

Sacred Heart Girls' College Hamilton

Student Information on NZQF 2022



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 you of the school procedures and expectations for all internally assessed Achievement Standards or Unit Standards.

Assessment Requirements

You 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 and or/eligible for endorsement.
- The Assessment programme and expected deadlines.
- An authenticity statement.
- An appeals procedure.

Special Assessment Conditions

If you have NZQA approved **special assessment conditions**, you will be provided with appropriate assistance.

- Evidence of the need for assistance must be provided either internally by the Special Needs Co-ordinator Ms Murphy (eg. by diagnostic testing) or from an authenticated external source (eg. Specialist report, previous school records of assistance, etc.)

Missed Assessment Opportunities

(a) If a student unavoidably missed the opportunity for an assessment of an internally assessed standard, they can negotiate an assessment opportunity with their class teacher in the first instance or the Leader of Learning if unresolved. 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.

(b) The course of action may include:

- i. an assessment opportunity
- ii. a decision made using pre-existing evidence gathered before the assessment was held that is valid, authentic and standard-specific evidence.
- iii. the student being withdrawn from that standard in which case the parents/caregivers will

be advised by the class teacher

iv. awarding Not Achieved if the assessment is missed because of an unjustified absence.

(c) If there is a dispute regarding Missed Assessments, 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.

Absences from Internal Assessment

In exceptional circumstances, such as a family emergency or serious illness parents/caregivers should contact:

- your subject teacher and the Teacher in Charge of that subject or the Principal's Nominee (Mrs Reid)
- This approach should be supported by written evidence, usually a medical certificate. There **may** be an opportunity for reassessment.

Absences from External Assessment – Derived Grade

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.

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 your work is marked and returned, the teacher will ask you to sign off your mark as accurate. This will be via a Google form. There is, however, a seven day period during which you can discuss the work with your teacher.

- If a student decides to appeal her grade, she should:
 - a. not sign off her grade
 - b. discuss the matter with her subject teacher
 - c. if unresolved, direct the appeal to the LOL
 - if still unresolved, the student or her 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.

Authenticity

If you are submitting a hard copy of an assessment you will be asked to sign a declaration confirming the following at the time of submission. If you are submitting an assessment electronically you will be asked to confirm the following before you submit the assignment on Google Classroom:

I understand and accept that all work submitted by me is completed by me. If, after making due inquiries, it is the subject teacher's opinion that the work submitted by me for this assessment is the work of another, I understand I will receive a Not Achieved grade for this assessment. For any work submitted in this assessment that is not your own work, you have referenced the source.

Please also note:

- Copying - copied work will earn no credit for either the copier or the one whose work is copied.
- It may be appropriate for the material acquired during the preparation stages to be handed in with the final work. In any case, you need to keep such documents until the work has been assessed, in case they are required for authentication purposes.
- In submitting work for assessment, you 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 your own) has been committed. Such plagiarism is a breach of the rules and will result in severe consequences. The grade awarded will be not achieved and there will be no further assessment opportunity. A letter will be sent to caregivers.

Breaches of the Rules

Breaches of rules include plagiarism, impersonation, false declaration of authenticity, using notes in assessments, collusion or breaching assessment conditions.

- Any breaches of the rules should be referred to the Principal's Nominee
- 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