

NCEA

Assessment Policy

Levels 1-4

**Student Handbook**

2016

**CONTACTS DETAILS**

**School Phone: 07 855 2038 ext 2718 ( Miss Smith)**

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**Miss Smith (email)** **jsmith@wdsg.school.nz**

***QUICK ASSESSMENT CHECKLIST***

**DEADLINES** For an internal NCEA assessment to be graded it must be handed in at the **beginning** of the period on the due date unless other arrangements have been made prior to this date.

**SHORT-TERM Short Term Assessment- completed in class**

**ILLNESS/ on a specific day**

**BEREAVEMENT** If you are absent, you will need to provide documentation to be allowed to complete the assessment on another day. In the case of illness, you will need to see a medical practitioner on the day of the assessment and obtain a medical certificate.

 **Long Term Assessment**

 If you are away from school on the day an assessment is due, you must provide a medical certificate **and** arrange to turn in the assessment by 3:20PM on the date it is due (**see IV d**). If there are problems ring the school, ask for your teacher or Miss Smith.

**GOING AWAY**  Request leave from school for any period of time

1. Seek the permission of Assistant Principal Miss Smith in writing at least 10 days prior to your scheduled absence.
2. Read this booklet to see if you meet the criteria to be excused from assessments **(see III and IV** ). If you do not meet the criteria, the assessment cannot be moved to accommodate your absence.
3. You must fill in a School Absence (Assessment) form. These are available at student reception.

 If unsure - see Miss Smith.

**EXCEPTIONAL** Students with on-going health issues or chronic

**CIRCUMSTANCES** illnesses (or other exceptional circumstances) should liaise with their Dean if they feel their ability to meet deadlines or manage internal assessment in compromised. This will be dealt with on a case-by-case basis.

**ANY CONCERNS**  Ask someone - your subject teacher, the appropriate HOD, your Dean and then Miss Smith.

**WHAT IS NCEA?**

This stands for National Certificate of Educational Achievement.

Each year you will study a number of courses or subjects and your skills and knowledge will be assessed against a number of standards. Your teachers will use a range of internal (at school throughout the year) and external (via NCEA examinations in November and December) assessments to measure how well you meet these standards. When you achieve a standard, you will gain a number of credits. You can earn grades of Not Achieved, Achieved, Merit or Excellence for Achievement Standards. Unit standards are graded as Achieved or Not Achieved.

You must achieve a certain number of credits to gain an NCEA certificate.

There are three levels of NCEA certificate

* Level 1-80 credits at any level including literacy and numeracy requirements
* Level 2- 80 credits with at least 60 at Level 2 or above
* Level 3- 80 credits with at least 60 at Level 3 and 20 at Level 2
* University Entrance- Achievement of **NCEA Level 3,** 14 Level 3 credits from each of three university approved subjects, literacy and numeracy requirements .

**Endorsement**

You can be recognised for high achievement at each level by gaining NCEA with Merit or NCEA with Excellence. If you gain 50 credits at Excellence, your certificate will be endorsed with Excellence. Likewise, if you gain 50 credits at Merit (or Merit and Excellence), your certificate will be endorsed with Merit. Endorsements are awarded in the same year the qualification is earned.

Course endorsement provides recognition if you have performed exceptionally well in an individual course. This requires 14 or more credits from one subject at Merit or Excellence (at least 3 internal and 3 external credits).

**Monitoring Your Progress**

The results you earn for each standard are entered into a PCSchools our SMS System by your teachers and exported directly to NZQA (New Zealand Qualifications Authority). At particular times throughout the year you will be shown your results and asked to check and sign that they are correct. Because all assessment work is kept by teachers, it is very important that you also keep a record of your grade for each standard. There is space at the back of your student planner and also often your course outlines designed for this purpose. Many students now are using [NCEA App](http://www.nzqa.govt.nz/audience-pages/students/ncea-app/) to electronically track their results.

In addition, you should login to the NZQA website to monitor your progress. Results for internal standards will be uploaded by the school throughout the year. You should check to ensure that all of your results have been properly recorded. Results for external standards become available online in mid-January the following year.

The goal of this policy guide is to make sure you are familiar with the Waikato Diocesan School Assessment Policy as it pertains to you as a student and the qualifications you will earn in your secondary school years.

**Assessment Procedures**

 You will receive the following information from your teacher of each subject:

1. Course Outline – what you will learn about.
2. Assessment Plan – the nature of the assessments including how and when you will be assessed
* Title, registered code and version number of each standard
* credit value
* internal/external
* nature and conditions of assessment activity
* timing of assessments
* further assessment opportunities (FAO) available
* total number of credits available in the course

In some courses the teacher has defined a Standard as ‘optional’ i.e. you may choose to be registered for this standard with NZQA. For all other standards you will be registered as part of your course requirement. *If you choose not to attempt the internal assessments associated with non-optional standards* ***and*** *you have had adequate opportunity for learning and assessment you will be awarded a ‘Not Achieved’ grade.*

Some subjects have specific additions to the school’s assessment policy that are unique to their assessment requirements. These will be detailed to you in the course information guide.

The school will maintain the confidentiality of your results and seek your permission before using any student work as exemplar material.

If you are not satisfied with any aspect of your assessment conditions or grade you should check the Appeals section of this booklet.

**Assessment Requirements**

Standards can only be achieved when you have demonstrated that you have met the criteria of the standard. The school will consider all valid and authentic evidence that is consistent with the requirements of the standard. This means that you MUST complete the assessment to be awarded the credits. (In some cases there will be two opportunities for assessment. These will be indicated in the Assessment Plan that you receive for each course.) Standards are gained individually. However, entrance into the next level of a subject may be contingent on success at the earlier levels.

**Absences**

**I EXPECTED ABSENCE**

If you know that you will need to be absent from school it is necessary to seek the permission from the Assistant Principal: Principal’s Nominee & Priority Learners (Miss Smith) in writing at least 5 days in advance through the online application form <http://www.waikatodiocesan.school.nz/contact-us/student-leave-request>. You must also collect a form from Student Services a School Absence/Assessment Form to notify your teachers of your absence and collect any information regarding assessment while you are absent. The conditions on the form must be met before the absence.

However, this permission does not excuse you from fulfilling all assessment requirements in order to obtain a grade. See information below.

**II UNEXPECTED ABSENCE**

 This type of absence would normally be caused by illness or bereavement. If you are absent from an assessment because of illness you must see a doctor or the school nurse on the day of the assessment and obtain a Medical Certificate to explain your absence.

 The Medical Certificate should state that you have seen the medical professional at the time of illness, not afterwards. Show the medical certificate to your subject teacher and then hand it in to Miss Smith.

 In the case of bereavement, a detailed letter from parents/guardians will be required. You should also make a copy for your own records.

**III) ABSENCE FROM SHORT TERM ASSESSMENT ITEMS eg tests, practicals, examinations**

a) It is your responsibility to find out if any assessments are scheduled within the period of absence. (See your Course Outlines and Assessment Plans).

b) Absence for family holidays, attendance at music, speech or other extra tuition, routine medical and dental appointments and driving tests will result in a Not Achieved grade being awarded for the standard and no further assessment opportunity offered.

c) If you are absent through illness you must obtain a Medical Certificate to be eligible for a re-scheduled assessment opportunity or before you are eligible for a further assessment opportunity, if it is offered. Failure to produce a medical certificate will result in Not Achieved grade and no further assessment opportunity offered. On your return, show the Medical Certificate to your subject teacher and then give it to Miss Smith.

d) Each subject’s Assessment Plan, given to you in the first week, shows predicted assessment dates. School activities may require some change in these dates. There will be at least two weeks clear notice of any change of more than one week. Assessment items missed because of individual absence due to sport, cultural activities or family travel may result in Not Achieved grade and no further assessment opportunity offered. NB: Assessment deadline dates will be added to PCSchool Assessment Calendar on PCSpider.

 Before the event, it is your responsibility to find out if any assessments are scheduled within the period of absence. (See your subject Assessment Plan). Assignments and class work missed through absence must be made up. Absences will impact on your course completion and opportunities for progressing to the next level of each subject.

 If an assessment is spread over more than one period and you miss one or more of these periods without formal exemption you will still be required to use the remaining periods to attempt completion of the assessment. You will be graded on the assessment work you have been able to complete in this time.

e) If you are selected for school, regional or national representative groups or Spirit of NZ or other approved reasons, you may be able to reschedule your assessments if it is manageable and feasible. However, if the assessment cannot be arranged at another time and no further opportunities for assessment are available, you may be withdrawn from the standard.

**IV) ABSENCE DURING LONG TERM ASSESSMENTS**

 **e.g. Assignments and Projects**

a) In all subjects you will be given dates by which you must have work completed and handed in to your subject teacher. It is most important that you don't leave this work until the last minute. THIS IS YOUR RESPONSIBILITY. Extensions for illness are not normally given.

 Extension for chronic or ongoing illness are at the discretion of Miss Smith in consultation with your teacher/TIC/HOD and must have been applied for well in advance of the assessment due date.

b) All assessment work must be handed in to your subject teacher at or prior to the beginning of the lesson on or before the due date (unless otherwise stated by the teacher). Your teacher will register its arrival.

c) If your teacher is not available, you may hand your work into Miss Smith or to Student Services.

d) If you are away for **all or part** of the day the assessment is due, you may turn it in early either by 8.20AM on the day or any day prior. Alternatively, ALL of the following steps must be followed:

 i) The assessment must still be handed in on the due date by 3:20.

1. The school must be contacted on the day to inform the subject teacher how you are sending the assessment to the school, eg by parent, boarding staff, other student, courier, fax or email.
2. You must produce a Medical Certificate or other evidence of approved absence.
	1. If unexpected illness or absence occurs then work to the stage of completion must be handed in on the day.
	2. If a project/assignment is not handed in on time it will NOT be graded and a Not Achieved grade will be awarded.

g) In the case of accident, family bereavement or similar exceptional circumstance, you must contact the school as soon as possible and the situation will be dealt with individually.

**V) ABSENCE DUE TO STANDDOWN OR SUSPENSION**

If you are stood down or suspended from the Boarding School you may be permitted to attend the day school. Permission will be granted by the Principal (stand down) or the Board (suspension) and confirmed in writing.

b) If you are stood down or suspended, you have a responsibility to ensure that long-term assessments are handed in on or before the due date.

c) For any stand down or suspension, arrangements can be made for you to sit short term assessments such as tests, practicals or exams provided these are identified at the time of the stand down or suspension. It is your responsibility to identify these and inform the Principal within 24 hours of your stand down or suspension.

d) If information or instructions are given with respect to a long term assignment during a stand down or suspension from school it is your responsibility to collect the relevant material and ensure that the assignment is handed in on the due date.

e) If you are absent when an individually scheduled assessment (such as a speech or a seminar) occurs, it is your responsibility to arrange with your subject teacher for this to be rescheduled before you leave. No allowance can be given to you after your return if you have not done this.

f) If you are absent during a practical/field trip and the assessment is for data gathering (practical skills) NO grade can be given and you will be withdrawn from the standard.

**FURTHER ASSESSMENT OPPORTUNITIES (FAO)**

Further assessment opportunities (FAO) will be available for all eligible students where indicated by the individual subjects in the Assessment Plan. They will only be available where they are practicable and manageable and the student has provided evidence that further learning has occurred.

**AUTHENTICITY OF WORK**

**ALL the work you submit for assessment must be your own.**

a) You must not accept undue assistance from anyone else in the preparation or presentation of your work. As an example, undue assistance would include providing, actually altering or directing you to alter (adjust, insert or change) your text, diagrams, graphs or calculations.

b) You must keep any plans, drafts, worksheets or log books used in the preparation of the work as these may be requested by the teacher as part of the assessment or for authentication purposes.

c) You must acknowledge all the resources you used. This includes texts and source material (such as Internet addresses), and the name and status of any person who provided help together with the type and extent of help they provided.

d) You may be asked to sign a declaration of authenticity or student log book which says that the work is your own.

e) You may be required to complete work in your own handwriting.

f) Visual Arts: Most work must be completed during class time and be regularly sighted by your teacher. Art work that does not meet this criterion cannot be accepted for assessment purposes.

**BREACH OF RULES**

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| *If a breach is suspected the Assistant Principal: Principal’s Nominee & Priority Learners is consulted and an investigation is conducted, which includes an interview with the student concerned. The issue is fully documented. The Assistant Principal will make a decision in consultation with the HOD and teacher before any action is taken.****PLAGIARISM, SHARING WORK OR BREACH OF RULES OF ANY KIND WILL RESULT IN WORK BEING AWARDED A NOT ACHIEVED GRADE.*** |

***The protocols for computer use in the school must be maintained. Students must use only their own access codes. Abuse of this privilege will result in disciplinary action.***

**I) ELECTRONIC DEVICES INCLUDING** **CELL PHONES**

**Internal assessments**

If a student is found to have a cell phone, or any other electronic device except approved calculators, during a closed-book assessment, the material will not be assessed for that standard.

**External assessments**

Students must not have a cell phone or any other electronic device except approved calculators in their possession in any NCEA examination. If you are found to have one of these in your possession during the preliminary or NCEA external examinations the material will not be assessed for that standard.

**II)** **EXAMINATION MISCONDUCT**

Students will be given a set of examination rules. If a student breaks the rules during an internal or external examination the school or NZQA may cancel the result for this standard.

**III)** **APPEALS**

 See appeals section below

**SPECIAL ASSESSMENT CONDITIONS**

Special Assessment Conditions (SAC) may be given to you after evidence is gathered and documentation has been received from a suitably qualified, independent, registered professional. The type of assistance is then established and given on the grounds of:

* Writer assistance
* Reader assistance
* Writer/ reader assistance
* Extra time allowance
* Accommodation of specific health needs
* Enlarged papers
* Rest breaks
* Braille papers
* Use of computer

Students entitled to SAC are identified by our Learning Support Team in consultation with parents and the student. Special assessment cannot be offered for NZQA assessments until teachers have written permission from the Principal’s Nominee or SAC co-ordinator. You may utilise approved Special Assessment Conditions when you undertake internal assessment and practice external assessments as well as during external assessment.

**Note:** A reader/writer is not given for assessments which test reading/writing, as the validity of the assessment could be compromised. Foreign language electronic translators are never allowed in summative internal or external assessments.

**DERIVED GRADE PROCESS**

Derived grades are not available for internal standards. In the case of an NCEA external assessment:

1. If you have been prevented from sitting NCEA examinations or otherwise presenting materials for external assessment, or if you consider that your performance in an external assessment has been significantly impaired because of exceptional circumstances beyond your control, you may apply to the NZQA to be granted a result on the grounds of eligibility for a derived grade.
2. Except in exceptional circumstances, derived grades will only be granted for a circumstance that occurs within one month of the start of examinations or the submission of work for other external assessment.
3. To apply for a derived grade, you must:
* complete the NZQA application form and submit it to the PN by the closing date
* supply appropriate medical or documentary evidence.

Derived Grades are not available for New Zealand Scholarship exams.

**APPEALS**

 If you are unsatisfied with the grade you are awarded for an assessment or any aspect of the internal assessment procedures, you must follow an appeals procedure:

* 1. Talk to your teacher within 48 hours of receiving the result.
	2. If you are still not satisfied with the outcome, contact the HOD of the subject in writing within five days of receiving the result.
	3. If you are still not satisfied with this outcome, contact the Assistant Principal, Miss Smith, and fill out a Grade Appeal form within ten days of receiving the result. Written documentation of the appeal and its outcome will be held by the Assistant Principal.
	4. The Assistant Principal: Principal’s Nominee & Priority Learners, in consultation with the HOD has final decision in regard to appeals.
	5. You may request mediation support (ie someone to accompany you) during the appeal process

*NB: An appeal cannot be sought unless a student has physically sighted their work and discussed their result with their classroom teacher first.*

Any further questions please ask your subject teacher, the relevant HOD, Miss Smith or go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) .