

Te Kura Tuarua o Taraika ki Pukeahu/Wellington High School

Student Assessment Policy for NCEA Internal Assessments 2026

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 and due dates

- You will be given a course and assessment outline at the beginning of the year for each subject, often referred to as Day 1 materials.
- Your Day 1 materials will tell you when to expect internal assessments and 'derived grade' exams.
- Assessment events are listed on the assessment calendars appropriate to each level. Which will be shared with you.
- Your teacher might 'invite' you to appropriate assessment events using your school email address. Or might set your assessment in googleclassroom with a clear due date and time.
- You need to refer to the assessment calendar and your own calendar throughout the year to make sure you meet deadlines. A missed deadline, with no approved extension means you will not achieve the assessment.
- Some subjects have negotiable deadlines where you select when your assessments are due. It is your own responsibility to make sure that you are aware of these deadlines.

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 a test/exam
- using a mobile phone or other electronic device that is not allowed
- inappropriate conduct
- Cheating eg copying another student's work
- Plagiarism
- Receiving help from a source that may be regarded as inappropriate eg a family member or A.I.

If it is believed that there has been a breach of the rules governing an internal assessment, the Head of Faculty will consult with relevant Senior Leadership, including the Principal's Nominee. They will review the evidence and make a decision. If a breach is proven, the outcome will be Not Achieved for that assessment.

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. 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. If you do not follow this process, your work will not be marked. Please note, family holidays do not count as a valid reason for extensions to deadlines.

Valid reasons for requesting an extension of time, or a new assessment date:

- School sporting/cultural activity: the teacher in charge of the activity signs the 'Missed Assessment' form. (Note: You must complete this before you go on your trip, one week in advance of the test or assessment, at the latest.)
- Sickness on the day of a test/exam or on some occasions in the lead up to a hand in date: please supply a medical certificate - contact LSC (lsc@whs.school.nz) if finance is an issue.
- Family trauma: supply an email or note from your caregiver, Guidance Counselor, or your Dean
- In unusual or unforeseen circumstances, the Principal's Nominee (LSC/HYS) in conjunction with a DP will make the final decision.

In all cases, fill in a ['Missed Assessment' form](#) and follow the process on the form

Resubmissions

If your assessment is graded as not achieved and you have made a minor error or omission that can easily be corrected, then your teacher may offer you one resubmission that will allow you an achieved grade only.

Further Assessment Opportunities

If you do not pass the assessment or you want to improve your grade you might be offered an entirely new assessment task.

Please note:

- This is at the Faculty/subject areas discretion
- If the faculty does offer this option, there will be only one opportunity for reassessment
- All students in that subject must be offered the opportunity
- A student who opted not to submit the first time the assessment was offered, is not entitled to a new reassessment opportunity
- The teacher will need to offer further learning on this topic for another assessment opportunity to take place.

Appeals

If you disagree with a grade you have received you can:

Step one: ask the teacher to reconsider. However this can only be done **within 48 hours** (school days) of receiving the assessment task back and if no correction fluid or pencil was used in a paper-based task or you have made no changes to a digital submission.

Step two: if you are unhappy with the outcome of this conversation, please fill in an [appeals form](#) and give it to the HoF of that subject area.

Step three: If you disagree with the HoFs decision, the DP or PN will be asked to consider the case. Their decision is final as there is no provision for appeals to NZQA for internal assessment matters.

Attendance

Attending 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. Attendance in class helps to ensure the validity of your work. If a teacher can not be certain the assessment completed is your work, they will consult with their Head of Faculty and you risk not achieving the standard.

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.

Generative AI and authenticity

- The use of AI is not permitted in external assessments. For NCEA internal assessments, teachers check specific requirements of the Achievement Standard being assessed and its Conditions of Assessment that might impact generative AI use and check students are aware of rules.
- Students are expected to comply with digital technology use agreements.
- Students are allowed to use generative AI with permission from teachers for their school work on a case-by-case basis, as long as they meet the terms and conditions of the tool and any school guidelines for assessment.
- Teaching staff may make case-by-case decisions on student use of generative AI at school or for school-related work.
- Teachers monitor the authenticity of student work, especially for assessments.
- If students use generative AI in their work it must be listed as a source.

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 with your teacher. 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 and there will be no further opportunity to reassess for this standard.

Special assessment conditions

Questions about Special Assessment Conditions should be directed to Lou Hannagan
hnl@whs.school.nz