

Mount Albert Grammar School



The Guide to Assessment Procedures and Regulations for Students and Parents 2018

**Internal Assessment Procedures under the auspices of the
Deputy Principal in Charge of Assessment (DPA)**

Aim High, Aim for Excellence

Your Course Outlines are available on the School's website in each course site.

For an electronic copy of your Course Outlines please go to the School website, go to Student Portal, login and then go to your course site.

Important regulations to keep in mind

1. You may not have a phone on your person during an assessment. (See 6.6)
2. You may not copy another student's work. (See 8.1 and 8.2)
3. You may not make it possible for another student to copy your work in any way. (See 8.3)
4. You may not submit work after a submission date without an extension.
5. You must have a valid doctor's certificate if you want an extension because you are ill, even for one day. A note from your parents is not sufficient. (See 4.6)
6. You will not be granted an extension if you are away from school for self-interest reasons. (See 4.3)

The abbreviation DPA, used below, refers to the Deputy Principal in charge of Assessment.

1. Course Outlines and Assessment Schedules

1. Students will find a course outline for each course on the School website. Each outline contains an Assessment Schedule.
2. Each course must assess its students according to the Assessment Schedule.
3. The Assessment Schedule contains the Standards to be internally or externally assessed, due dates, credit values and for which internally assessed Standards there is an opportunity to re-submit, take a reassessment or neither. (See 7 below.)

Always aim for EXCELLENCE.

2 Due date and time.

1. In all faculties, where appropriate (i.e. assignment-type submissions), the work is to be submitted by **3.30 p.m.** on the due date.
2. Due dates and times are deadlines which must be met.
3. All work to be internally assessed must be submitted by the due date and time.
4. Some assessments (e.g. a multi-period write-up) have multiple due dates as the student is expected to be present in class on successive days.
5. Work submitted late, without an extension, or not at all will be assessed as Not Achieved.
6. Students may apply for an extension of the due date (see 4 below).
7. Assignments must be submitted to the course teacher or designated member of the Department in the manner outlined in the Assessment Schedule.
8. No script will be accepted for marking after other students' marked scripts have been returned.

3 Extensions

1. An extension is an approved, renegotiated due date or time for an assessment.
2. Extensions for NCEA assessment are granted only by the DPA.
3. An application for an extension must be made, in full, on the application form provided for this purpose.

4. Forms are available from the DPA's office.
5. Extensions are not automatically granted.
6. The DPA's decision on the granting of an extension is final.
7. If a due date, which is the last day of a term, is missed, the student must contact the DPA on mrivalland@mags.school.nz (during the first few days of the holiday) to make arrangements for the submission of the work. No extension will be granted, automatically for the two weeks of a school holiday break.

Achieved or better the FIRST TIME!

4 Guidelines for an Application for an Extension

1. All applications for extensions must be made by the student on the Application for Extension form.
2. If a due date will be missed because it is **planned** (eg a School sanctioned curriculum, sports or cultural trip, representing provincial or national teams, a clash of school activities, a planned medical operation, etc.) then an application must be made **before the due date**.
3. Self-interest applications will be declined. (Self-interest applications are applications based on family holidays during term time, or part-time work or playing for a non-school sports team, etc.)
4. 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**.
5. If an absence is unexpected, as in an illness, an application for an extension must be made on the first day of the student's return to school.
6. **A valid doctor's certificate is required before an extension will be given for illness.**
7. An application for an extension for a bereavement will be considered but students should not assume the extension will be granted.
8. Late work will only be accepted by the teacher if it is accompanied by an Application for Extension Form signed by the DPA and it meets the new due date.

5 Types of assessments

1. **A test** - a time bound written response under exam conditions.
2. **A multi-period in-class write-up** – a written response which may be prepared out of class but only what is written in the class under examination conditions is assessed.
3. **An assignment** – a multi-week piece of work which can be written up both at home and/or in class; and that which is written out of class is assessed as well as what may be written in class.
4. **A portfolio** – a body of work made up of many pieces of work which must be assembled for completion.
5. **A performance** – a rehearsed activity which is videoed for later additional analysis.
6. **A research assignment** – as with an assignment.
7. **A project** – the construction/manufacture of an artefact which has check points and a final submission date.
8. **A practice external** – a time bound test, under examination conditions replicating the NZQA administered exams at the end of the year.

6 Exams and Test Conditions

1. It is the student's responsibility to ensure that he/she has the correct equipment.
2. Bags are to be put at the front of the room.
3. Pens, pencils etc are to be in a clear plastic bag.
4. Calculators may be used but must have the memory cleared prior to the assessment.
5. A student must not communicate with other students in any way during the assessment.
6. A student may not have a phone on his/her person during the assessment. Students are to keep phones in his/her bag or on the floor at his/her feet during an assessment.
7. A student must not use correcting material (Twink) or pencil (unless instructed to do so).
8. Answers are to be written in blue or black ink.
9. It is the student's responsibility to hand in all relevant papers at the end of the assessment.
10. Topic tests under examination conditions and practice examinations may be used as evidence in the event of a Derived Grade Applications.
11. Students are not permitted to use or have electronic devices (watches, tablets, phones and the like), other than approved calculators, on their person.

7 Re-submission and Reassessment

(Further assessment opportunities)

1. Students are to check the Assessment Schedule in their Course Outlines to determine whether a re-submission and/or a reassessment or neither is possible for each standard.
2. A student who does not sit the first assessment opportunity requires the DPA's permission to sit a reassessment
3. A course is not required to offer either a re-submission or a reassessment.
4. A reassessment requires further teaching before it is offered.
5. Every student in a course is to be offered the same reassessment opportunity.

Aim for Course & Certificate Endorsements.

8 Authenticity/Plagiarism

1. All the work submitted for assessment must be the student's own work.
2. A student must not copy another student's, or any other person's, work and submit it as their own in any assessment.
3. A student must not make it possible for another student to copy his/her work for any assessment. For consequences, see 10 below.
4. 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.
5. Students must not solicit or accept undue assistance from any person in the preparation of a submission.
6. Students may not quote another person's work without referencing it.
7. Students plagiarise the work of another person if the work submitted is established as the work of another person.
8. Authenticity is established at the assessor's discretion.
9. 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.
10. If the authenticity of a student's work is questioned he/she will, through discussion with the assessor, attempt, on the day scripts are returned, to resolve any issue. Thereafter it will be referred to the DPA.

9 Appeals

1. If a student believes he/she has been treated unfairly, he/she must discuss his/her concerns with the course teacher first.
2. If he/she is still concerned he/she should talk to the Head of Faculty for that course.
3. If he/she still believes he/she has been treated unfairly he/she is to see DPA who will first ascertain that he/she has spoken with the teacher and the Head of Faculty.
4. Appeals must be made on an Appeal Form (available from the DPA) to the DPA within 5 school days of the work being handed back to the students.
5. The appeals procedure not only covers appeals in relation to marking of assessment material but also in regards to missed assessments and authenticity procedures.

Regularly check your entries and Internal results on the NZQA website.

10 Breaches of the Rules

If the DPA is satisfied that a student has breached any assessment procedure or rule, then the student will face one or more of the following consequences:

1. Application of the school discipline system.
2. No credits or grade awarded for that piece of work/standard.
3. No credits or grade awarded for all the internally assessed components in that course.
4. A letter informing his/her parents of the infraction.

11 Moderation

All assessment tasks covered by these procedures and rules are subject to moderation and grades awarded should not be regarded as final until moderation is complete.

12 Recording Results

1. Students are advised to keep their own personal record of grades achieved in each course.
2. Each course outline has provision for a record to be kept.
3. Towards the end of the year, before final grades are submitted to the NZQA, students will be required to check and sign confirming their grades are correctly recorded.
4. All student records and results are covered by the Privacy Act.

Make sure you know and are meeting the prerequisites for entry to the next course.

13 Special Assessment Conditions

1. Special Assessment Conditions must be **applied for early in Term 4** of the preceding academic year.
2. If a parent or student believes he/she has grounds for Special Assessment Conditions contact should be made with Mrs Drake, in Learning Support, on pdrake@mags.school.nz.
3. Please be aware that the NZQA applies very strict criteria when deciding on requests for Special Assessment Conditions.
4. It is the student's responsibility to arrange with Mrs Drake, at least 3 school days before an assessment, to have the SAC available for the assessment.

14 Course Completion and Standards Not Attempted (SNA)

1. To complete a course a student doing a Level 1 or a Level 2 course is required to complete every internally assessed standard offered in the course by the due date.
2. Students who do not meet a check point or submit an internally assessed standard, or a practice external standard do not meet the course completion requirement and jeopardise their entry to the next level in that subject.

Don't risk losing credits because you did not ask a question.

15 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.

16 Helpful Advice

- Ask questions if you are unsure about anything to do with NCEA.
- Talk to your teacher about the work that you are expected to do.
- Keep a planner of assessment dates.
- Contact the DPA should you have any concerns about assessment.