

NATIONAL ASSESSMENT GUIDELINES FOR STUDENTS



ST JOHN'S COLLEGE HASTINGS

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INTRODUCTION

All subjects in the senior school are made up of units of work called achievement or unit standards. These standards are individually assessed in one of two ways:

1. Internally: when the classroom teacher assesses the work.
2. Externally: when someone 'outside' of the school assesses the work. This usually involves sitting an 'external examination' in November.

Each Achievement Standard is worth a set number of 'credits' usually somewhere between 3-6 credits which add up and count towards an N.C.E.A qualification. 80 credits are required for a pass at each level. Please read the NZQA Guidelines for Students for more details.

<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/#heading2-0>

The above link includes an introductory video in more than one language.

<https://www.nzqa.govt.nz/ncea/understanding-ncea/changes-to-ncea-and-ue-for-2022/>

Four grades are possible for each standard: (some unit standards only offer N or A)

- Not Achieved (N)
- Achieved (A)
- Merit (M)
- Excellence (E)

Only a Not Achieved grade results in the student getting no credits for the standard.

Schools must have procedures in place to ensure that fair and consistent assessment of the internal standards occur. These procedures are outlined below.

COURSE COMPLETION

All courses consist of a set number of compulsory standards. It is a requirement that all work is completed for these compulsory standards. If a student does not hand in an internal assessment by the due date, they will receive a *Not Achieved* grade. Some courses may offer extra internal standards which students can choose to complete. If a course is modified for a student, either at the outset of the course or during the year, this will only be done in conjunction with HOD, Dean and Head of Curriculum.

RECORDING OF GRADES

All internal assessment grades will be entered onto the school's KAMAR programme once they have been moderated. The grades are sent to NZQA regularly where they will be processed and then show on your NZQA Record of Learning that you sign into with your NSN number. The school has your number (National Student Number) and help will be provided to get you logged on early in your Level 1 course. Please log in and track your results. Students may be required to sign off these grades to acknowledge they are the correct grade.

AUTHENTICITY

1. All work submitted for internal assessment must be the student's own work.
2. If a student is suspected of submitting work that is not their own they will be spoken to by the subject teacher in the first instance. It will then be referred to the Head of Department if necessary. If there is a dispute about whether the work is authentic or not, it will then be referred to the Deputy Principal – Head of Curriculum to investigate further.
3. If the student is found to have submitted work that is not their own, they will most likely receive a *Not Achieved* grade and lose the opportunity for a reassessment of that standard. The parents and student will be informed of the Deputy Principal's decision.
4. If a student knowingly allows other students to copy work and submit it for assessment, the above will also apply.

BREACHES OF THE RULES

Guidelines:

1. If a student in any way compromises the integrity of an assessment they will be spoken to by the teacher in the first instance, then referred to the Deputy Principal – Head of Curriculum who will investigate the situation and take any necessary action.
2. If the student is found to have breached the rules of an assessment they will most likely receive a *Not Achieved* for the assessment and lose the opportunity for a reassessment of that standard
3. The student involved, their parents, the subject teacher and the Head of Faculty will be informed in writing of the action taken by the Deputy Principal – Head of Curriculum.

DERIVED GRADES and Unexpected Event Grades for Externals

1. Students can apply for derived grades if they believe that their performance in an external assessment has been, or is likely to be, impaired because of illness, injury, family bereavement, trauma or any other unforeseen event. The process of derived grades is generally not available for long term illness or disability.
2. The student must inform the Deputy Principal – Head of Curriculum of the intention to apply for derived grades.
3. NZQA will ask the school to provide evidence that a student can achieve at a particular level if they are applying for derived grades. This evidence must be standard specific quality assured, coming from school benchmark examinations.
4. While the derived grades process is there to ensure no student is disadvantaged in the event of sudden and unforeseen circumstances, it will not be used to advantage one student at the expense of others.
5. Students must complete an application for derived grades form which is available from the Deputy Principal – Head of Curriculum. A doctor's certificate must be gained on the day of illness and as soon as possible in the case of injury.
6. The Deputy Principal - Head of Curriculum will then complete the application online using the evidence supplied by the student and subject teachers. NZQA make the final decision as to whether the application is approved or declined. This decision is often made within a couple of weeks.

MISSED AND LATE ASSESSMENTS

1. All assessments must be handed in by the due date. This includes checkpoints which must be met or the HOD will inform Head of Curriculum who will email family. If the checkpoint is not met, a Saturday catchup may be necessary as part of the Academic Support System in the school. Any assessments handed in late for a deadline, without a valid reason (see below) will receive a *Not Achieved* grade AND the student may lose the opportunity for a further assessment if it is offered. If a student is experiencing technical issues they should contact their subject teacher or the Deputy Principal - Teaching and Learning immediately. It is **a requirement that all work is done on the school's M365 OneNote or Teams and using the provided OneDrive document storage.**
2. Students who are absent for a scheduled internal assessment or are absent over the time when an assessment is due may apply for an extension, provided the absence was due to one of the following valid reasons:
 - sickness/injury
 - Bereavement
 - Authorised school travel or activity
 - Authorised leave as per Ministry of Education guidelines.
3. If students have a valid reason for missing a due date and wish to apply for an extension, they must apply by emailing the HOD. The DP Head of Curriculum will be involved if the situation is not clear.
4. Students who are approved an extension will be given a new due date for the assessment, taking into consideration the amount of time that was allocated to other students. If there are authenticity concerns, such as if the original assessment has been marked and returned to other students, the student may be given a different assessment activity where practicable.

FURTHER ASSESSMENT OPPORTUNITIES

Students MAY (where practicable) be offered the opportunity to improve their grade for an internal assessment. This is referred to as a further assessment opportunity and involves the student being given a second (but different) assessment for the same standard.

Only ONE further assessment opportunity for any standard can be offered.

All levels of achievement (i.e.: N, A, M or E) can be gained in a further assessment opportunity.

RESUBMISSION OPPORTUNITIES

In some internal standards (again where practicable) students may be given the opportunity to re-submit their internal assessment in order to improve their grade from a Not Achieved to an Achieved. It CANNOT be used for any other grade improvement.

This is only offered when the student has made a *minor* error that can be easily rectified.

APPEALS

Students have the right to appeal all matters around assessment decisions (Authenticity, breaches, grades).

1. The student should first approach the teacher conducting the assessment (normally the subject teacher) and discuss the problem. By mutual agreement, a satisfactory solution can usually be worked out at this stage.
2. If the problem is unresolved, the student should approach the Head of Department and fill in the form **application to appeal assessment decision**. This must be made within 5 school days of the grade being awarded.
3. The Head of Department will investigate the appeal. It will be referred to Deputy Principal - Head of Curriculum if the matter is not resolved.
4. A written record of the investigation and the resulting decision is recorded by the HOD or Deputy Principal - Teaching and Learning. Copies are forwarded to the student, course teacher, Head of Department and parents. The appeal and decision form will be stored with the internal assessment material for that standard.

Appeal and request forms



Application to appeal
assessment decision..x



DP Head of
Curriculum reconside



Request to withdraw
from a Standard.docx



Request for an
Extension of a Deadlir