



Wanganui Girls' College

Senior Assessment Procedures Student Edition

2011

Wanganui Girls' College Senior Assessment Procedures

This document applies to the following qualifications:

- The National Certificate in Educational Achievement Levels 1, 2 and 3
- The National Certificate in Mathematics Levels 1 and 2
- The National Certificate in Tourism and Travel Introductory Skills Level 2

The regulations and procedures set out in this document summarise the conditions set by the New Zealand Qualifications Authority (NZQA) and Wanganui Girls' College. Each teacher has a copy of the complete Senior Assessment Procedures document for reference and each senior student is issued with this booklet.

Course information

At the start of each senior course of study students will be given written course information which gives the following information:

- Outline of course content.
- Approximate dates of assessment opportunities.
- Which standards have more than one assessment opportunity.
- Department requirements for authenticity.
- A student tracking sheet to monitor achievement.

Attendance

All students are expected to attend the full year's course. When absence is for legitimate reasons (e.g. a school sports trip, field trip) subject teachers must be informed in advance, and where absence is unplanned (e.g. illness, bereavement) form teachers must be notified by a note from parent/caregivers on the student's return. Students are expected to catch up on any work missed - it is the **student's responsibility** to do this and to discuss any difficulties with the teacher. If the student has missed an internal assessment she may be able to be assessed on her return, if feasible.

Where absence is unexplained a student is deemed to be truant. If she has missed an internal achievement standard assessment she will **not** be credited with a grade or will be given a not achieved grade unless there is a scheduled assessment which tests that standard at a later time in the year.

Students who expect to be absent for an extended period during the school year (eg sports representatives, youth exchanges, and overseas trips) must request permission to be absent, in writing, to the Principal. In some cases extension of assessment dates can be arranged but if the absence coincides with a scheduled internal achievement standard assessment - for example a performance, practical experiment or field trip which cannot be rescheduled - the student cannot receive the standard. It is the student's responsibility to catch up on all class work covered while absent.

Assessment

- All senior courses contribute credits to NCEA.
- Credits are earned from all traditional school subjects, non-traditional subjects such as childcare, psychology, first aid and outdoor education as well as STAR funded courses. Gateway offers students the opportunity to earn credits whilst taking part in work placement.
- Standards are assessed internally and externally. External standards are assessed through NZQA formal examinations or through presenting folios of work for assessment by external examiners as in technology, graphics and visual art.
- Students may enter for external assessment in the NCEA Levels 1, 2 and 3 examinations with consultation with their teachers.
- The qualification fees are the responsibility of the student.

Assessment Opportunities

- Each department will have indicated approximate dates of assessment opportunities.
- A further assessment opportunity per standard will be scheduled only where feasible.
- Where there is only one assessment opportunity this will be clearly indicated. This will usually apply to field trips, performances, practical work and research.

Late or missed assessments

When a student is prevented from attending an assessment through accident, illness, acute emotional trauma or bereavement she may apply to have a grade assessed if a further assessment opportunity is not scheduled. This application will usually be accompanied by a medical certificate.

Internal Standards

- Within five school days of her return the student should apply in writing to the principal's nominee supplying appropriate medical or documentary evidence.
- Where evidence is not verifiable the application will not be considered.
- Where the application is successful she may be awarded achieve, merit or excellence provided she can demonstrate evidence of having met that level of achievement.
- If sufficient evidence is **not** available a standard cannot be awarded.

External Standards

- Students may apply for a derived grade for external standards (not Scholarship examinations).
- The process is explained in the Student Information Booklet issued to students with the examination entry slips in November.
- Students need to have provided sufficient evidence during the year of their level of achievement for a teacher to be able to recommend a grade. The results of school examinations, assessments and assignments will be recorded as proof.

Unexplained Absences

- Any student who misses an assessment for an unexplained or unacceptable reason will not be credited with the standard or grade. An unacceptable reason includes unexplained absences and periods of absence not approved by the principal. If another assessment opportunity is available in the normal course structure she may be assessed then. If a further assessment opportunity is not available an extra assessment opportunity will not be given.

Extensions

When a student is unable to meet a deadline she may apply to have an extension of the date due on compassionate grounds if she has mostly completed the work. If she has not made significant progress on her work she will have to wait for a further assessment opportunity if it is available.

- A student may apply for an extension to the due date for an assignment, assessment or other set work e.g. a research project.
- Forms are available and may be downloaded from the intranet (details below).
- The applicant must complete the student section of the form and leave it at the office for the NZQA principal's nominee.
- The application must be received by the NZQA principal's nominee five school days before the date due.
- The NZQA principal's nominee will consult with the subject teacher for her/his response.
- The NZQA principal's nominee will make a decision based on the information received and that decision will be final.
- An application for an extension of time may be made once only on each piece of work to be assessed.

An Application for Extension of Time for Work Due template is available on the intranet:

Students (R:drive)/0000ASSESSMENT /Application for Reconsideration of a Grade Template.doc

Absence on the day of assessment

If a student is absent through illness, accident or another explained reason on the day of an assessment (e.g. a test, field trip, performance, practical or **when an assignment is due** she must arrange for the subject teacher to be contacted through the office. An assignment may be handed in at the office and if this is not possible it must be handed in on the day she returns to school with an accompanying explanation. It may be possible to arrange with her subject teacher for an assessment to be done at a later time. If this is not possible, as in the case of a field trip, an assessment mark, based on the student's other **demonstrated** relevant performances, may be given.

Where absence is unexplained, or not satisfactorily explained, assignments will be deemed to be late and will be penalised accordingly. For other assessments which cannot be assessed again, for instance, practicals, performances and field work, the student cannot achieve the standard.

Misconduct during an assessment

Authentication of Work

All work submitted for assessment must be the student's own work - this includes individual contributions to group work. Where a student uses information eg from books or the internet this must be acknowledged and the source given to avoid plagiarism. Each department will have procedures to ensure the work is the student's own. A signed declaration may be requested and students must be able to produce resource material if requested.

Anyone who, after investigation by the Head of Department, is found to have breached the rules will be referred to the NZQA Principal's Nominee.

Misbehaviour in an Assessment

This applies to both internal and external assessment for a national qualification. The assessment may be in the form of an examination, test, assignment or research project.

- By entering NZQA qualifications students agree to abide by all the assessment rules and regulations. Therefore, in a test or examination they must:
 - follow the instructions of the supervisor
 - not communicate with other candidates
 - not copy from another candidate's work
 - not make any undue noise or disturb other candidates
 - not engage in any other dishonest practice including using information entered on programmable memory calculators or communicate with others by telephone text messages.
- In an assignment, research project or other students must:
 - follow the instructions of the teacher
 - not copy from another student's work
 - not copy the work of another (plagiarism) unless this is quoted and acknowledged.
- Any breach of rules will be dealt with by NZQA (external) or the NZQA Principal's Nominee (internal).
- Penalties may result in
 - warning or censure
 - disqualification of the student/candidate from entering further qualifications
 - all, or part of, the candidates results being cancelled.

Reconsideration of Grades (Appeals)

A student who believes that the assessment of a particular piece of work, test or internal examination has been incorrectly assessed or they perceive that they have had unjust accusations of plagiarism or other breaches of the rules of assessment, or if they believe that they have been unfairly denied further assessment opportunities i.e. not grades, they may appeal to have the grade reconsidered.

- If a student decides to question a grade or appeals for any of the above situations; she must first, within five school days of the marked work being

returned, discuss it informally with the teacher who marked it. The teacher will check the work and at this stage an alteration may be made.

- If she is still dissatisfied with the marking she may apply, in writing, to the head of department concerned specifying the parts of the assessment she wishes to be reconsidered and giving reasons why reconsideration is sought.
- The head of department, or nominated representative, will investigate. The head of department will make a decision. A grade may be unchanged, raised or lowered following reconsideration. The student will be informed in writing of the result of the appeal - within one month of first making the written request.
- If a student is still not satisfied she may appeal to a disputes panel comprising the principal, NZQA principal's nominee and one other. The decision of this panel will be final and no further appeal will be considered.

An Application for Reconsideration of a Grade template is available on the intranet:

Students (R:drive)/0000ASSESSMENT /Application for Reconsideration of a Grade Template.doc

It may be printed from this directory.

Special Exam Conditions

Candidates with a history of permanent or long-term conditions or learning difficulties, which they believe will significantly impair their performance in specified external assessments - in particular written examinations - may apply to NZQA to complete those external assessments under special assessment conditions (for example, time allowance, modifications to question and answer booklets, or the use of an examination assistant such as a reader/writer). It is important to note that conditions should have been previously identified and supported by the school.

For further information please discuss this with Learning Support staff.

National Certificate in Educational Achievement - Levels 1, 2 and 3

This is the national qualification for senior students. NCEA is standards-based assessment – each student's work is assessed against national criteria. Standards may be internally or externally assessed and are subject to national moderation. Grades in achievement standards are awarded for Excellence, Merit, Achieve and Not Achieve and Achieve and Not Achieve in unit standards.

NCEA Level 1

To be awarded the qualification students need to gain a total of 80 credits. At least 10 credits must be gained from literacy standards. At least 10 credits must be gained from numeracy standards. Your course outline will show you which standards count towards these.

NCEA Level 2

To be awarded the qualification students need to gain a total of 80 credits. A minimum of 60 credits must be at level 2 or above and the other credits at any level.

NCEA Level 3

To be awarded the qualification students need to gain a total of 80 credits. A minimum of 60 credits must be at level 3 or above and the other 20 credits at level 2 or above.

University Entrance (for entry to a NZ university from a NZ secondary school)

A candidate will be academically qualified for entrance to a university in New Zealand if she has achieved:

1. 42 credits at level 3 or above. These credits must come from a list of approved subjects. 14 credits must come from each of two subjects. The other 14 credits may come from a single subject or a combination of two subjects which may include, Tourism.
2. 14 credits in mathematics at level 1 or higher.
3. 8 credits in English at level 2 or above – 4 credits from reading standards and 4 credits from writing standards.

For international students passes in either IELTS or TOEFL may also be required.

Rewarding achievement

Certificate endorsement

Your NCEA can be 'endorsed' if your results are good enough. For example, you could have "**NCEA Level 1 certificate endorsed with Merit**".

If you gain **50 credits at Excellence**, your NCEA will be endorsed with **Excellence**. Likewise, if you gain **50 credits at Merit** (or **Merit and Excellence**) your NCEA will be endorsed with **Merit**.

You can earn credits counting towards endorsement over more than one year and more than one level. However, they must be gained at the level of the certificate or above. For example, Level 2 credits will count towards endorsement of a Level 1 NCEA, but Level 1 credits will not count towards endorsement of a Level 2 NCEA.

Course endorsement

A course endorsement provides recognition for a student who has performed exceptionally well in an individual course. The key objective of a course endorsement is to motivate students to achieve their potential in one or more courses.

Students will gain an endorsement for a course if, in a single school year, they achieve both of:

- 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and level 3 Visual Arts.

Scholarship Award

Scholarship is an award for which the top 3% of achievers in each subject receive a monetary award. It is not a national qualification. Students considering entering for scholarship examinations must consult with the head of that department to see if they meet the standard and criteria for entry. Students will not be entered for the qualification without a written recommendation being received by the principal's nominee from the head of department.

Criteria:

- To be considered as a suitable scholarship candidate a student should usually have achieved at least an excellence in the subject at level 2 in the NZQA **external** standards examinations.
- Students who wish to be considered as scholarship candidates must discuss this with their teacher to indicate their interest in the award, by the end of term one. If approval is given she must be prepared to commit herself to undertake extra study and meet with the teacher for extra tuition.
- Scholarship candidates must also have examination experience with a three hour practice scholarship examination during senior examination week or at another appropriate time prior to the final entry date for NCEA external qualifications and scholarship. A final decision to enter will be made by the student and teacher prior to the qualifications entry date.
- Scholarship candidates must enter for NCEA Level 3.
- Scholarship candidates are not eligible for compassionate consideration.