# Academic Policies

## Appealing Results

If a student wishes to query the marking of an assessment, this must be done **within ten days** of receiving back the assessment, or **for practical assessments, it must be done immediately** (with the model remaining on site until the work has been viewed) with the Head of Training. Students may appeal assessment decisions they consider are unfair or inaccurate. In the first instance the matter should be raised with the Head of Training, who may discuss the issue with the Trainer concerned. Should this not resolve the matter, the student may then appeal to the Campus Manager, or if still concerned about the outcome, formally to the General Manager, 766 River Road, Hamilton 3210.

## Assessments

Assessments for all subjects vary. Some will be by written exam, others by assignments, role-plays, practical application, on live models, observations, or online. Your trainer will explain the assessment procedures for each individual subject. Regardless of the assessment type, all are equally as important and required towards the successful completion of your qualification.

All work for assessments, both classroom and home study, must be your own work. Copying or using notes, from students or the internet is not acceptable. Management will deal with any cases of cheating/plagiarism seriously.

Paper copy of assessments will be kept on site for approx 12 months and results will be kept indefinitely plus backed up daily. If you would like a copy you will need to request these from your class trainer.

## Assessment and Exam Procedures

* These are undertaken at the time and date given by the subject trainer.
* They may be open or closed book and take place in a classroom.  No talking is allowed.

A supervisor or trainer will be in the room at all times.

* For open book assessments: you may have with you applicable workbooks, a pen and a calculator (if required).
* For closed book assessments: your trainer will advise what resources are allowed.
* The supervisor will hand out blank paper if required.  You may not use your own blank paper or pads.
* No red pens, pencils or twink / white out are allowed.
* No cell phones are permitted.
* If a student is more than 10 minutes late for a formal assessment task, he/she will not be admitted into the assessment room.
* Most assessments will be marked immediately and resits completed on the day or Friday mornings.
* Some assessments may take up to 3 weeks for marking.
* We reserve the right to hold digital copies of any assessment for the purpose of comparison with past and future work by others to detect academic misconduct.
* If any student suspects any form of cheating they are encouraged and expected to report this to a staff member.

## Re – Assessment (Resits)

If you don’t pass the assessment and wish to be re-assessed, it is only necessary to resit the question that relates to the Learning Outcome of the module that was not achieved. All Learning Outcomes must be achieved as they link with the Graduate Profile for the qualification. It may not be necessary to resit the whole assessment again. The only exception to this is some Moodle assessments. Resits occur on either a scheduled day or as necessary. Appropriate notice will be given to students.

A resit time will be held each week and every student is expected to attend if they have any resits to complete. It is your responsibility to keep up to date with your resits. You will need to bring any workbooks and material (e.g. calculators etc) required to complete your resit papers. If you have resits scheduled and do not attend, you will be marked absent.

Our resources are updated regularly therefore any resits should be completed within three months from the last day of the programme. If an assessment has not been marked as competent within 3 months of the programme ending, the entire module will need to be repeated in order to gain the credits.

## Academic Integrity, Academic Misconduct & Plagiarism

New Zealand School of Tourism Ltd staff and students must demonstrate academic integrity and not engage in academic misconduct of any kind.
Below table outlines NZST definitions and actions classed as academic misconduct:

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| **Definitions**  | **Academic integrity** refers to behaviour demonstrating ethical and honest study and assessment practice.  **Academic misconduct** refers to an action taken by a student and/or staff that results in assessment evidence that is not the student’s own work. May also be referred to as - academic fraud/ dishonesty, cheating or plagiarism. **Plagiarism** - the process of copying another person's work and claiming it as their own/not acknowledging the original author through referencing conventions.  |
| **Actions classed as academic misconduct**          | * Plagiarism of any nature. Submitting work copied, closely paraphrased or disguised (through minor word changes or format alterations) from information sources without acknowledging the source of the material.
* To use/provide resources during an assessment prohibited under the assessment’s conditions.
* Unauthorised access to ‘assessor only’ resources such as assessment schedules.
* To take an assessment out of the training area without the permission of the responsible teaching staff member.
* To fabricate data, evidence or results.
* To make a false declaration of authenticity in relation to submitted assessment evidence.
* To communicate or attempt to communicate with other students during assessments or examinations which are written under conditions which forbid communication with others.
* To engage in any other behaviour forbidden under the relevant assessment or examination conditions.
* To submit work completed as part of another programme component without teaching staff approval.
* To not correctly attribute the author using approved referencing style when using another’s idea or words.
* To complete an assessment in a group (of two or more) and submit work without making significant individual contribution to the submitted evidence.
* To purchase, or otherwise obtain and submit another’s work or pass off another’s ideas as their own.
* To impersonate someone else and produce the work for another.
* To arrange for another to take one’s own place in an assessment.
* To allow assessment work to be copied by another student.
* To allow own work to be handed in by another student as if it were the other student’s work.
* To collude with other students to produce work that is submitted as individual work.
* To deliberately destroy another’s assessment work.
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Academic misconduct is viewed as Major / Expulsion behaviour. See below for further information on implications of this behaviour.

## Cross Credits and Recognised Prior Learning

The New Zealand School of Tourism Ltd recognises those students who have gained credits towards qualifications that our programmes lead to. Credit transfers can be obtained by producing evidence from a previous tertiary institute of credits achieved and the graduate profile outcomes/qualifications they lead to. This is normally done at enrolment stage. If you believe you have completed prior learning in a particular subject that forms a part of a programme you are enrolled in and would like to be recognised for this, please see your Head of Training.

When a student receives cross credits for a subject/module they have already achieved, they have the option of either: 1. having the day/s off without being penalised for being absent, or 2.   attending the class to refresh and grow their knowledge about the topic.  This option is encouraged as the classroom environment offers a further stretch both in content and employability skills. If the latter option is chosen, they will not be required to complete any assessments. If you have completed a significant amount of a programme already, you may be cross credited and therefore have a later start date.

**Note:**Evidence of prior learning will be required and may include a short assessment of some description to confirm knowledge and understanding.

The following policies and procedures exist to ensure that New Zealand School of Tourism Ltd conducts its dealings with students in a fair and equitable manner complying with the specific requirements of the Education Act and other relevant legislation.

## Literacy and Numeracy Assessment Tool

If you are enrolled in our Level 2 and Level 3 programmes you are required to complete an online assessment of your numeracy & literacy levels. These are scheduled at the beginning and end of each programme and are compulsory.

All students enrolled in Level 4+ programmes of study complete the literacy and numeracy assessment towards the end of their programme.  This analysis of your literacy and numeracy levels allow us to support you throughout your study with us and we are able to track what gains have been made in these areas.