

Waitaki Boys' High School



NZQF Senior Academic Rights and Responsibilities Assessment Procedures 2019

This document is for Teachers, Students and Parents/Caregivers to assist with understanding the qualifications offered at Waitaki Boys' High School. It includes senior students' rights and responsibilities for assessment.

NZQA	The New Zealand Qualifications Authority. A crown entity which manages and quality assures NZ qualification. It maintains a database of all student results and qualifications records
NZQF	New Zealand Qualifications Framework. The national register of qualifications/
NCEA	The National Certificate of Educational Achievement – school-based national qualifications. Available at Level 1, Level 2 and Level 3
Achievement Standards	These are School curriculum-based standards with achievement outcomes of Achieved, Merit or Excellence
Unit Standards	These are generally non-curriculum standards, although some may still be offered in curriculum subjects. Managed by Industry Training Organisations (ITOs) or NZQA standard setting bodies. Outcomes have traditionally been limited to Achieved, but some unit standards may also award Merit and Excellence grades
UE	University Entrance qualifications

1. National Certificate of Educational Achievement

a. Requirements for National Certificate of Educational Achievement

i. NCEA Level 1

Eighty (80) credits at Level 1 or higher. Of these 80 credits, 10 credits must be in literacy standards and 10 credits must be in numeracy standards.

ii. NCEA Level 2

Eighty (80) credits, where 60 credits are at Level 2 or higher and 20 credits at any level, even if used for NCEA Level 1. This includes the literacy and numeracy requirements of NCEA Level 1.

iii. NCEA Level 3

Eighty (80) credits, where 60 credits are at Level 3 or higher and 20 credits at Level 2 or higher, even if used for NCEA Level 2.

b. Setting goals for higher achievement

Students are rewarded for achieving Merit and Excellence grades. The endorsements could be for the Certificate and/or for the particular Courses they have studied. We encourage students to set goals for attaining endorsements.

c. Certificate of Endorsement

i. When a student achieves 50 credits at Excellence, and achieves the requirements of the NCEA for the level, he will have his NCEA Endorsed with Excellence

ii. When a student achieves 50 credits at Merit (or a mix of Merit and Excellence), and achieves the requirements of the NCEA for the level, he will have his NCEA endorsed with Merit

d. Course Endorsement

i. A student will gain Course Endorsement for any course where he achieves 14 or more credits at Excellence (Endorsed with Excellence) or Excellence and Merit (Endorsed with Merit),

ii. At least 3 credits must be internally assessed, and at least 3 credits must be externally assessed.

- iii. The grades must be achieved in a course in a single year.
- iv. Level 3 Visual Art and Levels 1 – 3 Physical Education need 14 credits at Excellence or Merit and are exempt from the 3 internals and 3 externals rule.

2. University Entrance (UE)

Students attaining UE from 2018 results (when they are in Year 13) must meet all of the requirements below:

Requirements	Credits	Comments
NCEA Level 3	80	60 credits at Level 3 or higher and 20 credits at Level 2 or higher (includes 3 Approved subject standards)
UE Numeracy	10	Numeracy at NCEA Level 1
UE Literacy	10	10 Credits from specific standards at Level 2 or higher
Approved subject 1	14	Credits must be from Level 3 Achievement standards in one Approved subject
Approved subject 2	14	Credits must be from Level 3 Achievement standards in another Approved subject
Approved subject 3	14	Credits must be from Level 3 Achievement standards in another Approved subject

3. Scholarship

Scholarship is externally assessed, in most cases by written examination, and, for some subjects such as Visual Arts, Graphics, Technology and Drama, by portfolio. It is designed to test the most able students in NZ. The award of Scholarship is a monetary award, payable to students enrolled in NZ tertiary study.

4. Learner Login

- a. All students have a National Student Number (NSN) which is used by the school and NZQA to create your Record of Achievement. You should register and use your NZQA Learner Login on the NZQA website: www.nzqa.govt.nz
- b. Use this facility regularly to check the accuracy of your entries and results.
- c. Results, Record of Achievement and Certificates are not sent to you.
- d. You must login to view your results online in January when results for externally assessed standards are released.
- e. Any documents you may need are ordered online in the Learner login area, *Order Documents*. These include your results, Record of Achievement, School Results Summary, and any Certificates you may have been awarded. You are entitled to one free copy of each document if your NZQA Fees have been paid.

5. NZQA Fees

- a. Students entered in standards are charged the following fees:

Student	Fee
Domestic student entry for all NCEA standards	\$76.70
Domestic student entry for each Scholarship subject	\$30.00 per subject
International student entry to NCEA standards	\$383.30
International student entry to Scholarship subjects	\$102.20 per subject

- b. Financial assistance is available for domestic students when the fee payer meets at least one of the following criteria:

- i. Be receiving a Work and Income or Study Link benefit (benefit-based applications). Fee is reduced to \$20.00 (or \$30 per family with two or more children at any school).
- ii. have a joint family income that would entitle the applicant to receive a [Community Services Card](#) from Work and Income (income-based applications). It is not necessary to have a Community Services Card. Income thresholds will be announced in April each year. Fee is reduced to \$20.00 (or \$30 per family with two or more children at any school).
- iii. A family with two or more children is entitled to partial remission of fees, irrespective of family income. Maximum fee per family is \$200, so this is likely to apply to families with 3 or more children. The children can be at the same or different schools.
- c. Financial Assistance forms may be collected from the school office from 1 May.
- d. Completed forms should be returned by 1 August with the fee.
- e. The school collects the fees on behalf of NZQA. To allow time for processing of the payments and to get them to NZQA by the due date, fees must be paid to the school office by 15 August.
- f. For further information, go to www.nzqa.govt.nz

6. Assessment Rules

a. Assessment Opportunities

- i. **It is school policy that ALL students will attempt ALL assessments offered in each course that they are entered for, at the discretion of the HoD.**
- ii. Students may be advised to withdraw from specific standards by Heads of Department (HoDs).
- iii. The school is permitted by NZQA's rules to offer a maximum of two assessment opportunities for any standard in a year.
- iv. Students may be offered the opportunity to resubmit work (if appropriate) or receive one reassessment opportunity (if available).

b. Resubmission

- i. Teachers will use their professional judgement and only offer this to students where minor corrections will make a difference to the final grade.
- ii. The student should be able to identify and correct minor errors on his own
- iii. This is not a further assessment opportunity
- iv. Only one resubmission is allowed per assessment
- v. It is limited to specific aspects of the assessment that can be corrected quickly without teacher feedback or further teaching or learning
- vi. All grades are available in a resubmission opportunity (Achieved, Merit, Excellence)

c. Reassessment

- i. An opportunity for the student to sit another assessment for that standard provided that he is eligible for a further assessment opportunity
- ii. Reassessment availability is decided by each Subject Department based on practicability
 - a) Reassessment should only take place after an opportunity for further related teaching and learning has occurred
 - b) The reassessment should be a different, quality-assured assessment

- c) Reassessment should be available to all students in the class who are eligible for a further assessment opportunity and who wish to improve their grade
- d) If a reassessment opportunity is impractical (for example, the assessment is a Science experiment that cannot be repeated due to time restraints, or a Technology of Art project that is the accumulation of a year's work), then students must be made aware of this from the outset.
- e) The timeframe for any reassessments will be decided by the Teacher/Department.
- f) All grades are available in a reassessment opportunity (Achieved, Merit, Excellence).

7. Authenticity

- a. Authenticity is the assurance that evidence of achievement produced by a student is their own.
- b. Teachers will set conditions of assessment to assist with managing this.
- c. It is appropriate for students to learn from others at home and gather information from a range of sources.
- d. Students must be aware of using correct procedures for referencing sources that they use in assignments so that they do not plagiarise.
- e. Parents and caregivers should be aware that they cannot assist their son with the final product that will be turned in for assessment.
- f. Some departments require a signed authenticity statement to remind students of this factor.
- g. Your work must not be shared with any other student, regardless of the format in which it is presented (e.g. Google docs, OneNote)

8. Missed and Late Assignments

Every assignment will have a published deadline

- a. Extensions
 - i. Extensions are given at the discretion of the HoD.
 - ii. Applications must be made well before the assignment due date, using the Application for Extension form (from the Principal's Nominee, Mrs Mansell).
 - iii. Any request for an extension must be based on either
 - a) a medical necessity - accompanied by a medical certificate.
 - b) a genuine reason for lateness accompanied by a supporting note from a parent/caregiver.
 - iv. If a student has missed the assessment due to school commitments (sport, cultural) then the extension process does not require a covering note from the parent.
 - v. If a student has been granted an extension, then he should be allowed to present his work at a negotiated later date as a first attempt.
- b. Late work:
 - i. No teacher may accept a late submission for an assignment
 - ii. **Work that is presented after the published due date and without any attempt by the student to arrange for an extension, will be considered as the first assessment opportunity missed - this means the initial grade is Not Achieved.**
 - iii. Teachers will notify parents of late or missed submissions

- iv. If you leave an assignment at home on the due date, see the relevant HoD immediately for advice
 - v. You must submit a hard copy of your assignments for assessment unless prior approval has been given by the relevant Teacher to allow an electronic copy to be submitted for assessment
9. Expectations for Examinations and Assessments
- a. Correct uniform will be worn for all internal and external exams
 - b. Writing equipment must be in a clear plastic bag and placed on the floor, not on the desk – leave bags, digital devices, twink and red pens outside
 - c. You may bring a clear water bottle into an external exam
 - d. Study leave is granted during school exam week and while NCEA examinations are in progress in November.
 - i. Staff are available to provide tutoring during normally-scheduled class periods during exam times – students attending these sessions may wear mufti
 - ii. Students who have not completed parts of their internal assessments may be refused study leave and must attend school in school uniform
 - e. While in the examination room, you may not
 - i. Communicate with each other in any way
 - ii. Have a digital device with you, other than an approved calculator
 - iii. Draw on or deface your examination paper
 - f. You are responsible for monitoring your examination timetable and being on time for exams.
 - g. If you miss a school exam
 - i. for no valid reason - you will be given Not Achieved and you will not be eligible for a further assessment opportunity.
 - ii. for an accepted reason – you may negotiate with the HoD for another assessment opportunity
 - h. If you miss an external examination on medical or compassionate grounds you can make application for a Derived Grade through the Principal's Nominee (PN).
10. Absence from Internal Assessments and School Examinations
- a. For approved absence supported by documentary evidence (eg sickness, bereavement) – you are still eligible for a first assessment opportunity which may be the same or an alternative assessment
 - b. The HoD must be supplied the evidence in order to give approval for eligibility for assessment
 - c. Apply directly to the PN for consideration for credits if
 - i. you have legitimately missed all offered assessment opportunities and
 - ii. your teacher holds enough documented evidence of your level of achievement in that standard
 - d. If you miss an internal or school exam for a non-approved reason, you will be expected to make up the time with after-school detentions when you return to school.
11. Misconduct
- a. Students are expected to follow school rules for behaviour and the specific conditions of the assessment they are working on.
 - b. Misconduct in assessment situations includes:

- i. cheating, such as bringing notes to an assessment or copying another's work, deliberately lending work and allowing another to copy, sharing documents (such as Google docs) with another student,
 - ii. plagiarism (passing off another's work/ideas as your own),
 - iii. disrupting an assessment by talking or other inappropriate behaviour,
 - iv. impersonation of another student,
 - v. using an electronic device such as cellphone, i-pod/mp3 player or translator when it is specifically forbidden to do so.
- c. To avoid an accusation of plagiarism
 - i. Submit all working notes and rough drafts with your assignment
 - ii. Reference your work fully and correctly
 - iii. Discuss your work with your teacher
 - iv. Sign the statement on your assignment that confirms that the work is your own
- d. The outcomes for proven misconduct are
 - i. a Not Achieved grade for the Standard
 - ii. no further opportunity for assessment.
 - iii. parental notification, and
 - iv. an entry on your pastoral record
- e. The Principal's Nominee will make all final decisions for misconduct in internal assessments.
- f. Misconduct during external examinations is investigated by NZQA.

12. Appeals

- a. Every aspect of the School's assessment and reporting system allows the right of student appeal
- b. Before your grades are entered in the markbook for a Standard, you must be given the opportunity to verify that the mark/grade is accurate and sign it off on the appropriate page of the assessment paper
- c. Grade verification must take place within five (5) school days of receiving a grade
- d. Once a grade has been signed off by you there is no further right of appeal.
- e. If you wish to appeal a grade that has not been signed off, you must appeal in the first instance to your teacher during discussion of the assessment result.
- f. If you remain dissatisfied, you may appeal in writing directly to the Principal's Nominee (PN)
- g. The decision is final and will be presented to the student in writing.
- h. Appeals Process. The appeal must be
 - i. lodged in writing using the specific APPEAL REQUEST form, available from the Principal's Nominee, Mrs Mansell.
 - ii. submitted by the student within five (5) school days of receiving the assessment result.
 - iii. given by the student directly to the Principal's Nominee, who will pass the appeal on to the appropriate HoD.
 - iv. considered and decided by the HoD within five (5) school days of being lodged by the student.

13. Special Assessment Conditions (SAC)

- a. Teachers identify students in Year 9 and 10 who may need Special Assessment Conditions in Levels 1, 2 and 3

- b. Teachers refer identified students via their HoD to the school SENCO, Mrs Campbell Savage, and the SAC team.
- c. The SENCO will retain and update information about students with medical and physical conditions and/or specific learning disabilities obtained during transition and enrolment
- d. Eligibility and benefit of assistance for the identified student must be proven
- e. The SENCO and SAC team gather data on identified students by
 - i. Applying specific tests
 - ii. Gathering alternative evidence of disability from teachers
 - iii. Gathering results of assessments carried out by external specialists
- f. Assistance may include reader, writer, reader/writer, use of a computer (when this is the usual form of communication), enlarged or specific coloured paper, or rest breaks.
- g. The SENCO will ensure that new SAC applications are made to NZQA for approval before the end of Term 1 each year.
- h. If your Special Assessment Conditions are approved by NZQA
 - i. The Conditions will be added to your KAMAR record for teacher information
 - ii. Your teachers will ensure that the conditions are made available in assessment situations through year.
 - iii. You may choose to forego use of Special Assessment Conditions in writing to your Teacher
- i. Parents must notify the school if they believe there is current documented evidence of any condition that might affect academic assessment for their son.

WAITAKI BOYS' HIGH SCHOOL

APPEAL AGAINST ASSESSMENT

Student Name	
Date received by PN	
PN Signature	
Standard Assessed	
Teacher	
Initial grade being appealed	
Reason for Appeal	
Student Signature	
Appeal Outcome	
HOD Signature	
Date	

WAITAKI BOYS' HIGH SCHOOL

APPLICATION FOR EXTENSION OF ASSESSMENT

Student Name	
Course	
Date of receipt of application	
Standard assessment for extension	
Allocated assessment date	
Proposed new assessment date	
Reason for extension application	
Attached documents	
Application decisions	
Signed (HOD/PN)	
Date	

