



# PARAPARAUMU COLLEGE

## ASSESSMENT POLICY – STUDENT SUMMARY

- Further information is available on the NZQA website.

### 1. NCEA Certificates

Students gain credits by passing NCEA assessments. These assess standards which are either:

- a) Achievement Standards – these can be Internally assessed by the College or Externally assessed by national NCEA examinations during November/December or for some subjects (e.g. Art, Graphics) by a portfolio of students work. Achievement Standards can gain grades of Not Achieved, Achieved, Achieved with Merit or Achieved with Excellence.
- or b) Unit Standards are all assessed Internally by the College or approved Outside Providers, and can only gain grades of Not Achieved or Achieved.

These standards are gained at different levels – usually 1, 2 and 3 which generally correspond to courses at years 11, 12 and 13 respectively. Each standard is worth a number of credits which reflects the amount of work covered by the standard.

Level 1 NCEA certificate is achieved by gaining 80 credits at level 1 (or higher). In addition there is a Literacy requirement of 8 credits in English or Te Reo (4 in each of approved Reading and Writing standards) There is also a Numeracy requirement of 8 credits in Mathematics standards.

Level 2 NCEA certificate is achieved by gaining 80 credits, at least 60 of these at level 2 (or higher), up to 20 credits can be from level 1 standards.

Level 3 NCEA certificate is achieved by gaining 80 credits, at least 60 of these at level 3 (or higher), up to 20 credits can be from level 2 standards.

### 2. University Entrance

UE is gained through NCEA credits. There are 2 components for UE:

- (i) 42 level 3 credits composed of 14 credits in each of 2 different subjects from the approved list (see below), and credits from up to any 2 other subjects from 2 different domains (subject areas) Students need to be aware that the standards offered in their timetabled subjects may come from more than 1 domain.

e.g. a student gaining the following level 3 credits: 16 in English, 14 in Geography, 10 in Chemistry, 6 in Health and 6 in Economics meets the UE requirements but a student gaining 24 credits in Physics, 12 credits in History, 12 credits in Calculus, 10 credits in Music and 8 credits in Art does not meet UE requirements as there is only 1 subject with 14+ credits.

- (ii) A literacy and numeracy requirement with 4 level 2 (or higher) credits in each of Reading and Writing standards for English or Te Reo. (=Literacy) and 14 Mathematics credits at level 1 (or higher) (=Numeracy)

Approved List of Subjects for UE: **Accounting, Agriculture and Horticulture, Biology, Chemistry, Chinese, Classical Studies, Computing, Cook Islands Maori, Dance, Design (Practical Art), Drama, Economics, English, French, Geography, German, Graphics, Health Education, History, History of Art, Indonesian, Japanese, Korean, Latin, Mathematics with Calculus, Statistics and Modelling, Media Studies, Music Studies, Painting (Practical Art), Photography (Practical Art), Physical Education, Physics, Printmaking (Practical Art), Samoan, Science, Sculpture (Practical Art), Spanish, Social Studies, Technology, Te Reo Rangatira or Te Reo Māori.**

Subjects in **bold** are available at Paraparaumu College in 2010.

### 3. Endorsement

NCEA certificates can be endorsed with Merit or Excellence:

- For Merit: 50 credits are gained at Merit (or Excellence) level
- For Excellence: 50 credits are gained at Excellence level.

Endorsements can be awarded retrospectively as more credits are gained e.g. a student who has achieved level 1 (80 + credits) gains 40 Merit credits in level 1 but then gains 30 level 2 Merit credits during the next year. This results in a level 1 Merit endorsement. However, NZQA will not print off another certificate unless a \$15 fee is paid. If a student gains level 1 Excellence endorsement and level 2 Merit endorsement during a year, NZQA will only print and send the 'best/highest level' certificate – in this case the level 2 Merit endorsement.

### 4. Scholarship

Scholarship is an Award, not a qualification. Each subject has an end of year external assessment, usually an examination. Scholarship is a prestigious award and is aimed at the most able students with successful candidates gaining monetary awards for individual subject passes. Top scholars in each subject (nationally) and students who gain scholarship or outstanding scholarship in a number of subjects gain extra rewards.

### 5 Absences

If you miss an assessment, you may have an opportunity for a re-assessment.

#### Late and missed assessments – Internal standards

If an assessment is missed or handed in after the due date, a re-assessment opportunity may be given if a valid reason is given e.g. illness, injury, family bereavement, representing the College (or New Zealand) in a sport or cultural event but not for family holiday or "slept in". A valid reason does not result in a grade but gives an opportunity for re-assessment. A student must have provided evidence that they have met the standard required. If a student misses the last opportunity for assessment/re-assessment for a valid reason, they may receive a grade if they have shown sufficient evidence in formative work done previously or the re-assessment opportunity. Students who have not provided a valid reason for missing an assessment receive a Not Achieved grade and the re-assessment opportunity (if available) becomes their only opportunity for assessment.

If the re-assessment is missed without a valid reason, no further opportunity is available.

Each Internal assessment, especially research type assessments will have a due date. Any extension of the due date must be for the whole group not an individual student and confirmed well in advance of the original due date.

#### Missed NCEA end of year external exams – External standards

If a student misses an NCEA exam, they may be eligible to gain a Derived Grade. A valid reason is required to be eligible for consideration and described in detail on the form available from the office. This covers recent illness, injury or family bereavement and also events such as delay due to traffic incidents beyond the student's control. Detailed information from a Doctor or others such as Police is required. The grade given is derived from valid assessments made by the student during the school year. **Thus it is important that students perform to the best of their ability during these practice assessments, especially in the 'mock' school exams at the end of term 3.** Students who represent New Zealand in sporting or similar events are also covered by this procedure.

### 6. Appeals

A student can appeal their assessment at any stage of the process e.g. authenticity, lateness, cheating or disruptive behaviour, further assessment or the actual grade awarded.

Generally the process involves discussing the matter with the subject teacher. If unresolved, this should then be discussed with the subject Head of Department or Teacher in Charge. If still unresolved the student may appeal to the Principal's Nominee using an Appeal Form available

from the office. This stage should occur no later than 1 week after the student receives their grade or an issue with authenticity, lateness etc is identified. The PN may form a committee to resolve the appeal. An appeal which is formally lodged must be resolved and signed off by the school and the student.

## **7. Authenticity**

Material submitted for assessment against the Standards (usually internal standards but also for Portfolio type external assessments) must be the student's own work. Students may be asked to sign a document to verify that all unsupervised work is their own. Where work is proven to not be authentic, the student will receive a Not Achieved grade in that particular Standard.

Decisions regarding work which is deemed to be non-authentic will be made by the subject teacher, HOD/TIC and/or Principal's Nominee (or PN's Committee) following a suitable investigation.

## **8. Breaches of the Rules**

If a student is suspected of breaching the rules for assessment, the teacher will discuss the situation with the Principal's Nominee who will investigate the matter. Parents/Guardians will be informed of the matter and the decision. A breach if proven will result in a Not Achieved grade. Examples of breaches of the rules include plagiarism (submitting work that is not the student's), impersonation, collusion, dishonesty (e.g. about reasons for late submission of work), copying or allowing work to be copied by others, using notes in a test or exam.

## **9. Use of Technology**

If students use a computer to produce assessment work they must ensure that their work is backed up on floppy disk or other appropriate backup media and that the software used is available at the College. Computer or printer problems at home will not be acceptable reasons for lateness of work. If students experience computer problems at home they must make arrangements to print their work at school at the beginning of the day the work is due, or preferably earlier.

## **10. Further Assessment (Internal standards only)**

- Re-submission  
If a student misses a grade by only a very minor aspect, they may resubmit their work after making changes to this aspect. This will then be re-marked.
- Re-assessment  
NZQA policy is that only ONE full re-assessment opportunity may be available for any internal standard. The re-assessment involves a new and full assessment of the standard. This depends on the physical resources and time needed to prepare and run an alternative assessment. Some standards may not have a re-assessment opportunity – e.g. field trips or practical assessments.

This re-assessment is for **all** students who want to improve their grade including those who have achieved and want to gain Merit or Excellence. If a student gains a lower grade in the re-assessment, the highest grade they gained will be awarded. This re-assessment also has a re-submission opportunity for a minor point which prevents them from gaining a higher grade.

## **11. Recording of Results**

Teachers will record students' results on the KAMAR system as well as hard copies in their workbooks. These results are regularly sent into NZQA where students can check these on the

NZQA website. Students are also advised to keep a record of their own results. Hard copy duplicates should also be held by HOD's/TIC's.

## 12. Privacy

All student work and results are handled confidentially by the teaching staff as per the Privacy Act 1993. This involves keeping student information confidential from other students and seeking permission from students before using their work as an exemplar.

## 13. Work Retention

After work has been assessed, returned and results confirmed it may be held in a confidential place by the College for NZQA moderation purposes. It will be returned to the student after it is no longer needed for this purpose. Some students' work may be kept, for the purpose of benchmarking each standard.

Locations of assessments and benchmarked material must be recorded with the Principal's Nominee.

## 14. Fees

Fees need to be paid to NZQA before students results are released for publication. These are currently set at \$75 for each year and cover all level 1, 2 and 3 standards that are attempted and also includes up to 3 Scholarship exams. Extra scholarship exams in excess of 3 cost \$75 per subject. NCEA fees are collected by the college in June and paid to NZQA in September. If unpaid by this date, a student must pay fees direct to NZQA and include a late fee of \$50. Students in year 10 who complete only a small number of Internal standards, will have these standards processed with their year 11 results. Year 10 students who sit external standards will need to pay a fee in year 10 for these results to be released into their NZQA Record of Achievement.

## 15. Financial Assistance

Financial assistance to help pay NCEA fees is available. This depends on the number of family members and total household income.

<b>Family size</b>	<b>Income limit (before tax – from April 1 2009)</b>
2 person family (1 parent with 1 child)	\$44,211
3 person family	\$53,539
4 person family	\$60,959
5 person family	\$68,225
6 person family	\$76,346
For families of 7 or more, the income limit increase by \$7,154 for each additional person.	

If eligible, the NCEA fee becomes \$20 for 1 child candidate with a maximum of \$30 for a family.

## 16. Special Assessment Conditions

The Head of Reading, in consultation with teachers and the Principal's Nominee, will have responsibility for identifying students requiring and eligible to receive special assessment conditions. Provision will be made for such identified students to have valid and fair assessment conditions. Each case will be actioned based on individual circumstances. Special assessment conditions will need to apply throughout a student's time at College to be eligible for reader/writer assistance and/or extra time in any NCEA standard assessment. Students who are deemed to need special assessment conditions will be advised of the additional time and/or reader/writer support and/or technological aids at the time the assessment is confirmed. This applies to assessments carried out during the school year and end of year external NCEA exams.