



## NCEA Assessment Information for Students and Caregivers

1. **ASSESSMENT STATEMENTS** – during February students will receive both the course outline and assessment schedule for all subjects at NCEA level.

2. **LATE COMMENCEMENT** – if a student changes courses during the year they will not be eligible for the Achievement Standards previously assessed – this also applies to their entry of the end of year examinations.

### 3. MISSED/LATE ASSESSMENT

- (a) Students who know they are going to miss an assessment or deadline for handing in work must discuss this with the class teacher, before the set date. An extension will not automatically be granted.
- (b) Late handing in of work, without discussion prior to the due date, will not be accepted for marking.
- (c) Students who are absent on the day of assessment due to illness must notify the school office, before the end of period 1 on the day of the assessment, if they are to be eligible to sit the assessment at a later date.
- (d) Avoid appointments on the day of an assessment as these are not considered a valid reason for absence.
- (e) Unjustified absence e.g. truancy and holidays outside school time, will result in Not Achieved being awarded as your grade.

### 4. DERIVED GRADES

#### Internal Assessment

- (a) Students who sit an assessment, although they are feeling unwell, should bring a note or medical certificate to the class teacher or senior administration to explain this. A student's grade **may** be treated as an estimate, and adjusted if it is felt the grade was significantly lower than expected. Class work is used as the guide in this decision.  
A derived grade for a student who is absent from an internal assessment may be made if there is sufficient evidence available from other work related to the same skill/content and no other assessment opportunities is available.

#### Exams – End of the Year Exams – NZQA

##### External Achievement Standards

- All requests for a derived grade will follow NZQA guidelines
- Final grades that are awarded by NZQA will be awarded according to a student's achievement throughout the year in a similar valid assessment.

5. **HANDING IN WORK** – All work for marking **must be personally handed to the class teacher**. **Never** give another student your work to hand in, **never** hand your work to the student office to pass onto a teacher and **never** leave work on a teacher's desk. This is for your own protection – any work lost because it was not handed personally to the teacher is not eligible for a grade.

6. **PRINTER/COMPUTER/EXTERNAL STORAGE DEVICE FAILURE** – No extensions will be given as a result of these. If you rely on a computer, make sure you print your work leaving sufficient time to cope with any computer/printer failure **PLUS** make sure you save it regularly. If you use a memory stick / USB, make sure you have a back-up saved either at school or at home, in case it is lost or damaged.
7. **REVIEW OF GRADES** – Queries relating to grades; the subject teacher should be approached first, within a week of receiving the grade. If this is not satisfactory it should be put in writing to the Principal's Nominee (Miss Earland) who will consult with the subject teacher and the QHS Assessment and Reporting Committee (ARC). If this is still not satisfactory then the Principal will be informed and make the final decision. Any external appeals are governed by NZQA.
8. **ANY CONCERNS** you have regarding NCEA assessments or entries, contact the Principal's Nominee (Miss Earland) ASAP, the sooner we know about a problem the sooner it is sorted out.
9. **AUTHENTICITY** – Assessment work completed must be your own work. Students and/or caregivers may be asked to sign an authenticity declaration (e.g. for portfolios, assignments or research). Working drafts should be seen by staff. Where evidence indicates work presented is not a student's own work, the matter will be referred to the Principal's Nominee (Miss Earland) and the QHS Assessment and Reporting Committee. Plagiarism is taken seriously by NZQA and QHS; there will be no reassessment opportunity if plagiarism has been identified in an internally assessed standard.
10. **FURTHER ASSESSMENT OPPORTUNITIES** – Further assessment opportunities are not automatic. Each subject will identify achievement standards where second assessment opportunities exist and students will be notified of this at the start of the year. Resubmission is possible for a student when a section or minor part of an assessment needs to be corrected without teacher guidance.
11. **VERIFYING GRADES**  
Students will be asked to verify their acceptance of a grade awarded by signing the final results form/marking schedule that will be attached to each piece of internally assessed work.  
Students will be required to verify the final grades awarded before they are submitted to NZQA.
12. **RETENTION OF WORK** – Each Department will retain student internal assessment material until it is no longer required for moderation purposes.
13. **STUDENT OBLIGATIONS**
  - ❖ Make sure you have read and understand the assessment programme and policy supplied by each course/subject you are in.
  - ❖ Check the accuracy of the marking when work is returned to you. Discuss problems/concerns with your teacher or the Head of Department as soon as they happen. If necessary the matter will be referred to the Principal's Nominee (Miss Earland) and the QHS ARC.