



**SACRED HEART GIRLS' COLLEGE
MANAWA TAPU**

"Io Mahi Katoa Mahia"

NCEA ASSESSMENT POLICY 2016

Student Guide

- Please read and understand the contents of this booklet thoroughly
- Ask your subject teacher for clarification and advice if required.
- Please keep this booklet in a safe place so you can refer to it if required.
- The Principal's Nominee (PN) for NZQA matters is Mr Murray:
amu@shgcnp.school.nz
- A copy of this booklet is also available on 365

Name:

My NSN:

Prayer for Students

God of Light and Truth,

Thank you for giving me
a mind that can know
and a heart that can love.

Help me to keep learning every day of my life,
for all knowledge leads to you.

Let me be aware of your presence
in all things and at all times.

Encourage me when work is difficult
and when I am tempted to give up;

Encourage me when my brain seems slow
and the way forward is difficult.

Grant me the grace to put my mind to use
exploring the world you have created,
confident that in you there is a wisdom
that is real.

Amen.



SACRED HEART GIRLS' COLLEGE

NCEA Assessment Policy 2016

Student Guide.

The school will ensure that they follow NZQA Policy and Procedure. Further information can be found at www.nzqa.govt.nz and in the *SHGC Assessment Teacher Handbook 2016*.

All students should login to the NZQA website as soon as possible **www.nzqa.govt.nz**. You will need your NSN number and you will need to set an individual password.

It is recommended that students visit this site regularly to ensure that they monitor their progress effectively.

Approved Leave Process: Absence from an Internal Assessment:

All assessments must be completed on the day(s) published in each subject's Course Outline. If dates of assessments need to be changed, students will receive at least 1 week notice of the change of dates.

In exceptional circumstances the assessment may be completed at a later date but only if the absence is "Approved" by the Principal:

- If you are unable to be present for an internal assessment for **medical reasons** you must provide a doctor's certificate immediately on your return and go through the "Approved Leave" process
- If you are unable to be present for an internal assessment because of **bereavement** you should attach a letter from your parent/caregiver (if possible, including a newspaper clipping of the death notice) immediately on your return and go through the "Approved Leave" process
- If you are unable to be present for an internal assessment for **other approved reasons** such as representing the school on official business, regional or national representation or attendance at special family occasions you will need to apply in writing to the Principal for an "Approved Leave". *This needs to be done at least two weeks prior to your period of absence.*
- **Please note: Holidays during term time will not qualify as Approved Leave.** In these cases assessments will need to be handed in before departure or the assessment will need to be forfeited.
- Any other reasons for absence must be explained to your Dean who will then seek approval from the Principal to establish "Approved Leave" or may suggest the extension process
- Extended periods of absence (where significant amounts of teaching have been missed) may result in the student being withdrawn from a standard. This decision will be made in conjunction with the student, classroom teacher, relevant HOF, Dean and caregivers.

Failure to gain Approved Leave will result in a Not Achieved grade and the student will not be eligible for any further assessments in that standard for the rest of the academic year.

Approved Leave forms are held at the school office

In the case of any *Approved absence* from an internal assessment the Head of Faculty will liaise with your classroom teacher to provide an alternative time/venue for the assessment to take place.

Appeals:

Appeals of grades awarded may be made on the appropriate form but must occur within seven school days of the return of assessed work. Appeal forms are available from your teacher. Once an appeal is lodged the assessment will be remarked by the moderator in charge of the assessment. If the grade is changed the student will be informed of the new grade and asked if the appeal is to be continued. If the grade remains unchanged the student will be informed and asked if the appeal should continue. If the appeal is to continue the Principal's nominee will check that correct internal procedures have taken place and will make a ruling. The decision of the Principal's Nominee is final. The student and her caregivers will be informed of the outcome.

Authenticity

Authenticity is the assurance that the work submitted by students for assessment must be genuinely their own. To ensure authenticity:

- Work submitted for an internal assessment must be fully undertaken during the period of assessment
- Students must not accept undue assistance from any person or plagiarise the material of others.
- Students must not save work to any open source computer file (ie scratchpad)
- All references used in an assessment must be acknowledged in a bibliography or in footnotes

All students are required to sign an Authenticity form which will be retained by the Principal's Nominee. No student is able to have internal assessments graded, nor grades recorded, unless they have signed and returned the authenticity form.

Where evidence indicates that the work presented is not the students' own work, a student will be awarded a Not Achieved grade for the assessment and will be ineligible for further assessment in that standard.

Derived grades (External Only)

If you are unable to sit the external examination due to exceptional reasons, you can apply for a derived grade. You will need to provide appropriate evidence of the reason for the application and fill in a form available from the school office. Teachers must be able to provide standard specific evidence from assessments completed through the year. If your application is successful you will be awarded a Derived Grade for your external standards.

Changing courses or schools

Any assessment grades obtained will still be counted towards NCEA if you change courses or schools. It is important to check that you have been withdrawn from standards you no longer study. Check your grade summary sheets carefully to ensure that this has occurred. If you change schools your NCEA history will be forwarded to your new school.

Course Endorsements

A course endorsement provides recognition for a student who has performed exceptionally well in a particular course. Courses must have at least 14 credits with at least 3 internal credits achieved and at least 3 external credits achieved. Art, PE and RST can also be endorsed.

Students will gain an endorsement for a particular course if, in a single school year, they achieve 14 or more credits at the Merit or Excellence level in the course. Progress toward a course endorsement can be viewed on the NZQA website.

Course Outlines

Each NCEA course will provide a course outline. The course outline will detail the standards to be assessed, their credit value, the mode of the assessment and the due dates. Any further assessment opportunities will also be detailed.

Excluded Standards:

Some standards are mutually exclusive and only one of them can be counted toward NCEA. You need to ask your subject teacher if your course includes excluded standards.

Extensions:

This process can be used when Approved Leave is inappropriate as Approved Leave automatically grants the ability to alter the due date.

Students requiring extensions must apply to the subject teacher using the Assessment Extension Form **at least one week** before the assessment is due. Extensions will only be granted if the reason complies with School Policy. The relevant HOF and the Principal's Nominee have the final decision to grant an extension. Late work submitted without an appropriate extension will result in a Not Achieved grade.

Fees:

NZQA charge fees for administration of NCEA. The fees are currently \$76.60 per student (this includes up to 3 scholarship papers) with a late fee of \$50 if paid after the due date of 1st September. The school will forward invoices to collect this fee on behalf of NZQA. Financial assistance is available if certain criteria are fulfilled.

Further Assessment Opportunities (Reassessment)

Only ONE further assessment opportunity can be given for each standard. This can only occur after further teaching and learning on the topic has taken place. The task must be a different assessment task to the original one offered. It is up to the HOF of each Faculty to decide if a re-assessment is feasible and the reassessment opportunities must be made clear. Any further assessment opportunities must be available to all students in the course.

Grade Summary sheets:

These are printed and distributed to students in week 2 (except term 1) and week 8 (except term 4) of each term. Students should check these carefully to ensure accuracy. Any questions should be directed to the subject teacher.

Moderation:

All internal standards must undergo internal and external moderation. This may mean that some internal results may take longer than expected to be returned. Results cannot be returned, entered into the school system or submitted to NZQA until internal moderation has been completed.

NCEA Endorsement:

50 or more credits at the merit (or above) level will ensure a Merit Endorsement.

50 or more credits at the excellence level will ensure an Excellence Endorsement.

Higher level credits count downwards. Cumulative awards over several years also apply but only if a higher award is not gained.

Other standard specific evidence

In some cases it may be possible to gather standard specific evidence to show that a student has achieved. This can only be used if the student has been granted Approved Leave. The evidence collected must be able to satisfy the relevant HOF and the Principal's Nominee that the work is authentically the students own and that it clearly meets the relevant standard. An application form is available from the principal's nominee.

Prize-giving (Academic Awards) Calculations:

Grades obtained from the Internal Assessments along with the grades obtained in the School's Practice Examination in Term 3 will be forwarded to the Prize-giving coordinator to enable calculations for high attainment in each course.

Questions:

Seek help from your subject teacher first. If you need any further help see your Dean or Mr Murray.

Refusal to submit work for assessment or non-completion of work for assessment:

Teachers will inform the appropriate HOF and Dean of students who do not submit assessments. Caregivers will be kept informed by letter by the appropriate Dean, HOF or the PN. The grade awarded for incomplete or non-submitted work will be Not Achieved.

Resubmissions

A resubmission opportunity should only be offered where a teacher judges that a simple mistake has been made by the student, **which the student should be capable of discovering and correcting themselves**. There must be no teacher guidance with regard to the minor errors requiring resubmission. Only one resubmission can be made on each assessment.

Retention of student work:

All internally assessed work must be retained by the classroom teacher and stored in a central file for internal and external moderation purposes. The work will be returned to the student (if you have requested it) or destroyed after external moderation has taken place. This process usually takes 1 year.

Scholarship Examinations (Level 3 only)

Scholarship Examinations can be attempted as a 3 hour examination which is additional to the external achievement standards. Scholarship assessment will require the use of knowledge and skills covered by any or all of the learning outcomes in the level 3 achievement standards and will require integration of the knowledge and skills at a high level. Ensure that you make your classroom teacher aware that you wish to enter scholarship as you will require extra information and resources.

Special Assessment Conditions:

Special conditions include: Reader-writers, extra time, modified exam papers, special venues. There is a formal NZQA process that must be followed. If you feel that you require Special Assessment conditions you need to talk with your Dean at the beginning of the year. Special Assessment conditions, if granted, need to be available in both internal and external assessments. Application to NZQA for Special Assessment Conditions must be formally approved by NZQA.

University Entrance (UE) from 2016

University Entrance (UE) will continue to be the minimum requirement to go to a New Zealand university. From 2016 to be awarded UE you will need:

- NCEA Level 3
- Three subjects - at **Level 3 or above**, made up of:
 - 14 credits each, in three approved subjects
- Literacy - 10 credits at **Level 2 or above**, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - 10 credits at **Level 1 or above**, made up of:
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all three required**).

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

Verifying Grades (checking grades)

- Students are required to verify the sighting and acceptance of the grade awarded for each assessment by signing the result slip attached to each piece of internally assessed work. This needs to be stored with the assessment in a central file.
- Students should regularly verify their internal results by visiting www.nzqa.govt.nz and using their individual password. These results are updated at the beginning of each month.
- Students should also verify results printed on school reports on grade summary sheets and on the final grade summary distributed at the end of the year. You will be required to sign the final summary sheet to verify that all assessments are entered and that the grades are correct. If there are any questions or concerns, you should first seek advice from your subject teacher.

Withdrawal from Standards

It is sometimes appropriate to withdraw students from some standards offered in a course. All withdrawals will need to be communicated to caregivers by the relevant HOF. By withdrawing you will eliminate any record on your results slip and your record of learning.

If you withdraw from **an Internal Assessment** you must not attempt the assessment in any way. Your subject teacher must ensure that they have made the relevant adjustments in KAMAR. The final date to withdraw from an internal assessment is 1st December. An SNA (standard not attempted) grade will be recorded after this date.

If you withdraw from **an External Assessment** your subject teacher must ensure that they have made the necessary adjustments in KAMAR by 1st September otherwise an SNA (standard not attempted) grade will appear on your result sheet.

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Authenticity Declaration 2016

Authenticity is the assurance that evidence of achievement produced by a learner is their own.

In particular:

- Students must not copy from another person or source (plagiarism) without appropriate referencing. This includes copying another student's work (past or present) and copying from a website or book.
- Students must not accept too much guidance from any other person. This includes other students (past and present), caregivers, teachers or tutors.

By completing this form I acknowledge that:

- Any information and materials that are the work of others and included as part of my internal assessment submission(s), will be appropriately referenced.
- All other work submitted by me for internal assessment purposes is entirely my own.
- I understand that if authenticity is breached it will result in a Not Achieved grade for the assessment and I will be ineligible for further assessment in that particular standard.

This form covers all NCEA assessments in the current academic year.

Student Name:	
NSN:	
Student Signature:	Date:
Caregiver's signature:	Date:

***Students will not be able to have assessments graded unless this form has been returned.
This form will be retained and stored on the student's file.***

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NCEA Assessment Extension Request

All extensions to assessments must be submitted at least one week before the due date

Student Name:	
NSN:	
Subject:	
Teacher:	
Assessment Number:	
Reason for extension: (attach relevant evidence)	
Student Signature:	Date:

Fill in the details above and hand to Mr Murray:

<input type="checkbox"/> EXTENSION GRANTED or <input type="checkbox"/> EXTENSION DENIED	New Due Date:
Reason:	
Teacher sign:	Date:
HOF sign:	Date:
Student sign:	Date:
PN sign:	Date:

This form must be attached to the assessment.

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NCEA Assessment Appeal

Any appeal must be lodged with the Principal's Nominee within 7 days of the return of an assessment.

Step 1:

Student Name:	
NSN:	
Subject:	
Teacher:	
Assessment Number:	
Reason for appeal:	
Student Signature:	Date:

Attach this form to your assessment and hand to Mr Murray:

STEP 1 OUTCOME:

<input type="checkbox"/> APPEAL GRANTED or <input type="checkbox"/> APPEAL DENIED	Grade Awarded: Reason:
Teacher sign:	Date:
HOF sign:	Date:

<input type="checkbox"/> "I accept this decision" <input type="checkbox"/> "I do not accept this decision" ... go to Step 2.	
Student signature:	Date:

STEP 2 OUTCOME: *The Principal Nominee's decision is final*

<input type="checkbox"/> APPEAL GRANTED or <input type="checkbox"/> APPEAL DENIED	Grade Awarded: Reason:
PN sign:	Date:
HOF sign:	Date:
Student sign:	Date:

This form must be stored on the student's file and a copy attached to the assessment.