

**TO: Chief Executive Officers  
NZQA Liaison Officers**

**ATTENTION: NZ Diploma in Business Programme Managers  
Heads of Business  
Academic Managers**

**Request for information about NZ Diploma in Business re-sit/resubmission policies**

This circular requests information about Tertiary Education Organisation (TEO) re-sit/resubmission policies for the New Zealand Diploma in Business (NZDipBus).

Please complete and return the questionnaire in Appendix I by **Friday 5 June 2009**.

**Background**

The National Advisory Committee for Business Studies (NACBS) meeting on 20 November 2008 included discussion about re-sit/resubmission opportunities.

NACBS discussion noted that there may be different policies and practices amongst TEOs in relation to re-sits/resubmissions in the NZDipBus context. It was agreed and recommended that discussion on this matter should be promoted in the NZDipBus sector.

**Purpose and outcomes of survey**

This survey is exploratory in nature and is in response to NACBS' interest and recommendation.

NZQA emphasises that assessment policy and procedures, including those relating to re-sits/resubmissions, are a matter for TEOs to decide, as confirmed by relevant rules and standards (refer Appendix II). Variations in practice can legitimately occur, consistent with the principles of fairness, validity and consistency of assessment.

However, a possible outcome of this survey, if supported by NACBS and the survey results, is a general guideline for re-sits/resubmissions, developed in consultation with the sector. This could be used by TEOs to develop or revise their own NZDipBus assessment policies.

A summary of survey results will be published as part of the report to TEOs following the 24 June 2009 NACBS meeting.

We hope you will support this survey and look forward to your responses.

Linda Glogau  
Manager  
Qualifications Development and Tertiary Moderation

**Enquiries**

Any enquiries relating to the contents of this circular should be directed to:

Thomas Pilott

Tertiary Assessment and Moderation

New Zealand Qualifications Authority

PO Box 160

WELLINGTON 6140

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All circulars are published on the New Zealand Qualifications Authority website at:  
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

## Appendix I



### Re-sit/resubmission policy and practice

Name of Tertiary Education Organisation: \_\_\_\_\_

Ministry of Education code number: \_\_\_\_\_

- 1 Please identify below (or attach the relevant document) your organisation's re-sit/resubmission policy for the New Zealand Diploma in Business.**

- 2 Please comment below on your organisation's application of this policy. For example, is the policy applied, without variation, to all NZDipBus prescriptions, or does application vary depending on the prescription and/or the type of assessment used?**

- 3 Would your organisation support the development of guidelines for re-sits/resubmissions in the NZDipBus context? Please give reasons for your response.**

Yes

No

**Signature:**

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**Position:**

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**Contact email for any further consultation regarding this matter:**

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**Date:**

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Please return the completed form by **Friday, 5 June 2009** to:

Thomas Pilott  
Operations Officer  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140  
Phone: 04 463 3372  
Fax: 04 463 3114  
Email: [thomas.pilott@nzqa.govt.nz](mailto:thomas.pilott@nzqa.govt.nz)

## Appendix II

### **Applicable rules and standards**

The *Assessment and Certification Rules and Procedures for Tertiary Qualifications* for the New Zealand Diploma in Business state the following:

#### **6.4 NZDipBus Assessment Procedures**

*Prescriptions of the course will be assessed by teaching institutions, and nationally moderated by the New Zealand Qualifications Authority on a selective basis on the advice of NACBS. Assessment will be in accordance with institutional academic rules and procedures.*

The relevant parts of quality assurance standards for TEOs are stated below. Note that QA Standard 1 for PTEs, GTEs and Wānanga mentions reassessment specifically, whereas the Academic Quality Standards for ITPs do not address reassessment.

#### **Quality Assurance Standard for PTEs, GTEs and Wānanga (QA Standard1)**

##### **1.2.4 Learner information, entry and support**

###### **Reassessment**

*Procedures for reassessment are in written information provided to learners. Procedures for reassessment should be clear, detailed and unambiguous to ensure that all learners are treated the same.*

#### **ITP New Zealand - Academic Quality Standards**

##### **9.0 ASSESSMENT AND MODERATION.**

- 9.1 *Systems are in place for ensuring the assessment of learning outcomes is fair, valid and consistently applied.*
- 9.2 *Student learning outcomes are accurately, effectively and fairly assessed.*
- 9.3 *Students receive accurate and timely advice on their learning progress.*
- 9.4 *Effective and appropriate policies and procedures enable students to appeal assessment outcomes.*

#### **Guidance Statements**

*Examples of evidence for guidance only are listed below. Institutions are encouraged to include other examples relevant to their Quality Management System.*

- *Relevant documented policies and procedural documents*
- *Clearly defined and documented assessment criteria provided to students at the start of each programme/course*
- *Assessment activities that are consistent with the approved Curriculum Document and appropriate for the programme/course, especially the alignment of assessment with learning outcomes*
- *Records of effective internal and external moderation*
- *Moderation is effective in ensuring consistency of assessment where the same programme/course is offered in more than one occurrence/qualification and, or at more than one site, or where different modes of delivery are employed*
- *Records of timely, accurate, and appropriate feedback to students*
- *Confidentiality safeguards related to assessment and appeals*
- *Records of fair and easily accessible appeals and complaints procedures*
- *Easily accessible student information on appeals procedures*
- *No unreasonable barriers to the use of appeals procedures*
- *Student evaluations and satisfaction surveys.*