

ASSESSMENT - A Student Guide



Rotorua Boy's High School 2011

CLASSWORK AND HOMEWORK

- All class work is to be completed and kept by the student for the academic year.
- Homework must be completed for each subject. An average expectation is two hours homework per subject per week. Teachers may insist that certain homework is critical to an assessment, and if students refuse to complete it, they risk failure.

LATENESS / ABSENCE FROM SCHOOL

- On return to school following an absence a note (written and signed by the parent/guardian stating the reason for the absence) must be given to the House Group teacher within three school days.
- Unexplained absences or lateness may endanger course success and grades.
- Justified reasons for absence are illness, medical appointments which cannot be scheduled outside of school hours, a justified reason within school policy such as family bereavement, a traumatic event such as injury, attending Justice Court proceedings.
- Where a student is required to be away from school because of cultural or sporting events, Gateway, camps, or field trips the student must arrange with the teacher to complete the assessment before going on the activity, or agree to a date for the assessment to be completed if it is possible. **Note:** it is not always possible to offer another opportunity to sit an assessment particularly when field work is involved.
- Some reasons, such as family holidays, looking after siblings and visiting relatives are unjustified absences and are not acceptable reasons for missing assessments.
- Truancy (wagging) may endanger course completion and negatively impacts on achievement. It is unacceptable at Rotorua Boys' High School.

ASSESSMENT STATEMENTS, SCHEDULES AND COURSE OUTLINES

- At the beginning of the year students will receive an outline of the course, how it will be assessed, the approximate dates of these assessments, and their credit value for each subject.
- The student should keep a record of the grades received during the year and check it against the teacher's record. Students should sign a grade verification record with their teacher as a check that all of their grades have been entered correctly.
- It is advisable to use a diary and record all assessment dates in it at the beginning of the year. The record of grades could also be kept in the diary.

ASSIGNMENTS AND INTERNAL ASSESSMENT ACTIVITIES

- For assessment purposes it is expected that all assignments will be attempted.
- Work must be handed in to the teacher concerned on the due date and at the time set by the teacher.
- It is the student's responsibility to get the work in to the teacher.
- Lost work which has not been signed off by the teacher cannot be regarded as having been completed.

SCHOOL EXAMINATIONS

- School examinations are set:
 - To enable teachers to report to parents on student progress.
 - To give students practice at preparing for and sitting exams, in a formal situation.
 - To allow students to sit internal unit and/or achievement standards.
 - To build up an assessment record which may be essential if a student later applies for a derived grade on compassionate grounds.
- Students may be given examination leave in order to revise and study.
- Attendance at the examinations is **COMPULSORY** and students are required to stay for the first 45 minutes as is the case in the external examinations at the end of the year.
- Students may only be absent for justified reasons (see the absence from school section above).
- Students absent without a justified reason may be withdrawn from external examinations in that subject following discussion with the DP Curriculum, teacher, student and family..

AUTHENTICITY OF ASSESSED WORK

- Students must do all of their own work without direct help.
- They must not copy or summarise the work of others and claim it as their own work.
- Students may accept advice and guidance as allowed under the assessment conditions for that assessment.
- They must acknowledge all sources of information used to complete the assessment.
- Students will be required to sign an authenticity declaration and acknowledge the grade awarded by signing a grade verification sheet.
- Work that is not authentic is a serious breach of the rules and will in an investigation by the Deputy Principal of Curriculum. Penalties may include the student being awarded a grade of Not Achieved, conditions being placed on the student when completing other internal assessments, denial of access to a further reassessment opportunity and, in the case of a second serious breach of the rules in one calendar year, the student being denied access to internal assessment opportunities.

ASSESSMENT RESULTS AND THE APPEAL PROCESS

- Students who have presented work or evidence for an assessment that does not meet the standard or who failed to complete an assessment despite being given an adequate opportunity to so will be awarded a Not Achieved grade.

Students have the opportunity to appeal an assessment result (which they believe is not a fair or accurate record of their work), a missed assessment and a breach of the rules.

- If a student disagrees with the grade awarded, or their breach in the rules decision, they are able to appeal the decision with the DP Curriculum using the appeal form:
 - There must be good reason for the appeal;
 - The student should first discuss their concerns with the teacher;
 - If the student still believes the decision is not a fair or accurate record they can submit a formal appeal using the official appeal application form which they obtain from the Deputy Principal Curriculum;
 - The completed Appeal Form and the student's work are to be given to the Deputy Principal Curriculum.
- The Deputy Principal will reconsider the decision.
- No alterations to the work must have been done. No twink or correcting fluid must have been used on the work where review of marking is requested.
- Work should not be done in pencil, red pen, or green pen unless otherwise instructed.
- The Deputy Principal Curriculum will check to see that all school procedures have been followed.
- The Deputy Principal Curriculum will be responsible for making the final decision.

FURTHER ASSESSMENT OPPORTUNITIES

- A maximum of **ONE** further opportunity for assessment of a standard can be provided within a year.
- It is **NOT** compulsory to offer further reassessment opportunities but students should be made aware of standards where there is not a further opportunity via the course outline.
- If a further opportunity for assessment is offered to **ANY student it MUST be made available to ALL students** entered for that standard, regardless of their performance on the first opportunity.
- All students must be able to use the further opportunity to improve their grade
- Students who did not complete the original assessment for an acceptable reason must be able to access the further opportunity. Students who handed in work late may also be given access to the further opportunity with the approval of the HoF or HoD.
- Students are **NOT** entitled to a further reassessment opportunity where they have chosen for unacceptable reasons not to take the first opportunity (note specific statement regarding late work) however they may be offered this opportunity with the approval of the HoF or HoD.
- A resubmission should be limited to specific aspects of the assessment and no more than **ONE** resubmission should be provided per assessment opportunity. Resubmission **MUST** occur before any further teaching has occurred.
- A resubmission can be offered after either the first or the second assessment opportunity or after both.
- A resubmission may be offered when the students meaning is unclear and requires minor clarification or students have made mistakes which they should be capable of discovering and correcting on their own.
- A resubmission does not constitute a further opportunity for assessment because it does not involve a new assessment being set after further learning.

BREACHES OF THE RULES IN INTERNAL ASSESSMENTS

- The Head of Department will investigate any report of a possible breach of the rules by a candidate in an internal assessment. If the allegation appears to be substantiated the incident will be reported to the Deputy Principal of Curriculum. Full details of the school's policy on breaches of the rules are found in the schools policy document and the relevant section will be made available to the student and the family in the case of a breach of the rules.
- Breaches of the Rules include:
 - a failure to follow instructions - a candidate is reported to have failed to follow the instructions contained within the assessment task or given by the teacher during the assessment.
 - influencing/assisting/hindering other students or disrupting the assessment whether dishonestly, fraudulently or unwittingly.
 - dishonest practice by a candidate - a candidate or another person is reported to have
 - attempted to dishonestly or fraudulently access information or materials not permitted in the assessment
 - accessed information or materials or other help from another person
 - altered returned external assessment materials prior to appealing a grade
 - used any document produced by NZQA in a way that provides them with an advantage
 - any other practice that might result in an advantage to the candidate or other candidates.
 - performance based authenticity - a candidate is reported to have submitted material for assessment that is not their own, or is not verified as their own, whether dishonestly, fraudulently or unwittingly.

DERIVED GRADES

- NZQA has procedures to allow for fair treatment of students who either miss out on sitting an examination or formal assessment, or whose performance in an examination or formal assessment has been impaired because of ill-health or trauma. This procedure will be maintained for all courses at Y11, Y12 and Y13 levels.
- There are some difficulties in applying this process which students and their families must be aware of. NCEA is earned through students accruing credits by achieving Unit and Achievement Standards throughout the year. These "standards" are based on a pass/fail system; percentage marks are not part of the student's assessment record. This means that to be eligible for a derived grade for any particular assessment a student must have:
 - A justified reason for failing to hand in or sit the assessment in question.
 - A letter and/or doctor's certificate which confirms the reason.
 - Evidence of having passed other formative or "trial" assessments in the **SAME** Unit or Achievement Standard/s.
- Some courses which are largely or wholly internally assessed are also covered by the derived grade regulations. If a student is unable to sit or complete a formal assessment because of ill-health or personal trauma, the student must **contact their teacher and the Deputy Principal of Curriculum as soon as possible.**
- Failure to meet all of the above criteria would render the granting of a derived grade pass impossible. It has to be based on previous assessment evidence.



