



Assessment Procedures

1. Assessment Statements

During February, all senior students will receive a course outline and assessment schedule for each of their chosen subjects. These can be found on each subjects Google Classroom.

2. Late Course Commencement

If a student changes courses during the year they will not be eligible to be assessed in any standards previously assessed. Depending on when they change course, this may also apply to their entry into end of year NCEA examinations.

3. Missed or Late Assessments

- (a) Students who know or think they are going to miss an assessment or deadline must discuss this with their subject teacher, before the due date. An extension will not automatically be granted.
- (b) Assessment work handed in after the due date, without prior discussion and an approved extension date, will receive a grade of Not Achieved.
- (c) Students who are absent due to illness on the day of an in-class assessment must notify the school office, or email their teacher directly, before school that day if they wish to be considered for a re-assessment opportunity.
- (d) Non-urgent appointments should not be made on the day of an assessment. Such appointments (doctor, dentist, physio etc) are not considered a valid reason for absence on scheduled assessment days.
- (e) Unjustified absence e.g. truancy and holidays outside school time, will result in a grade of Not Achieved.

4. Submitting Assessments

Internal assessments must be submitted for marking following the format outlined by your subject teachers (electronic or hard copy).

Most internally assessed essays/reports will be turned in for marking on Google Classroom. It is your responsibility to know how to submit your work on Google Classroom correctly. Please seek help with this if you need to, well prior to any due dates.

Hard copies **must be personally handed in to your teacher**. Never give another student or the student office your work to hand in on your behalf and do not leave your work on your teacher's desk. Printer, computer or other electronic failure is not a valid reason for work to be handed in late and extensions will not necessarily be granted because of this.

5. Further Assessment Opportunities

Further assessment opportunities are not automatic.

Resubmission

Only resubmissions that take a student from 'Not Achieved' to 'Achieved' are permitted.

Reassessment – A reassessment means that the student will complete another assessment for that achievement standard. This is decided by the department and will be influenced by the practicalities of doing so. Each subject will identify achievement standards where reassessment opportunities exist and students will be notified of this at the start of the year.

6. Appeals

A student may appeal any assessment related decision. An appeal may take place after the student has discussed the assessment result with their subject teacher. If no agreement can be reached then the appeals process can proceed. An appeal must be lodged in writing to the Principals Nominee (Miss Earland) who will consult with the QHS Assessment and Reporting Committee (ARC). This appeal must be lodged within 5 days of receiving the assessment result. The ARC decision is final and will be presented to the student and parents/caregivers in writing.

7. Authenticity

All work completed for assessments must be your own. Students and/or caregivers may be required to sign an authenticity declaration (e.g. for portfolios, assignments or research). It is an expectation that your planning and draft documents will be available and seen by your subject teachers and this is easily achieved by sharing your work on Google Classroom. Where evidence indicates work presented is not a student's own material, the matter will be referred to the Principal's Nominee (Miss Earland) and the QHS Assessment and Reporting Committee (ARC). Plagiarism is taken very seriously by both NZQA and QHS; there will be no reassessment opportunity if plagiarism has been identified and the work will be awarded a grade of Not Achieved and your caregivers notified.

8. Derived grades

These are used by NZQA when a student misses their end-of-year NCEA examinations due to illness or misadventure (within guidelines). Caregivers need to contact the school office should this occur. The derived grade for each externally assessed standard will be the grade achieved in the school examinations (or an equivalent exam-conditions assessment). It is important that students prepare well for the school examinations for a variety of reasons, including the necessity for derived grades as a safety net.

9. Endorsements

Merit and Excellence grades for endorsements at each level need to be gained within that year.

Student Obligations

Make sure you have read and understand these assessment procedures, and the course information supplied to you by each of your subject teachers.

Check that your internal and external assessment entries are correct on KAMAR and on your NZQA site.

It is essential that all student's login to their NZQA site by the end of Term 1, as this is how a number of digital practice exams are accessed, as it displays your official Record of Achievement.