



## COCA RETRIEVAL POLICY

<b>Section</b>	Teaching & Learning Office
<b>Contact</b>	Director Teaching & Learning
<b>Last Review</b>	March 2012
<b>Next Review</b>	February 2013
<b>Approval</b>	College Board

### CONTEXT

This policy relates to a broader Massey University aim to enhance student retention and completions.

### GUIDING PRINCIPLES

The CoCA Retrieval Policy is designed to facilitate timely progression for students through our qualifications in a way that does not burden students with extra financial costs or disproportionate time penalties. It ensures that academic standards are maintained, fairness and transparency are achieved and a consistent set of practices occur College-wide. This is further to be done with a minimum of extra workload for academic and administrative staff.

### RETRIEVAL GUIDELINES

Information provided to students in the document *General and Assessment Information 2012*:

- Students who receive an overall mark of 45-49% in their paper and, where there is more than one assessment, have passed at least one individual assessment, may be offered the opportunity to retrieve this in order to pass the paper. Students who receive a final grade of DNC are not eligible for retrieval.
- Retrieval will occur after the final assessment of the paper, and a student identified as qualifying for retrieval will be offered up to one half hour tutorial session with an academic staff member. They will be given an assessment task to complete within a given timeframe (maximum of two weeks). No further tutorial assistance will be given. Opportunity to retrieve does not guarantee an automatic pass – the learning outcomes for the paper must be successfully achieved.
- If retrieval is successful, then the student will receive a 50% or C final grade. If retrieval is unsuccessful, or the student does not complete the task within the allotted timeframe, the mark and grade remain unchanged (i.e. a D grade).
- Students may enter into the retrieval process in one paper each year (eligibility of students studying part-time will be assessed on a pro-rata basis).

Additional information for academic staff:

1. The Paper Coordinator is responsible for managing the retrieval process within their paper. Academic staff contributing to the paper will liaise with the paper coordinator to ensure that all applications are treated equivalently.



2. The retrieval process is outlined on the Retrieval Procedure Form.
3. The assessment task should relate directly to the missing component of the unachieved learning outcome(s), and is designed to “retrieve” that portion only. In some cases this may involve resubmitting amended work. In other cases it may necessitate a “special” assessment.
4. In considering the completed assessment task, academic staff must be satisfied that the student has successfully achieved the learning outcomes for the paper and is consequently sufficiently prepared to progress. It is the academic staff member’s responsibility to ensure that the appropriate academic standards have been met in considering the retrieval assessment.
5. All retrieval results will be approved by a special QEC meeting prior to the commencement of the following semester.

## **AUDIENCE**

All CoCA teaching staff.

## **RELATED DOCUMENTS**

[CoCA General and Assessment Information 2012](#)  
[Retrieval Procedure Form](#)

Both documents are available from Stream/CoCA Teaching & Learning/Resources for Teaching & Learning.

## **DOCUMENT MANAGEMENT CONTROL**

Prepared by: Teaching & Learning Administrator

Authorised by: Director Teaching & Learning

Consultation & Approval: Approved by College Board

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