

Kaikoura High School Senior School Assessment

INTRODUCTION

Gaining National Qualifications is the main focus for students in Years 11, 12 and 13. It is important that you and your parents/caregivers understand the qualification systems in the different years and what is expected of you to be eligible for these qualifications. Part A goes through the different qualifications being offered at each level and Part B goes through your requirements and responsibilities with the assessment towards National Qualifications. You need to read this information to ensure that you meet all the requirements for the qualifications linked to each of your courses.

**Read both sections and sign the declaration below,
then please return the front page to your Form Teacher**

- I have read the student guidelines on assessment for qualifications.
- I agree that I will abide by these guidelines and acknowledge that all work I submit for assessment must be my own work.
- I also give permission for my work to be stored by the teacher for moderation purposes and possible use as a benchmark.

Signed: _____

Name: _____ Form Class: _____

Care-giver: _____

PART A: THE QUALIFICATIONS

National Certificate of Educational Achievement

NCEA Level 1

80 Credits at Level 1 or above are required. At least 8 credits must be in English or Te Reo Maori (literacy) and at least 8 credits must be in Mathematics or Pangarau (Numeracy).

All courses in Year 11 offer opportunity for students to gain credits towards NCEA Level 1. Students gain credits by successfully completing Standards. Each course has a mix of internally and externally assessed standards. Internal assessment is work that is set and assessed within the school by the student's teachers. External assessment is usually by an examination run nationally by the New Zealand Qualifications Authority at the end of the year. The exceptions are Technology and Art where student portfolios are submitted.

NCEA Level 2

The qualification will be assessed through Standards. This will allow students to gain credits for NCEA Level 2 or to use the credits for National Certificate in specific areas such as Electronics or the National Certificate of Employment Skills.

Standards are either internally or externally assessed. Internally assessed standards are set and assessed within the school. Externally assessed standards are usually assessed by examination in November. Each course will have a different balance of Internal/External Assessment and the total number of credits offered in the courses will also vary slightly.

80 Credits in total are required. At least 60 credits must be at Level 2 or above (20 credits from your Level 1 total can count toward NCEA Level 2). There is no specific literacy and numeracy requirement for Level 2 but note that for entry to universities you need 8 literacy credits at Level 2 (4 credits reading and 4 credits writing in approved subjects including Te Reo).

NCEA Level 3

Most Year 13 subjects will be assessed by Level 3 Standards. These can be used to gain your NCEA Level 3 and are also important for gaining the right to attend university.

To gain your NCEA Level 3 Certificate you will need 60 credits at Level 3 and have 20 credits at Level 2 or above. Like Level 2, there are no specific literacy or numeracy requirements to gain your Level 3 Certificate. However there are numeracy and literacy requirements to gain University Entrance.

University Entrance

To gain University Entrance you need to have been awarded the following over your time at school:

Sufficient Level 3 Credits

14 Level 3 credits in an approved subject.

Plus 14 Level 3 credits in another approved subject.

Plus A total of 14 Level 3 credits in another two subjects or domains.

Plus Literacy by having at least four Level 2 credits or higher in a specified Reading Achievement or Unit standard in English or Te Reo and at least four Level 2 or higher credits in specified Writing Achievement or Unit Standards in English or Te Reo.

Plus numeracy by having 14 credits at Level 1 or higher in Mathematics or Pangarau.

New Zealand Scholarships

This is a qualification which students can choose to enter in consultation with their teachers. New Zealand Scholarship is designed to extend very high achieving students in each subject. The content for the exam in each subject is the same as for the Level 3 course but the examination tests the ability of the student to link ideas and show higher order thinking skills. All scholarship students are assessed externally by either an extra exam at the end of the year or by submitting a portfolio of work where applicable. Scholarship is worth no credits towards NCEA Level 3. Scholarships are monetary awards which can be gained in one or more subjects.

PART B: STUDENT GUIDELINES

Entry to Courses

- 1 Students select and enter full courses and not parts of courses.
- 2 Generally students may not enter a course after four weeks from the start of a full year course. Students who wish to **change** a subject must bring a note giving permission from parents/caregivers to their Dean. The Dean will consult with the Principal and the subject teachers/HOD before any course change can be allowed. This may take up to one week.
- 3 At the start of each course all students are to receive a course outline for the subject and a full assessment statement which details the full title, NQF number, credit value, timing and type of each assessment that will be used during the course. Note: The exact dates may not be given at this stage.

Assessments

- 1 Students will be given at least seven days notice of the specific date and time for assessments.
- 2 To be eligible for assessment work must be handed in or carried out **on the date set**. Students must take assessment dates into consideration when arranging work exploration, doctor and dentist appointments etc. Avoidable absence is **not** acceptable. What is acceptable is sickness with a doctor's note, personal/family issues, eg bereavement with a note from parent/caregiver and School sporting or cultural activities with a note from the teacher in charge before the activity.

- 3 If students realise they will have difficulty meeting the due date they must discuss this with their teacher before the due date. In special circumstances, extensions to the due date of assessed work may be granted.
- 4 If a student is away on the day work is to be handed in, then they should arrange for it to be brought into school and have it delivered to the main office.
- 5 Students who miss the assessment or are unable to hand in an assignment by the due date for a legitimate reason must provide medical certificates. The student may be assessed, if possible, at another time.
- 6 Students may apply for compassionate consideration for any external assessment that has been missed, following NZQA procedures. The student must make an application to the Deputy Principal (Mr D Mallinder). The grade awarded will be based on standard specific evidence from the school year, eg school exams.
- 7 All students (except in exceptional circumstances) should be given at least one further opportunity to produce further evidence. Further evidence can be used to improve all student levels of achievement, eg Not Achieved to Achieved, Achieved to Merit and Merit to Excellence.

Missed and Late Assessments

Missing an Assessment

Missing an assessment falls into four categories:

- 1 Missed assessment beyond the student's control, eg sickness or bereavement.
- 2 Missed assessment - school trips, eg field trips, sports or music events.
- 3 Missed assessment - self interest, eg family holidays, appointments in town.
- 4 Missed assessment - wilful absence, eg truancy or deliberately not handing work in.

For 1 & 2: When an absence is due to sickness reasons or school events, where feasible, students will be allowed to attempt the assessment task or will be granted an extension.

For 2: The student must endeavour to inform the subject teacher as early as possible before the date of the assessment.

For 1: A note must be written to the subject teacher from a parent/caregiver stating date of absence and reasons for absence. This note will be passed on to the Deputy Principal for consideration. A medical certificate may be asked for.

For 3 & 4: The student will receive no grade and will be given no further opportunity.

Note:

If an absence can be foreseen, the teacher must be informed as early as possible. An absence may exclude a student from attempting some credits if there is no further assessment opportunity for that section of the course.

Late Work

- 1 The deadline for all work must be advised when the exercise is set.
- 2 Assignment work is to be clearly named and secured.
- 3 It is the student's responsibility to ensure that the class teacher receives the work.
- 4 Late work will receive a Not Achieved grade.

Breaches of Assessment Rules

- 1 All work handed in for assessment must be the student's own work, that is, it must be authentic. All reference material or sources of information should be acknowledged appropriately in the form of a bibliography.
- 2 Students are required to sign an authenticity declaration that the work they submit is their own.
- 3 Students may be required to reproduce work of a similar standard to validate the authenticity of the initial assessment.
- 4 Students must not disrupt assessment or hinder other students in any way.
- 5 If students are found to submit work which is not their own, disrupt assessment or hinder others, they will not receive any credits or grades for the assessment. If students knowingly allow other students to copy their work and submit it for assessment their work will also be ruled ineligible for credit or a grade.
- 6 Alleged breaches of assessment rules will be investigated by the Dean who in turn will report to the Deputy Principal (Mr Mallinder) who will make the decision about the action to be taken. The appeal process operates in relation to outcomes of breaches of assessment rules.

Appeals

Students are able to lodge an appeal if they are unhappy about an assessed or recorded result, or have not been given a further assessment opportunity (if applicable), or if they are unhappy about the outcome relating to a breach of rules investigation.

Procedures:

- 1 The students must firstly approach the teacher conducting the assessment (normally the subject teacher) and discuss the problem. The appeal must be made within three school days of the assessment result being given to the student. By mutual agreement, a satisfactory solution can usually be worked out at this stage. Work that has been altered will not be considered for appeal.
- 2 If the problem still exists, the student can approach the Head of Faculty (HOD) who is responsible for overseeing the assessment policies and recording of marks and appeal the decision of the marker or recorder. At this point the student will need to complete the appeal form which will be made available by the HOD. If the teacher is the HOD, then the Deputy Principal (Mr Mallinder) is to be approached.
- 3 The HOD/ Deputy Principal will investigate the appeal and make the decision. The student will be informed of the result in writing.
- 4 A further appeal can be made to the Principal whose decision is final.

Acknowledgment and Recording of Assessment Results

- 1 Subject teachers keep a record of student assessments in their mark book and on the computer system. Students are able to check the record of their own results.
- 2 Students are to be encouraged to keep a record of their own assessments for each subject.
- 3 Students who are unhappy with the assessment or recording of their results are to follow the appeals procedure.

4 Students work and results will be treated with due regard to privacy.

Keeping Student Work

The school may be required to keep student work for the purpose of moderation or during the time frame for any appeal. Students will always be informed of this and will be given the opportunity to look at the marked work to check assessments.

Special Assessment Conditions

Special assessment conditions (eg reader-writers) are provided for students with identified needs. Please see Mrs T Lean or Miss J Mallinder if you have any queries about this.