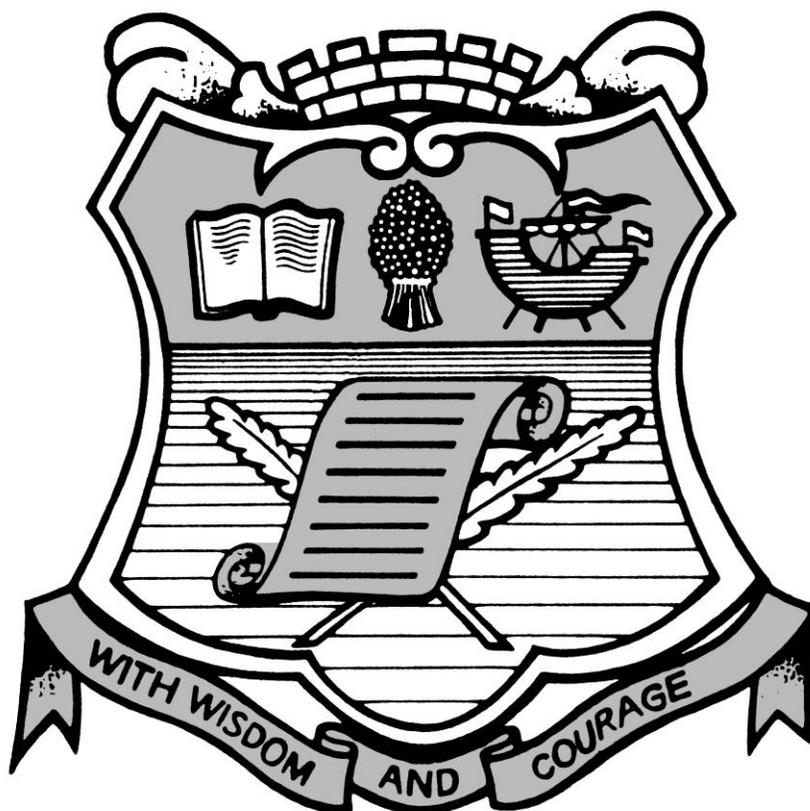


# WAIRARAPA COLLEGE

## A Student Guide to Assessment Procedures 2017



### **A GUIDE TO INTERNAL ASSESSMENT PROCEDURES**

Selected students in year 10 and most students in years 11, 12 and 13 will be doing some school based assessment as part of their study at Wairarapa College. The following is a guide to **Regulations and Procedures.**

Please keep this for reference during the  
year

## **1. Consistency**

### **Course Assessment Schedule**

Each course must assess its students according to a schedule issued to the students during the first couple of weeks of school. For all National Qualifications offered, the Assessment Schedule will contain a list of Achievement Standards to be externally assessed, Standards to be internally assessed, dates, credit values, version numbers and in what Standards there will be FAOs (See Further Assessment Opportunities).

## **2. Fairness**

### **2.1 Handing in Work and Extensions**

All work must be handed in on time. Work handed in late without an approved reason will be awarded a '**not achieved**' grade.

Assessments are to be handed in by 3.05pm on the due date to the subject teacher.

### **Assessments must not be handed in to the School Office.**

Late work cannot be accepted for marking unless exceptional circumstances exist. Extensions to the DUE DATE can only be granted by the DEAN, in consultation with the HOD, **BEFORE THE DUE DATE**. See 'Missed Assessments', below, for the process to apply for extensions.

### **2.2 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 ask your subject teacher for a missed assessment sheet. They will complete the first section outlining details of the assessment. You will complete the middle section as to why you did miss or anticipate missing the assessment deadline. You must attach documentary evidence such as a Doctor's Certificate to the sheet and then hand it into the relevant Year Level Dean as soon as possible. In all cases, the onus is on you to instigate this process. Valid reasons for requesting an extension of time, or a new assessment date are:

- Sickness: supply a medical certificate or a note from parent/caregiver
- Family trauma: supply a note from a parent/caregiver or from the Guidance Counsellor, your Dean, or Group 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 in advance of the test or assessment.**)

**Note that a request for extension of time must be made BEFORE the due date.**

If you are ill on the day of an assessment, a parent or caregiver should notify the dean on that day.

### 2.3 Assessments (Exams and Tests, etc)

It is expected that in Assessments such as exams and tests, you will follow teacher's and exam supervisor's instructions. The following **may** be required in classroom tests and will **definitely** apply in school practice and NZQA examinations.

It is your responsibility to make sure you have the correct equipment:

- Bags are to be put at the front of the room. **Cell phones are to be turned off and left in bags at front of hall/classroom. Non compliance with this rule could see your work not graded, (see 2.8 breach of rules)**
- Pens, pencils etc are to be in a clear plastic bag.
- Calculators may be used but must be on the NZQA Approved list
- You must not communicate with other students during the assessment.
- You must not copy a student's work or make it possible for a student to copy your work. This, or any misbehaviour during the test/exam could be treated as a breach of the rules (see 2.8) and referred to NZQA.
- You must not use twink, highlighters or pencil (unless instructed to do so).

**It is your responsibility to hand in all relevant papers at the end of the assessment.**

### 2.4 Further Assessment Opportunities

Where it is practicable and manageable **one** further assessment opportunity will be given to you. Departments will outline in their assessment statements the nature of further assessment opportunities that will be available to you. These may range from a full reassessment to a verbal conference to clarify issues, depending on what is appropriate for that particular assessment. HOD's will identify standards which will not have a full reassessment opportunity due to their nature e.g. Field trips, Group presentations, Ongoing Portfolios. If a further Assessment Opportunity is to be offered, it is available to all students entered in that standard and you may use it as opportunity to improve your grade.

### 2.5 Appeals

If you feel you have been treated unfairly talk to the subject teacher in the first instance.

If still unhappy, you may appeal your grade but this must take place within **5 school days** of the return of assessed work. Complete an 'Appeal Application Form' (attached, and available from the main school office) and then approach the Head of Department of the subject. If you continue to be dissatisfied, you should approach the Dean or Mr Williams, who will conduct an enquiry into the assessment in question. Departments will use an 'Appeal Tracking Sheet' to monitor all appeals. The Final decision lies with Mr Williams. **The appeals procedure not only covers appeals in relation to marking of assessment material but also in regards to missed assessments, breach of rules and authenticity procedures.**

## **2.6 Authenticity**

Assessment work completed must be your own work. You and your parents/caregivers are expected to sign the accompanying authenticity declaration. Each department will have procedures in place to ensure authenticity. Where evidence exists that the work presented is not your own work, the HOD of that subject area will decide on the outcome (in conjunction with the Dean if necessary). In most cases you will not be assessed for any work that is not your own.

## **2.7 Attendance**

Irregular attendance, condoned truancy (such as holidays in term time), and deliberate truancy by you may render you ineligible for both assessment and, particularly, further assessment opportunities.

If you have absences approved by the Principal (for reasons such as selection in National teams) you will be required to submit assessments before you take leave, or make arrangements with the Dean prior to taking leave and will be eligible for further assessment opportunities on your return (if these exist). See 2.2 for the process to apply for extensions.

## **2.8 Breaches of the Rules**

This occurs when a student has been found to cheat, produce in-authentic work or misbehave in an assessment and the assessing teacher reports it to the H.o.D.

If the H.o.D is satisfied that there has been a breach of rules, then the incident and evidence will then be reported to the **Principal's Nominee**. If the P.N. is satisfied that there has been a breach of rules, then a Not Achieved grade will be awarded for that piece of work/standard.

**The school may take other disciplinary action as per policy.**

**THE FINAL DECISION IS TO BE MADE BY THE PRINCIPAL'S NOMINEE.**

## **2.9 Moderation**

All assessment tasks will be moderated within the school to ensure required standards are met and consistency of marking. Selected Standards will also be moderated externally by the New Zealand Qualifications Authority. Wairarapa College prides itself in ensuring that all assessment tasks meet the National standard, are marked fairly and consistently. If you are concerned about any aspect in relation to assessment they should use the school's appeals process to address these issues.

## **3.0 Storage of Student Work**

Schools are required to retain a file of your work for assessment/moderation purposes, and for Qualification Authority investigation/sampling. Individual subjects will provide details of their systems. Your work is bound by the **Privacy Act**; as a result, no student work can be used as an exemplar for other students without your permission.

### **3.1 Recording Results**

You are advised to keep your own personal record of grades achieved in each course. At various times throughout the year you may be required to check your marks and sign these off with their individual course teachers. You can also have regular checks on the PORTAL to see if your results have been recorded accurately.

**All student records and results are covered by the Privacy Act.** This means that your results are your own, they should not be discussed/published in class without your permission. Also a teacher must ask your permission to use any of your work as an exemplar for others.

### **3.2 Learner Login**

You have your own National Student Number (NSN) which they are issued with during the year and can then be used to log into the NZQA website – [www.nzqa.nz/login.html](http://www.nzqa.nz/login.html). You can check you are entered into the correct standards, print out your own examination slip and later on in January access your results. You can also download your own Record of Achievement (ROA).

### **3.3 Special Assessment Conditions**

Wairarapa College has a Special Assessment Conditions Policy. This recognises that students with special needs get extra support and assistance as appropriate for all assessments. Strict criteria are set by NZQA as to eligibility. If you think you may be eligible or would like more information see either the Head of Learning Support, Mrs Meredith or Mr Williams. Special Assessment conditions must be applied for in Term 1 of each academic year and NZQA requires independent evidence to support Special Assistance.

### **3.4 Literacy and Numeracy Requirements**

New Ministry regulations state that you must obtain at least 10 literacy credits PLUS 10 numeracy credits before NCEA Level 1 can be awarded. These can be obtained by gaining specified Literacy and Numeracy Unit Standards offered in English 4 and Maths 4 or achieving specified Literacy and Numeracy Achievement Standards offered across a range of subjects. To see the complete list of standards that can contribute to your Literacy and Numeracy go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/subjects/literacy-and-numeracy/level-1-requirements/lit-num-subjects/>

If you intend to proceed to University, regulations state that ten Level 2 literacy credits – five credits from reading and five credits from writing, must be gained as well as a total of 10 Level 1 or 2 Numeracy credits.

**STUDENTS – GIVE THE NEXT SECTION TO PARENTS/CAREGIVERS TO READ AND KEEP AS A REFERENCE.**

**READ THE DECLARATION PAGE TOGETHER; YEAR 11 AND STUDENTS NEW TO THE COLLEGE THIS YEAR SIGN IT AND RETURN IT TO YOUR GROUP TEACHER.**

# WAIRARAPA COLLEGE

## A Parent Guide to Assessment Procedures 2017

### A GUIDE TO INTERNAL ASSESSMENT PROCEDURES

Selected students in year 10 and most students in years 11, 12 and 13 will be doing some school based assessment as part of their study programme at Wairarapa College.

**Please read your child's Student Guide to Assessment Procedures. The next page is information for parents and caregivers regarding NCEA. Please keep it for your reference and parents of Year 11 and new students to the college sign, along with your child, the Acknowledgement Slip attached and return to school.**

*Please contact for all NZQA matters:*

Mark Williams

Assistant Principal

m.williams@waicol.co.nz

## What is NCEA?

The NCEA is a national qualification available on the New Zealand Qualifications Framework.

NCEA is a standards based assessment. Subjects are broken into units of work, each of which has a number of credits attached. An average assessment activity is worth between 3-6 credits. Some credits are internally assessed by the teacher (and moderated). Some are externally assessed by examination at the end of the year. Most subjects offer 20 to 25 credits with a balance between internal and external assessment.

Students require **80 Level one credits** to attain their Level One NCEA Certificate (providing they have **10 literacy and 10 numeracy credits**). Students can meet these new Literacy and Numeracy requirements either by achieving Unit Standards in Literacy and Numeracy (offered in Eng 4 and Maths 4) or by achieving specified achievement standards across a range of subjects. See attached list.

Students require 80 level 2 credits, or **60 level two credits** providing they have 20 level one credits in order to attain their **Level 2 Certificate**. If they wish to progress to University they also require, at least, **5 Reading and 5 Writing credits at Level 2 or higher plus 10 Maths level 1 credits or higher**.

Students require **60 level three credits** (providing they already have 20 level two credits) in order to obtain their **Level Three Certificate**. If they wish to gain **University Entrance**, they need to achieve at least **14 level 3 credits in each of three University approved subjects plus at least 14 level 3 credits in a combination of no more than two other subjects**. Please note these are minimums; many Universities require higher entry criteria and NZQA is currently reviewing its UE requirements. Students should always check carefully online the particular entry requirements for tertiary courses they wish to qualify for.

One of the benefits of the system is that it is not necessary for a student to repeat a whole year if they miss out on Level One. If for example, a student gained 70 Level One credits in one calendar year, they could count the first 10 Level two credits they attain in the following year towards their Level One Certificate and go on to achieve an additional 60 Level Two credits and in this way pass Level One and Two in the same year.

It is important to realise that NCEA is not just about gathering credits – students still need to show mastery in subjects in order to progress in that subject to the next level. As a rule of thumb, most Heads of Departments insist students have a minimum of 12 to 14 credits in a subject in order to progress in that subject.

### **Certificate Endorsement**

Candidates studying for NCEA Levels 1, 2 and 3 certificates are able to achieve these qualifications with Merit or Excellence endorsements by gaining 50 Excellence or 50 Merit credits at the level of the NCEA certificate or above. A Merit or Excellence endorsed Level 2 Certificate may assist a student in getting into the University Hostel of their choice more easily.

### **Subject Endorsement**

NZQA introduced Course Endorsement to provide recognition for students who perform exceptionally well in individual courses. If a student gains the following criteria in a single school year in a particular course/subject they gain a subject or course endorsement:

- 14 or more credits at Merit or Excellence and
- at least 3 credits at Merit or Excellence from externally assessed standards and 3 credits at Merit or Excellence from internally assessed standards. (*students should check the special criteria around PED and Visual Arts with their teacher*).

### **Results Reporting**

In January students can access their **Results Notice** which records all results, including N, for both external and internal standards. They must check the Results on line using their Learner Login – NZQA no longer sends a copy unless students request it. Results Notices record all results including N, for both external and internal standards.

A **School Result Summary** will be produced when a student leaves school, summarising all the Result Notices issued to the student while at school and any further results reported since the last Result Notice was sent.

### **Record of Achievement**

In addition to receiving an Interim Results Notification for each standard entered and any certificates that have been completed, NZQA will also provide students completing Level 3 NCEA with a Record of Achievement. It will contain all qualifications and endorsements held by the student at the time of printing.

### **Learner Login**

Every student has a National Index Number which they are issued with during the year and can then use to log into the NZQA website – [www.nzqa.nz/login.html](http://www.nzqa.nz/login.html). Students can check they are entered into the correct standards, print out their own examination slip and later on in January access their results. They can also download their own ROA.

### **Fees**

The NZQA fee of \$76.70 covers the entry into ALL Achievement and Unit Standards. An additional fee of \$30 for entry into a Scholarship paper has now been added by NZQA. Fees need to be paid by the end of August to the school office.

In some cases, families can apply for financial assistance – receiving a work or study link benefit; Community Services Card, 3 or more children undertaking qualifications in the same year – and will be advised via school newsletter when and how to do this.

If students do not pay their fees in time to meet the school's deadline to pay, they must pay NZQA directly and may incur a penalty fee. Students Records of Achievement will not be released by NZQA to a student if fees are unpaid.

### **NCEA Exams 2016**

These are held from Wednesday 9th November to Friday 2nd December. Please consider this when booking family holidays etc because the exams must be sat at the scheduled times, unless a student has a clash in which case they will be advised what to do. A 2016 Examination Timetable can be found on [nzqa.govt.nz](http://nzqa.govt.nz).

### **Derived Grade**

If a student is ill or has a family trauma during the exam period which either impairs their performance or prevents them sitting the exam, they may apply for a Derived Grade. In the first instance contact the Principal's Nominee, Mr Williams and he will advise how to apply. It will require independent verification and the school will forward to NZQA the grade the student attained in the October or May practice exam for that particular standard. So students and parents need to be aware how important these exams are.

## NCEA credits overview

NCEA Level	Credits required  <i>This is the minimum required – students are expected to gain more to make more options available</i>	Average number of credits available per student per year
NCEA Level 1	80 credits 10 Literacy 10 Numeracy	144
NCEA Level 2	80 credits (20 will come from Level 1 credits)	120
NCEA Level 3	80 credits (20 will come from Level 2 credits)	100
<b>University entrance 2015</b>	<p style="text-align: center;">NCEA level 3 - 80 credits including: Three subjects at level 3 or above made up of: 14 credits each in three approved subjects + 5 reading <b>and</b> 5 writing credits at Level 2 or above + 10 numeracy credits at Level 1 or above</p>	
<b>Scholarships</b> Students have the opportunity to gain a scholarship by completing another examination for approved subjects in Year 13.	A scholarship is a monetary award to recognise top students in NZ. It does not attract credits nor contribute to a qualification but the fact that a student has gained a scholarship appears on the Record of Achievement. It can help students to gain access to courses at Tertiary level.	
<b>Endorsement certificates</b>	<p>Students require 50 credits at Excellence to gain an <i>NCEA Certificate Endorsed with Excellence</i> and 50 credits at Merit (or Merit and Excellence) to gain an NCEA endorsed with Merit.</p> <p>Students can also gain <i>Course Endorsements</i> for individual subjects if they pass 14+ credits at Excellence, will gain an Excellence course endorsement and 14+ credits at Merit (or Merit and Excellence) to gain a Merit course endorsement.</p> <p>(For both endorsements this must include at least 3 internals and 3 external credits. Excluding Physical Education and Level 3 Visual Arts. Course endorsements must be gained in one calendar year.)</p>	
<p><u>Additional university entrance criteria:</u></p> <p><b>Guaranteed Entry Score (GES)</b></p> <p><b>All universities have their own GES score and it depends on the degree</b></p>	<p>At Victoria University the Guaranteed Entry Score (GES) from NCEA is <b>150 points</b> for all undergraduate degrees, except the Bachelor of Architectural Studies and Bachelor of Building Science which requires a Guaranteed Entry Score of <b>180 points</b>. An entry score will be calculated by awarding points as follows: Excellence 4 points Merit 3 points Achieved 2 points</p> <p><b>Research more information for each university.</b></p>	

## Wairarapa College Missed Assessment Application Form

*The subject teacher fills in the first section at the student's request. The student then fills in the middle section and takes to the appropriate year level dean.*

Name:	Group
Date of Application:	
Subject:	Teacher
Standard number and title:	
Assessment type : circle one                      Portfolio    assignment    test    practical	
Date Assessment due	
<b>Background Information:</b>	
Time allocated:.....	
Conditions of Assessment ( <i>eg in class only</i> )	
Other relevant information:	

*Student fills in this section*

**Reason for missing assessment:** (please tick one)

Illness: medical certificate or note from parent/caregiver <b>must</b> be attached	
Family/personal trauma: <i>documentation must be attached (eg letter from parent, counselor, or from form teacher/dean)</i>	
School sporting/cultural activity: _____ <i>(Note: this reason is only valid if the student informs the teacher in advance of the test or assessment)</i>	

Signature of teacher-in-charge of activity: \_\_\_\_\_

**Dean's Section** – Tick one of the decisions

Extension granted. New due date:	
Application denied. Comment:	
Signed: _____	(Dean)
Date:	
Verified by: _____	(Mr Williams)

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

Signed: \_\_\_\_\_ (Dean)    Date: \_\_\_\_\_

**Copy of the outcome given to the teacher: KAMAR the application**



# WAIRARAPA COLLEGE

## NQF

### Acknowledgement Slip

## To be handed in by Thursday 13<sup>th</sup> April

(All Year 11 students and students new to Wairarapa College this year in Years 12 & 13)

Name of Student ..... Group .....

#### *NQF Subjects and Level*

- |         |         |
|---------|---------|
| 1. .... | 4. .... |
| 2. .... | 5. .... |
| 3. .... | 6. .... |

I/we have read and accept the regulations and procedures as outlined in the NQF Student Guide

I/we understand that all assessment work completed must be the student's own work and that if assistance has been given then the assessment may not be marked or may be subject to a penalty.

I/we understand that all source material used must be named in an appendix, bibliography or footnotes AND attached with the relevant sections used highlighted.

I/we understand that work may be kept for assessment/moderation purposes and for Qualification Authority investigation/sampling and that the school may from time to time use this work presented anonymously, as exemplars for other students in successive years.

..... Parent/Caregiver

..... Student