

# NCEA Assessment

# STUDENT HANDBOOK 2018

© Original Artist  
Reproduction rights obtainable from  
[www.CartoonStock.com](http://www.CartoonStock.com)



“When can I stop making wild guesses and  
start making educated guesses?”

## The quick guide to things you should know (be sure to read this):

### Conditions for Internal assessment.

1. **Originality.** Material you hand in for assessment towards NCEA **must be your own work**. If it isn't you'll receive a grade of Not Achieved.  
You must not share the work you intend to hand in for assessment with anyone else. You must not ask family, friends or a tutor for help with an internal because it must be entirely your work.
2. **Further Assessment.** For some assessment tasks there's only one try, for others there is two. Check it out with your teacher before you start.
3. **Resubmission.** Generally, if you just miss achieving a standard by a little bit the teacher can return it to you briefly for you to see if you can recognize the problem and correct it. This is called **resubmission**. The teacher decides whether to offer resubmission to you and can only give you general advice.
4. **Follow the rules.** If you don't follow the rules of the assessment you're likely not to have your work marked. Be sure you fully understand what the rules are for the assessment task you're working on.
5. **Appeals** If you have evidence that your assessment conditions were unreasonable or your work has not been marked accurately you can appeal the teacher's decision. You must have good reasons for appealing eg the marking is inconsistent with another student's or the requirements of the standard. You should begin by discussing the reasons for your grade with your teacher. Complete an appeal application within 2 weeks of having the task returned and give it to your teacher.
6. **Late** Work handed in late won't be marked unless there are exceptional circumstances. It's very important that you manage your time to complete things by the due date.
7. **Absent/Extensions**
  - If you're sick during an assessment and want to request an extension you'll need a **medical certificate**. Show this to your teacher and discuss the new due date, if required.
  - If you know you're going to be away during an assessment for some other reason talk to your teacher/the HoD about it to see if it qualifies for an extension. If it does, apply for one, 7 days in advance. If it doesn't you'll need to be sure you manage your time so that you can complete the task earlier, or be withdraw from it.
  - You **may** be able to get an extension if your computer crashes, you have an unmanageable assessment load at a certain time, you have heavy co-curricular involvement at a high level or you're experiencing overwhelming personal issues. You need to complete the extension request 7 days in advance and give it to your teacher.
  - If you're unexpectedly away for another reason contact your teacher urgently to explain this. Whether you can have an extension or not will depend on the reason for your absence. An extension is unlikely to be granted if you've simply procrastinated and left the task til the 'last minute' or you're on a holiday during term time

### Keeping informed about your achievement.

Your teachers will give you your results. If you want to see your achievement overall you can access your results in Kamar. Your access code and password will get you there.

If you see an error in your records please let your teacher know.

From April the school sends your results to NZQA once a month so that they appear on the NZQA web site when you log in. Reviewing these to check for accuracy is an important end of year task.

If you have any questions you're most welcome to call in or email me about them.

G Belcher. Deputy Principal - Assessment and Reporting.

## **Authenticity**

- All work submitted for assessment must be your own. Depending upon the task you can include ideas and quotes from other authors, but you must acknowledge these using the APA system. Check with your Teacher, and/or the School Librarian if you have any doubts about how to do this.
- If you submit work which is not your own or if you allow any other student to copy your work, neither you nor the other student will receive credit for the assessment activity. For this reason you must not share the material you hand in for internal assessment with others.

## **Assessment Opportunities for Internally Assessed Standards**

- For some standards there is only one assessment opportunity, while for others there is a second chance, which is called a further assessment opportunity. Your course outline booklet should explain which standards, if any, have a further assessment opportunity.
- Where a further assessment opportunity is provided, it will be offered to all students, irrespective of the result attained in the original assessment. If you choose to take the further assessment opportunity, the best result attained over both assessments will be reported.
- If there is a further assessment opportunity for a standard it will occur following additional teaching and learning.
- The full range of grades (NA, A, M, E) are available in a further assessment opportunity.
- You will be given a Course Information and Assessment statement for each subject indicating which standards have a further assessment opportunity.
- In some practical subjects you may be able to rework existing work or produce more evidence in order to achieve the standard.
- For some Standards, you may be reassessed for parts rather than the whole standard provided you have met the requirements for the majority of the original assessment activity. Where this is not the case you will be given an entirely new assessment activity once you have done further learning.
- Once you begin a standard a grade must be recorded. This means you can not be withdrawn, unless there are very exceptional circumstances. If you wish to withdraw from a standard do this before you begin. You must have discussed this with your tutor and teacher and have your parents' consent. There is a form to be completed. This is to ensure you still have access to enough credits to achieve your goals.

## Absence from Assessment

- If you are absent on the day of an internal assessment event (e.g. a test, practical performance) and have satisfactory documentation (medical certificate or other independent supporting evidence) you will have an assessment opportunity for that standard available at a later date, which is determined by the school.
- If you do not provide satisfactory documentation explaining your absence you will not be given the assessment opportunity and will receive a Not Achieved grade..

## Assessment Misconduct

- Any instances of academic dishonesty during assessment sessions and/or school examinations may lead to a grade of Not Achieved if substantiated.
- Similarly, disruptive behaviour that impacts upon the performance of other students, may lead to the withdrawal of the assessment result(s).
- Please note that the same approach is taken in the external examinations, where the Exam Centre Manager reports any misconduct to NZQA officials who then make the final decisions on whether or not results will be withheld.

## Extensions for Assessment Activities

- You have a right to an extension to the due date if you have been ill, been involved in representative sport during the assessment process or are absent from school due to involvement with another internal assessment on the due date (eg a PE camp) . Proof of these events (eg a medical certificate) must be supplied for the extension to be granted. You will discuss the length of the extension with your teacher.
- In other special circumstances extensions to the due date of assessed work may be granted for individual students. This includes events such as these:
  - Untimely computer crashes ( note: we expect you to back up; and use of Google Docs when appropriate)
  - Overwhelming personal issues
  - Heavy co-curricular commitments at 'elite' level (Note : over commitment by you is not a reason for extension)
  - Overwhelming assessment load at a given time (note: congestion which results from your procrastination isn't the basis for an extension)

In this circumstance complete an extension application at least 7 days before the due date and give it to your teacher. Your teacher will discuss your application with the HOF and the Deputy Principal - Assessment and Reporting. You will be informed in writing by the HOF whether or not your extension has been approved and given a new due date where applicable.

- In exceptional circumstances (e.g. car accidents) extensions may be granted after the due date for work submitted late.

## Late Work

- Unless there are exceptional circumstances, work which is submitted late will awarded a Not Achieved. You will have a further assessment opportunity if available.

## Derived Grade for Externally Assessed Standards

- You can apply for a derived grade if you believe your performance in the **external** examinations has been impaired because of illness, injury, family bereavement, trauma or other serious unforeseen circumstances. A medical certificate and/or other satisfactory written evidence must be provided.
- Applications are made to NZQA for a derived grade via the Deputy Principal Assessment and Reporting. NZQA will ask the school to provide evidence of your ability from formative assessments and/or practice exams held throughout the year.

## Acknowledgement of Results

- You will be required to sign the subject teacher's mark book/recording sheet for each assessed internal standard result to show acceptance of the grade.
- If you think the recorded result is inaccurate/unfair, do not sign (see Appeals section).
- Once you have signed a result, your right to appeal ends.
- You should keep your own separate record of results.
- It is your responsibility to check your results in Kamar and on the NZQA website on a regular basis.

## Appeals

- You are able to lodge an appeal if:
  - a) You have evidence the assessed/recorded result is unfair or inaccurate.
  - b) You have not been given a further assessment opportunity (where applicable).
  - c) You have evidence that the marking is inconsistent.
  - d) You have evidence which challenges the decision relating to assessment misconduct.
  - e) You have evidence that the assessment conditions for the task were not applied to you. Eg to the extent that conditions can be controlled by the teacher, you did not have the same conditions as other students
- Your teacher will explain the marking criteria when your work is returned. You must use a different coloured pen or pencil if you make any notes on your work during this stage.

- You have a 2 week period, from the date on which the work was returned, in which to make an appeal to your subject teacher. You must not alter your work in any way during this period. Altered work will not be reconsidered.
- A pro-forma appeal sheet is included with this booklet and is to be used for all appeals.
- If the matter cannot be resolved, the Deputy Principal - Assessment and Reporting will investigate the issue and make a decision which will be final.
- You will be informed, in writing, of the decision.

## **Special Assessment Conditions**

- Students who have been identified as having significant learning difficulties may be eligible for a range of special assessment conditions.
- These conditions may take the form of assistance from a reader and/or writer, extra time, the use of a computer or a combination of any/all of these.
- All students applying for special assessment conditions must have a current independent assessment report lodged with the Learning Enhancement Faculty.
- The Head of the Learning Enhancement Faculty will apply to NZQA for Special Assessment Conditions on behalf of all eligible students.
- The Special Assessment Conditions granted will apply to both school-based assessment/exams and the external exams at the end of the year.

## **Student Responsibilities**

- Do not share, with others, material you intend to hand in for internal assessment. Do not ask other students to do this. You can discuss what you did, but must not provide the material.
- Once you begin an assessment task for an internal assessment there must be a grade, so you can't be withdrawn. If you want to be withdrawn from a standard you need to get parents consent and discuss this with your teacher and tutor to ensure the impact of the decision is understood and acceptable. There is a form for this process.
- Keep your NSN (National Student Number) and your password to the NZQA website secure and private.
- Sign the teacher's markbook or computer-generated marksheet to acknowledge your acceptance of results.
- Keep a running record of your results each year.
- Keep your Results Notice (issued in January) and your Record of Achievement (issued in April) in a safe place.
- Check that you meet the Literacy and University Entry requirements

## Teacher Responsibilities

- Provide the teaching required for students to be successful with NCEA standards
- Adhere to the school's assessment policy and procedures including providing
  - comprehensive information about the requirements of the task and the conditions of assessment
  - a reasonable time for the completion of the assessment task
  - equitable, fair and valid conditions of assessment
  - information about the grade and reasons for it in a manner understood by the student
  - entering the result into Kamar in a timely manner
- Grading students' submissions:
  - in accordance with the national standard
  - in a timely manner

## NCEA Appeal Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Date Assessment was returned: \_\_\_\_\_

**Achievement/Unit Standard**

Title: \_\_\_\_\_

Number: \_\_\_\_\_

Type of assessment activity (e.g. test, essay, laboratory experiment):

\_\_\_\_\_

Reason for appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

**This form must be submitted to the subject teacher within 2 weeks of receiving your assessment result.**



## **Application for Extension**

**to the due date of a summative internal assessment activity.**

**Assessment Task Name**

**Date task commenced**

**Date task due.**

**Date of request**

**Teacher's name**

**Student's name**

### **Reasons for extension ( student to complete)**

( state the events and/or circumstances that prevent the due date being met and describe attempts made to meet the due date, provide supporting evidence when applicable)

**Student's preferred new due date**

**For Office Use**

**Teacher's comment**

**Decision:**

**Yes/ No**

**New Due date (if applicable)**

**Reasons :**

Medical condition

Unforeseen personal or family tragedy

Very high level of school initiated or sanctioned commitment that couldn't reasonably be managed by the student

Impact on validity of assessment

Other circumstances, that are outside the student's control and impact on the assessment process.

## **Request to be withdrawn from, or not entered in, a standard.**

### **Note to students and parents**

The assessment program for a course has been published in the course outline. If a student wishes not to enter a standard that is in the program, they must indicate this before their work on the assessment task begins. Use this form to make application before the task is started.

OR

If a significant and unforeseen event that impacts negatively on a student's ability to complete an assessment they have begun occurs, use this form to apply to be withdrawn.

Student's name

Year level

Tutor

Date

Standard number AS

Credit value

**Describe the reasons for the withdrawal/non entry :** (Student to complete and give to subject teacher)

**Teacher comment ;**

**Impact on qualification** (Tutor, Dean or DP Assessment and Reporting to comment)  
What is the impact on the student's ability to achieve the qualification?

**Parents/Guardian .**

I/we support/do not support withdrawal from this standard.

Signed (parent/guardian)

Please return to G Belcher, DP Assessment and Reporting.  
(grant.b@stmargarets.school.nz)