

UOCE Assessment Information

The information in this document is designed to give additional detail for some wider University of Otago assessment policies and procedures to ensure that University of Otago College of Education staff are consistent and transparent in their assessment practices.

The UOCE draws upon the following documents to inform assessment practices and procedures:

- [Guidelines for the assessment of student performance](#)
- [Best practice for the assessment of student performance](#)
- [Special consideration in student assessment procedures](#)
- [Student academic grievance procedures](#)
- [Examination and assessment regulations 2014](#)
- [Guidelines for alternative arrangements for internal assessment, including tests and examinations, for students with disabilities or impairments](#)
- [Administration of Final Examinations Policy](#)
- [Student academic misconduct procedures](#)

Staff should refer to the above documents in the first instance. This document provides additional detail on expectations and practices of: Extensions to assignments, penalties for late assignments, resubmission of assignments, and moderation expectations.

1. Assignment Extensions

- 1.1 Deadlines for internal assignments should be enforced. Extensions to deadlines are granted only in exceptional circumstances, and not as a matter of course.
- 1.2 Extensions to assignments will only be given by the Paper Coordinator if a medical certificate is submitted. The Paper Coordinator can confer with the Academic Manager if required.
- 1.3 Extensions will not be granted for a period longer than three weeks after the assignment's due date (as specified in the course outline).
- 1.4 Extensions will be applied for and granted before the assignment's due date. Extensions can be applied for by an email to the Paper Coordinator, or by using the extension application form available from the UOCE Reception or website. In the case that the form is used, it should be signed by the Paper Coordinator. Extended assignments should be submitted to Reception with the email granting the extension or the form attached.
- 1.5 For research essays (EDUC 480), research dissertations (EDUC 580), and professional practice portfolios (EDUC 590), extensions can only be given by the Associate Dean of Graduate Studies, Division of Humanities.

2. Late Assignment Penalties

- 2.1 If an assignment is handed in after the due date without an extension, the following standard penalty will be imposed:
- a. One to seven calendar days late: 5% of the total possible marks per day will be deducted from the total mark for the assignment. (e.g. one day late = 5 marks out of an assignment worth 100 marks).
 - b. More than seven days late: the assignment will not be marked.

Both the original mark and final mark (after deduction) should be reported to students.

Note: A calendar day includes weekends. For example, if the assignment was due on a Friday and the student handed it in on a Monday, the assignment is three days late, and the mark out of 100 would be deducted by 15.

3. Assignment Word Limits

Where a lecturer has given a word limit for the assignment students will be expected to adhere to this. Normally, a penalty of 10 marks will be deducted from the mark out of 100 per 10% above the maximum limit.

(Some lecturers may choose to provide a word guide for assignments. This is not a limit. Its purpose is to provide some indication with regard to the lecturer's expectations. Students may wish to discuss expectations with individual lecturers.)

4. Internal Moderation

- 4.1 Moderation allows for consistency and transparency. The UOCE expects that all assignments will be moderated (regardless of level or programme). It is the responsibility of the paper coordinator to ensure moderation takes place and keep a record of moderation (which student's assignments were moderated, who the other staff member was involved in moderation).
- 4.2 The minimum expectation involves two or more staff members discussing the instructions for the task and their expectations. A purposefully selected sample of each assignment (e.g. one high grade, one low grade and a couple of borderline grades) can be reviewed.