

Southland Boys' High School



NQF INTERNAL ASSESSMENT Student Guidelines

NCEA Level 1

NCEA Level 2

NCEA Level 3

Read this information carefully
Ask questions if Student's are unsure
Take this home and discuss it with their parents
Keep it for further reference.

2019

Assessment

Students will be issued with a course outline and an assessment schedule each year. This will indicate (as closely as possible) the dates for each assessment event. Prior to each assessment event, teachers will indicate to the students the nature of what is required of them in that assessment, and then the actual date the assessment is due/conducted will be finalised.

Students should familiarise themselves with the NZQA website - www.nzqa.govt.nz. Here they can find old exams, internal exemplars, samples of internal tasks, copies of the unit and achievement standards and check their results which are updated each month. They will need to know their NSN to login. The student's tutor teacher can help them find this.

Recording Results

Students can request to know their grades as recorded by the teacher on KAMAR. They can also use the student portal on KAMAR to see these results.

Some internally assessed standards will be externally moderated. This is done to ensure fairness at a national level. Their grade may change as a result of this process.

Appeals

Students have the right to appeal a grade where they feel they have reasonable grounds for doing so. They are to follow the sequence below:

1. Approach their teacher and clarify the concerns within 10 school days of assessment result being given to the student.
2. If the student is not satisfied with the above approach, they must appeal to the Head of Faculty (HoF) or to the Head of Department (HoD) in writing. The HoF/HoD must keep this on file, along with any resolution. The HoF/HoD will notify the student in writing regarding the outcome of the appeal.
3. If the student is still not satisfied, they must appeal to the Principal's Nominee (Mr Moore). This shall, again, be in writing. The Principal's Nominee and Senior Manager in charge of Assessment will consult with the classroom teacher and the HoF/HoD. The school's decision will be final, and the student will be notified in writing.

Reassessment

Reassessment opportunities are at the discretion of individual subject faculties. If a reassessment opportunity is available, a maximum of one reassessment will be offered. The reassessment will be a new task. The reassessment does not have to be in class time.

Re-submission

Re-submission opportunities are at the discretion of teacher.

Late Work and Missed Assessments

For missed assessments or deadlines, NOT ACHIEVED WILL BE AWARDED. The exceptions are:

- **Sickness or personal emergency**—present the work or be prepared to sit the assessment within the first two days back. For absences of 1 to 3 days a signed note from parents will be also be required on the first day back. For absences of more than 3 days, a medical certificate or other substantial evidence will be required. Students deal with their CLASS TEACHER.
- **School trip** e.g. Field trip or sports exchange — Hand the work in before the student departs. In the case of a test, be prepared to sit this within the first two days back.
- **Planned absence** e.g. Family holiday — present a note to the Associate Rector (Mr Laurenson) applying for permission to take the time off. If approval is given, hand the work in before the students departure, or be prepared to complete the assessment within the first two days back.

Compassionate Consideration for Internal Standards

Students may apply for compassionate consideration where circumstances beyond their control have affected their ability to complete an assessment to their usual standard e.g. migraine headache, family trauma. NOTE: it may be preferable to let the teacher know immediately prior to the assessment. An option may then be to sit at a later date.

However, if student has sat the assessment and wishes to apply for compassionate consideration then follow the sequence below:

- The student must apply in writing to the Principal's Nominee (Mr Moore) within 24 hours of the assessment completion date, and preferably earlier
- For illness, a medical certificate will be required. For other circumstances, substantial evidence will be required
- The Principal's Nominee will meet with the teacher. Evidence will be gathered from student's previous work, where possible. Students will be notified in writing of the outcome

Derived Grades for External Standards

A student can apply for a derived grade if they are unable to sit NZQA external examinations due to illness, misadventure, bereavement or national representation **or** considers their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control.

The process is as follows:

- The student or caregiver must contact the Principal's Nominee to attain the derived grade forms to be completed by the relevant agencies if they meet the criteria
- The completed derived grade forms are then returned to the Principal's Nominee, who will lodge the application with NZQA

Authenticity

Students are expected to produce their own work. A parent or fellow student may help with the concepts involved but must not help with the actual work in the assignment. The obvious exception to this is when an assessment requires students to work in groups. In these cases, the teacher and the conditions of assessment on the task coversheet will clearly outline to the students which part(s) of the assessment will be carried out by the group and which part(s) must be individual work.

In order to be sure that the assignment a student presents is their own work, they will be required to comply with some or all the following:

- Keep a log of progress
- Show their work to the teacher at various checkpoints
- Sign a statement of authenticity
- Answer some oral questions to confirm their understanding
- Keep ongoing work on site

Where it can be shown that a student has presented work in an assessment that is not their own, the student will receive NOT ACHIEVED for that standard.

In the case of plagiarised work, the student will be awarded NOT ACHIEVED for that standard.

Breaches of the rules

If a student breaches any of the assessment conditions then an investigation will be carried out by the Principal's Nominee. The student will be notified in writing about the outcome of the investigation. If the breach is upheld then the student will be awarded NOT ACHIEVED for the standard. The assessment conditions are specific to the standard being awarded and will be on the task.

Storing Work

Teachers will keep their assessments after students have been notified of their grade for that assessment and all other classes doing the same standards have completed them. They may be reviewed in class or in tutorials under teacher supervision but may not be taken home or copies made to be taken home for reasons of cross-school authenticity. After this time, work will be kept by the subject faculty for moderation purposes or destroyed.