



Student Guide to Assessment Practices

For the National Qualifications Framework

Purpose:

To ensure there is a fair system for school internal assessment which has the confidence of both students and staff. If students are absent, late or their performances impaired at times of assessment the procedure followed must be objective, consistent, and in accordance with the requirements of the **New Zealand Qualifications Authority**¹ for national awards registered on the National Qualifications Framework (NQF)².

Guidelines:

This policy applies to all internal standards-based assessment on the National Qualifications Framework (NQF) including the National Certificate of Educational Achievement (NCEA) at Levels One, Two and Three. It is reviewed and amended, if necessary, on an annual basis by Heads of Learning Areas and Heads of Subjects.

Quality Assurance Practices

- At the beginning of the school year all students being assessed for NQF internal assessment should refer to the Hub where they will find documents regarding NCEA Assessment.
- Each subject page on the Hub contains a programme of learning from their teachers for each subject being assessed. This details the standards, the version numbers and credits offered, the assessment timing and other relevant programme specific information. Programmes of Learning are monitored annually by Heads of Subjects and the Assistant Principal – Curriculum.
- All relevant NQF assessment documents, (the *NQF Internal Assessment Policy*, the *Appeals Procedure*, the *Authenticity Policy* and *Misconduct During a National Qualifications Framework Assessment*) are accessible for staff and students on the Hub and the staff Team.
- All students studying for NQF qualifications are required to complete and return an *Authenticity Declaration* annually.
- Evidence of students' achievement is gathered in a variety of ways, including formal assessment events, portfolios or workbooks, interviews, performances and seminars, student and teacher conferencing or a combination of these, providing the standard permits it, and validity and authenticity are assured.
- Students identified as requiring special assessment conditions, in accordance with the school's *Guidelines for Special Assessment Conditions*, will be provided with the appropriate conditions for their internal and external assessments. The Learning Centre Leader will liaise with the students and their teachers throughout the year as required.
- Internal assessment results are entered and regularly updated on the school database by teachers. Students can check their progress throughout the year and a results sheet is posted home in term three. A data entry verification procedure is carried out in term four by subject teachers, via Heads of

¹ NZQA administers the New Zealand Qualification system under the Education Act 1989

² NQF contains all the nationally registered qualifications and the nationally registered standards from which they are derived.

Subjects, with the additional sign off by students, to provide assurance of the accuracy of the internal results file sent to NZQA.

- Students sign their acceptance of each assessment result. They are entitled to appeal using a formal procedure which is outlined on the Hub.
- Students' results are treated with confidentiality by teachers. In addition, a student's permission is sought in writing before any of her work is used as exemplars for other students.
- Students are assessed to national standards. Assessment tasks are based on nationally moderated tasks and assessed against benchmarked exemplars. Subject specific practices are outlined in students' course documentation.
- In each of their courses, prior to assessments, students will be informed, both verbally and in writing, of the requirements of the standards they are to be assessed against. They will have opportunities to develop skills and receive feedback prior to the summative (final) assessments.
- Heads of Subjects oversee the completion of internal and external moderation procedures in accordance with school guidelines to ensure validity of assessment. This process is monitored and reviewed annually by the Assistant Principal - Curriculum who visits each Head of Subject in the first half of each year. A summary of current practice is produced for the school records and is used to inform ongoing moderation processes.

Assessment Procedures

1. Where possible, teachers will endeavour to mark, moderate, and return work in a timely fashion, within a four-school week turnaround.

2. Missed Assessment

Students are required to attend all their classes during the school day except when they experience: illness or accident, an emergency, or a school-approved co-curricular activity in class time. They will be required to follow the established school procedures for excusing themselves from school and must present an explanation for their absence to their subject teachers as soon as possible.

A missed assessment will result in one of the following options depending on the reason for the student's absence:

- accumulated and documented standard-specific evidence is used to award a grade
- a further assessment opportunity is used to assess the student
- the assessment is rescheduled
- *Not Achieved* is given to a student who has been present for the teaching prior to the assessment but has chosen not to sit the assessment

A Special Leave application form³, should be completed by students if they know in advance they will require leave from school. The school will advise the parents about the academic impact of the absence. In most cases the absence will have a detrimental effect.

Special Leave is usually granted for a school endorsed activity. If this absence causes a student to miss assessments, teachers will endeavour to provide other assessment opportunities where practicable.

³ Available on The Hub

i) Missed assessment for reasons beyond the student's control

- When students have been informed of an assessment deadline two weeks or more in advance, it is expected that they will ensure that the task is delivered to the school on the due date **even if they themselves are absent on that date.**
- When illness or other strong reasons prevent a student from attending school on the day of an assessment, they must have a parent or care-giver telephone the school on or before the day concerned to verify the reason for the absence.
- A student's absence because of illness which is prolonged (more than three school days) requires a medical certificate to be handed to the school office. Copies are provided to the Dean, who alerts relevant staff, and the Assistant Principal - Curriculum who keeps the certificate on file for 18 months. When a student has produced a medical certificate and the illness recurs at a later date, verification of her illness by her parents will be sufficient.
- When an assessment is missed, the student's teacher will endeavour to reschedule the assessment at an agreed time, use authentic standard specific evidence, or provide a further assessment opportunity to assess the student. Students are advised this may not be practicable in some subjects with large numbers or at busy times in the programme.

ii) Missed assessment from personal choice, including leave taken during the school term for family holidays

- Students are required to hand in work for assessment and to be present for assessments held at school on the due dates. Assessments may take the form of tests in school time or assignments to be handed in at school. Students are advised beforehand of the dates for these. If a student chooses to be absent from an assessment, it may not be possible for her work to be assessed at a later date. It is dependent on the class programme, the nature of the assessment and the timing.
- A student's frequent absence from class, or school, or departure from school before the assessment date without reasonable explanation are likely to hinder her progress. In such cases the school will notify the student and the parents or caregivers, as soon as possible, that progress is being impeded by wilful absence.
- Students must complete work for assessment by the due date without absenting themselves from any classes during the school day to do so. Any infringement of this rule will result in a *School Duty* in which the missed time will be made up.
- If a student chooses to miss school because of a family holiday or similar reason of her own volition, **no extension of deadline or other compensation can be made for missed assessments during that time.** The student will receive *Not Achieved* for each assessment missed. The Special Leave application process ensures parents are informed if assessments are affected by decisions to take leave during term time.

3. Compensation for missed or impaired assessment

- Where assessment involves work over several class periods a student who misses one or more complete sessions, because of illness, injury, a traumatic event or a clash with another school activity, will be provided with compensatory time, where practicable, to complete her assessment. (A family holiday during term time, is **not** grounds for the granting of compensatory time to complete an assessment)

- A student whose performance in an internal assessment has been impaired because of illness, injury or a traumatic event, will have her assessment result reviewed or an extension to the deadline granted if authentic standard specific evidence exists. This is a formal process to determine the assessment result.
- In cases where students are affected by conditions which cover a substantial portion of the school year, teachers may be unable to gather sufficient authentic standard specific evidence to award a result for internal assessment. Every effort will be made to ensure students are kept informed of their progress and given opportunities for assessment when practicable.

4. Further assessment opportunity

- A maximum of one further opportunity for an assessment of a standard can be provided within a year if it is manageable. Teachers will identify the standards in each curriculum area where a further opportunity will be possible.
- If a further opportunity is offered, it will happen after further learning has taken place and does not need to be made available to all students entered for that standard. Students will have access to any grade from Not Achieved to Excellence and will be awarded the higher of the two grades they receive.

5. Resubmission

- A resubmission opportunity, limited to specific aspects of the assessment, is offered only when a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves. It does not constitute a further opportunity for assessment because it does not involve a new assessment being set after further learning.
- Only **one** resubmission opportunity can be provided and will take place before the teacher gives any feedback to the class or any student on the work done.
- Only an Achieved grade is possible.

6. Collection of Evidence Over a Period of Time

- When standards assess skills or knowledge that students can demonstrate over the course of classwork or outside the classroom, (such as public speaking, performing arts or use of technical equipment) there may not necessarily be one specific 'assessment event'. Evidence used to make a grade decision must be recorded and verifiable (a checklist, annotated file notes with descriptions of the evidence used to make the judgement, a video etc). A copy of the data used to make the assessment judgement must be retained by the teacher for moderation purposes or future reference with externals such as in the case of derived grades for external assessment.
- When a teacher gathers evidence over the course of learning and other events that are specific to the achievement standard, this is 'alternative evidence' and is valid data provided it meets the conditions above.
- Oral clarification of learning and understanding may be sought by a teacher from a student at any point in the assessment process.

7. Authenticity

Students must satisfactorily meet the school's requirements for verification of the authenticity of their work:

- Students and their parents or caregivers are required to sign a statement at the start of each year to verify that the work the students will produce for assessment throughout the year will be their own and/or will fulfil the authenticity requirements of the standards against which they are assessed. Some courses require a separate verification of authenticity at the time of an assessment.
- Students must ensure that work presented for assessment is their own work and not copied from other students or the result of unacknowledged assistance by persons beyond the school. In the case of research, a bibliography will be required. An exception to this is when a teacher requires students to work co-operatively (as in group work) to fulfil an assessment task. In this case the teacher will make clear the contribution required from each individual.
- Where there is convincing evidence of students copying work, each student involved will receive *Not Achieved*. The decision to impose such a penalty will be taken by the Assistant Principal - Curriculum, in accordance with the *Misconduct During an NQF Assessment Procedure*.
- Students must be able to produce evidence of any work they are completing out of class, for class milestone checks prior to the task's completion. As part of the requirements of the school's Authenticity Policy requirements, they may be questioned about work they are completing outside class to establish their authorship of the work.

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