

COURSEWORK, TESTS AND EXAMINATIONS INFORMATION

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For all University Assessment Regulations:

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/teaching-and-learning/assessment.html>

For Programme information:

<http://www.education.auckland.ac.nz/en/about/programmes/programme-handbooks.html>

Attendance and Participation

Attendance in class as well as engagement with course activities and readings supports academic success. Therefore, it is strongly recommended that students make every effort to attend class and complete all the necessary in-class requirements. For those students who are enrolled in flexible delivery courses full participation in, and completion of all the online activities is strongly recommended as an aid to success.

Student Charter and Responsibilities

The Student Charter assumes and acknowledges that students are active participants in the learning process and that they have responsibilities to the institution and the international community of scholars. The University expects that students will act at all times in a way that demonstrates respect for the rights of other students and staff so that the learning environment is both safe and productive. For further information, see Student Charter at

<https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/student-charter.html>

Academic Integrity

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework or tests as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

The Student Academic Conduct Statute covers any dishonest practice occurring in the preparation and submission of work, which counts towards the attainment of a pass in any subject. It addresses:

1. Dishonest or inappropriate practices occurring in the preparation and submission of coursework (which includes, but is not restricted to, assessable work produced by students and normally submitted during periods of teaching) and work produced in the preparation and submission of dissertations, theses or other products of research which count towards the attainment of a degree or diploma.
2. Any practice which takes place in the context of University examinations, which is dishonest or inappropriate or inconsistent with the principles of integrity exemplified in Clause 2 of the Statute.

<https://cdn.auckland.ac.nz/assets/central/about/the-university/how-the-university-works/policy-and-administration/Supervision/student-academic-conduct-statute.pdf>

To support students' understanding of academic integrity The University of Auckland has introduced an online Academic Integrity (AI) course for undergraduate and postgraduate students admitted for the first time to a programme at the University. All new students are required to complete the course in order for any degree, diploma or certificate to be conferred or awarded. Students will receive information via email about how to log on and complete the AI modules.

<https://www.auckland.ac.nz/en/about/learning-andteaching/policies-guidelines-and-procedures/academic-integrity-info-for-students/aboutacademic-integrity.html>

Assignment Referencing

The University's Referen@ite website www.cite.auckland.ac.nz provides students with a one stop online resource for academic referencing needs. Referen@ite explains the essentials of referencing and how to avoid plagiarism. It also includes practical tools to help students reference correctly, use references effectively in writing, and gives fast access to some major reference formats with examples.

All assignments must use the standard APA referencing style unless otherwise stated by your Lecturer. The university will be transitioning to APA 7th from Semester one 2020, and APA 7th examples will be added to the QuickCite drop down menu. For more information, visit your Campus Library.

Assessing Te Reo Māori in Coursework and Examinations

The University endorses the right of its students with an appropriate level of language fluency to use Te Reo Māori in assessment both for coursework and examinations. Associated policy and information can be found via this link:

[Assessing Te Reo Maori in Coursework and Examinations](#)

Assignment Submission - Electronic

All electronic submission of assignments must be uploaded to an assignment drop box on Canvas, Moodle, or Turnitin as assigned by your lecturer. You will be notified at the beginning of your course that the submission of assignments is electronic. You will also be notified about how your marked assignment will be returned. Usually online submission means your marked script will be made available to you online. Information will be provided as to how to upload your assignment and how to access your marked script online. Coversheets **are not** required for electronic submission.

The submission times of 12:30pm for undergraduate and 4:30pm for graduate diploma and postgraduate coursework apply to electronic submission of assignments.

Assignment Submission - Non-electronic

Faculty students across all campuses will generate their own individual coversheets for each assignment. Every coversheet will contain a unique barcode to facilitate prompt processing and automated emails to confirm receipt, and advise when an assignment is ready to be collected. Students will generate their Assignment Coversheets via the following link:

<http://www.education.auckland.ac.nz/en/for/current-students/assignments.html>

Students must keep a copy of the written component of all assessment tasks submitted.

Assignments of a non-electronic submission type should be submitted at the campus where you attend the course (unless your lecturer/ CANVAS site advises otherwise).

- **City:** Assignment box located in the foyer in the Human Science Building at 15 Wynyard Street.
- **Epsom:** Assignment Centre located in A109a (located at the Education and Social Work Student Centre). *An after-hours drop box for A4 sized documents is located to the right of the main A Block entrance.*
- **South Auckland:** Student Hub.
- **Tai Tokerau:** ICT Suite foyer, L Block.

The submission times of 12:30pm for undergraduate, and 4:30pm for graduate diploma and postgraduate coursework apply to non-electronic submission of assignments.

For further information on assignment submissions please refer to

<https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>

The Assignment Centre will send an automated email to students to confirm receipt of assignments for non-electronic type submission only.

Assignment Return

Students can expect to have marked assignments and tests returned within 3 weeks from the due date. If your assignment is an online submission, you can expect to have your marked assignment available online within 3 weeks. You will be provided information about how to access the marked script.

Non-electronic marked assignments may be returned in class or via the submission points. Please wait until you receive an automated email advising that your assignment is ready to be collected from collections points:

- **Epsom:** Assignment Centre located in A109a (located at the Education and Social Work Student Centre) Monday to Friday between 9.00am and 4.30pm.
- **City:** Human Science Building, Room 258. Level 2, 15 Wynyard Street, Monday to Friday between 10.00am and 1.00pm.
- **South Auckland:** Student hub between 8am to 8pm on weekdays, and from 12pm to 6pm on weekends.
- **Tai Tokerau:** ICT Suite foyer, L Block, Monday to Friday between 12.00pm and 12.30pm.

You must produce your ID card to collect your assignment. Uncollected assignments will be stored by the Assignment Centre and (as advised in the 'ready to pick up' email) and if uncollected will be disposed of 5 weeks after the start of the following semester.

Assignment Disputes related to Coursework Marks or Grades

According to the UoA Assessment (Coursework, Tests and Examinations) Policy, students have the right to query an assessment process in coursework or in a test that they believe to be unfair. See [Resolution of Student Academic Complaints and Disputes Statute](#)

EDSW Process:

- 1) A student who is concerned about a mark or grade for a coursework¹ assessment can use the informal procedures set out in the Statute to dispute the assessment outcome. The student should raise this concern directly with the Course Director in writing requesting a reconsideration of the mark or grade, explicitly stating the reason why they consider the mark or grade is inconsistent with the assessment criteria.
- 2) Any written concern must be received within two calendar weeks of the coursework assessment being returned.
- 3) The Course Director reviews the mark or grade in relation to the stated reasons or seeks a second opinion if they were the original marker or assessor.
- 4) The Course Director notifies the student of the outcome. Please note, marks or grades cannot be reduced in this process.
- 5) If the grade or mark is not adjusted and the student is still concerned, a formal written complaint restating the nature of the concern in relation to the assessment criteria is made to the Academic Head.

Assignment Extensions

Requests for extensions must be made to the Course Director (or course co-ordinator where applicable) **in advance of the due date**. Applications must be accompanied by evidence of the need for an extension. Extensions will not be granted for academic workload reasons (for example, a number of assignments due at the same time) but may be considered in the case of temporary illness or injury, or for compassionate reasons. Extensions are granted at the discretion of the Course Director (or course co-ordinator where applicable).

<https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>

¹ Note that this process cannot be used in relation to Examinations.

Aegrotat and Compassionate Consideration (Exams and Tests)

This is a University process that applies only to University Examinations (and Tests). Please refer to your programme handbook or link below.

<https://www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/during-exams/aegrotat-and-compassionate-consideration.html>

Special Consideration: Unavoidable Personal Circumstances (Coursework only)

Where a student faces unavoidable personal circumstances and is unable to submit a component of coursework, he/she may apply to the Head of Programme/Programme Leader for special consideration. The application is made on the form "Special Consideration: Unavoidable Personal Circumstances" and must be supported by written evidence from a doctor or counsellor. The student must apply no later than two weeks after the due date of the assignment.

If the Head of Programme/Programme Leader supports the application, the Course Director in consultation with the Head of School may:

- a. either, require the student to re-enrol in the course, or
- b. *where at least 50% of the coursework has been completed at a grade well above the minimum pass standard*, award an assessed grade for the course based on:
 - i) either the grade achieved for previously completed work (one grade lower would normally be awarded in this case)
 - ii) or the allocation of a mark for the missing work derived from the students ranking on the completed work, or
- c. ask the student to submit the work by a revised deadline, or submit a new task by a revised deadline

<https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>

Assignment Penalty for Exceeding Specified Assessment Word Limit

Word limits apply to all written assessments as specified in the detail of the assessment tasks.

- 1) Students must provide a word count for all written assignments where a word limit is specified². The word count may be checked by the marker if there appears to be a discrepancy.
- 2) All written work that exceeds the specified word limit by more than a 10% leeway will be penalised. Students will be advised of how the penalty will be applied in the assessment detail.
- 3) The penalty for exceeding the word limit (and the 10% leeway) will be either:
 - I. The written work is marked in full, but 10% of the possible assessment mark is deducted from the mark awarded. For example, in a 1000-word essay worth 25 marks, a penalty of 2.5 marks will be applied if the word count exceeds 1100 words.
 - II. The written work is marked up to the point where the word limit (and the 10% leeway) is reached, and a mark is awarded according to the written work that has been marked. No further penalty is applied.

No penalty is applied for an assessment falling under the specified word limit, however, written assignments that are very much too short may not have met the criteria as outlined in the assessment detail.

² The reference list or bibliography at the end of the written assessment is not included in the word count, however, in-text citations are included.

Assignment Penalties for Late Work

A student who submits coursework assignments after the notified deadline, or after the approved extension, will have the marks for that coursework assignment adjusted as follows:

- a. within one calendar week late – deduct 10% of the total value of the assessment, (e.g. for an assignment worth 40%, a student scores 32 but hands the work in a day late. The student loses 4 marks – 10% of 40 – and is awarded a final mark of 28)
- b. one to two calendar weeks late – deduct 50% of the total value of the assessment
- c. later than two calendar weeks – deduct 100% of the total value of the assessment

Note: under Examination Regulation 1c and d, students must complete “to the satisfaction of the examiners”.