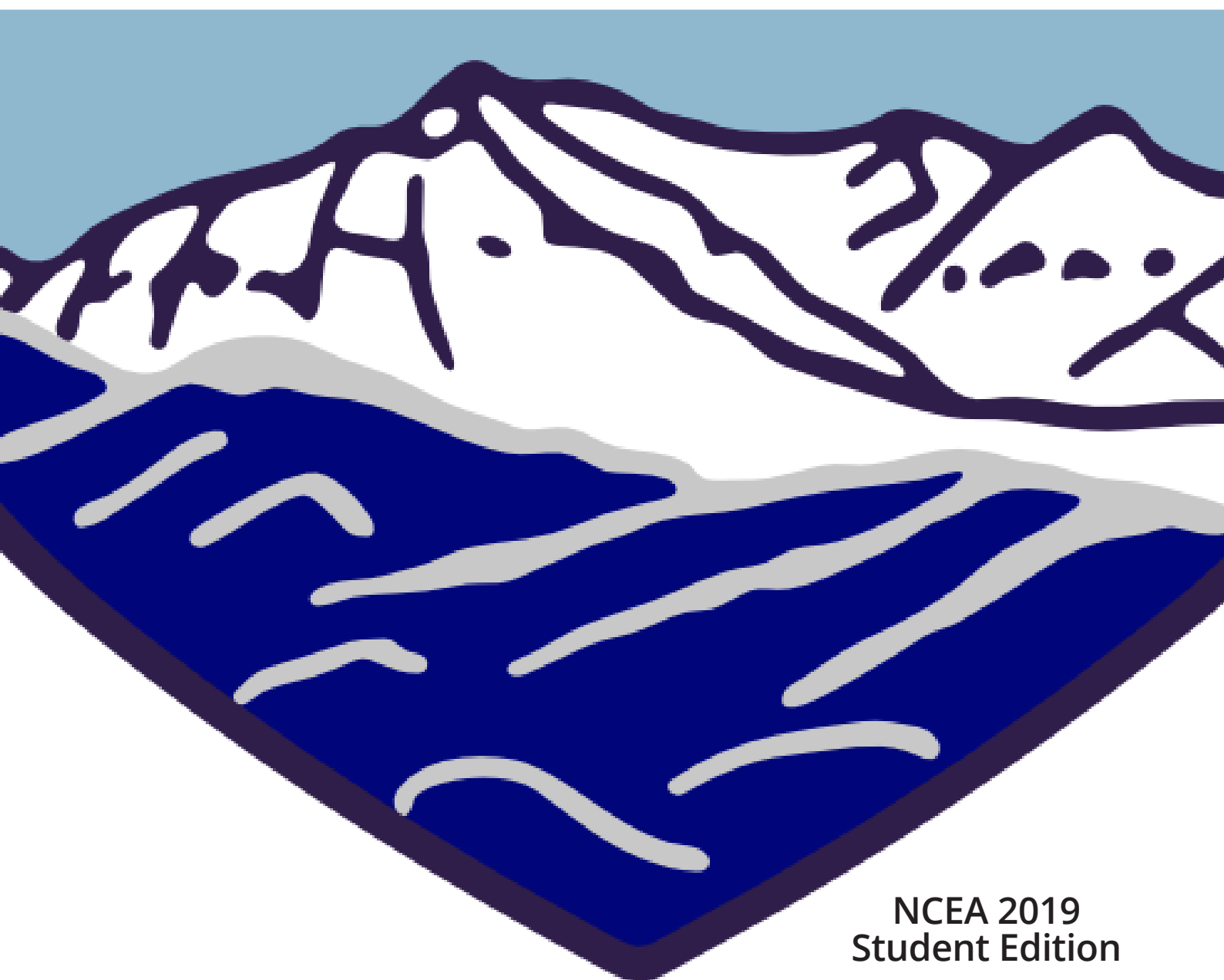


DARFIELD HIGH SCHOOL

ASSESSMENT PROCEDURES

for
NZQF QUALIFICATIONS
(NZ Qualifications Framework)
2019



NCEA 2019
Student Edition

How to be Successful in your Studies

Be Organised.

Know what you want to do and what you have to do and plan for both. Use a diary.

Be Informed.

You need to know how you will be assessed in each subject, the rules governing the assessments, timelines, etc. It is your responsibility to ask about things you are not sure of.

Work Hard.

This is one thing you must do if you want to achieve your best.

NZQA Website.

- Subject Pages
- NCEA App
- Learner Log-in

Seek Help.

Do this sooner rather than later. If you're not coping with a subject, your workload, or with things happening in your life, then seek help.

Set Goals.

Have a goal for the year and break it down into goals within subjects and short-term goals on a term by term or week by week basis.

Ask for help from:

- Friends
- Parents
- Dean
- Form Teacher
- Another Teacher
- Guidance Counsellor
- Your Subject Teacher



National Qualifications Framework Assessment Procedures

The aim of this booklet is to inform students and their caregivers about NCEA assessment practices and rules at Darfield High School, and hence help to achieve the most successful outcomes for students.

The rules have been produced to ensure that all students are treated fairly and apply to all. National Qualifications Framework assessments, including NCEA, have been developed by the school to ensure that the regulations of the New Zealand Qualifications Authority are met. It is essential that you make yourself familiar with the contents of this book. Keep it in a handy place. You will need to refer to it throughout the year. If you have any questions or concerns about assessment matters then talk to your subject teacher or Dean as soon as possible. Your Dean will contact you and your caregivers if there are any concerns regarding your internal assessment.

Note: The practices and rules outlined in this book will be reviewed annually.

2019 DEANS

Year 10

Miss C Walker

cw@darfield.school.nz

Year 11

Miss L Petersen

pn@darfield.school.nz

Year 12

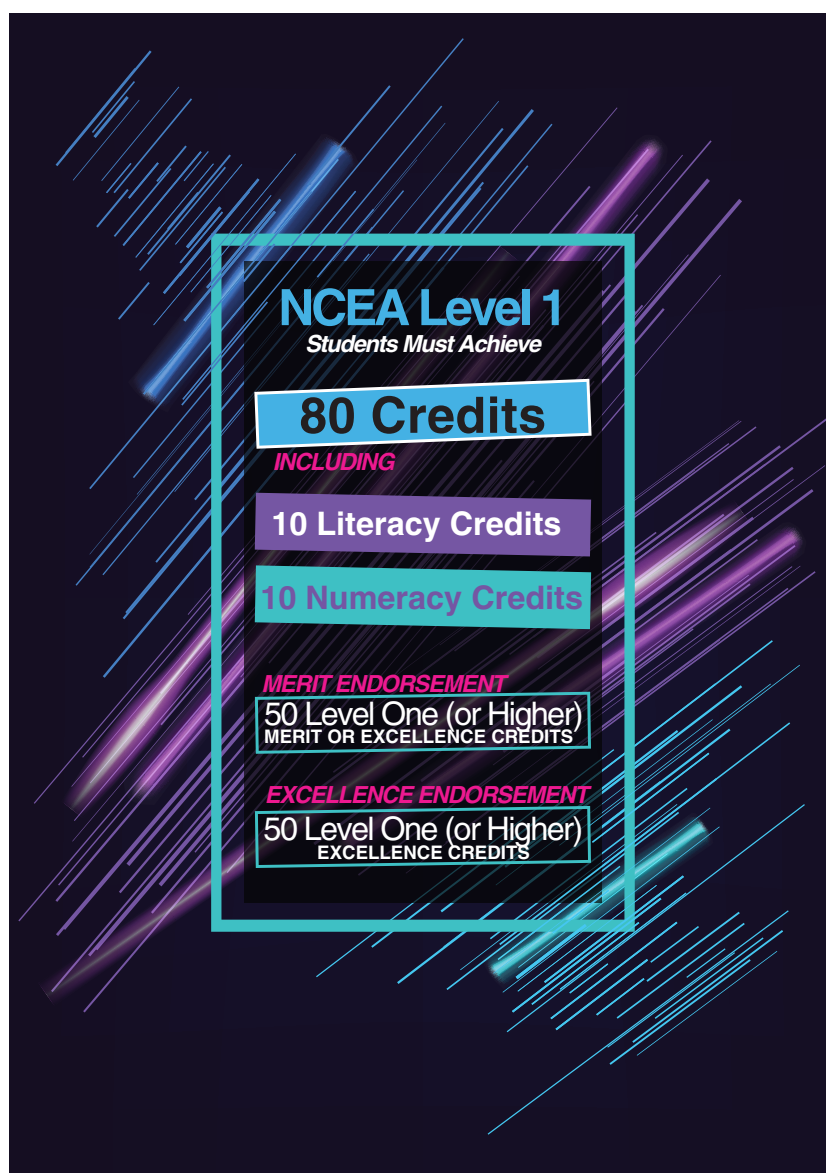
Miss L Blakemore

lb@darfield.school.nz

Year 13

Mrs K Wilson

kw@darfield.school.nz



National Certificate of Educational Achievement (NCEA)

This qualification is awarded to students who gain a total of 80 credits. Credits are earned as a result of being assessed against Achievement Standards or Unit Standards.

NCEA LEVEL 1

To be awarded NCEA Level 1, the 80 credits must include ten from Numeracy Standards and ten from Literacy Standards. Level 1 Merit endorsement requires at least 50 Level 1 (or higher) Merit or Excellence credits. Excellence endorsement requires at least 50 Level 1 (or higher) Excellence credits.

NCEA LEVEL 2

To be awarded NCEA Level 2, 60 Credits must be from Level 2 and the other 20 can be from any Level including those awarded in previous years. Level 2 Merit endorsement requires at least 50 Level 2 (or higher) Merit or Excellence credits. Excellence endorsement requires at least 50 Level 2 (or higher) Excellence credits.

NCEA LEVEL 3

To be awarded NCEA Level 3, 60 Credits must be from Level 3 and the other 20 can be from Level 2 including those awarded in previous years. Level 3 Merit endorsement requires at least 50 Level 3 Merit or Excellence credits. Excellence endorsement requires at least 50 Level 3 Excellence credits.

Level 3	60 credits at Level 3 or above	Plus 20 credits at Level 2 or above
Level 2	60 credits at Level 2 or above	Plus 20 credits at any Level
Level 1	80 credits at Level 1 or above including 10 Literacy and 10 Numeracy credits	

COURSE ENDORSEMENT

You are able to gain course endorsement in a subject, if you meet the following requirements in an academic year:

- 14 or more credits at Merit or Excellence, including at least 3 credits at Merit or Excellence from externally assessed standards and 3 credits at Merit or Excellence from internally assessed standards (except Physical Education and Level 3 Visual Arts)

UNIVERSITY ENTRANCE

University Entrance requires 14 credits in each of three approved Level 3 subjects, and a further 18 credits from any Level 3 subject. Also, 10 Level 1 (or higher) Numeracy credits, and 10 Level 2 (or higher) Literacy credits (5 specified reading and 5 specified writing credits).

The result of an Achievement Standard assessment is Not Achieved (N), Achieved (A), Achieved with Merit (M), or Achieved with Excellence (E). The result of a Unit Standard may be Not Achieved (N), Achieved (A), Merit (M), or Excellence (E).

Can I study at different Levels?

You do not need to gain NCEA Level 1 to achieve NCEA Level 2. It is possible to study at Level 2 before achieving a Level 1 certificate, providing you meet the entry requirements for a course. Any credits you earn at Level 2 will count towards Level 1; at the same time, you can begin work towards Level 2. This means the credits you earn may contribute to more than one qualification at the same time. You may study some courses at a higher Level than others. At Darfield High School, Agricultural Science, Furniture Making and Rural College offer Level 2 standards in Year 11.

HANDING IN ASSESSMENTS

Assessments are to be handed in to the *School Office by 2.00 pm on the day they are due, or to the teacher prior to that date, unless there is an acceptable explanation approved by the Curriculum Manager.*

- You will be given a date-stamped ticket to acknowledge receipt of your assessment.
- If you are unable to attend school on the day any assessment is due, you must arrange to have it delivered to the School Office by 2.00 pm that day. This requirement is made in the interests of fairness to other students.

Further Assessment Opportunities and Resubmissions

FURTHER ASSESSMENT OPPORTUNITIES

It is the School's and the Department's\Subject's decision whether a further opportunity will be offered for any standard. You may be given a second assessment opportunity where it is manageable. If it is not manageable to offer a further opportunity, you will be advised from the outset that there is only one opportunity to be assessed against that standard. Any second assessment should occur only after further learning has taken place. No assessment opportunities will be offered outside the subject's published programme of assessment. Reassessments are offered to all students.

RESUBMISSION

A resubmission may be offered when you have made mistakes which you should be capable of discovering and correcting on your own without further teaching. By definition, the problem should be capable of rapid resolution. Re-submissions are offered to students on grade boundaries. In other cases, a further assessment opportunity may be more appropriate.

MISSED ASSESSMENTS

What do I do if I miss an assessment due to sickness?

Note: Estimated grades cannot be given for missed assessments. *You must get a medical certificate to cover the illness related absences.*

If there is a second assessment opportunity later in the year then, in some subjects, that is when you will be assessed.

If there is only one assessment opportunity then, in most cases, you will be able to do the missed assessment when you return to school, provided you have a medical certificate. The catch-up assessment time will be at the teacher's discretion at a time where it is manageable.

If it is an assignment related assessment opportunity, you need to request an extension by completing the extension request form available from the Curriculum Manager. On receipt of a medical certificate, an extension will usually be granted for the length of the illness described on the medical certificate.

What do I do if I miss an assessment in class time due to other circumstances beyond my control (bereavement or school-approved activities, including imposed disciplinary procedures)?

You must notify the school at the earliest opportunity on such occasions. You need to request an extension by completing the extension request form available from the Curriculum Manager. Any extensions will be granted on a case by case basis.

What do I do if I miss an assessment in class time due to exceptional circumstances (family reasons, such as a wedding, or sporting representation of a non-school type)?

You must notify the school at the earliest opportunity on such occasions. You need to request an extension by completing the extension request form available from the Curriculum Manager. Any extensions will be granted on a case by case basis. If you are unjustifiably absent, choose not to attend an assessment, do not submit an assessment, or choose not to attempt the assessment, a Not Achieved grade will be recorded.

Note: The Principal reserves the right to make the final decision in any of the above matters.

What do I do if I miss an examination at the end of the year?

If you are unable to attend an external exam in November/December due to illness or exceptional circumstances, you must contact Mrs Armstrong immediately. A different derived grade process must be followed. Mrs Armstrong will be able to provide details.

NOTE: The derived grade process is based on your standards specific results from throughout the year. It is vital you complete all formative assessment opportunities available during the year so evidence is available to support a derived grade application.

ASSESSMENT APPEALS

You have the right to appeal an assessment or an assessment grade if you are concerned about any assessment decision. These may include:

- the assessment item is valid in relation to the subject's assessment statement
- the assessment is valid in terms of assessment conditions
- the marking is consistent with the marking schedule and that no factual errors occurred in the marking
- that the correct grade has been given

What do I do if I think an assessment is unfair?

If you are unhappy with the conditions of an assessment or the assessment itself, you should discuss the matter with your teacher or the HOD. If you are unhappy with that explanation, you may formally appeal the assessment within four school days from the date of the assessment. The Internal Assessment Review Application Form is available from the Curriculum Manager.

What do I do if I think the grade I received is unfair?

If you are unhappy with a grade, you should discuss the matter with your teacher or the HOD. If you are unhappy with that explanation, you may formally appeal that grade within four school days from the date it was given back to you. The Internal Assessment Review Application Form is available from the Curriculum Manager.

What do I do if I think my performance has been affected by someone else?

If you think your work/performance may have been affected by other students' inappropriate behaviour during an assessment event or other students' lack of co-operation/participation in a group assessment, you may seek special consideration by applying to the Curriculum Manager before 3.15pm on the next school day.

APPEAL PROCESS

What will happen if I appeal an assessment or a grade?

1. The reasons for the appeal as described on the Internal Assessment Review Application Form and any associated materials will be discussed by the teacher and the HOD.
2. If required, the reasons for the appeal as described on the Internal Assessment Review Application Form and any associated materials will be discussed by the Internal Assessment Appeals Committee, comprised of the Principal or the Principal's Representative, the Principal's NZQA Nominee, two of the Senior Deans, and one other staff representative who may be a Dean.
3. The Internal Assessment Appeals Committee will review all of the materials associated with the appeal and arbitrate on the matter. The decision will be final.
4. You will receive a letter from the Internal Assessment Appeals Committee explaining their finding and outlining any further actions that need to be taken.

ASSESSMENT CONDITIONS AND MISCONDUCT

Any assessment item you produce must be entirely your own work. By handing in a piece of work for assessment, you are claiming that the work is your own, just as the work completed in a class test is your own.

Breaching of Rules

(eg Cheating/Copied Work/Collusion/Plagiarism/Hindering Others)

Any suspected case of breaches of the rules for assessments will be referred to the Assessment Appeals Committee whose decision will be final.

If you are found to have breached the rules of behaviour for assessments, you may receive a 'Not Achieved' grade.

If you take unauthorised material into the examination room, you may receive a 'Not Achieved' grade.

If you copy the work of other people and present it as your own, you may receive a 'Not Achieved' result, depending on the circumstances and decided by the Assessment Appeals Committee whose decision will be final. Copying may mean either plagiarism (unacknowledged copying) or changing some words but leaving some the same as the original and not acknowledging it.

If you knowingly allow your work to be used to advantage another student, you will be penalised too, receiving a grade depending on circumstances and decided by the Assessment Appeals Committee whose decision will be final.

If your behaviour during an assessment event is inappropriate or your lack of co-operation/participation in a group assessment hinders other students, you may receive a 'Not Achieved' grade, depending on circumstances and decided by the Assessment Appeals Committee whose decision will be final.

Parents/Caregivers will be informed in writing by the school if their student appears or is alleged to have been involved in any breach of the rules of behaviour for assessment.

VERIFICATION OF RESULTS

Near the end of the year, you will be given a print-out of your recorded results. You will be asked to verify, by signing the print-out, that the recorded results are correct. It is these verified results that will be sent to NZQA.

SPECIAL ASSESSMENT CONDITIONS

If you have a learning or physical disability, you may qualify for a reader/writer for internal assessments. At the start of the year, you will need to apply to Mrs Pengelly for special assessment conditions. The process for this will be advertised through school notices and the newsletter.

PRIVACY

Information about a student's results should be made available only to that student, their parents, and staff who need that information.

Permission will be gained from students to retain their work to use as annotated benchmark samples or exemplars. The students' names will be removed from this work. However, in filmed/ videoed assessments, students will not be named but may be recognised.

NZQA FEES (INTERNATIONAL)

Fee paying International Students pay \$383.30. No fee for local students for NCEA or Scholarship.

LEARNER LOGIN

Early in the year, NZQA will issue information regarding your learner login. You need to login and register so you can check your results throughout the year, order certificates, apply for re-consideration and confirm the accuracy of your results. If you forget your NSN number, it can be found on the front cover of your report.



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McLaughlins Road
PO Box 5
Darfield 7541 New Zealand

EXTENSION APPLICATION
To be completed by the Student Applicant
and handed to the Curriculum Manager

Name:	
I wish to apply for an extension to then deadline for the following assessment:	
Subject:	
Assignment:	
Standard:	
Due Date:	
Reason for the extension application:	
New submission date requested:	
Student (signature):	Date:
Parent/Caregiver (signature):	Date:
We (student and parent/caregiver) understand that this will be considered and the decision communicated within two school days. There is no appeal to this decision.	
Subject Teacher (signature):	Date:
<i>To be completed by the Curriculum Manager:</i>	
Date received:	Decision: Yes / No
New submission date:	
Reason:	
Curriculum Manager (Signature):	Date:



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INTERNAL ASSESSMENT REVIEW APPLICATION To be completed by the Student Applicant

Name of Applicant:
Class:
Subject for which Review is being requested:
Subject Teacher:

Issue to be reviewed: Explain, in as much detail as possible, the concern you have which has led you to make this application. (Add another sheet if necessary.)

Action taken so far to have Concern considered: Explain, in as much detail as possible, any action you have taken so far to have your concern considered (whom you have talked to, written to, and when, and the contents of discussion or note/letter). (Add another sheet if necessary.)

Solution you propose to problem:

Fairness of your solution:

Explain why you think that your proposed solution is fair and just, not only to yourself but also to the other students in your class:

Date of Application:

Signature of Application:

To be completed by the School:

Date received by Darfield High School:

Date of Review:

Review Committee Members Present:

Review Committee's Decision:

Review Committee Chairperson's Signature:

Signature of Applicant:

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UNIVERSITY Approved ENTRANCE

English

Media Studies

Mathematics with Statistics

Mathematics with Calculus

General Science

Biology

Chemistry

Physics

History

Geography

Economics

Business Studies

Classical Studies

Visual Art

Drama

Music

French

Japanese

Design and Visual Communication

Engineering Technologies

Digital Technologies

Computer Programming

Food and Nutrition Technology

Physical Education

Health