

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0904.02	
Title:	Final assessment process in Postgraduate programmes		
ITPNZ Std:	9 Assessment		
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Contact Authority:	Director: Quality		Status: Current

Purpose To provide a policy on the process to be followed for the assessment of final submissions (theses/dissertations/exhibitions/oral presentations/ documentation) as outlined in the programme specific documents by candidates within the postgraduate programmes offered at Otago Polytechnic.

Background The Polytechnic currently has a number of postgraduate programmes with their course specific requirements which require submissions from candidates. The process for the assessment of these must be appropriate for the relevant qualification and be administered in a way that meets the prescribed submission requirements for each degree.

Policy

1. Submission Process

- 1.1 Candidates and supervisors are required to sign off all examinable submissions using programme specific formats. Where candidates choose to sign off without their supervisor(s) also signing off, they should be made aware they do this at their own risk. They do this in conjunction with the programme manager who ensures that all programme specific relevant information is available and adhered to.
- 1.2 Once a submission has been signed off by a candidate for examination, it is considered to be the final submission.

2. Composition of Examination Panel and Appointment of Examiners

- 2.1 Candidates, supervisors and examiners must be provided with details of the composition of the examination panel and the process through which the panel is constituted and moderated (where applicable).
- 2.2 Candidates and supervisors are to be given the opportunity to provide input concerning the choice of examiners, but are expected to refrain from further contact with the potential examiners until after the examination reports have been received and moderated.
- 2.3 Programme managers (or their equivalent), in consultation with Heads of School, formalise the examination panel; the examination process including timelines; receive the examination reports; and formalise the moderation process (if applicable).
- 2.4 Examination in Te Reo Māori will comply with the assessment regulations in the programme document and Otago Polytechnic policies.
- 2.5 Candidates, supervisors and examiners must be provided with the programme specific criteria, programme specific outcomes and moderation procedures.



- 2.6 Examiners will complete a programme specific waiver of confidentiality form agreeing that their written report can be shared with the candidate, supervisor and Head of School.

3. Reporting of Results

- 3.1 Examination reports are received by the programme managers (or their equivalent), the final outcome is then determined and the moderation process (if applicable) carried out.
- 3.2 Programme Specific Report forms will be signed off by examiners.
- 3.3 The final report/s and final outcome are to be shared with candidates and supervisors.
- 3.4 Candidates receive copies of the final examination reports.
- 3.5 Supervisors and the Head of School receive confidential copies of the examination reports.
- 3.6 Examiners receive a confidential copy of the other examination report/s.
- 3.7 Once all requirements related to theses/dissertations/exhibitions/oral presentations/documentation are completed by the candidate in satisfaction of the relevant programme specific documents, the template for Masters completion is finalised by the programme manager (or equivalent) and forwarded to the relevant Group Manager for confirmation of graduation.
- 3.8 Any appeal must be lodged in writing with the Head of School within seven working days of receiving examination report.

Referral Documents

Delegation of Procedures

