

# Carey Use of Te Reo Māori in Assessments Policy and Procedure

## **INTRODUCTION**

Carey Baptist College (“Carey”) recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders protected under the articles of the Treaty of Waitangi.

## **APPLICATION**

All Carey staff and students.

## **PURPOSE**

To provide and uphold the rights of students at Carey to use te reo Māori as the language of assessment in its academic programmes.

## **SCOPE**

This policy covers students who wish to submit work for assessment in te reo Māori to be able to do so.

## **POLICY & PROCEDURE**

Carey will seek to have sufficient, suitable staff to ensure that any work submitted in te reo Māori will be assessed by a person who is qualified in subject knowledge and proficient in te reo Māori.

1. In courses, other than those taught in or requiring submissions in te reo Māori, or in which proficiency in a language other than te reo Māori is what is being assessed, students may apply to use te reo Māori as the language of assessment. That application must be made in writing to the Academic Director within two weeks of the start of the semester in which the course is offered.
2. The Academic Director will endeavour to respond in writing to the request within ten days, after consultation with Te Pouarataki mō te hīkoi and the Academic Committee.
3. Every effort will be made to have the work assessed by a person who is qualified both linguistically and in terms of subject knowledge for that task. Where this is not available, the Academic Director will set moderation procedures in place to ensure te reo Māori assessment is just and equivalent to that for students using English for the same assessment activity. Where necessary to ensure equivalence, the Academic Director will also arrange translation services.
4. If there is no suitable marker at Carey, the Academic Director will contact the Lecturer and Te Pouarataki mō te hīkoi to begin the process of determining a suitable marker or translator.
5. Where translation is required, the Lecturer will draft a timetable for translation, in consultation with a suitable translator. The Academic Director (or delegate) will communicate the timetable with the student.
6. For oral presentations, the Academic Director (or delegate) may organise for the interpreter to provide oral interpretation by arranging a meeting (or meetings) in place of a direct written translation.
7. With the permission of the student, oral presentations will be recorded to assist the interpreter and the Lecturer or the marker (if not the Lecturer). Recordings may be audio or video and

will be used for the purposes of assessment only. Recordings may then be transcribed or the Lecturer may ask the interpreter to provide oral translation (as per 3. above).

8. Where a direct written translation is required, the assessment item will be sent to the translator who will provide a translation of the assessment in English to the Lecturer (see Guidelines for Translators).
9. The translator is not expected to mark assessment items submitted in te reo Māori. The Lecturer, may however, engage the translator as a marker for the course, with permission from the Academic Director.
10. To ensure grading consistency, the Lecturer or the marker (if not the Lecturer) may need to discuss the assessment and its translation with the translator.
11. The Lecturer, as the examiner of the course, will be responsible for the confirmation of the final grade given to that student.

## **GUIDELINES FOR TRANSLATORS OF WRITTEN ASSESSMENTS IN TE REO MĀORI**

This is an assessment that, once marked, will contribute to the student's final grade. Please translate as accurately as possible.

The student may be graded on their ability to express themselves clearly, so do not correct inaccuracies. However, do reflect effective and creative use of te reo in the English translation.

You are invited to make notes and additional comments that may be taken into account when grading the work. The translation and any additional notes may be made available to the student.

Carey recognises Māori as an official language of New Zealand and as a tāonga to Māori is protected under the articles of the Treaty of Waitangi to honour that tāonga.

## **GUIDELINES FOR INTERPRETERS OF ORAL ASSESSMENTS IN TE REO MĀORI**

This is an assessment that, once marked, will contribute to the student's final grade. We invite you to the student's oral presentation on [DATE] at [TIME] at [LOCATION]. This will be recorded. We would like you to meet with the Lecturer (and others, at the discretion of the Lecturer and Academic Director) to orally interpret, using the recorded presentation. We anticipate this meeting taking place within a week of the student presentation and lasting for approximately [HOURS].

Your oral interpretation will also be recorded. Please interpret as accurately as possible. The student may be graded on their ability to express themselves clearly, so do not correct inaccuracies. However, do reflect effective and creative use of te reo in the English interpretation. The interpretation and any additional notes may be made available to the student.

Carey recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders is protected under the articles of the Treaty of Waitangi to honour that tāonga.

---

## **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include the following: Assessment Regulations.

## **DOCUMENT MANAGEMENT AND CONTROL**

**Content manager:** Academic Director

**Owned by:** Principal

**Approved by:** Management Team / Academic Committee



**Date approved:** February 2024

**Review Date:** February 2025

