



ASSESSMENT SUPPORT IN 2020



Please visit the Glenfield College website:

www.glenfieldcollege.school.nz

*to download the full electronic copy of the
Student and Parent Assessment Procedures Manual*

There is also a free Phone App that is a use full quick reference:



NCEA Guide 4+
New Zealand Qualifications Authority
#44 in Education
Free

FAQ:

1. What are the students' obligations?

Students are expected to:

- To follow the rules and procedures for assessment as signed in the Rules, Procedures and Authenticity Agreement.
- Be present for all assessments, hand in out-of-class assessments on time and seek extensions before the due date.
- Discuss problems/concerns with the Teacher/Head of Department (HOD).
- Bring a medical certificate to their Dean or a letter to the Principal's Nominee - Mr Graeme King for a family crisis.
- Acknowledge all sources used to produce an assessment.
- Make any appeal over an assessment decision within a week of learning of it.
- Expect a "Not Achieved" grade for an unjustified absence from a test, a late out-of-class assessment, cheating, copying any part of an assessment or allowing anyone to copy any part of an assessment.
- Always do their best especially in the trial assessments as these will generate the grade they receive if required for a derived grade.

2. What is required for authenticity?

All work submitted by students for assessment must be their own work. Students must acknowledge all resources used for any assessment including:

- Text and source material (bibliography, quotes, references, footnotes).
- Names and status of any person who provided assistance, and the extent and nature of any assistance received where appropriate.

Teachers reserve the right to question students verbally about their work to ensure that it is their own and may require a repeated performance where there is doubt.

3. What further assessment opportunities are available?

A maximum of one further assessment opportunity for a standard may be provided within a year and after some additional teaching has been undertaken.

It is available to all students, including those who did not complete the original assessment for an acceptable reason, as per our missed and late assessment policy.

4. What is a resubmission?

A resubmission is offered to an individual student on a case-by-case basis and is limited to specific aspects (mistakes or omissions) of the assessment that the student is capable of discovering and correcting on their own. No more than one resubmission for a final assessment task should be provided if a submission is offered, it must take place before the teacher does any teaching or gives any feedback pertinent to the standard to be resubmitted to the whole class.

5. What happens if a student misses a deadline?

If a student misses an internal assessment deadline or does not complete a task (test or assignment) and has a valid reason (refer to the table below), make an *Assessment Request*. This involves collecting a form from the Principal's Nominee - Mr Graeme King. The form should be returned to the Principal's Nominee with proof of the reason for missing the assessment, the recommendation and signature of the Subject HOD.

Valid reason for request	Student must supply:
Medical	A medical certificate or letter from parent/caregiver together with contact phone number and the appropriate form
Guidance issues	A guidance note with the appropriate form
School co-curricular activities	The appropriate form signed by the Teacher in Charge of the activity
Other valid reason	A letter from home to Principal's Nominee with the appropriate form

The decision to grant a request will depend on authenticity issues and the need to support and recognise student achievement.

There are four responses to a request:

- the same task may be submitted/offered at a later specified date (e.g. extension of assignment deadline, sit test in the following days)
- a further opportunity for assessment using a different task may be available
- a 'not achieved' grade is given because none of the above is possible
- the standard is 'withdrawn' if there was no attempt for a valid reason

If a task is an assignment and the student is unable to attend school on the due date, they must make a request for an extension or arrange for the assignment to be submitted to the Principal's Nominee on the due date.

If no request for an extension is made by 3.20pm on the due date or no assignment is submitted, no extension can be granted. If they miss an assessment, a letter will be sent home informing parents/caregivers.

6. What happens if a student misses an IN-SCHOOL examination?

The timetable of examinations is posted well before the first examinations session. All students should be in attendance. School examinations are important because they:

- provide valuable practice for external examinations
- can be used to generate evidence necessary for a derived grade if they miss an examinations at the end of the year
- can be used to assess achievement for internal standards.

If, however, a student has a valid, verifiable reason for not attending, contact their Dean immediately on the day of the examination. If a valid reason is not provided it will be regarded as truancy. If a student does have a valid reason they may be able to sit the examination at a later time in the examination period.

NB: This does NOT apply to external NZQA examinations. Only to in-school practice examinations.

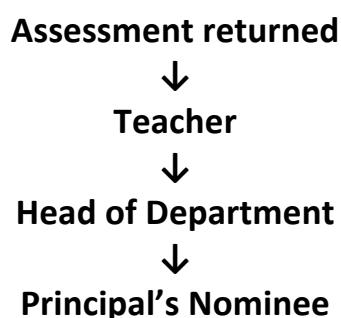
7. **Assessment misconduct**

Any suspected assessment misconduct will be investigated and may result in disciplinary action and/or a 'Not Achieved' grade for that assessment.

This includes plagiarism – passing off someone else's work as their own or collaborating too closely with another student on an internal assessment.

8. **Can I appeal an assessment result?**

Students may appeal the result of an internal assessment.



1. The Teacher allows the student to check that they agree with the results given. If they think an assessment has been incorrectly marked they can ask the Teacher to reconsider.
2. The Teacher should explain the result and make any necessary alterations. If the marking was done by another Teacher, that Teacher will be consulted.
3. If the student is unhappy with the Teacher's explanation, they may ask the HOD of the subject for a decision. This must be done within a week of the work being handed back. Collect an *Appeal Form* from the Student Centre.
- 4.

The HOD can change a Teacher's decision, but this must be done in consultation with the markers and moderator of the assessment. The HOD files a copy of the appeal form.

If the student disagrees with the HOD's decision, they may ask the Principal's Nominee to consider the case.

They may consult the HOD, Dean, Counsellor or their family.

9. **What is a 'Derived Grade'?**

A student can apply for a derived grade for any external assessment if they believe their performance has been impaired by ill health or family trauma. A derived grade must be based on standard specific evidence that meets NZQA requirements.

If a student wishes to be considered for a derived grade, they will need to collect a derived grade form during the examination period from the Principal's Nominee and return it with attached evidence before the end of the examination period. The student should still sit the examination if they can possibly do so (and should still apply for a 'derived grade' even if they sit the examination).

10. What is a 'Special Assessment'?

A student may be eligible for Special Assessment Conditions for NCEA or CIE internal and external assessments if 'significant physical or learning difficulties require special assessment conditions to allow a student to demonstrate their knowledge in assessments'.

Students can be identified by previous testing at other schools, testing at Glenfield College and by the recommendation of teachers at the College. A history of the support needed by the student needs to be established over a period of time.

A student's needs must have been assessed by an independent registered educational psychologist or medical practitioner in the case of injury or medical condition. Standardised testing is used to establish learning potential against current academic performance.

'Special assessment conditions' usually means having a reader, a writer, or both to help them to complete formal assessments. It may include extra time or use of a computer or modified examination papers (e.g. enlarged text).

Applications for this are made through the SENCO - Mrs Michelle Halpin.

11. Standard Withdrawal

A student may withdraw from an internal or external standard if it is unfair to expect them to be able to achieve it. Complete a form from the Principals Nominee to be removed from a selected standard.

12. Year 10 students

Some Year 10 students may attempt some Standards in their core subjects or in associated activities such as Duke of Edinburgh. The results from this year will be sent to NZQA or if an international student may be "banked" and sent in with next year's results.

13. Verifying Entries

- Students will be given a printout to verify they have been entered in the correct standards. Entry into extra standards may occur as the year progresses.
- Please note the legal name as it appears on KAMAR is the name NZQA recognises for all results, not the preferred name.
- If personal details of a student are incorrect see Mrs King in the Student Centre.
- If they have missing entries, or incorrect grades are recorded see the class teacher.
- Once alterations have been made to any incorrect information, Mrs King in the Student Centre will print a new invoice.
- After September 1, students cannot be withdrawn from any standards. Students must sit all examinations showing as Externals on their entry printout.
- Parents and students can view their results by using the Kamar portal. Parents can get a login by emailing the Principal's P.A.: [mailto: g.hayward@gc.ac.nz](mailto:g.hayward@gc.ac.nz)

Students should check on the NZQA website (www.nzqa.govt.nz), using their National Student Number and password. **Please visit the Glenfield College Website, www.glenfieldcollege.school.nz to download the full electronic copy of the Student and Parent Assessment Procedure Manual.**

14. NZQA Fees for 2020

Year 11,12 and 13 Domestic Students

Do not have to pay a fee to cover the NZQA administration fee or to have their credits registered by NZQA.

International Students

Must pay the NZQA administration fee to have their credits registered by NZQA in order to receive their National Certificates of Educational Achievement. This is not just a fee for external examinations.

- Entry for all NQF standards \$383.30 per candidate
- All Scholarship entries \$102.20 per course

International Students who do not pay their NZQA fees still have their grades recorded and sent to NZQA by the College.

2020 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Fri 6 Nov	9.30 am 2.00 pm	Te Reo Rangatira Chinese	Physics German	Business Studies Dance	Calculus Agricultural & Horticultural Science
WEEKEND					
Mon 9 Nov	9.30 am 2.00 pm	Media Studies	Earth & Space Science Classical Studies	Drama	Chemistry German
Tues 10 Nov	9.30 am 2.00 pm	Agricultural & Horticultural Science	Art History Spanish	Statistics Earth & Space Science	Drama
Wed 11 Nov	9.30 am 2.00 pm	Music	Mathematics & Statistics Accounting	History	Biology French
Thurs 12 Nov	9.30 am 2.00 pm	Mathematics & Statistics	Drama	Samoan	Classical Studies Statistics
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 16 Nov	9.30 am 2.00 pm	French	Te Reo Māori	Calculus	
Tues 17 Nov	9.30 am 2.00 pm	Economics	English Chinese	Accounting	Religious Studies Economics
Wed 18 Nov	9.30 am 2.00 pm	History	English Drama	Biology	Te Reo Rangatira Physics
Thurs 19 Nov	9.30 am 2.00 pm	Business Studies	Chemistry	Agricultural & Horticultural Science / German / Chinese	English
Fri 20 Nov	9.30 am 2.00 pm	Biology	Music	Media Studies	Accounting
		Science	Geography	Making Music	History
		Samoan / Spanish		Chemistry	
WEEKEND					
Mon 23 Nov	9.30 am 2.00 pm	Te Reo Māori / Art History	Japanese Agricultural & Horticultural Science	Te Reo Rangatira / Social Studies / Psychology	Samoan Geography
Tues 24 Nov	9.30 am 2.00 pm	Accounting	Economics	English	Media Studies
Wed 25 Nov	9.30 am 2.00 pm	Home Economics	Biology	Geography	Physics
Thurs 26 Nov	9.30 am 2.00 pm	German	Home Economics	Classical Studies	Japanese
Fri 27 Nov	9.30 am 2.00 pm	Dance	Media Studies	Home Economics	Art History
		Chemistry	Business Studies	French	Te Reo Māori
		Classical Studies	Health	Economics	
WEEKEND					
Mon 30 Nov	9.30 am 2.00 pm	Japanese	Te Reo Rangatira / Latin French	Japanese Spanish	Latin
Tues 1 Dec	9.30 am 2.00 pm	Health	Samoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
Wed 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
NO EXAMS					

In 2020, dates for MCAT are **Tuesday 15** and **Thursday 17 September**



Assessment Extension Request Form

Subject	Level 1 2 3
Student Name & TG	
Teacher	
Standard Title & Code	
Date	

Reason For Missing Assessment

Tick as appropriate

Supporting documentation provided?

Attendance (30% or more of the preparation time was missed)
OR

Assessment time for this standard was missed

(A note from your teacher confirming your absence is required)

Health and Wellbeing Issues

(A letter from a medical practitioner or a note from home or Guidance is required)

School Co-curricular Activities

(The signature of the Teacher-In-Charge of the activity is also required

Other Valid Reason

(A letter to the Principal is required)

Principal's Nominee to complete in consultation with HOD (tick appropriate box)

Extension

An extension is granted for this task. The new due date is(To be completed by the HOD)

(The signature of HOD).....

Not Achieved

"Not Achieved" is given for this task, but there will be a further opportunity to be assessed against this standard using a different task later in the year

"Not Achieved" for this standard
(Principal's Nominee to consult with HOD, a copy this form retain for the official file and give a copy to the student)

Signatures

Student

Principal's Nominee



Appeals Form 2020

Student to Complete			
Subject		Level	1 2 3
Student Name & TG			
Teacher			
Standard Title & Code			
Date of Assessment			
Reason for Appeal			
<i>Now hand this form to your subject teacher</i>			
HOD to complete			
Decision			
Reason for Decision			
Signatures			
	Student		
	HOD		
	Date		

If you are unhappy with the HOD's decision, take this form to the Principal's Nominee



Rules, Procedures and Authenticity Agreement

Student Name: _____

Student: I agree to abide by the rules and procedures outlined in the Student and Parent Assessment Procedures Manual available on line at: www.glenfieldcollege.school.nz. I understand that the work I submit for internal assessment must be my own. I understand that if it was appropriate to source information then that information must be acknowledged in the appropriate manner. I understand that I may be required to identify my sources if there is any question about the authenticity of this work. I understand that plagiarism and/or collusion or any other form of dishonesty will result in disciplinary action which may make me ineligible for a grade.

Parent/Caregiver: I have read the requirements set out above and in the Assessment Procedure Manual and will encourage the abovenamed student to act in an honest way. I will also, to the best of my knowledge, ensure that all work presented will be authentic and completed according to these requirements. I am aware that NZQA fees need to be paid by International Students by the stated date in order for my child to get a Record of learning.

Signatures

Student

Parent

Date

[Copy for your Record]



[Please return this completed form to your Form Class Teacher]



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Signatures

Student _____

Parent _____

Date _____