

Sacred Heart Girls' College Hamilton

Student Assessment Information on NZQF



Sacred Heart
Girls' College
HAMILTON

NCEA: National Certificates of Educational Achievement

NCEA Level 1

NCEA Level 2

NCEA Level 3

New Zealand Scholarship

Purpose

- The aim of all assessments is to be fair, valid and consistent.
- This information is informing students of the school procedures and expectations for all Achievement Standards or Unit Standards.

Assessment Requirements

Students will be made aware of the overall assessment requirements of each course at the beginning of each course.

The course outline should contain:

- An indication of the Achievement or Unit Standards being assessed which may be subject to change upon written notification.
- Whether Standards are Internally or Externally assessed.
- Whether Standards contribute to literacy and numeracy.
- Whether the course is an approved subject for University Entrance
- Whether the course is eligible for endorsement.
- The Assessment programme and expected deadlines.
- An authenticity statement.
- An appeals procedure.

Special Assessment Conditions

- If students have NZQA approved **special assessment conditions**, students will be provided with appropriate assistance.
- Evidence of the need for assistance must be provided either internally by the Leader of Learning - Learning Support, Ms Murphy (eg. by diagnostic testing) or from an authenticated external source (eg. Specialist report, previous school records of assistance, etc.).

Absences from External Assessment – Derived Grade Applications

- A student who has been clearly disadvantaged through illness or misadventure, or who considers that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, are able to apply for a Derived Grade.
- A Derived grade can only be awarded if the school has authentic standard-specific evidence to support the grade and the Principal's Nominee must be informed as soon as possible after the examination.

Missed Assessment Opportunities/Deadlines

- If a student unavoidably missed the opportunity for an assessment of an internally assessed standard or a deadline, the student or their parent/caregiver should contact the class teacher or Leader of Learning. Students may then be able to negotiate an assessment opportunity or extension with their class teacher or the Leader of Learning.
- The reason for the absence must be unforeseen or unavoidable and does not include it being wilful or for convenience.
- Evidence must be produced when requested. The college will evaluate the evidence and take an appropriate course of action in the interests of fairness and equity.
- The course of action may include:
 - an opportunity to complete the assessment at an alternative time or an extension
 - the student being withdrawn from that standard in which case the parents/caregivers will be advised by the class teacher
 - awarding Not Achieved if the assessment is missed because of an unjustified absence or the student has had sufficient opportunity to meet the deadline.
- If there is a dispute regarding Missed Assessments/Deadlines, an appeal can be made to the Principal's Nominee, who will make a final decision based on the evidence provided by all parties and following the principles of natural justice.

Resubmission of Work

- A student may be offered an opportunity to resubmit their work when the teacher judges that an error has been made which the student is capable of discovering and correcting themselves.
- The only change in a grade as a result of a resubmission is from Not Achieved to Achieved.

Further Assessment Opportunity

- Subjects **may** offer one further assessment opportunity, after further learning has taken place, where practicable and manageable.
- It may not be possible to offer a further assessment opportunity for assessments such as extended research, lab experiments or fieldwork.
- Decisions on the availability of such opportunities for specific standards will be determined within each Learning Area.

Appeals

- When a student's work is marked and returned, the teacher will ask the student to sign off the grade as accurate. This will be via a Google form. There is, however, a seven day period during which the grade can be discussed with the teacher.
- If a student decides to appeal the grade, they should:
 - not sign off their grade
 - discuss the matter with their subject teacher
 - if unresolved, direct the appeal to the Leader of Learning
 - if still unresolved, the student or their parent/guardian should make the appeal in writing to the Principal's Nominee
 - An independent evaluator may be used where appropriate
 - The decision of the Principal's Nominee will be final within this process.

Authenticity

- If students are submitting a hard copy of an assessment they will be asked to sign a declaration confirming authenticity at the time of submission.
- If students are submitting an assessment electronically they will be confirming the following when they submit the assignment on Google Classroom:
“I understand and accept that all work submitted by me is completed by me and for any work submitted in this assessment that is not my own work, I have referenced the source. If, after an investigation, it is found that the work submitted by me for this assessment is in breach of the rules, I understand I may receive a Not Achieved grade for this assessment.”
- Students who share work with other students and have this work copied by another student and handed in as their own may earn no credit for either the sharer of the work or the one who hands in the shared work as their own.
- It may be appropriate for the material acquired during the preparation stages to be handed in with the final work. In any case, students need to keep such documents until the work has been assessed, in case they are required for authentication purposes.
- In submitting work for assessment, students should acknowledge all resources used. This includes texts and source material, (including web based sources) in the bibliography and the name and status of any person who provided assistance, together with the type of, and extent of, assistance received.
- Any copied work should be in quotation marks while ideas or information taken from other sources must be directly acknowledged otherwise plagiarism (‘theft of intellectual ideas’ passed off as their own) has been committed. Such plagiarism is a breach of the rules and may result in an investigation taking place as to the authenticity of the work that has been submitted.

Breaches of the Rules

- Breaches of rules may include plagiarism, the use of artificial intelligence or paraphrasing tools, impersonation, false declaration of authenticity, collusion or breaching assessment conditions.
- Any breaches of the rules will be referred to the Principal’s Nominee by the Leader of Learning after an investigation following the principles of natural justice.
- Caregivers will be informed when Assessment Rules have been breached.

Role of Principal and Principal’s Nominee

- In all cases of suspected breach of authenticity, the decision of the Principal’s Nominee will be final.
- In all matters relating to assessment the Principal reserves the right to the final decision on any matter of policy or practice in the interests of natural justice.

Any questions can be directed to:

Amanda Reid
Principal's Nominee