

St Peter's College



Assessment Procedures For Students

Assessment Procedures

1. Documentation for Students:

- Detailed information about each course and a schedule of assessment activities with a timeframe will be given to all students at the start of the year in a Course Outline.
- Students being assessed against a standard must be provided with the basic assessment criteria for the standard.
- The Principal's Nominee will ensure that students have details about the College's assessment procedures.

2. Special Assessment Conditions:

- The Learning Support Coordinator is where applications for special assessment conditions for NZQF assessments can be made by students.
- Special assessment conditions will be provided for identified students, when practicable, for internally assessed standards and also for any practice externally assessed standards.

3. Internal Assessment:

- Assessment tasks must be given to students, in easy to understand written form and be discussed. Assessment criteria should be provided prior to, or at the time students are given the assessment.
- Teachers will ensure students understand the standard and the test, brief or assignment (the performance criteria or achievement criteria, the range statement and link with the curriculum); discuss exemplars of successful work in different contexts with students; give students adequate practice opportunities, including whole-class brainstorming; assess students when they are ready and provide templates to guide students.
- Students should not be assessed for a standard until the teacher is confident that achievement of the standard is within their reach, or until the final deadline for assessment, if there is one.

Withdrawal from a standard:

- At any time, prior to an assessment occurring, a student may choose to withdraw from the standard. He must complete a withdrawal form (Appendix 1.8) and submit this form to his teacher. The form must then be passed on to the HOF who will document the withdrawal if necessary and forward the form to the Principal's Nominee for processing. For externally assessed standards this must occur before the deadline of September 1st.

Resubmission:

- There should be only one resubmission opportunity for any standard. This is at the discretion of the HoF in consultation with Principals Nominee.
- A resubmission opportunity should only be offered where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves. This should be done in consultation with the HoF. For example, the student may have handed in the assessment, but may not have made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment. The amount of information a teacher provides to a student in identifying the error is important in this context. In the case above, the teacher might say “Your method is fine but there is a problem with your calculations.” The teacher would not say “There is a problem with your use of brackets in this calculation.”

Further assessment opportunities:

- A further assessment opportunity occurs when a new, quality-assured assessment is provided for students after their first opportunity, and after additional teaching and learning has taken place. This could be a new test, a new writing topic or a new research topic. In most circumstances, offering a further assessment opportunity will not be possible given the workload and time constraints on staff and students across the curriculum

Eligibility for a further opportunity:

- If a further opportunity for assessment is offered to any student, it must be made available to all students entered for that standard. This is regardless of their performance on the first opportunity.
- Students may not have a further assessment opportunity within the same year, where they have breached the rules at the first opportunity.

Results of a further assessment opportunity:

Students must be awarded the highest grade they have achieved over both opportunities:

- If a student does not achieve the standard on the first attempt, they must have access to any grade from ‘Not Achieved’ to ‘Excellence’ on their second attempt.
- If a student achieves a lower grade on the second attempt, the higher grade achieved on the first attempt is the result that must be reported to NZQA.

Missed Assessments/ Impaired Performance, Late assessment:

For internally assessed work for National Qualifications:

- If a student misses an assessment task for a valid reason (for example illness, bereavement or representing the school in sports), there must be supporting documentation e.g. a medical certificate. Where possible, an assessment opportunity will be provided after the Missed Assessment Sign Off Sheet (Appendix 1.11) has been signed by the Deputy Headmaster Curriculum.
- Impaired performance applies where a student’s performance in an assessment has been adversely affected by situations beyond her control. In such cases, consideration must be given to all the evidence available about the students’ usual level of performance when determining if a grade is to be awarded. A grade cannot

be awarded without supporting evidence. This must be a medical certificate or in exceptional circumstances a direct appeal can be made to the Deputy Headmaster Curriculum who will consult with the Deputy Headmaster Pastoral or their nominated agent prior to making a decision. There is no appeal process for this without substantive new information available.

- In the above situations, the student must collect a Request for an Extension or Impaired Performance form (Appendix 1.6) from the school office, complete the necessary information and submit this to the Deputy Headmaster - Curriculum for approval. If approved, the form is then given to the class teacher. The class teacher completes the form and gives it to the Principal's Nominee for filing.
- If a student misses an assessment task for a non-valid reason, for example wilful absence (truancy), then he will not be eligible to be assessed for that standard and no further resubmissions will be permitted.

Entry for Additional Standards:

The following criteria apply to students wishing to be credited with a standard for which they are not entered as part of a class, nor through the Correspondence School

- Teacher agreement and Deputy Headmaster- Curriculum approval.
- Assessment must be co-ordinated by the school and the accredited assessor must be present to assess the task.
- All quality assurance procedures must be followed

4. Appeals: For internally assessed standards:

All appeals must be in writing and cite the grounds for appeal.

- Appeals from students should be made in the first instance to the subject teacher within three days of receiving the grade. If no agreement is reached, then the student must approach the HOF within the following three days and complete an Internal Assessment Appeal form (Appendix 1.7). If a satisfactory conclusion is not reached, the Principal's Nominee is consulted. If necessary, the Principal's Nominee will approach the Principal whose decision will be final.
- If the subject teacher is also the HoF the student must approach this teacher in the first instance, within three days. If no agreement is reached, then the student must approach the Principal's Nominee within the following three days. If necessary, the Principal's Nominee will then approach the Principal to obtain an outcome. This decision will be final.
- All documentation regarding an appeal is to be kept by the Principal's Nominee.
- If an appeal is successful, the necessary amendments will be made to documentation.

5. Breaches of the Rules

These may include incidents of actual or reported misconduct either through

- plagiarism i.e. the use of other people's ideas or words as one's own without acknowledgement
- cheating
- assisting another student to cheat e.g. giving her work to someone else to copy.
Such incidents must be investigated by the invigilator, in consultation with the HoF.
- the Incident form in Appendix 1.10 must be completed. The Principal's Nominee will be informed of the investigation and assist where necessary.

- When it has been shown that misconduct has occurred in relation to a NZQF assessment, the Principal's Nominee will keep all documented evidence and will inform the parent or guardian in writing. The student involved will not be given credit for the standard to which the misconduct relates and will not be eligible for any further assessment for that standard during the current academic year.

6. Derived Grades

- Derived grade applications for external Achievement Standards are managed by the Principal's Nominee. Derived grade applications can only be made where there is evidence available to support the judgement.

7. Financial Assistance

- Financial assistance is available to assist with the payment of entry fees for National Secondary Schools qualifications (i.e. NCEA). To be eligible to apply you must be the fee-payer and meet at least one of the following criteria:
- be currently receiving a Work and Income or Study Link benefit, or have a current Community Services Card (benefit-based applications)
- are not currently receiving a benefit, or do not have a current Community Services Card, but do have a joint family income that would entitle you to receive a Community Services Card (income-based applications)
- have two or more children who are candidates, irrespective of family income, and the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum (multiple candidate applications).
- You cannot claim financial assistance for international fee-paying students.
- Application forms are available online or from Student Academic Centre. The date to return the form for processing is July 29th. Complete one application form for all members of your family for whom you are seeking financial assistance.



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Request for an extension or impaired performance for an internally assessed standard

Appendix 1.6

Please complete the first section of this form and take it to Student Academic Centre or Mr Mullin for approval. A Medical Certificate or a detailed note which includes a contact phone number must be attached.

Please note: If you are absent from school for personal interest (eg. family holiday) you are not eligible for an extension.

Student Name: _____ Level: _____

Subject: _____ Teacher: _____

Standard Number and Title: _____

Attached: Medical Certificate Detailed note, including a contact phone number

Explanation of why the request is being made:

Student Signature: _____

(Office use only)

Approval given: Yes No

Reason if declined: _____

Headmaster's Nominee/ Deputy Headmaster: _____

Subject Teacher to complete:

1. New assessment date given Yes No Date/time: _____

2. Extension given Yes No Due date: _____

3. Impaired Performance granted Yes No

Subject Teacher: _____

Head of Faculty: _____

(When completed, please return this form to the NZQA Office A107)



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Appendix 1.7

Internal Assessment Appeal

This form is to be used to make a formal appeal of an assessed grade which has been awarded for internally assessed work at levels 1, 2 or 3 of the National Qualifications Framework.

Please complete the details below and submit this form to the relevant subject teacher with all assessment material.

Name _____

Teacher _____

Subject _____

Standard Number and Title _____

Initial Result (*Please circle*)

Not Achieved

Achieved

Achieved with Merit

Reason for this Appeal (*Please circle*)

Grade inconsistent with another candidate's result

Grade inconsistent with the standard

Submitted material has been overlooked

Other (*Please describe*)

Student Signature _____ **Date** _____

Course of Action (*Teacher or HOF to complete*)

Appeal Result (*Please Circle*)

Initial Grade retained

Initial Grade changed

Final Grade given _____

Teacher Signature _____

HOF Signature _____

Student Signature _____

Date _____

Please submit this form to the Headmaster's Nominee.



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Appendix 1.8

Application to withdraw from an NCEA Standard

Name: _____ Year level: _____

Withdrawal from: Internal External

NB: Withdrawal from internal assessment must occur before the assessment begins.

Level	Subject	Standard Number	Credit Value
Standard Title			

Reason for withdrawing: Please tick as many as apply

<input type="checkbox"/>	Insufficiently prepared at the time of the assessment opportunity
<input type="checkbox"/>	Absence from class
<input type="checkbox"/>	Workload priority
<input type="checkbox"/>	Examination prioritisation e.g. fewer standards, better grades

I have discussed this withdrawal with my parent/guardian

Student Signature: _____

Date: _____

Please hand this form to your teacher

Teacher Signature: _____

Please hand this form to your HOF who will forward it to the Headmaster's Nominee for processing



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Incident report

This form is used when there is incidents of actual misconduct either through plagiarism, acknowledgement and cheating.

Date: _____

Achievement Standard: _____

Invigilator: _____

Student Name: _____

Incident Report

Invigilator Signature:

Student Signature:

Deputy Headmaster Signature:

Actions Taken	
Student Advised	
Parents Advised	

MISSED ASSESSMENT SIGN OFF SHEET

Appendix 1.11



Name: _____
Subject: _____
Teacher: _____
Achievement Standard: _____
Date Assessment completed: _____
I have permission to have an extension/reassessment opportunity for this standard.
Signed (DH Curriculum): _____



Name: _____
Subject: _____
Teacher: _____
Achievement Standard: _____
Date Assessment completed: _____
I have permission to have an extension/reassessment opportunity for this standard.
Signed (DH Curriculum): _____



Name: _____
Subject: _____
Teacher: _____
Achievement Standard: _____
Date Assessment completed: _____
I have permission to have an extension/reassessment opportunity for this standard.
Signed (DH Curriculum): _____