



## YEARS 9 AND 10 ASSESSMENT GUIDELINES 2025

*The purpose of these guidelines is to ensure students have a clear understanding of the rules of assessment prior to NCEA and to ensure consistency across curriculum areas.*

Students must ensure they understand the assessment rules applying to each subject they take. These rules are outlined below:

### ASSIGNMENTS

All students must submit their completed assignment work by the given deadline. The deadline will be indicated on the assignment. It is the student's responsibility to make sure their work is submitted by the deadline.

### TESTS

- Students will be given at least one week's notice of the time of an assessment test
- If a valid reason for absence is given, an opportunity to sit the test may be possible.

### MEETING A DEADLINE

- All work **MUST** be submitted on or before the due date.
- If there are special circumstances that means work cannot be submitted by the due date, an extension can be requested before the due date. A valid reason must be given when requesting an extension.

### BREACH OF ASSESSMENT RULES

*Breaking assessment rules is taken very seriously.* Students are expected to follow the assessment instructions – this includes written and verbal instructions issued as part of the assessment process. Students will be asked to sign a cover sheet that has a declaration of authenticity i.e. it is their own work.

### STUDENTS MAY NOT:

- Communicate with other students in any way during a test or exam
- Use AI beyond what is specified in each subject and assessment: <https://lynfield.schooldocs.co.nz/>
- *Inappropriately use a mobile phone or device (this includes not switching them off)*
- Hand in another person's work and pretend it is their own (plagiarism). This includes copying another student's work, allowing someone to copy their work or copying from resource material without identifying the source.

If a breach is proven the course of action **could** include some or all of the following:

- A warning
- The loss of a grade or result
- Parents/Caregivers will be informed of the situation and the breach will be recorded on the student's file.

Teachers will monitor the progress of your work to prove it is authentic – attendance in class and meeting milestones are important to enable this to happen.

## ASSESSMENT OPPORTUNITIES

Students will be given a *Course Information Leaflet* for each subject. This will indicate what assessment strategies will be used in each course.

## SPECIAL ASSESSMENT CONDITIONS

If a student requires Special Assessment Conditions to complete assessment activities, this will be offered through the Learning Support Department.

## ADVICE TO STUDENTS

**PLAN** carefully for assessments. The student portal has an assessment calendar that allows you to see the assessments for each course.

**PREPARE** fully for each assessment. Attendance in class and completion of coursework is the best preparation. Make sure you have a copy of the achievement criteria for each standard, so you know what is expected.

**MONITOR** your progress by looking on the student portal. If you have any concerns about your progress talk to your teacher before the assessment or discuss it with your Dean or Hui mai Teacher.

**LOOK AHEAD** to your future pathways - tertiary study, trade training/apprenticeships or a job. Make an appointment to see the Careers Advisor, Mr Christie, about requirements for the type of courses or job opportunities you want.