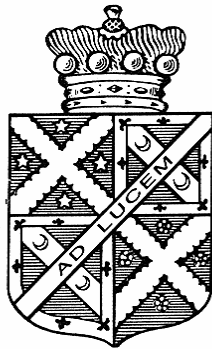


Napier Girls' High School

Procedures for Assessment for National Qualifications 2008 Student Guidelines



Name: _____

Napier Girls' High School

Procedures for Assessment for National Qualifications 2008

Student Guidelines

The document *Napier Girls' High School Policy and Procedures for Assessment for National Qualifications* is available upon request from the school office.

It is important that systems for assessment are consistent and fair. These guidelines are written to ensure that you are aware of your rights and responsibilities for assessment. These guidelines apply to all *internal* assessments (eg practical activities, briefs, tests and assignments) that generate results for national qualifications.

You will also have exercises, activities and assessments to help prepare you for the *external* assessments (mostly exams but also portfolios of practical work) conducted by NZQA at the end of the year. These guidelines also apply to these activities and assessments. In the unlikely event that you are unable to sit external assessments (eg because of sickness or family trauma) or your performance is impaired, you can apply for compassionate consideration to get grades for those standards. NZQA will ask the school for evidence of your achievement in the standards, so it is important that you do your best in any activities or assessments run by the school. You will be fully briefed about procedures before the external assessments at the end of the year.

You will be given a **course outline and assessment plan** at the beginning of the year for each subject, telling you when to expect internal assessments and assessments leading to externals. You will be given at least two weeks notice of the exact date of an assessment. This could be an assignment deadline or the milestone/checkpoint dates for an extended project or a test. You will receive one of the following grades for each Achievement Standard: Not Achieved, Achieved, Achieved with Merit, Achieved with Excellence. You will receive either a Not Achieved or Achieved for Unit Standards.

All work must be your own. There are penalties for a student if there is evidence that cheating has occurred, including inappropriately helping other students. The subject HOD will consult with the Principal's Nominee about the evidence and they will make a decision. Where cheating has occurred in an internally assessed standard, you will not be awarded a grade for the standard (ie no credits will be gained)

All work must be handed in on the due date and all tests and in-class assessments must be done on the given date. **Late work for assessment will not be accepted.** In cases of illness for family/personal trauma, follow the 'Missed Assessment' procedure (see below).

You should **record all results** on a record sheet supplied by your teacher. If you disagree with a grade awarded for an assessment, or with other decisions relating to assessment, then follow the 'Appeals' procedure (see below).

Special assessment conditions are provided for students with identified needs. Please see the Head of Learning Support if you have any queries in this regard.

Fees for national qualifications will be advised by invoice to parents/caregivers, along with information about **financial assistance**. This information will also be in the school newsletter.

Missed Assessments

If you cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then you must apply to the Principal's Nominee (Ms Downs) as soon as you know you will be late with an assignment or will be absent, or as soon as you return to school. Valid reasons for requesting an extension of time, or a new assessment date, are:

- Sickness: supply a medical certificate.
- Family trauma: supply a note from a parent/caregiver or from a Guidance Counsellor or your Dean.
- School supporting/cultural activity: The teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is only valid if you inform the teacher in advance of the test or assessment).

In *all* cases, fill in a 'Missed Assessment Application Form' (attached and available from Ms Downs or your dean) and give it to the teacher whose assessment you have missed/will miss. Note that a request for extension of time must be made before the due date.

Appeals

This process may be used if you disagree with any decision relating to assessment: a grade awarded, provision of an assessment opportunity or extension, or allegation of a breach of the rules.

Your teacher will explain the criteria for each grade or an assessment when it is handed back to you. If you think that an assessment has been incorrectly marked, you can ask the teacher to reconsider.

Your teacher should explain the result and make any necessary alterations. If another teacher did the assessing, that teacher will be consulted. They may decide to alter your grade at this point, or not.

If you are unhappy with the teacher's explanation or decision, you may ask the Head of Department for a decision, using an 'Appeal Application Form' (attached and available from Ms Downs or your dean). This must be done **within 3 school days** of receiving the grade.

If you disagree with the Head of Department's decision, the Principal's Nominee will be asked to consider the case. The Principal's Nominee may consult with the Head of Department, Dean, Counsellor or family. The Principal's Nominee's decision is final.

Appeal Application Form

Fill in the top section and hand in to the office or to your teacher/HOD within 3 school days of getting your assessment back.

Name:	Vertical formclass:
Date of application:	
Subject:	
Name of teacher:	
Standard number and title:	
Name of assessment activity:	
Grade awarded:	
Date of assessment returned to student:	
Reason for appeal: <ul style="list-style-type: none">▪ I have discussed my grade with my subject teacher in the first instance.▪ I would like the HOD/Principal's Nominee to reconsider my grade/the decision made. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i>	

HODs Decision: The grade awarded/decision made by the teacher stands. The grade awarded has to be changed to _____ <i>The reason for this decision has been explained to me and I accept the decision</i> Signed _____ (student)
Signed: _____ (HOD) Date: _____

Principal's Nominee's Decision/Comment: Signed: _____ (PN) Date: _____
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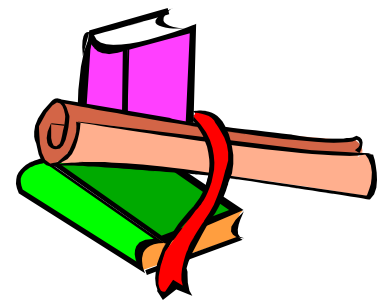
Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificate and hand in to the office to your teacher:

Name:	Vertical formclass:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment (practical, assignment, test, etc)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one) <ul style="list-style-type: none">▪ Illness: <i>medical certificate must be attached</i>▪ Family/personal trauma: <i>documentation must be attached (eg letter from parent, counsellor, or dean.</i>▪ School sporting/cultural activity: _____ Signature of teacher-in-charge of activity _____	

<p>Decision by Principal's Nominee:</p> <ul style="list-style-type: none">▪ Existing evidence is available and will be used to award a grade _____▪ Extension granted. New due date: _____▪ New assessment date granted. New date: _____▪ Application denied. Comment: _____ <p><i>The reason for this decision has been explained to me and I accept the decision</i></p> <p>Signed: _____ (student)</p> <p>Signed: _____ (staff member) Date: _____</p>

Completing a qualification



There are three NCEA qualifications and Scholarship:

- Level 1 (replaced School Certificate in 2002)
 - Level 2 (replaced Sixth Form Certificate in 2003)
 - Level 3 (replaced University Bursary in 2004)
 - Scholarship (replaced U.B. Scholarship in 2004)
-
- To be awarded **NCEA Level 1** you must achieve 80 credits, 60 of which must be from Level 1 standards. Of these, 8 credits must be achieved in prescribed literacy standards and 8 credits must be achieved in prescribed numeracy standards. The literacy and numeracy requirements can also be achieved in Unit Standards.
 - To be awarded **NCEA Level 2** you must achieve 80 credits, 60 of which must be from Level 2 or above and 20 credits from any other level. Credits can be used for more than one qualification, so some of your NCEA Level 1 credits can count towards NCEA Level 2. For NCEA Level 2 there are no specific literacy or numeracy requirements.
 - To be awarded **NCEA Level 3** you must achieve 80 credits, 60 of which must be from Level 3 or above, and 20 at Level 2 or above.
 - **University Entrance** – to gain entry to a New Zealand university, you will need to have 42 credits at Level 3 or above. At least 28 of these credits must come from an approved list – see your course booklet. As well as these Level 3 credits, you'll need some Level 2 credits which show that you have reading and writing skills and Level 1 credits showing numeracy skills. Your teacher will be able to tell you about this.
 - Students entering in for **Scholarship** will be given detailed information early in the year. Please feel free to discuss scholarship requirements with your individual subject teachers.

Certificate Endorsement

- NCEA endorsed with Excellence requires 50 credits at Excellence
- NCEA endorsed with Merit requires 50 credits at Merit (or Merit and Excellence)

Subject Endorsement

- A subject endorsed with Excellence requires 50 credits at Excellence
- A subject endorsed with Merit requires 50 credits at Merit (or Merit and Excellence)

Achievement Standards and Unit Standards
2008

Term One: Tuesday 5 February – Friday 18 April

WEEK	ASSESSMENT
1	
2	
3	
4	
5	
6	
7	
8	Easter Weekend 21 – 25 March
9	
10	
11	

Achievement Standards and Unit Standards
2008

Term Two: Monday 5 May – Friday 4 July

WEEK	ASSESSMENT
1	
2	
3	
4	
5	Queens Birthday Weekend
6	
7	
8	
9	

Achievement Standards and Unit Standards
2008

Term Three: Monday 21 July – Friday 26 September

WEEK	ASSESSMENT
1	
2	
3	
4	
5	
6	
7	Wednesday 3 September – Senior Examinations begin
8	Tuesday 9 September – Senior Examinations conclude
9	
10	

Achievement Standards and Unit Standards
2008

Term Four: Monday 13 October – Monday 15 December

WEEK	ASSESSMENT
1	
2	
3	Labour Weekend – Fri 24 Oct – Mon 27 Oct
4	
5	
6	
7	
8	
9	
10	School finishes on Monday 15 December.

Student Tracking Sheet

Level: _____

Subject	Unit/ Achievement Standard	Grade	Credits
Total credits			

End of Year Arrangements for Senior Students

Students must attend all timetabled classes

Completion of assessment in a subject can only take place in the timetabled periods, a student's study line, lunchtime, or before or after school. Students who attend a subject when they are not permitted to are truanting and will get the appropriate school consequence. Out of school hours are restricted to 7.30am – 8.30am and 3.20pm to 5.00pm

A subject teacher may organise a weekend day of working on assessment. The teacher must be present throughout any such session and make the appropriate arrangements with senior management and then the caretaker.

All assessment, both for unit and achievement standards, must be completed by the Friday before the student goes on examination leave. Assessment not completed by this date is an automatic Not Achieved.

The final date for all assessment for NCEA in 2008 is Friday 7 November.

Year 13 students begin examination leave from lunchtime on Wednesday 12 November 2008.

Year 11 and 12 students begin examination leave from lunchtime on Friday 14 November 2008.

NCEA and Scholarship Examinations begin on Saturday 15 November 2008. Please check the 2008 Examination Timetable.