

**ASSESSMENT GUIDELINES 2010**  
**for qualifications on the National Qualifications Framework (NQF)**



The aim of these guidelines is to ensure understanding and equity for all students.

### What is NCEA?

This year most senior students will be working towards a **National Certificate of Educational Achievement (NCEA)** at Level 1, 2 or 3. Each course has a set of achievement or unit standards which give credits when you provide evidence you have met the criteria for the standard. A **Standard** is a statement which defines what a student must know and be able to do in order to gain credits towards qualifications on the NQF.

- Achievement Standards: outcomes are graded into: **Not Achieved (NA), Achieved (A), Achieved with Merit (M), Achieved with Excellence (E)**.
- Unit Standards outcomes are graded into **Not Achieved (NA) or Achieved (A)**
- For each standard in which you gain 'Achieved' (or higher) you will be awarded credits.
- Some standards will require evidence from work done in class (internal) - other standards are awarded through assessment from outside school (external e.g. exams).

A National Certificate of Educational Achievement is issued by NZQA at 3 levels:

#### Credits required for a certificate.

|         |            |  |
|---------|------------|--|
| Level 1 | 80 credits | 80 Level 1 or higher including 8 credits in <b>literacy</b> , 8 credits in <b>numeracy</b> |
| Level 2 | 80 credits | At least 60 credits from level 2 or higher + 20 from Level 1                               |
| Level 3 | 80 credits | At least 60 credits from level 3 + 20 from Level 2   |

The certificate can be **endorsed** with Merit or Excellence if 50 credits are gained at that level or higher.

### How it works

- You must ensure you understand the assessment rules applying to any course that you are undertaking. These will be set out in the course information leaflets you receive.
- The rules that follow apply to ALL courses.

**READ THE RULES CAREFULLY,  
KEEP THIS SHEET FOR REFERENCE DURING THE YEAR.**

### ASSIGNMENTS

- All students doing the same assignment will receive the same amount of time in which to complete it.
- The due date (deadline) will not be changed, except if exceptional circumstances make a change necessary. You will be advised in writing of any changes.
- All students must hand in their completed assignment work by the given deadline. The deadline will usually be on a Monday, before school (8.30 - 8.45) in the room indicated on the assignment. It is your responsibility to make sure your work reaches the correct place by the deadline.

### TESTS

- All students will be given at least one week's notice of the time of an assessment test.
- Where more than one class is doing the same test, tests will be done by all classes on the same day provided the timetable allows.

### ATTENDANCE

- Students must attend all classes as set out in the current Prospectus. Attendance is particularly important for authenticity and compassionate considerations set out below.

## RECOGNISING ACHIEVEMENT and DERIVED GRADES

- When a student misses an assessment test or deadline due to illness or circumstances beyond their control they may apply for their achievement level to be recognised with a grade.
- A written request, which includes a detailed explanation of the circumstances and a doctor's certificate in the case of illness, must be handed to the HOD within **5** (five) days of the missed assessment activity. The subject teacher and Dean will be consulted for a recommendation.
- The HOD will make a recommendation to the NZQA Principal's Nominee (Mr Black) who will make the final decision about **an extension, a further assessment opportunity** or awarding a **derived grade**.
- To award a **derived grade**, considerations will be based on the evidence available to the teacher that all the criteria for the standard have been met. If absences or incomplete work mean that evidence of meeting the criteria is not available an 'Achieved' grade (or higher) may not be awarded until evidence of meeting all the criteria is recorded by the teacher.
- Instructions for applying for a derived grade for external exams are provided by NZQA to all candidates. Completed applications must be handed to the Principal's Nominee (Mr Black) by the NZQA deadline. Evidence will be based on results recorded for the coursework.

## MEETING A DEADLINE

- All work **MUST** be handed in on the due date.
- Failure to meet the due date may result in "Not Achieved".
- For oral assessments (like a speech or presentation of a project) students will be given at least three days notice of their place in the speaking order. Failure to be in class on that day or failure to be prepared for that piece of speaking will be treated as a missed deadline.
- If there are special circumstances as to why the work cannot be handed in by the due date, recognition for an achievement grade may be applied for as outlined above.

## DISHONEST PRACTICE / MISCONDUCT

- Handing in another person's work and pretending it is your own (plagiarism) is a very serious form of misconduct which will not be tolerated. This includes copying another student's work, allowing someone to copy your work or copying from resource material without identifying the source.
- Communicating with someone else in any way during a test or exam is also considered a misconduct.
- The following outcomes are possible where dishonest practice is proven:
  - i. Warn or censure the student
  - ii. Not mark the work handed in where it is not the student's own
  - iii. In either case, all or part of the candidate's results may be cancelled.
- A letter will be sent home informing parents of the situation.
- Staff need to be able to monitor the progress of your work to prove authenticity - attendance is particularly important to enable authenticity to be verified.
- When handing in assignments you need to sign the Authenticity Sheet.

## APPEALS

If a student feels that the grade given is incorrect, or was adversely affected by circumstances beyond their control they should query the matter with the subject teacher as soon as the work is returned. If the matter remains unresolved then:

- Put the concern in writing on an 'Appeal Request Form' available from the Mr Black. This must be done within 5 (five) school days of receiving the work back from the teacher.
- For internal assessments, the Appeals procedure is:  
Subject teacher ⇒ HOD ⇒ NZQA Principal's Nominee (Mr Black) for final decision.  
Using an outside expert to verify the grade may form part of the final decision-making process.
- Should there be any questions about this policy, which is designed to achieve fairness and consistency across all subjects and for all students, please see Mr. Black.
- For external assessment all students will receive their answer booklets after marking and will be able to appeal the results of their external assessment through NZQA. Information and deadlines are included by NZQA with the returned papers.

## ASSESSMENT OPPORTUNITIES

- Where practicable, **one** further opportunity to sit a standard may be offered. This will depend on the nature of the task and when in the year the assessment activity is being done.
- Students who fail to undertake the initial assessment with no adequate excuse may not be able to attempt a later assessment opportunity.
- The *Course Information Leaflet* will indicate what assessment strategies will be used in each course including whether a further assessment opportunity will be offered.
- Resubmission may be offered so small errors can be corrected before feedback is given to the class.

## MARK RECORDS

- Subject teachers will keep a record of the grades you obtain.
- Your teacher will have available for you the computer printout of your grades. Students should check this to ensure no error has been made in the transfer of grades. (verification)
- All students should keep an accurate record of the standards and grades as they are achieved.

## RETAINING WORK

- Teachers may need to take back work for moderation purposes.
- It is essential that students file all returned work and keep it safely until the end of the year.

## ENTRY FEES

NZQA have set the entry fees at \$75.00. (International students pay a higher fee)

## FINANCIAL ASSISTANCE

The school will process applications for financial assistance and forward them to NZQA. This must be done on the official form and handed in by the due date (before the end of Term 2.) See Mr Delgrosso.

## SPECIAL ASSESSMENT CONDITIONS

If you require special assistance to complete assessment activities (internal or external) this will be offered to you through the Learning Support Department. You must ensure an application is made in writing - NZQA requires this before the end of Term 2. After this date any problems related to sitting external exams will be dealt with through the 'derived grade' procedures.

## ADVICE TO STUDENTS

You are advised to:

- **Plan** carefully for your assessments. The *Lynfield College Handbook* has a year planner in which you should enter the assessment dates.
- **Prepare** fully for each assessment. Attendance at class and completion of coursework is the best preparation. Make sure you have a copy of the criteria for each standard so you know what is expected.
- **Monitor** your progress by recording your results in the *Lynfield College Handbook*. If you have any concerns about your progress talk to your teacher before the assessment or discuss it with the Dean or the Academic Advisor.
- **Look ahead** to your future pathways into tertiary study, trade training/apprenticeships or a job. University entrance criteria are listed below. Make an appointment to see the Careers Advisor, Mrs Keir, about requirements for the sort of courses or job opportunities you want.

## Check that you have:

- ✓ A **Course Information Leaflet** for each subject you are doing.
- ✓ A **Student Handbook** to plan and record assessment results.
- ✓ A **Year Planner** telling you when your assessments will be.

