

Wellington High School

Procedures for Assessment for National Qualifications

Student Guidelines

The document 'Wellington High School Policy and Procedures for Assessment for National Qualifications' is available upon request from the school office. This is also available at <http://www.whs.school.nz/ncea-information/>

Introduction

It is important that systems for assessment are consistent and fair. These guidelines are written to ensure that you are aware of your rights and responsibilities for assessment. These guidelines apply to all internal assessments (e.g. practical activities, briefs, tests and assignments) that generate results for national qualifications.

Course and assessment outlines

You will be given a course and assessment outline at the beginning of the year for each subject, telling you when to expect internal assessments and 'school' exams. Assessment events are listed on the assessment calendars appropriate to each level. Your teacher will 'invite' you to appropriate assessment events using your school email address. You need to refer to the assessment calendar and your own calendar throughout the year. ***It is your own responsibility to find out the exact details of assessment events.***

Breaches of assessment rules and misconduct

There are penalties for a student if there is evidence that there has been a breach of the rules governing an assessment. A breach of the rules governing an assessment may include: talking during an exam, using a mobile phone or other electronic device that is not allowed, inappropriate conduct, cheating (copying another student's work in an in-school assessment task or assignment), plagiarism and any other help for a student that may be regarded as inappropriate. The Head of Faculty will consult with the Deputy Principal (SEA) about the evidence and they will make a decision. Where there has been a breach of the rules governing an assessment for an internally assessed standard, if proven the outcome will be Not Achieved.

Meeting deadlines

All work must be handed in on the due date by the due time and all tests and in-class assessments must be done on the given date. Where more than one class needs to hand in an assessment, to ensure fairness, all assigned work must be handed in by 10am on the due date. **Late work for assessment will not be accepted.** In cases of illness or family/personal trauma, follow the 'Missed Assessment' procedure (see below).

You should record all results on a record sheet supplied by your teacher. If you disagree with a grade awarded for an assessment, then follow the 'Appeals' procedure (see below).

Further Assessment Opportunities

A maximum of one further opportunity for assessment of an internally assessed standard **can** be provided. A maximum of one further opportunity for assessment means none or one. It does not mean one must be offered. If a further opportunity for assessment is offered to any student, it must be made available to all students entered for that standard. This is regardless of their performance on the first opportunity. However, It is not the intention to allow students a further assessment

opportunity where they have chosen for unacceptable reasons not to take the first opportunity.

It is the school's decision whether a further opportunity will be offered for any standard. If it is not manageable to offer a further opportunity, then students will be advised from the outset that there is only one opportunity to be assessed against that standard. A further assessment opportunity will only occur after further learning has taken place.

Missed Assessments

If you cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then you must apply to your teacher as soon as you know you will be late with an assignment or will be absent, or as soon as you return to school. Valid reasons for requesting an extension of time, or a new assessment date, or an estimate for a grade, are:

- Sickness: supply a medical certificate
- Family trauma: supply a certificate from the Guidance Counselor, your Dean, or Rōpū teacher
- School sporting/cultural activity: the teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is only valid if you inform the teacher one week **in advance** of the test or assessment.)
- In unusual or unforeseen circumstances, the Principal's Nominee in conjunction with SEA will make the final decision.

In **all** cases, fill in a 'Missed Assessment' form (attached and available at Student Services) and give it to the teacher whose assessment you have missed/will miss. Note that a request for extension of time must be made **before** the due date.

Appeals

Your teacher will reiterate the criteria for each grade for an assessment when it is handed back to you. If you think that an assessment has been incorrectly marked you can ask the teacher to reconsider, however this can only be done **within 24 hours of receiving the assessment task back and if no "twink" or pencil was used in your answers/work presented** (*some subject areas may require pencil to be used in certain assessment circumstances, in which case this rule does not apply*).

Your teacher should explain the result and make any necessary alterations. If another teacher did the marking, that teacher will be consulted. They may decide to alter your grade at this point.

If you are unhappy with the teacher's explanation, you may ask the Head of Faculty for a decision, using an 'Appeal' form (attached and available at Student Services). This must be done **within 24 hours** of the work being handed back.

If you disagree with the HoFs decision, the Deputy Principal (SEA) will be asked to consider the case. The Deputy Principal may consult with the Head of Faculty, Dean, Counselor, family or other interested parties. The DPs decision is final as there is no provision for appeals to NZQA for internal assessment matters.

Attendance

Evidence can be collected for internal assessment during class time, in the process of teaching a particular topic or unit of work. As a result **attendance to all classes in all courses is compulsory**. In the event of an unavoidable absence it is your responsibility to find out what you missed and catch up.

Authenticity

In order for a teacher to be assured that a student's work is authentic, the student needs to meet certain course conditions. This will vary according to the nature of each course. However, regular attendance and submission of work for feedback is required. Failure to meet authenticity requirements may lead to the submission not being accepted.

Withdrawing from a standard

On occasion, a student may request to be withdrawn from a standard they have been entered for. This decision will be made in consultation. The student needs to be aware that if they withdraw, in most cases there will be no further opportunity for assessment in that standard. Students may not be permitted to withdraw once significant preparation directly related to an assessment has been completed. In this instance, if they do not submit the assignment or attend the assessment a grade of Not Achieved will be given.

Special assessment conditions

Candidates with permanent or long-term conditions or learning disabilities which they believe will significantly impair their performance in internal assessment and specified external assessments, in particular written examinations, may apply to the New Zealand Qualifications Authority (NZQA) for an entitlement to Special Assessment Conditions in the current year. This includes candidates with physical disabilities as well as those with specific learning disabilities. To apply for *special assessment conditions* you need to see **Student Literacy Coordinator (Ms. Louise Hanagan)**

Financial assistance

Financial assistance is available to assist with the payment of entry fees for National Secondary Schools qualifications. To be eligible to apply you must be the NCEA fee-payer and meet at least one of the following criteria:

- be receiving a Work and Income or Study Link benefit (benefit-based applications)
- have a joint family income that would entitle you to receive a Community Services Card (income-based applications)
- be a NCEA fee-payer with two or more children who are candidates, irrespective of family income (multiple candidate applications), where the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum.

For a family with children at two schools, apply at **one** school including the names of all candidates and schools. You cannot claim financial assistance for international fee-paying students.

Applications for financial assistance must be made using the form

<http://www.whs.school.nz/whanau/ncea-information/>

You can also ask for a form which is available at *Student Services*.

The completed financial assistance form must be returned to Ms Murphy at Student Services

Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to the office or your teacher.

Name:	Rōpū Class:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment activity (<i>test, practical, assignment etc</i>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one)	
<input type="checkbox"/> Illness: <i>attach a note from a registered Health Professional</i>	
<input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (e.g. letter from parent, counselor or tutor group teacher/dean)</i>	
<input type="checkbox"/> School sporting/cultural activity: _____	
Signature of teacher-in-charge of activity: _____	

Decision by HOF/Deputy Principal:

- Extension granted. New due date: _____
- New assessment date granted. New date: _____
- Existing evidence of student achievement will be used in determining a grade. *(HOF to attach documentation of evidence used and grade awarded)*
- Application denied. Comment: _____

The reason for this decision has been explained to me and I accept the decision.
Signed: _____ *(student)*

Signed: _____ *(staff member)* **Date:** _____

Appeals Application Form

Fill in the top section and hand in to Student Services or to your teacher/HOF within 24 hours of getting your assessment back.

Name:	Rōpū Class:
Date of application:	
Subject:	
Name of teacher:	
Standard number and title:	
Grade awarded:	
Date assessment returned to student:	
Reason for appeal: <ul style="list-style-type: none"><input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.<input type="checkbox"/> I would like the HOF/Deputy Principal (SEA) to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i>	

HOFs Decision:

- The grade awarded by the teacher stands.
- The grade awarded has been changed to _____.

The reason for this decision has been explained to me and I accept the decision.

Signed: _____ **(student)**

Signed: _____ (HOF) Date: _____

Deputy Principals' Decision/Comment:

Signed: _____ (PN) Date: _____