

RECORDING RESULTS AND ISSUE OF AWARDS

AMENDED 01.04.2011

Section	Teaching and Learning		
Approval Date	13.08.08	Approved by	Academic Board
Next Review	As required	Responsibility	Director of Curriculum and Planning
Key Evaluation Question	6	ITPNZ Quality Standard	10

PURPOSE

To ensure assessment results and course completions are checked and accurately recorded.

To ensure that students' academic records are accurate.

To correctly record and control the issue of academic seals and awards.

To ensure results assessed by contracted providers are checked and accurately recorded.

SCOPE

NMIT awards and qualifications.

National and New Zealand qualifications.

Refer: *NMIT Academic Statute*

PROCEDURES

1 RECORDING ASSESSMENTS. APPROVAL OF COURSE COMPLETIONS & AWARDS

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
1	Record the result of each assessment. For each unit standard number record as 'complete' or 'incomplete'.	Tutor	As each assessment is completed.	An assessment record sheet for each course. The course name and number and unit standard numbers must match Course Descriptor and Programme Regulations and the Artena PTR.

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
2	Check assessment results for each course.	Tutor	Check must be independent of the tutor who recorded the assessments – eg. by the student, another tutor or the Programme Leader.	Confirmation from tutor that check occurred.
3	Record result of each course.	Tutor responsible for course.	Ensure result is recorded according to the Course Descriptor, Prog. Regulations & NMIT Academic Statute.	Results sheet showing student names and courses completed.
4	Check courses and qualifications completed.	Programme Leader	Check must be independent to the person actioning step 3.	Results sheets initialled and dated by the Prog. Leader and checker showing programme name & level and qualifications to be awarded.
5	Present results sheets from step 4 to the Academic Committee. Results sheets from contracted providers should be provided to School Administrators for processing and be signed by equivalent to NMIT Head or School or Programme Leader.	Programme Leader	AC sights student names, course names & results, programme name/level, qualifications to be awarded.	Formal recommendation to AC. Results sheets recorded in AC meeting papers.
6	Approve courses and qualifications to be awarded to individual students.	Academic Committee - delegation from Academic Board. (Refer Terms of Reference)	Ensure all proceeding actions and evidence are complete.	Draft Academic Committee minutes record the students' names and qualifications approved.

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
7	Check and approve Academic Committee minutes.	Academic Committee Chair	Ensure minutes accurately record the approvals given.	Published Academic Committee minutes.
8	Provide Academic Committee minutes to Academic Board Secretary.	Academic Committee Secretary	As soon as minutes approved. Refer to NMIT Academic Statute.	Academic Committee minutes recorded in Academic Board papers.

2 RECORDING COURSE COMPLETIONS IN ARTENA

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
	Enter course completions into Student Academic Records in ARTENA.	School Administrator		Approved Results sheets from Procedure 1.
	Generate the ARTENA Course Completion Checklist.	School Administrator		
	Check ARTENA entries from step 1 are correct.	Programme Leader (different to person completing steps 1 & 2)	Compare ARTENA Course Completion Checklist with Results sheets and sign as correct.	ARTENA Course Completion Checklist signed by Programme Leader.
	Bring academic records to "COMPLETE" status.	School Administrator		ARTENA Course Completion Checklist signed by Programme Leader.

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
1	“Graduate” each student in ARTENA.	School Administrator	Refer to specific ARTENA notes from the Ac. Team.	Academic Committee minutes. Results sheets.
2	Print Graduation Report from Artena.	School Administrator	Shows all students eligible to graduate & identifies any debts.	
3	Liaise with Finance re. any students with debt.	School Administrator	Include all debts, eg. outstanding library books.	
4	Reverse* the “graduation” for any students with unauthorised debt.	School Administrator		Written (e-mail) from Finance authorising a student with debt to graduate.
5	Check accuracy of Award Summary Report.	School Administrator - ensures checker is different to person completing steps 1 to 3.	Check each student’s academic record and qualification.	Academic Committee minutes. Results sheets. Authorisations from Finance.
6	Order certificates from Academic Team.	School Administrator	At least 5 working days before the award presentation.	Graduation Report.
7	Print qualifications using the appropriate template (Artena Report).	Curriculum and Quality Team member		Completed awards .
8	Collect qualifications.	School Administrator		
9	Check awards for any errors.	School Administrator		

Note: **The graduation process may be reversed in ARTENA. If the Award has a seal then the unique number will be erased and cannot be assigned to another student.*

4 ISSUE OF NEW ZEALAND QUALIFICATION FRAMEWORK (NZQF) QUALIFICATIONS

NZQF certificates are printed by NZQA. These are ordered through the ‘Enter Qualification Check’ module on the NZQA website once all requirements for the qualification have been met. Refer to the Enter Qualification Check user guide on the NZQA website (an ESAA licence is required to use this module – see Curriculum and Quality Team). The cost of a certificate is \$15.30.

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
1	For NMIT programme where a National qualification is the only qualification awarded, graduate the student in Artena but do not generate a graduation number.	School Administrator -	Leave graduation number field blank in Artena. Student receiving a National qualification which is embedded within a NMIT qualification should not be graduated in Artena.	
2	Check requirement for the National qualification have been met by ensuring all requisite Unit Standards appear on the student’s Record of Achievement.	School Administrator -	The Enter Qualification Check module allows the user to run an automatic requirements check to ensure all requirements have been met.	Qualification Check Report will confirm if the student is eligible for the qualification and detail any missing requirements.
3	Once all requirements have been met, enter student and qualification details and order the certificate through the Enter Qualification Check module on the NZQA website	School Administrator -	Carefully check that the student details entered match those on the NZQA website. Any corrections to NZQA student details can be submitted via the Academic Team. Enter a useful batch reference such as programme name.	Batch created on NZQA website.
4	Deliver Certificates.	Curriculum and Quality Team	Certificates are posted from NZQA to the Curriculum and Quality Team..	

Re-prints must be ordered directly from NZQA using the ‘Application for a Reprint of a

National Certificate or National Diploma’ form <http://www.nzqa.govt.nz/qualifications-standards/results-2/>)

5 ISSUING RECORDS OF ATTENDANCE AND RECORDS OF ACHIEVEMENT

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
1	Ensure student has completed programme/course requirements.	Programme Leader or School Administrator	Check for accuracy	School Results sheet. Student name correct. Each entry initialled and dated.
2	Check completion requirements (step 1).	Programme Leader or School Administrator – not the person who has completed step 1		
3	Print awards using approved template.	School Administrator -	Check for accuracy. Refer NMIT Academic Statute.	
4	Sign awards.	School Administrator -	Refer NMIT Academic Statute.	

6 PRINTING REPLACEMENT AWARDS

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
1	Check Seals Register/ academic records to establish student's eligibility for a replacement award.	Curriculum and Quality Team		
2	Send "Signed Statement – Loss of Award" form to the student. (refer appendix)	Programme Leader or School Administrator -		
3	Check Statement is complete.	Programme Leader or School Administrator -	Check whether the student's signature on the form has been witnessed by a JP, solicitor or equivalent.	

	STEPS	RESPONSIBILITY	KEY POINTS	Evidence Required
4	Send original "Signed Statement – Loss of Award" to Academic Team.	School Administrator -	Charge recipient (<i>refer Domestic or International Student Fees, Charges and Refund</i>). School can waive this fee where the award was lost in the post at no fault of the student (<i>judged on a case-by-case basis</i>).	
5	If award prior to Oct 2003 and has a seal update printed seals register. If after Oct 2003 update Student's ARTENA record with a new seal number. Print award.	Curriculum and Quality Team	Check for accuracy. Refer NMIT Award List.	
6	File "Signed Statement – Loss of Award".	Curriculum and Quality Team		
7	Collect award.	School Administrator -	If student is not registered in ARTENA, sign seals register.	

7 UNUSED AWARDS

Any awards deemed invalid or spoiled should be returned immediately to the Curriculum and Quality Team and a replacement issued.

8 SEALS REGISTER

The Seals Register will be maintained and stored in secure storage by the Curriculum and Quality Team. A list of seals issued is presented to the Academic Board on a semi-regular basis.

REFERENCES

INTERNAL

NMIT Academic Statute
Domestic Student Fees, Charges and Refunds
International Student Fees, Charges and Refunds

APPENDICES

Signed Statement – Loss of Award Form

SIGNED STATEMENT – LOSS OF AWARD

Name (in full)			
Qualification (e.g. Bachelor of Commerce)			
Seal Number (if known)		Date Issued	
Circumstances under which award has been lost or destroyed:			
<p>I agree that if I find this award I will return it immediately to Nelson Marlborough Institute of Technology and that I will not use or display this award in any manner as to represent any attainment of qualification. I understand that once the new award is issued, then my former award is invalid and of no legal standing, and cannot be used as representation of a qualification.</p>			
Declaration to be signed and witnessed in front of a Justice of Peace / Postmaster / Judge.			
Signed:		Witnessed by: <i>(name in full)</i>	
Address:		Address:	
Date:		Signature:	
		Date:	
Academic Office Use only			
Original Seal number		Date award reprinted	
Re issued Seal number		Signed	