

Policy and Procedure for Completing Assessments in Te Reo Māori

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Manager: Assistant Vice-Chancellor, Māori and Pasifika
Approval authority: Academic Board

1. PURPOSE

To enable students to submit in-term written assessments in te reo Māori and to answer written tests and final written examinations in te reo Māori.

This supports Lincoln University's commitment towards its Māori Strategy and the Treaty of Waitangi, and acknowledges te reo Māori as an official language of Aotearoa - New Zealand, and as a taonga protected under Article Two of the Treaty of Waitangi.

2. POLICY STATEMENT

- This policy applies to in-term course assessments, tests and final examinations.
- This policy does not apply to the te reo courses.
- Translation will normally be provided only if the examiner is not able to assess the in-term assessment, test or examination script in te reo Māori.
- Translators will be appointed by the Assistant Vice-Chancellor Māori and Pasifika in consultation with the Convenor, Academic Administration Committee.
- Translators may or may not be member of the University staff; must be proficient in te reo Māori; and should normally be proficient in the subject matter under examination.
- A register of appointed translators will be held by the Examination and Results Coordinator, Student Administration.

3. PROCEDURES

3.1 Application for translation - students

- Students intending to submit assessments in te reo Māori must seek advice from the Office of the Assistant Vice-Chancellor Māori and Pasifika no later than the last day on which students may enrol in, or change courses, for that particular semester.
- The student will provide a glossary of technical terms to assist the translator. This must be prepared in advanced, and in consultation with the examiner.

3.2 Application for translation – Office of the Assistant Vice-Chancellor Māori and Pasifika

- The Assistant Vice-Chancellor Māori and Pasifika will assess the student's level of competence, and once satisfied, confirm the assessment may be submitted in te reo Māori.
- The Assistant Vice-Chancellor Māori and Pasifika, or nominee, will inform the student, the examiner and the Examination and Results Coordinator of the outcome of the application.

3.3 Appointment of Translator

- The Assistant Vice-Chancellor Māori and Pasifika will appoint an appropriately qualified translator.

3.4 Process

- The examiner will be responsible for providing the translator with the student's work by way of a scanned copy.
- The translator will return the work to the Examiner by way of a scanned copy in accordance with the stipulated timeframes for assessment and examinations.
- The examiner may seek clarification of the translation from the translator, but contact between the student and the translator is prohibited.
- It is acknowledged that the time needed for the translation of the student's work may place an additional burden on examiners, which may result in delays in the return of the student's work or in the publication of results. Students will be advised of this possibility by the Convenor, Academic Administration Committee.

3.4 Guidelines for Translators

See Appendix 1.

4. Appeals

Any appeal related to this policy or procedure should be made to the Convenor, Academic Administration Committee.

Appendix 1

Guidelines for Translators

This item of work has been submitted as a requirement of a Lincoln University course. Once it has been translated and considered by the examiner, the mark received will count towards the final grade for the student.

- Please translate what is written as accurately as possible.
- Bear in mind that the student's ability to express their ideas in clear and accurate language is one of the skills being assessed, and will be reflected in the grade given for this work.
- Do not seek to improve the student's use of language in your translation, e.g., by correcting errors or inconsistencies, or by improving the flow of awkward passages. On the other hand, effective and creative use of the language should be reflected in the English translations as far as possible.
- If necessary you may make additional comments on the clarity and quality of the original work, but bear in mind that these may be taken into account in the grading of the work.
- The translation (and any additional comments) will be made available to the student.
- A glossary of technical terms has been provided to assist translation.

