POLICIES AND PROCEDURES

LINCOLN UNIVERSITY
TE WHARE WĀNAKA O AORAKI

Policy and Procedures for Assessment in Te Reo Māori

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Business Owner: Deputy Vice-Chancellor, Māori
Approval Authority: Academic Board

1. **AROKA | PURPOSE**

   This policy supports Te Whare Wānaka o Aoraki | Lincoln University's commitment towards its Strategy (2019-2028), Te Tiriti o Waitangi, recognises Te Reo Māori as an official language of Aotearoa New Zealand, and as a taonga in terms of Article Two of Te Tiriti o Waitangi.

   Its primary purpose is to support and guide tauira (students) to submit individual written assessments in Te Reo Māori.

2. **KAUPAPA HERE | POLICY**

   - Tauira have the right to submit individual written assessment responses in Te Reo Māori.
   - This policy does not apply to assessments in Te Reo Māori courses.

3. **KĀ WHAKAMĀRAMA-TAKA | DEFINITIONS**

   Kaiako: Course examiner/s.
   Kaimahi: Translators and markers of the Te Reo Māori assessment work.
   Manaakitaka: To give consideration to the needs of people, to show kindness and care.
   Tautoko: To support.
   Tauira: Student(s)
   Te Manutaki: Office of Māori and Pasifika Development
   Te Reo Māori: The Māori language.
   Te Tiriti o Waitangi: The Māori text of the Treaty of Waitangi.

4. **KĀ TIKAKA WHAKAHAERE: TAUIRA | PROCEDURES: TAUIRA**

   - Tauira intending to submit assessments in Te Reo Māori must inform their Course Examiner. Tauira may choose to submit some of their work in Te Reo Māori or in English and can decide at each assessment time. Tauira should advise of their intent to submit in Te Reo Māori not less than ten days prior to the assessment due date to give sufficient time for appropriate assessors/examiners to be found.

- Te Manutaki will appoint a Kaimahi (translator/ examiner) and will advise Examination and Results Coordinator of the expected process and timeframe for the assessment.
- Contact between tauira and the Kaimahi is prohibited.
- Work submitted in Te Reo Māori that is les than 5,000 words may be translated into English and assessed in English if a Course Examiner can be found who is proficient in both Te Reo Māori and in the subject matter.
- Tauira may request from the Course Examiner the mark, any translation and the assessment of their work.
- Where tauira requests a re-examination of the assessment following discussion with the Course Examiner, the Academic Appeals Policy and Procedures will be applied.
- Where there are any concerns about the process, tauira can discuss this with Te Manutaki.

5. **KĀ TIKAKA WHAKAHAERE: KAIAKO | PROCEDURES: COURSE EXAMINER**

- The Course Examiner should advise tauira that they may submit their work in Te Reo Māori if that is the preference of the tauira.
- The Course Examiner should provide tauira information, including this policy, on how to submit in Te Reo Māori if tauira request to submit in Te Reo Māori.
- The Course Examiner should encourage and support tauira if they choose to submit in Te Reo Māori, embracing manaakitanga and tautoko in the process.
- If the work by the tauira is longer than 5,000 words, the work will not be translated into English first then examined separately. The work will be assessed in Te Reo Māori by an appropriate and experienced examiner with expertise in Te Reo and the subject matter. Discussion between the tauira and the Course Examiner on any challenges regarding assessment in Te Reo should be discussed prior to agreeing to assessment of Te Reo Māori written submissions so that risks of there being no qualified assessor that can be found are understood and mitigated where possible such as through translation (see next bullet).
- The Course Examiner will explain to tauira that for assessments less than 5,000 words, if an examiner cannot be found who is proficient in both Te Reo Māori and the subject matter, the work will be translated into English then assessed in English by the Course Examiner.
- The Course Examiner will provide the Kaimahi with the marking criteria and any guidance as required in order to ensure consistency of marking across the class.
- The Course Examiner will liaise as necessary with Te Manutaki on the process, appointment, progress and/or any other related issues concerning Te Reo Māori assessment by Kaimahi.

6. **KĀ TIKAKA WHAKAHAERE: TE MANUTAKI | PROCEDURES: TE MANUTAKI**

- Te Manutaki will hold and maintain a current register of approved assessors and licensed translators ('Kaimahi') of Te Reo Māori.
- Te Manutaki will oversee the administration and appointment of approved assessors or licensed translators ('Kaimahi') to undertake assessment work.
- Te Manutaki will liaise with lecturers and supervisors regarding any work that tauira write in Te Reo Māori and keep them informed of process, progress, appointment and/or any other related issue as necessary. This is to ensure good communication and to deal with any delays if they arise.
- Te Manutaki can discuss any concerns regarding assessment directly with tauira where tauira desire to discuss their concerns in accordance with manaakitaka, tautoko and assessment policies.

7.   **KĀ TIKAKA WHAKAHAERE: KAIMAHI | PROCEDURES: KAIMAHI**

- Kaimahi may or may not be members of the University staff. They should be proficient in both Te Reo Māori and in the subject matter under examination.
- If Kaimahi are not proficient in the subject matter but can assist the assessment process, they may translate the work of the tauira in accordance with Appendix 1. The assessment then returns to the lecturer in charge to be assessed in English.
- Where assessment is being undertaken by a Kaimahi, this will be done in accordance with the expected timeframe set by the course lecturer in charge.
- The Kaimahi will provide the Te Manutaki with an electronic file of the Te Reo Māori, the English assessment response and/or any translation before the assessment submission deadline as agreed by the Course Examiner in charge.
- Where required, Kaimahi will undertake a review of their assessment on approved request from the tauira. This request is to be handled by the Te Manutaki as the point of contact to the Course Examiner who facilitates the request on behalf of the tauira.
- The time needed for assessment should not result in significant delays in the (i) return of the work of the tauira, and/or (ii) publication of results that puts tauira at a disadvantage to other students who write their work in English. Any significant delays will be communicated to the tauira.

8.   **RAUEMI | RELATED POLICIES, PROCEDURE(S) AND OTHER RESOURCES**

- [Assessment Policy](#)
- [Assessment Procedures and Guidelines](#)
- [Course Examiner Policy and Procedures](#)
- General Course and Examination Regulations (Lincoln University Calendar)

Appendix 1

Guidelines for Translators

This item of work has been submitted as a requirement of a Lincoln University course. Once you have translated it into English, the Course Examiner will mark it. The mark will count towards the final grade for the tauira.

- ✦ Technical terms can be difficult to translate in either direction. You may consult the Course Examiner where you would like guidance on technical terms. In some cases, the Course Examiner may provide an English language glossary of technical terms likely to appear in tauira responses.

- ✦ Please translate what is written as accurately as possible.

- ✦ Bear in mind that the ability of the tauira to express their ideas in clear and accurate language is one of the skills being assessed and will be reflected in the mark given for this work. Consequently, it is extremely important that you do not seek to improve the tauira's use of language in your translation, e.g.,

  - Do not correct errors or inconsistencies,
  - Do not improve the flow of awkward passages.
  - On the other hand, effective and creative use of the language should be reflected in the English translation as far as possible.

- ✦ If necessary, you may make additional comments on the clarity and quality of the original work. Please bear in mind that your comments may be taken into account during marking.

- ✦ The translation (and any additional comments) will be made available to the tauira.