

## ASSESSMENT AND REPORTING INFORMATION AND GUIDELINES FOR SENIOR STUDENTS AND PARENTS.

1. Each student must have a record of the assessment schedule for each subject. This should include the method, timing, type and the number of credits for each task on the schedule for the year. Assessment statements should also indicate the number of assessment opportunities available. This could be via email, site or google classroom. *If you do not have such a program by now, please ask your teacher.*
2. Assessment tasks could be given in written form or digitally and contain the registration number and version being assessed, a description of the task, the due date, the number of credits, and specific details relating to the marking of that assessment and whether there are further assessment opportunities available.  
  
*If these details are not clear, ask your teacher for clarification at the time the assessment is given so that the whole class receives the same information.*
3. All students are to be given the same conditions for each assessment within and between classes.  
  
*If you think that you have been disadvantaged by factors beyond your control, please discuss the problem with your teacher first. If you still feel it hasn't been resolved, then see Mr Nair.*
4. All assessment work must be the student's own original work. You cannot copy work from other students or from past students. You may be asked to submit rough notes, sign a form, list internet sites used, or some other appropriate method to indicate that the work is your own.  
*Copied or shared work will not be able to gain credits. Where plagiarism/cheating have occurred, a report will be written outlining the evidence and handed to the Principal's Nominee (Mr Nair) for consideration and action. This may result in both parties gaining no credits.*
5. It is your responsibility to hand in work by the due date. Failure to do so may result in no achievement. Therefore if you are away from school on the day an assignment is due you must take one of the following actions:-
  - (a) *Send the assignment in digitally, with a friend or have whanau drop it off at school by the due date.*
  - (b) *Phone the Office and leave a message for Mr Nair informing her of the situation.*
  - (c) *In cases of genuine illness, a medical certificate must be handed in to Mr Nair on your return. This is only necessary if the assessment contributes to a standard that is internally assessed.*
  - (d) *In all other cases please consult with Mr Nair who will consider each case and notify your teachers where necessary.*
6. If you know you will be absent on the day an assignment is due e.g. on a field trip, sports trip, dentist appointment, hospital appointment.

(a) You must hand the assignment in **before** you depart or before the due date. If this is not possible, consult with your teacher.

7. Extensions to due dates of assignments can only be given by Mr Nair in discussion with the student and the teacher concerned. *If you require an extension to the due dates of any assignment you must apply before the due date of the assignment so that a ruling can be given and staff notified.*
8. Assessments are to be sat at the same time for all students if they are part of the assessment schedule and contribute to the final grade. This applies to a written test. Other forms of assessment can have different dates as a result of the Individual Education Agreement arranged between the student and the teacher.

It is important that if you are ill on the day of an assessment that: -

(a) You ring the school and leave a message for Mr Nair – extn 553

(b) Get a medical certificate so that a second assessment opportunity can be made.

#### **Medical Certificates to go to Mr Nair - not your subject teacher.**

9. Practice examinations must be completed in order to
  - (a) gain experience of meeting assessment criteria.
  - (b) be eligible for consideration for achievement for derived grades.Marked assessments for each standard required for internal or external moderation will be kept by LOL's of each subject.
10. If you wish to question an assessment grade you must do so in the same period that the assessment is given back (or at a convenient time to the teacher) to discuss your concerns.

*Leave the assessment with your teacher until an agreement has been reached. If you are not satisfied, fill out an appeals form which is kept at the office and see Mr Nair who will investigate your concern and give a ruling in consultation with the teacher and the student.*

**Please note** All assessment results for Candidates must be reported to NZQA, including Not Achieved, where the Candidates have presented work or evidence for assessment or have had an adequate opportunity to achieve the standard. Assessment programmes can be personalised to meet individual student needs. Some students, in negotiation with their teacher, can choose to undertake less assessment and be withdrawn (SNA), whilst others can undertake more.

11. Appeals. All students have the right to question the marking of an assessment. *If you feel that the grade awarded is not consistent with the rest of the class, you may apply for a reconsideration or remark. To do this, check guideline #10 and then fill out an appeal form and attach it to the front of the work. The procedure outlined will then be followed and you will be consulted about the outcome*
12. Students are encouraged to keep a record of their results for every assessment situation and file all returned work. Sign the teacher record sheet to show that the grade has been correctly recorded, that there is no appeal or remarking required. Hand this form back to your teacher for safe storage.

13. All students have entered their chosen options for the year. This requires:-
- (a) **Full** attendance in class. Allowances will be made for work experience, school sports and field trips, and explained absences. Explained absences are those which are covered by a medical certificate or notified to Mr Nair or for which permission has been given by the Principal.
  - (b) Class time is used appropriately in consultation with the class teacher as to what they intend to undertake throughout the year. This may vary from student to student and IEP's are established.
14. When attendance in class is under 80% or assessments are incomplete, contact with home may be needed to notify both the student and the parents of the situation.
15. Students should use a diary to monitor the placement of their assessments. You should write the dates of due assessments into your diary at the beginning of the year. If you have too many assessments due at one time, please see Mr Nair before the end of term 1 so that assessments may be rescheduled.
16. Subject changes should be made before March 1st. If there are changes to be made, then the student needs to follow correct procedures for this to occur. A form needs to be collected from Mr Nair or Mrs Thin Rabb at the beginning of the process.
17. **Further assessment opportunities.** The school allows further opportunities for a standard if it is practicable and is written on the subject assessment schedule that you receive at the start of the year. This will be a new assessment task.  
**Resubmissions.** Schools may offer a resubmission opportunity to students only when a minor error prevents them from reaching an '**Achieved**' grade. The **only** change in grade boundary available for resubmissions is from 'Not Achieved' to 'Achieved.'
18. All assessments not completed in class must have an assessment cover sheet attached and all sections completed prior to handing in. Your teacher can then sign and return the student receipt to you.
- Cover sheets are available from your teacher, Learning Area or the main office.*
19. Standards must be completed for credit in the current year of study.  
*You cannot pass half a standard this year and then finish it next year. You will have to do the whole standard again to gain the credits.*
20. Students need to ensure that they have registered and logged on to the NZQA website – this is the only official record of learning, it is also the site where you can order certificates and apply for reviews and reconsiderations.
21. Special Assistance
- (a) A student is able to have a range of support and assistance for assessments. If eligible, this process would have started in junior school and be put in place for when you start your NCEA Journey.

*If you have had this assistance in the past, please consult with SENCO to see if you are eligible. SENCO will arrange for this help for assessments throughout the year.*

**It is your responsibility to read this information - Show it to your parents also.**

**Keep this sheet in a prominent place so you  
can refer to it when required.**

**If in doubt, see Mr Nair before the problem  
becomes impossible to resolve**