



## MOUNT ALBERT GRAMMAR SCHOOL

# Guide for Students and Parents to the Assessment Procedures and Regulations for Internally Assessed Standards 2025

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### 1. Course Outlines and Assessment Deadlines

- a. Students will be provided with a course outline for each of their subjects which includes a list of all Internally and Externally assessed standards and their credit value.
- b. Students are informed of Assessment deadlines and requirements for each standard.
- c. Students have access to the Assessment deadlines through the Assessment Calendar on SchoolPoint. This is a live document which will be updated if deadlines are changed.

### 2. Due Date and Time

- a. All Internally assessed work must be submitted by the due date and time.
- b. Some assessments (e.g. a multi-period write-up) have multiple due dates as the students is expected to be present in class on days for which the write-up occurs.
- c. Work submitted late, without an extension, or not at all will be assessed as Not Achieved.
- d. Assessments must be submitted to the course teacher or designated member of the department in the manner outlined.
- e. If there is a problem with Turnitin, students should ensure they submit the work by the deadline, and it can be uploaded to Turnitin later.

### 3. Extensions

- a. An extension is an approved, renegotiated due date for an NCEA assessment.
- b. Extensions for NCEA assessments are granted through the Head of Department and Principal's Nominee. In most cases, the student's subject teacher is consulted before a final decision is made.
- c. An application for an extension must be correctly completed using the online form on the MAGS website under the student portal. The application must be made by the student themselves using their MAGS email address.
- d. Students are informed via email of the outcome of the application. It can take up to 5 school days for an application to be processed. This is especially important to note if there is a deadline at the end of the term.
- e. Extensions are not automatically granted and the PN's decision on the granting of an extension is final.

#### 4. Guidelines for Extension requests

- a. If a due date will be missed because it is **planned** (eg a School sanctioned curriculum event, sports or cultural trip, representing provincial or national teams, a clash of school activities, a planned medical operation, approved leave requested in advance, etc.) then an application should be made **before the due date**.
- b. Every application is reviewed individually but some applications may be declined.
- c. Applications that may be declined included part-time work, a family holiday during term time without prior approved leave, or disorganisation.
- d. If an assessment is a multi-period assessment and the student will miss one of the periods, then an application must be made for **the period missed**.
- e. If an absence is unexpected, as in an illness, an application for an extension should be made on the first day of the student's return to school or earlier if possible.
- f. **Valid Medical Evidence is required before an extension will be given for illness.** This may include (but not limited to) a Medical Certificate; being signed out of school by the school nurse; confirmation of reporting as covid positive with the ministry of health (the students name and relevant date must also be visible in the information provided).
- g. Applications due to very personal reasons can be supported by the Dean or Guidance. Students should reference the Dean or Guidance staff member who is aware of their circumstances and that staff member will be asked to confirm that there is a valid reason but will not disclose the reason for the extension to be granted.
- h. Work submitted after the deadline for all students without a confirmed extension will **not** be eligible for credits.

#### 5. Types of Assessments

- a. **A test** – a timed response under exam conditions following the procedures for External Examinations within a shorter period of time.
- b. **Assessment** – a one period task completed during class time with specific materials available to support understanding.
- c. **Assessment (multi-period)** – a written response which may be prepared out of class but only written in the class under examination conditions.
- d. **Assignment** – a multi-week piece of work which can be written up at home and in class. May include research requirements.
- e. **Checkpoint** – a specific check on progress on an Assignment where feedback can be given towards meeting the standard.
- f. **Portfolio** – a body of work made up of many pieces of work which must be assembled for completion.
- g. **Performance** – a rehearsed activity which may be videoed for later additional analysis.
- h. **Project** – the construction/manufacture of an artefact which has check points and a final submission date.
- i. **Practical** – a time bound test, under examination conditions requiring completion of a practical task demonstrating specific skills.

#### 6. Re-submission and Further Assessment Opportunity

- a. A course is not required to offer a Further Assessment Opportunity.
- b. If offered, a Further Assessment Opportunity requires further teaching and a different assessment task.
- c. In line with NZQA a re-submission is only available for students who are close to Achieved and the outcome of any re-submission is **limited to an Achieved grade**.
- d. A re-submission should occur before the teacher gives any feedback to the whole class (or any student) and be closely supervised to manage authenticity.

## 7. Examinations and Test Conditions

- a. It is the student's responsibility to ensure that he/she has the correct equipment.
- b. Bags are to be put at the front of the room, or the back of the hall for exams.
- c. Pens, pencils etc are to be in a clear plastic bag. NZQA refer to an emergency pack which is the clear plastic bag that can be removed from the exam in an emergency with a student's watch or phone that may be under the desk during the exam.
- d. Calculators may be used but must have the memory cleared prior to the assessment.
- e. A student must not communicate with other students in any way during the assessment.
- f. A student may not have a phone or a watch on his/her person during the assessment. Students are to keep phones and watches in his/her bag or on the floor at his/her feet during an assessment.
- g. A student must not use correcting material (Twink) or pencil (unless instructed to do so).
- h. Answers are to be written in blue or black ink.
- i. It is the student's responsibility to hand in all relevant papers at the end of the assessment.
- j. Topic tests under examination conditions and practice examinations may be used as evidence in the event of a Derived Grade Applications.
- k. Students are not permitted to use or have electronic devices (watches, tablets, phones and the like), other than approved calculators, on their person.

## 8. Authenticity/Plagiarism

- a. Students are required to submit work which is authentic, i.e. it must be their own work.
- b. Students must submit their own work and are not permitted to copy the work or ideas of another person, source, or Artificial Intelligence (AI) and submit it as their own work.
- c. Students are not permitted to allow another student to copy all or part of their work even when working in groups.
- d. Students must not seek assistance that would invalidate the authenticity of their work.
- e. It is the student's responsibility to show, if required, that the work he/she has submitted is his/her own work, i.e. that it is authentic. This may include an interview.
- f. Students must clearly identify and reference quotes and the ideas of other people including any information obtained from an online source or valid use of AI.
- g. Students may be required to sign an authenticity declaration and/or submit their work electronically through 'Turnitin' and/or sit in a particular place and/or provide their preparatory notes (sketches etc) to establish authenticity.
- h. Submissions that are considered to be plagiarised will be reported to the Principal's Nominee following the initial review by the teacher and the Head of Department/Faculty. Any appeals will be managed by the Principal's Nominee.
- i. Submissions that are confirmed as plagiarised will be assessed as Not Achieved and students may incur additional sanctions.

## 9. Appeals

- a. If a student believes he/she has been treated unfairly with an assessment grade or task, he/she must discuss his/her concerns with the course teacher first.
- b. If he/she is still concerned, he/she should talk to the Head of Faculty for that course.
- c. If he/she still believes he/she has been treated unfairly he/she is to see Principal's Nominee who will first ascertain that he/she has spoken with the teacher and the Head of Faculty.
- d. Appeals must be made on an Appeal Form (available from the PN) to the PN within 5 school days of the work being handed back to the students.
- e. The appeals procedure not only covers appeals in relation to marking of assessment material but also regarding missed assessments and authenticity procedures. Please contact the Principal's Nominee within 5 school days of confirmation of the outcome to appeal a decision.

## **10. Moderation and Recording Results**

- a. All assessment tasks covered by these procedures and rules are subject to moderation and grades awarded are not published until final moderation is complete.
- b. All grades are reported in the School's Management System (KAMAR)
- c. Students will be required to check and sign confirming their grades are correctly recorded for each internal.
- d. Results are reported to NZQA in a timely fashion.

## **11. Special Assessment Conditions**

- a. Special Assessment Conditions (SAC) must be confirmed by NZQA and the final decision is made by NZQA on SAC approvals.
- b. Special Assessment Conditions may include access to: Reader; Writer; Computer; Extra Time; Separate accommodation; Rest breaks; Enlarged paper; Coloured paper; Technology.
- c. Please be aware that the NZQA applies very strict criteria when deciding on requests for Special Assessment Conditions.
- d. If a parent or student believes he/she has grounds for Special Assessment Conditions contact should be made with Ms Clare Laing, in Learning Support, on [claing@mags.school.nz](mailto:claing@mags.school.nz)
- e. Where a student is confirmed for SAC conditions, it is the student's responsibility to arrange at least 3 school days before an internal assessment, to have the SAC available for the assessment. This can be done by applying using the online form on the MAGS website.
- f. Confirmations of arrangements for external exams will be made in consultation with both the students and the parent/caregivers.

## **12. Counsellors**

Many influences in a student's life can contribute to feeling pressured in his/her work at school.

Talking with someone not directly involved can help him/her to work through those feelings and to find ways that help him/her to achieve his/her goals. The Director of Guidance and the other counsellors are available for confidential counselling. An appointment can be made at any time at the Student Centre.

## **13. Helpful Advice**

- Ask questions if you are unsure about anything to do with NCEA.
- Be sure that you know what you need to do to reach your targets.
- Make sure you know how to avoid plagiarism in each course you take.
- Talk to your teacher about the work that you are expected to do.
- Regularly check on your SchoolPoint Assessment Calendar to check on upcoming deadlines.
- Contact the Principal's Nominee should you have any concerns about assessment.