Standards results reported to NZQA.

SCOPE

All NMIT student assessment and course results including those provided by NMIT training partners, comprising:

- determination of students' assessment and course results
- checking, endorsement, and approval of results
- recording of results
- notification to students of their results
- release of results to students and external stakeholders
- administration and reporting of results following diagnostic assessments e.g. ALNAT
- students' academic records
- students' results data in the Student Management System (SMS)

Where appropriate, the endorsement, approval and issue of:

- academic awards
- award numbers
- NMIT academic seals

Reporting of student results and the completion of qualifications to external bodies as required.

This Policy excludes:

- Special Honour and Recognition Awards
- results following assessments that are carried out at NMIT but are not part of a programme of study delivered by NMIT
- results following assessments that are part of a programme delivered by NMIT but are approved by an authority or organization other than NMIT

PRINCIPLES

Students' results must accurately reflect their achievement.

NMIT is committed to ensuring that:

- students' assessment and course results are determined, recorded, checked, endorsed, approved, released and reported accurately and appropriately, and in a timely manner

- qualification completion requirements have been met before the award of any qualification is approved and the award issued

Student results data is owned by NMIT, and NMIT has the responsibility of managing it and keeping it secure in accordance with the relevant NMIT policies and New Zealand legislative requirements.

SPECIALIST DEFINITIONS

Academic Awards	Includes the following:
	
	- Qualifications:
	  - Certificate
	  - Diploma
	  - Bachelor Degree
	  - Graduate Certificate
	  - Graduate Diploma
	  - Postgraduate Certificate
	  - Postgraduate Diploma
	
	- Other awards:
	  - Record of Participation
	  - Record of Achievement

Academic Seal	See NMIT Seal
Academic Transcript	The official, authorised document detailing a student's academic record, showing course results and qualifications awarded.
Achievement Standard	A nationally registered, coherent set of learning outcomes and associated assessment criteria, together with technical and management information that supports delivery and assessment; achievement standards specify three different standards of performance and the method of assessment, which may include national external assessment. [*NZQA definition*]
ALNAT	Adult Literacy and Numeracy Assessment Tool. ALNAT is an online tool produced for the Tertiary Education Commission (TEC) to assess adult reading and numeracy. It is used to help educators to identify the strengths and weaknesses of students' reading and numeracy skills
Assessment Standards	Unit standards and achievement standards listed on the Directory of Assessment Standards.
Award Number	Unique number assigned to an individual award and recorded in the SMS.

NMIT Academic Seal	The NMIT Academic Seal (gold, embossed) is included on award documents for qualifications having a minimum total credit value of 120, with at least 40 credits at level 3 or above.
NZQA Record of Achievement (RoA)	Official transcript issued by NZQA of all the national qualifications and standards that a person has ever achieved. Any qualifications gained before the implementation of the NZQF will not appear on the RoA.
Programme of Study (Programme)	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes and assessment practices, which leads to a qualification listed on the NZQF. Note: a programme of study may also be simply referred to as a '**Programme**'.
Qualification	A degree, diploma or certificate awarded by the NMIT Academic Board or by another agency with the approval of the Academic Board.
Record of Achievement	The award gained when a student has attained a defined level of achievement in a course or programme where no qualification is awarded.
Record of Participation	The award gained when a student has actively participated in a course or programme in which there is usually no exam or other form of assessment.
Results	Results are either for assessments (components of courses such as tests, assignments or exams) or for complete courses.
Assessment Results:	Results of **achievement-based** assessments are reported in the form of grades. Results of **competency-based** assessments are reported as either Achieved/Not Achieved, or Pass/No Pass.
Assessment Standard Results:	Results of Unit Standards or Achievement Standards are reported as either Achieved or Not Achieved. Where the standard specifies, results may include endorsements such as Merit or Excellence.
Course Results:	Course results available in a programme as specified in the Programme Regulations. Course Results may include endorsements such as Merit or Distinction.
Results Committee	Committees established by Managers (Programme) and made up of the Manager and staff members from the Programme Area. Duties include the consideration of assessment and course results from the Programme Area prior to their endorsement by the Manager, and prior to their submission to the appropriate Academic Committee for approval.
Results Notification	An unofficial academic record of course and unit standard results available for a student on request
Student Management System (SMS)	• ebs4 - NMIT's Student Management System • aPlus+ - (2012 – 2015) Assessment and Course Results and Attendance Management System used by NMIT prior to ebs4 taking over these functions
Training Partner(s)	Organisation(s) or individual(s), with whom NMIT has a contracted arrangement, who provides delivery of training on behalf of NMIT, to NMIT students.
Training Scheme	Study and training that leads to an award but does not, of itself, lead to a qualification listed on the New Zealand Qualifications Framework (NZQF). [*NZQA definition*]

Unit Standards	A nationally registered, coherent set of outcomes and associated evidence requirements together with technical and management information that supports delivery and assessment. All (unit) standards are registered in the NZQA Directory of Assessment Standards, assigned a level and a credit level, and may contribute to the award of a Short Award or a Qualification registered on the NZQF. [*NZQA definition*]

ASSESSMENT RESULTS

Results for all the summative assessments in a course must be determined from the students' achievement in accordance with the Programme Regulations.

Results for all the summative assessments in a course must be recorded in the SMS.

Where a course contains Assessment Standards (Unit Standards or Achievement Standards) results for the Standards that are achieved must be recorded in the SMS.

Feedback to students on their own assessment results should be carried out as close to the assessment as feasible.

Students are entitled to the return of all written assignment work (or a copy thereof) submitted for coursework assessment within a reasonable time (as specified in Programme Regulations).

Copies of final examination scripts will be available for viewing but may be retained by NMIT.

Students shall be given access to the marking schedule used to mark the assessment.

Marked assessments (excluding examination papers) such as assignments, presentations, works of art, theory and practical tests, should be either returned to the student, or, if uncollected, should be retained for a minimum of one year following the last action related to those assessments. *Refer to DA424 ITPNZ GDA Disposal Schedule.*

COURSE COMPLETION

In order to formalise completion of a course delivered by NMIT, students must either:

Meet the completion requirements for the course as defined in the relevant Course Descriptor after they follow normal enrolment procedures, complete the coursework, have their course result approved by the Academic Committee and the result assigned Approved status in the SMS.

or

Meet the completion requirements for the course as defined in the relevant Course Descriptor after they follow normal enrolment procedures, undertake or complete the coursework and have their course result approved through special consideration by the Academic Committee and the result assigned Approved status in the SMS. This may include the following categories of:

- Results following Student Academic Appeals
- Conceded Passes
- Aegrotat Results
- Results following approved extensions
- Results following approved resits or reassessments
- Results following Force Fails eg:
  - o As a result of Academic Misconduct
  - o Where specific Programme Regulations apply other than assessment results e.g. where the failure of a particular assessment overrides the overall grade; attendance; professional behaviour etc.

or

Have academic credit approved by the Academic Committee for the course recognised through the NMIT procedure for Recognition of Academic Credit, including Credit Transfer, Cross Credit, or Recognition of Prior Learning (RPL) as described in *Recognition of Academic Credit Policy,* and the result assigned Approved status in the SMS.

COURSE RESULTS

Course results must be determined in accordance with the Programme Regulations, using the Course Result Key assigned to that course.

There must be a valid course result for every student enrolled on an assessed course. Where the course is not assessed, no result is required, however student participation must be recorded.

Students can only be advised of their course result after the result has been assigned Approved status in the SMS.

Course results must be approved in a timely manner, within one month from the course end date.

Students must be advised of their approved course results promptly.

SPECIAL RESULTS

If a student wishes to challenge a result they have a right to do so. The procedure for a student to appeal a result is described in NMIT's **Student Academic Appeals Policy**. The outcome of an appeal may require a change to the appellant's result. Any action required will be recorded in the Academic Committee's Appeals Sub-committee confidential minutes or Appeals Committee's confidential minutes.

Conceded Pass results (only available for courses) are entered into the SMS and will be considered by the Academic Committee for approval and only for the purpose of qualification completion.

Aegrotat results are entered into the SMS, and will be considered by the Academic Committee when considering course results for approval.

The Manager or tutor with responsibility for the relevant course has the authority to approve extensions to the due dates for submission of assessments that are within the course's start and end dates. Where the extension applied for is after the course end date, the Manager must make a recommendation to the relevant Academic Committee for approval. When an extension has been approved, an extension date must be recorded in the SMS.

From time to time course results from resits or reassessments come to the Academic Committee for approval. Normal procedures for recording results in the SMS apply.

ALL RESULTS

Course and Assessment Standard results may not be assigned Approved status in the SMS until after Academic Committee approval of those results.

A NMIT staff member or training partner may not record assessment or course results, or participate in the approval of course results or Awards, for their own or their family members' results.

QUALIFICATION COMPLETION

On completion of a qualification for which NMIT is accredited the following must be ensured:
- All completion requirements for the qualification have been met
- Eligibility for the qualification is confirmed
- Application for approval of the Award of the qualification is submitted to Academic Committee
- Approval of the Award is gained
- The award is assigned Approved status in the SMS
- The Award document is requested and issued

On completion of a qualification which is awarded by an authority or organization other than NMIT, such as some National Certificates or National Diplomas or a professional qualification issued by an external awarding body, the following must be ensured:

- All completion requirements for the qualification have been met
- Eligibility for the qualification is confirmed
- Application for endorsement of the Award of the qualification is submitted to Academic Committee
- Endorsement of the Award is gained
- The Award document is requested by NMIT from the awarding body
- The Award document is issued to the student by the awarding body

RELEASE OF RESULTS

Access to students' results in the NMIT Student Management System (SMS) is controlled, and is limited to authorised persons.

Students have an automatic right of access on request to their own approved results information as recorded in the SMS. They also, on request, have a right to the information on how their assessment results have been determined.

Course results may be released to students following approval of the results by the Academic Committee and recording of the approval in the SMS.

Any results displayed publicly will use student ID numbers, not student names.

Release of student results to external bodies or individuals other than those authorized is controlled through the NMIT Privacy Policy.

USE OF RESULTS DATA

Student results data may be used by NMIT for the purposes of statistical analysis and reporting, in accordance with legal or contractual requirements and the NMIT Privacy Policy.

MODERATION

Assessment and course results, and the assessment information on which the results have been based, may be required for moderation to help ensure that assessors make accurate and consistent judgements about students' performances.

Where a student's work is used for the purpose of moderation of assessment, every effort must be made to ensure confidentiality. For example in moderation of written assessments, students' names must be removed to keep students' work confidential.

AWARD NUMBERS AND ACADEMIC SEALS

All qualification awards issued by NMIT are assigned a unique number which is recorded in the SMS. A list of award numbers is presented to the Academic Board. Awards with NMIT Academic Seals are approved by the Academic Board.

UNUSED AWARDS

Any awards deemed invalid or spoiled should be returned immediately to the Academic and Quality Team and a replacement issued if required.

LOST AWARDS

Where an award has been lost or destroyed and a replacement document is needed, an application may be made to NMIT using the Replacement Award Request Form attached in Appendix 1 of this Policy.

RECORDS

Applications for Approval of the Award of Qualifications

Approved Academic Committee minutes
Results Committee minutes
Recognition of Academic Credit Application Forms and supporting evidence
Seals Register (prior to award registration being recorded in SMS)
Replacement Award Request Form
Student results data in the SMS
Assessment records
Award documents
NZQA Records of Learning

REFERENCES

INTERNAL

NMIT Academic Statute:
- S1 Introduction
- S2 Definitions
- S3 Academic Regulations
- S5 Academic Board
- S7 Schedule of Course Result Keys

Recognition of Academic Credit Policy
Domestic Student Fees, Charges and Refunds Policy
International Student Fees, Charges and Refunds Policy
Re-sits – Guidelines for Good Practice and Charging Policy
Student Academic Appeals Policy
Assessment Policy
Moderation Policy
Records Management Policy
Privacy Policy
Academic Integrity Policy
Student Problem resolution Framework
Programme Regulations, including Course Descriptors
ebs4 Assessments – Manager and Administrator Guide
ebs4 Assessments – Tutor Guide
Academic Committee Guide

EXTERNAL

Education Act 1989 and its amendments
Privacy Act 1993
Public Records Act 2005
Electronic Transactions Act 2002
Official Information Act
DA424 ITPNZ GDA Disposal Schedule

APPENDICES

Replacement Award Request Form

Controlled Document – Refer to NMIT website or intranet for latest version

REPLACEMENT AWARD REQUEST

nmit
Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

Name (in full)		**Date of Birth**	
Name at time of study if different from above:		**Date of Award**	
Qualification (e.g. Bachelor of Commerce)		**Award Number** (if known)	

Contact Details			
Address		**Phone**	
Email		**Mobile Phone**	

Circumstances under which award has been lost or destroyed: (Make sure it is true. It is an offence to make a false declaration)

Declaration: To be signed and witnessed in front of a Justice of Peace / Judge / Court Registrar

- I agree that if I find this award I will return it immediately to Nelson Marlborough Institute of Technology and that I will not use or display this award in any manner as to represent any attainment of qualification.

- I understand that once the new award is issued, then my former award is invalid and of no legal standing, and cannot be used as representation of a qualification.

- I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of Declarant:		**Witnessed by:***(name in full)*	
Signature of Witness:		**Declared at:** (place)	
Place Official Stamp here		**Date:**	

Please ensure replacement award fee of $50 is paid in full.
Bank details: BNZ, Nelson Branch 02-0704-0190770-003.
Please complete your bank deposit details to appear on NMIT Bank Statement as shown below:

Particulars:	Code:	Reference:
Type Your Student ID code here (if known)	Type your Surname here	Type "Award Fee" here

or make cheque payable to NMIT. Please note: a surcharge of 1.5% will apply to all credit card transactions.

Please submit completed request to:
Academic and Quality, NMIT, 322 Hardy Street
Private Bag 19, Nelson 7042, New Zealand
or email to academic@nmit.ac.nz

Office Use only						
Original Award number		**Date award reprinted**			**Emailed**	☐
Re issued Award number		**Signed**			**Posted**	☐