Appendix C: Use of Te Reo Māori for Assessment

Guidelines for Schools

When can a student use Te Reo Māori?

1. A student may use Te Reo Māori for work submitted for assessment except where:
   (a) a course is taught fully or partly in a language other than English or Māori and the assessment requires students to demonstrate their facility in that language, or
   (b) where facility in the English language is central to the objectives of all or part of the course.
2. A student may use Te Reo Māori in assessed oral presentations only with the prior agreement of the examiner.

When and how the student should start making arrangements:

In order for the Faculty Office to make any necessary arrangements for another examiner to mark the examination or assignment submitted in Te Reo Māori or for translation of the work, and so that the marking of the work is not unduly delayed, it is important that the student contact **the Manager of the Faculty Student Administration Office as soon as possible in the trimester, or at the latest one month before the examination date or due date of the item of work**.

It is preferable for the assignment to be marked by an appropriately qualified examiner who is competent in Te Reo Māori. The Faculty Student Administration Office Manager may contact the Head of School for assistance in identifying suitably qualified examiners at other New Zealand universities.

Notes:

1. It is necessary for students to provide a glossary of technical terms to assist the translator. They will need to prepare this in advance in consultation with the examiner.
2. Where an assignment is being marked by an alternative examiner competent in Te Reo Māori the original examiner should provide a copy of the marking guide to the alternative examiner.
3. If a student uses Māori/English interchangeably in answering an examination paper, they should contact the Faculty Student Administration Office Manager immediately after the examination.
4. If an examiner discovers an item of work in Te Reo Māori where no translation has been made, they should return it to the Faculty Student Administration Office Manager immediately so that a decision about marking the work can be made..

Who the student should contact:

All translations must be handled by the Manager of the Faculty Student Administration Office. Please refer any enquiries to them.

When and how the work will be translated:

Where it has been agreed that a student may submit work in Te Reo Māori and if the Head of School determines that there is no examiner competent to mark the student's work in Te Reo Māori, arrangements will need to be made with the Faculty Student Administration Office Manager for the work to be translated by an appropriately qualified professional.

The work should be translated into English as accurately as possible, bearing in mind that it is generally not possible to provide an exact translation. The translator will be instructed neither to improve (e.g. by correcting apparent errors or inconsistencies) nor to diminish the quality of information and the clarity of expression in the process of translation.

It will be made clear to the student that any comments by the translator on the clarity of the original may be taken into account in the grading of the work, and that these comments as well as the translation can be made available to the student. Any queries from the student regarding the translation or translation and marking procedures should be directed to the Faculty Student Administration Office Manager.

Returning the translation to the student:

The translation will be returned to the student along with any original work. Translations of examination scripts will be returned to students if they apply for the return of an examination script in the normal way.