

		Ref No.	10 - 01
		Version No.	11
		Date Issued	Dec 2012
Title	REPORTING AND CERTIFICATION		
Responsibility	Director		

1. PURPOSE

To ensure that student results are valid, approved and accurately reported.

To ensure that qualifications are appropriately awarded to students who have met all course/programme requirements.

2. APPLICATION

This Policy and Procedure applies to the results of all assessments administered by Telford.

3. DEFINITIONS

Testamur

Certificate/s or Diploma awarded to graduates on successful completion of their qualification or programme of study.

4. STATUTORY OBLIGATIONS

In accordance with the provisions of Section 192 of the Education Amendment Act 1990, the Telford Council through its Academic Board has the power to approve and award certificates to all students who have successfully completed the requirements of the qualifications. This Policy and Procedure complies with the relevant provisions of the Act.

5. POLICY

5.1 Tutors and/or Programme Coordinators are responsible for accurate recording and reporting assessment results for each of the courses/programmes of study that they administer.

5.2 Unit Standards registered on the NQF that have been achieved by the student with another provider will be recorded in Student Management System.

5.3 The titles of certificates are to show the registered title of the qualification being awarded and shall include, in brackets, the subject major or strand.

5.4 Telford graduates of diploma programmes are entitled to use the following academic appellation (s) after their name:

Diploma in Rural Business	DipRBus
Diploma in Arboriculture	Dip Arb

5.5 All blank certificates are to be held in a secure location.

5.6 Any request for replacement testamurs awarded under this Section will be approved by the Telford Division Teaching Committee (TDTC).

5.7 No student who owes money to Telford will be entitled to receive a testamur.

5.8 Student transcripts will show results at Course level. The detail of marks associated with the course will be recorded in the appropriate course database.

5.9 Results will be allocated in accordance with the following table.

Achievement-based Assessment (ABA) (Qualification)

Legend	Result
85% - 100%	Distinction
75% - 85%	Merit
50% - 74%	Pass
49%	F (Fail) No pass awarded as the required standard of achievement has not been demonstrated.
W	A student has officially withdrawn from a programme of study after the specified refund period (see Policy and Procedure 5-05 Withdrawals, Transfers and Refunds).
Recognition of Prior Learning	Pass awarded acknowledging a student's previous informal or formal learning.
Aegrotat	Pass awarded to a student whose absence or impaired performance has been the result of illness, injury, bereavement or other personal circumstances.
NYC	Not yet completed - A student has not undertaken an assessment.

Assessment

- All assessments must be undertaken.

To achieve a course:

- Assessments for topics within a course will be awarded a percentage mark. Marks will be aggregated based on their weighting. Students must achieve an aggregated mark of 50% or over.
- All assessments must be undertaken.
- Students may be required to attain a minimum percentage unless specified in specific assessments within course outlines.

To achieve the qualification:

- All courses are to be achieved.

Competency Based Assessment (CBA)

Result	Legend	Definition
C	Competent/complete	Student has demonstrated the required level of competency.
NC	Not yet competent/incomplete	Fail: Student has completed coursework/ assessments but has not yet demonstrated the required level of competency.
W	Withdrawn	A student has officially withdrawn from a programme of study after the specified refund period (see Policy and Procedure 5-05 Withdrawals, Transfers and Refunds).
AP	Another Provider	Student has achieved a grade with another provider.

6. PROCEDURE

6.1 Programme Coordinators are responsible for submitting the student academic results to the Telford Division Awards Committee.

6.2 The Awards Review Committee will check the student academic records, and recommend the submission of all results and schedule of eligible graduands to the TDTC for approval.

6.3 Upon TDTC approval the Academic Programme and Quality Assurance Manager (APQAM) will authorise designated Telford staff to prepare the certificates for eligible graduands, and will confirm that all

personnel.

- 6.4 The APQAM is responsible for arranging award of certificates at graduation, or mailing of the certificates to recipients who will not be graduating in person.
- 6.5 For **all Certificate and Diploma programmes** (A Certificate is greater than or equal to 40 Credits) the following procedures must be followed:
- All L1-L4 Certificates that are awarded by the TDTC must bear the crest and seal of Lincoln and state when the qualification was awarded. All L5 Certificates/Diplomas are awarded by the Lincoln Academic Board.
 - All Certificates/Diplomas will bear the following statement: *“Be it known that [Student’s name] having completed the prescribed course of instruction and having passed the qualifying examinations of Telford – a Division of Lincoln University, has been awarded the....”*
 - All named Diploma qualifications are to be signed by the Director.
 - Telford qualifications (i.e. not National qualifications) of greater than 40 credits (i.e. meeting the criteria to be called a Certificate) – receive the A4 testamur, with common seal, signed by Director.
 - In addition to the testamur, each graduating student will receive a record of achievement for his/her particular course or programme of study.
- 6.6 For **all other qualifications** (less than 40 credits), the following procedures must be followed:
- All certificates awarded under this Section must bear the crest of Telford, and state when the qualification was awarded.
 - All certificates will bear the following statement: *“This is to certify that [Student’s name] has successfully completed the requirements of the [name of qualification]”*.
 - Telford qualifications (i.e. not National qualifications) of less than 40 credits (i.e. not meeting the criteria to be called a Certificate) – receive an A5 certificate, without the common seal, signed by the Academic Director.
- 6.7 A Telford **Statement of Achievement** may be awarded in the following circumstances:
- To a student who has been enrolled in a programme qualification/programme of study listed in the Telford Profile but has not met Academic Board requirements for award of the full qualification; or
- To a secondary school student who has completed a STAR programme, in recognition of the Unit Standards that have been successfully completed.
- The Statement of Achievement will list the Unit Standards, modules or subjects for which the student has demonstrated competency.
 - The Statement of Achievement will bear the crest of Telford – a Division of Lincoln University.
 - The Statement of Achievement will bear the following statement: *“After studying at Telford – a Division of Lincoln University [Student’s name] has shown competency in the following:”*
 - All Statements of Achievement will be signed by the relevant Programme Coordinator.
 - The Statement of Achievement will state the date when the Statement was awarded.
 - Any student who has received a Statement of Achievement for any Unit Standards, modules or subjects may have these qualifications credited towards a mainstream Telford qualification at a later date.

6.8 **Dates on testamurs** are as follows:

- For all students both on and off campus, the date on the testamur will be the date the Academic Board or TDTC approved the award of the qualification.
- For a replacement testamur, the date is as per the original.

6.9 **Names on certificates** are as follows:

- The testamur (the official certificate of the qualification) must have the graduate's legal name. This is as required by NZQA and as verified by NSI.
- The legal name must be at least the first name, initial/s of middle names, and surname. Where a graduate is known by their middle name, first and middle and last names may be written. No abbreviations or variations of the legal name are permitted.
- The official transcript of results must also have the legal name.
- The graduation programme document may have the graduate's preferred name.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Results	Programme Co-ordinator/ Senior Administration Manager	Take 2	Indefinitely
TDTC Minutes Academic Board Minutes	TDTC Secretary Academic Board Secretary	Minute Secretary Academic Director	Indefinitely
Council Minutes	Council Secretary	Council Secretary's Office	Indefinitely
Result Transcript	Academic Director	Academic Director's Office	Indefinitely

8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New Document	External Consultant	April 2004
2	Minor Correction	QMS Team	Nov 2004
3	Triennial Review	QMS Team	June 2005
4	Minor Change	QMS Team	September 2006
5	Section 6.9 added	Academic Manager	April 2007
6	Alignment of the QMS with actual Telford practices in response to the ITPQuality Audit Report, April 2007. Complete revision. Clause 8 added.	QMS Policy Review Committee	1 March 2008
7	Changes due to Academic Board discussions and QMS Review Committee	Academic Board QMS Review Committee	24 October 2008
8	Insert appellation Dip Arb	QMS Policy Review Committee	19 February 2010

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
9	Clarification of "Pass"	QMS Policy Review Committee	10 June 10
10	Academic Staff input- changed to keep in line with current practices.	TDTC	