

**From:** [Mailing list address redacted] **On Behalf Of** Peter Bier  
**Sent:** Thursday, 8 October 2020 11:55 PM  
**To:** engineering-academics Mailing List [Mailing list address redacted]  
**Subject:** [engineering-academics] New policy document on exams (and tests) under any level  
**Importance:** High

Dear colleagues,

I know this is a challenging time as we all endeavour to get our exams written.

I've received several requests for clarity around what we should be doing with regards to exam preparation and what will happen if we change levels. Tonight I received an updated policy document which makes clear what the university's expectations are regarding both tests and exams, across any Covid 19 alert level. Please see the attached document for details.

There are several key points to note (some expected and some not) and some require action on a VERY tight time frame (my apologies).

**If you have any tests running before the 5<sup>th</sup> of November**, the latest guidance indicates that these tests should be run online, unless an exemption is approved. I know multiple courses have tests coming up, some planned for online and others for on campus. If you are planning on an running an **on campus** test before 5<sup>th</sup> of November please get in touch ASAP so we can look at processing an exemption (I appreciate there may be very good reasons for running them on campus and that some tests have already gone to print).

[out of scope material redacted]

King regards,

Peter Bier  
Associate Dean Teaching & Learning

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**From:** Richard Clarke  
**Sent:** Friday, 9 October 2020 9:50 a.m.  
**To:** Peter Bier  
**Cc:** foe-postgrad-dean; Kevin Jia  
**Subject:** FW: New policy document on exams (and tests) under any level

Hi Peter,

We were planning on running the MM3 test on campus, and I think Kevin may have already sent these off (the students have already been informed that it will be on-campus, and the test designed accordingly).

Regards, Richard

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**From:** Kevin Jia <[k.jia@auckland.ac.nz](mailto:k.jia@auckland.ac.nz)>  
**Sent:** Friday, 9 October 2020, 10:31 am  
**To:** Richard Clarke; Peter Bier  
**Cc:** foe-postgrad-dean  
**Subject:** Re: New policy document on exams (and tests) under any level

Hi Peter,

Just to echo Richard's comments, our decision to run the test in-person was guided by University advice at the time. It is unreasonable to both students and staff to change it on them with 5 days to go.

I note that I am running the test at 25% capacity, i.e. at Ministry of Education Level 2 and 3 standards of approximately 1.5m distancing between all students.

Cheers,

Kevin

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Kevin Jia  
Professional Teaching Fellow | Engineering Science  
The University of Auckland

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**From:** Peter Bier <[p.bier@auckland.ac.nz](mailto:p.bier@auckland.ac.nz)>  
**Sent:** Friday, 9 October 2020 11:10 AM  
**To:** Richard Clarke <[rj.clarke@auckland.ac.nz](mailto:rj.clarke@auckland.ac.nz)>; Kevin Jia <[k.jia@auckland.ac.nz](mailto:k.jia@auckland.ac.nz)>  
**Cc:** foe-postgrad-dean <[foe-postgrad-dean@auckland.ac.nz](mailto:foe-postgrad-dean@auckland.ac.nz)>  
**Subject:** Re: New policy document on exams (and tests) under any level

Thanks for getting in touch. Please go ahead with your planned in campus test.

Peter

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