

NCEA Assessment Guide

[Requirements and Procedures]

Part 1

Guide and requirements for Students and their Caregivers

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Part 1 Guide and requirements for students and their Caregivers (covering NZQA breaches of rules)

1. General

- all senior students will participate
- students will actively track their own progress
- Record keeping allows for regular feedback to students and caregivers about progress and will provide data for NZQA.
- The Privacy Act is observed.
- Copyright rules apply to stored student material.

2. NCEA Credits

- For each **Achievement Standard** attempted, students will receive one of **four** possible grades; ‘Not Achieved’, ‘Achieved’, ‘Achieved with Merit’ or ‘Achieved with Excellence’.
- **Unit Standards** are mastery and students either achieve or do not achieve the unit standard
- Courses may be assessed with a mix of Achievement Standards and Unit Standards.

3. Gaining NCEA Certificates at Levels 1, 2 and/or 3 and University Entrance

- NCEA Level 1, requires 80 credits including Level 1 Literacy and Numeracy credits;
- NCEA Level 2, requires 80 credits. At least 60 must be at Level 2 or higher. Up to 20 can be Level 1 credits earned previously.
- NCEA Level 3 requires 80 credits. At least 60 must be at Level 3 or higher. Up to 20 can be Level 2 credits earned previously.
- University Entrance [UE], requires 14 credits at Level 3 in each of two approved subjects or domain levels on the New Zealand Qualification Framework plus 14 credits at Level 3 across any other two subjects. UE also requires Level 2 literacy (8 credits – 4 credits in reading and 4 credits in writing) and Numeracy (14 credits).
- Specific Tertiary courses have higher entrance requirements.

4. NCEA endorsed with ‘Merit’ or ‘Excellence’

• Certificate endorsement

If students gain 50 credits at ‘Excellence’ or ‘Merit’ level they will receive an endorsed certificate. These can be achieved retrospectively. For example, if a student achieves 40 level 2 credits at ‘Merit’ one year and then returns to school the next year and achieves 10 level 3 credits at ‘Merit’, they will receive a level 2 certificate endorsed with ‘Merit’. If they go on to achieve another 40 level 3 credits at ‘Merit’ the higher level certificate is endorsed; in this case, the level 3 certificate. The endorsement is awarded in any year at the highest level on the NZQA.

• Course endorsement from 2011

Courses that include 14 Achievement Standard credits may be endorsed at Merit or Excellence from 2011. Course details statements will illustrate specific requirements. Except for PE and Level 3 Visual Arts, there must be a minimum of 3 External and 3 internal credits at the endorsement level to gain that endorsement.

5. Course Summary Sheet / KAMAR Assessment Statement

- a **summary sheet / Kamar Assessment Sheet** will outline each course's assessment
- The summary sheet will outline:
 - i. all standards,
 - ii. credit values,
 - iii. versions,
 - iv. type and conditions of assessment
 - v. and give an approximate timing of the assessment
- There is a maximum of one reassessment.

6. Recording / Confirming Results

- When an assessment is completed students are to:
 - i. Be able to view the marked material and where appropriate sign off their acknowledgement
 - ii. Marked material may not be removed from the classroom by the student and will be stored by the school;
 - iii. A print out of results, signed off by students, will be stored by the school
- When an assessment and Internal Moderation are completed teachers are to:
 - i. enters the grade on the student management system (KAMAR)
 - ii. Have the students sign to show the accuracy of data transfer
 - iii. 'Not Achieved' grades are to be added even if the assignment was "not submitted", provided the student had opportunity to learn and to be assessed.

7. Authenticity (Identifying work as your own work or Making Reference to other people's work)

- Assignment work must acknowledge work taken from other sources in a bibliography or other appropriate reference list;
- Students may be required to sign an authenticity statement before a grade is awarded.
- The following are examples of breaches of the assessment and authenticity requirements:
 - i. Taking work home after being specifically told not to;
 - ii. Sharing files, especially in a computer based assessment;
 - iii. Copying part or all of another student's work
 - iv. Copying work from another source without proper referencing.
- If work is found not to be authentic the student will be recorded as "**not achieved**" and receive no credit for that work; further the student may not be allowed to be reassessed for that work; more serious breaches of rules will have more severe punishments applied [e.g. Direct Cheating].
- See separate heading .

8. Portfolios of Evidence and Examinations

- Some assessments may require the assembling of evidence over time;
- Such material must be the student's own work or references must be acknowledged in the bibliography if it is not; (See school guide)
- Photographic and other evidence may be required to provide evidence of progress;
- Material not produced entirely by the student may not be included in such portfolios.
- End of year exams will be part of assessment records

9. Extensions and Late Submission

- The overriding criteria will be that it is fair to **all students**
- Late work may not be assessed
- Extensions may be allowed for illness or compassionate reasons. Teachers will note these circumstances on the evidence held.
- In spite of the above, students may be eligible for any normal further assessment opportunity for that task;

10. Missed / Absent from assessments

- Students absent from an assessment for a justified reason [e.g. illness, bereavement or serious family reasons] must provide their teacher with a signed note from the parent or caregiver
- The teacher will note the reason for their absence. If uncertain, the teacher may refer the issue to the Principal's Nominee and/or the DP – Curriculum. The Principal will act as the final arbiter;
- On returning to school the student will complete the assessment
- In the event that a late submission cannot be accepted, "**not achieved**" will generally be awarded.
- However it is possible the teacher may award a grade from **other authentic work** held as evidence.
- Fairness and authenticity principles must apply;
- Unjustified or unexplained absence from an assessment or non submission of work will result in a 'Not Achieved' grade
- In some cases there may be no further opportunity for assessment. e.g Field trip

11. Appeals (in school) – Assessment Results

- Students may appeal any assessment-related decision by using the 'Appeals' procedure.
- Students should first approach the teacher and then the Head of Faculty concerned.
- Appeals against assessment should generally be lodged with the Principal's Nominee within 1 week of the assessment result being returned to the student.
- Appeals forms are available from the Main Office or Principal's Nominee.
- An outside expert may be utilised at the request of the school.

12. **Special Assessment Conditions**

- Students (and /or caregivers) may apply for special assistance to be provided
- This could take the form of a reader and /or writer or time extension;
- Application must be made through or with the assistance of the SENCO (Special Assessment Co-ordinator) who will then clarify the evidence needed to gain approval.
- The Principal's Nominee may approve applications in consultation with NZQA.
- The process is long and only for permanent conditions, it is not available for short term injuries such as a broken arm.
- The school may identify that a student needs special conditions e.g. Use of school computer;
- Historical evidence of any student's requirement for Special Assessment Conditions needs to have been collected and the application made at the start of the school year and certainly no later than the end of Term 1.

13. **University Entrance (requirements)**

- There are published minimum requirements but actual applied requirements are becoming increasingly complicated and of a higher standard and also vary from Tertiary course and Tertiary provider
- Because of this variance students are encouraged to get information from the University or Polytechnic directly
- General university entrance now requires appropriate Numeracy and Literacy requirements, and accepted Level 3 papers from at least 3 domain areas.

14. **Fees and Financial assistance / NZQF**

- There is an NZQF fee to cover the cost of administering NZQF and all assessments, including the exams.
- NZQA expects the school to collect this fee.
- Financial assistance is available - more information / documentation is available from the Principal's Nominee from May each year.
- All fees must be paid by a specific and specified date each year but commonly by the end of August.
- Late fees will be accepted directly by NZQA, the school cannot accept late fees and forms.
- Financial Assistance forms are issued to parents, and are also available on the web. If completed and returned they reduce fees.
- Before the end of August the school forward these fees to NZQA.

Students are encouraged to check the NZQA site for further information and the accuracy of results reported to and recorded by NZQA. Students are encouraged to register for learner "log in" on the NZQA web site and check their results and order certificates.

<http://www.nzqa.govt.nz/login>



Missed Assessment Application Form

Return to the office or your teacher.

Name:	Form class:	Dean
Date of application:		
Missed assessment details:		
Subject:	Name of teacher:	
Standard number and title:		
Type of assessment (<i>practical, assignment, test, etc</i>)		
Date of assessment or due date:		
Reason for missing assessment: (please tick one)		
<input type="checkbox"/> Illness: <i>medical certificate must be attached</i> <input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (eg letter from parent, counsellor, or tutor group teacher/dean)</i> <input type="checkbox"/> School sporting/cultural activity: _____		
Signature of teacher-in-charge of activity: _____		

Decision by HOF/Principal's Nominee:
<input type="checkbox"/> Extension granted. New due date: _____ <input type="checkbox"/> New assessment date granted. New date: _____ <input type="checkbox"/> Application denied. Comment: _____
<i>The reason for this decision has been explained to me and I accept the decision</i>
Signed: _____ (student)
Signed: _____ (staff member)
Date: _____



Appeals Form [for Appealing results given]

Hand in to the office or to your teacher/HOF within 7 days of seeing your assessment.

Name:	Form Class:	Dean:
Date of application:		
Subject:	Name of Teacher:	
Standard number and title:		
Date assessment returned to student::		
Reason for appeal: <input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance. <input type="checkbox"/> I would like the HOD/Principal's Nominee to reconsider my grade. My reasons for this request Are: <i>(please explain, using an extra sheet if needed)</i>		

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

NZQA Liaison Officer Decision: <input type="checkbox"/> The grade awarded by the teacher stands. <input type="checkbox"/> The grade awarded has been changed to _____. <i>The reason for this decision has been explained to me and I accept the decision.</i> Signed: _____ (student)
Signed: _____ (School Liaison Officer) Date: _____

Bay of Islands College Authenticity Form 2017 = Academic Honesty in Assessment

Student full name _____ date this form signed _____

1. I understand that all work submitted for assessment in an internal assessment must be ENTIRELY my own unaided work. Material may not be copied or shared in any form.
2. All books, Internet resources, material saved on a computer, issued reference materials, or people who have assisted in the completion of any assessed material must be listed in the bibliography attached to my work.
3. I understand the school requires evidence for learning that resulted in the assessment, eg work completed in exercise books, milestones towards a portfolio, photographic evidence of progress material - that is a teacher can see evidence of a progression of work before the assessment task, AND progress towards the completion of a multisession assessment task.
4. When milestones are required eg when a student is completing a portfolio or body of work over time that will be assessed.
 - a. The work signed off, must be the students own unaided work.
 - b. The teacher's signature is used to ensure my work is on track and can be part of the assessment.
 - c. That the entire completed portfolio can be assessed as the students work.
5. Copying chunks from the web, books, or other students and including it in my assessment, without listing it in the bibliography, is plagiarism and will be regarded as cheating.
6. All work used for assessment must be completed in conditions that allow a teacher to know it is a student's own unaided work. Work done as part of a group performance will normally be filmed and your work identified on the film.

Cheating or any failure to submit valid materials for assessment will result in:

- An N grade = Not achieved grade
- My parents and school administrators , will be informed
- The incident will be recorded on the school student management system
- If repeated then further penalties will be considered, these can be very serious, from affecting the subject results or all the students' results.

Signing this form indicates my teacher has made clear bibliography and assessment requirements and what I can and cannot use while completing assessments. These are indicated on assessment task documents.

This form is to be held until the end of term 1 2018 when all questions have been resolved.

See also RESUBMISSION requirements, REASSESSMENT conditions, LATE SUBMISSION and student CHALLENGES to grades awarded.