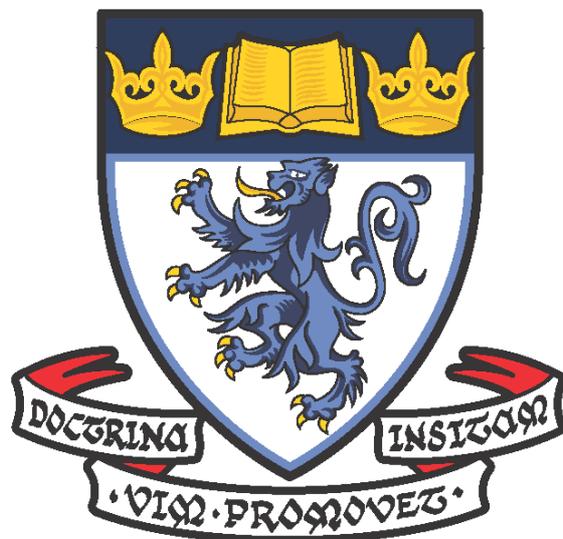


King's High School



NZQF Qualifications Assessment Procedures

Student Handbook
2019

This guide is for students and parents/caregivers to assist with understanding the expectations and NZQA qualifications offered at King's High School. It includes the rights and responsibilities for assessment.

ASSESSMENT RULES

Assessment Opportunities

It is school policy that students will attempt assessments offered in class as deemed appropriate by the class teacher.

Students may be offered the opportunity to **resubmit** work (if appropriate) or receive a **reassessment** opportunity (if available). If a reassessment opportunity is impractical (for example, the assessment is a Science research experiment that cannot be repeated due to time restraints or a Technology project that is the accumulation of a year's work) then students should be made aware of this from the outset in course information.

The school is permitted by NZQA's rules to offer a **maximum of two assessment opportunities for any internally assessed standard in a year.**

Resubmission means errors identified by the student may be corrected. Teachers will use their professional judgement and only offer this to students where corrections could make a difference to the final grade, and before work is discussed.

Reassessment means the student will complete another assessment for that standard. This is decided by the department and about the practicalities of doing this. All grades are available in a reassessment opportunity.

Authenticity

Authenticity is the assurance that evidence of achievement produced by a student is their own. Teachers will give guidance and set conditions of assessment to assist with managing this. It is appropriate for students to learn from others at home and gather information from a range of sources. However, students must be aware of using correct procedures for referencing sources they use in assignments so that they do not plagiarise. Parents and caregivers should also be aware that they cannot assist their son with the final product that will be turned in for assessment. Some departments will also require a signed authenticity statement to remind students of this factor. If a student turns in work the teacher does not recognise or cannot attest as the student's own because it was done at home, the result is Not Achieved.

Missed and Late Assessments

Situations that affect assessment due dates fall into the following categories:

- **Circumstances beyond the student's control**
This includes illness, bereavement or misadventure. The student must provide a note of explanation on their return to school. A doctor's certificate may be requested in the case of illness or accident. Work should be submitted where possible. The teacher will endeavour to accommodate this situation and may offer an alternative assessment date or reassessment if practicable. If no assessment opportunity is possible, the student will be withdrawn from the standard. **Apply for an Extension** using the form (see Extensions below).
- **Circumstances within the student's control**
This includes school trips or other **planned** absences. Where possible, teachers will endeavour to accommodate students with school-related reasons for absence from a planned assessment date.

Students must plan ahead and are expected to submit assignments **prior** to the absence.

If necessary, the student should use the ***Extension Request Form*** to **apply for an extension** (see Extensions below). If no assessment opportunity is possible, the student will be withdrawn from the standard.

- **Wilful absence, late or non-submission of work.**

This includes unexplained absences, printer breakdown and no attempt to discuss this with the teacher, not using the extension process and wilfully taking more time to complete an assessment beyond the time stipulated by the Conditions of Assessment for the activity, or not submitting work for which the student had an assessment opportunity.

If the assessed work is **not presented OR presented late** after the published due date and without any attempt by the student to arrange for an extension, then that will be considered an assessment opportunity. **This means the grade for that assessment is Not Achieved.**

Absences for family holidays in school time are, in effect, wilful absences. The student may be offered a further assessment opportunity if one is available for that standard.

Extensions to due dates for work are at the discretion of the Principal's Nominee in consultation with the Head of Department, and should be made before the due date. Use the *Extension Request Form* available on the school website or from Ms May. Any request for an extension must be based on either:

- a medical necessity - accompanied by a medical certificate/appointment card and note from the parent/caregiver
- a genuine reason for lateness accompanied by a supporting note from a parent/caregiver.

Derived grades are used by NZQA when a student misses an NZQA end-of-year examination due to illness or misadventure (within guidelines). Contact the office should this occur. The derived grade for each externally assessed standard will be the grade achieved in the school examinations (or an equivalent exam-conditions assessment). Students should prepare well for the school examinations for a variety of reasons, including the necessity for derived grades as a safety net.

Misconduct and breaches of the rules

Students are expected to follow school rules for behaviour and the specific conditions of the assessment they are working on.

Misconduct in assessment situations includes: cheating (such as bringing notes to an assessment or copying another's work), deliberately lending work and allowing another to copy, plagiarism (passing off another's work/ideas as your own without referencing), disrupting an assessment by talking or other inappropriate behaviour, impersonation of another student, using an electronic device such as a laptop, cellphone, tablet, graphics calculator or translator when it is specifically forbidden to do so.

A Discipline Referral from class for misconduct or disruption in an assessment will be also given to the Principal's Nominee for further investigation.

The most likely outcome for proven misconduct is a Not Achieved grade for the standard and no opportunity for a reassessment.

Misconduct in external examinations or assessments is investigated by NZQA.

Appeals

A student may appeal **any assessment related decision**.

For grades, an appeal may take place **after** the student has discussed the assessment result with the class teacher. If no agreement can be reached then the appeals process can proceed.

An appeal must be lodged in writing using the *Assessment Appeal Form*. This form is available from the Principal's Nominee, Ms May, and is on the school website.

The appeal must be lodged within FIVE days of receiving the assessment result or decision.

The appeal must be given by the student directly to the Principal's Nominee who will discuss it with the teacher and the appropriate Head of Department.

The Principal's Nominee's decision is final and will be presented to the student and parents/caregivers in writing.

Special Assessment Conditions

Students who have been identified in the junior school with medical/health or physical conditions and/or specific learning disabilities may be eligible for help with assessment. Eligibility and benefit of assistance must be proven over a period of time. Assistance may include: reader, writer or use of a computer, reader and writer, enlarged or specific coloured paper, extra time, rest breaks.

The SENCO, Mrs Marsh, will ensure applications are made for NZQA approval early in Term 1. If approved for assistance, teachers will be instructed to ensure that it is made available in assessment situations, including practice for external exams.

Parents must notify the school if they believe there is documented evidence of any medical/health, physical condition or learning need that might affect assessment.

Requirements for National Certificate of Educational Achievement

NCEA Level 1

80 credits at Level 1 or higher. Of these 80 credits, 10 credits must be in literacy standards and 10 credits must be in numeracy standards.

NCEA Level 2

80 credits, where 60 credits are at Level 2 or higher and 20 credits at any level, even if used for NCEA Level 1. The literacy/numeracy requirements of NCEA Level 1.

NCEA Level 3

80 credits where 60 credits are at Level 3 or higher and 20 credits at Level 2 or higher, even if used for NCEA Level 2. The literacy/numeracy requirements of NCEA Level 1.

Setting goals for higher achievement

Students are rewarded for achieving Merit and Excellence grades. The endorsements could be for the Certificate and/or for the particular Courses they have studied. We are encouraging students to set goals for attaining endorsements and there is a mentoring programme for these students.

- **Certificate Endorsement**

When a student achieves **50 credits at Excellence**, and achieves the requirements of the NCEA for the level, he will have his **NCEA Endorsed with Excellence**.

When a student achieves **50 credits at Merit (or a mix of Merit and Excellence)**, and achieves the requirements of the NCEA for the level, he will have his **NCEA Endorsed with Merit**. Certificates are endorsed at the highest level annually.

• Course Endorsement

A student will gain Course Endorsement for any course where he achieves **14 or more credits at Excellence (Endorsed with Excellence) or Excellence and Merit (Endorsed with Merit)**, where at least **3 credits are internally assessed and at least 3 credits are externally assessed**. Level 3 Visual Art and Levels 1 – 3 Physical Education need 14 credits at Excellence or Merit and are exempt from the 3 internals and 3 externals rule. The grades must be achieved in a course in a single year.

University Entrance

Students attaining UE (when they are in Year 13) must meet **all** of the requirements below:

Requirement	Credits	Comment
NCEA Level 3	80	60 credits at Level 3 or higher and 20 credits at Level 2 or higher (includes 3 Approved subject standards)
UE Numeracy*	10	Numeracy at NCEA Level 1
UE Literacy*	10	5 Reading and 5 Writing credits from specific standards at Level 2 or higher
Approved subject 1	14	Credits must be from Level 3 Achievement standards in one Approved subject
Approved subject 2	14	Credits must be from Level 3 Achievement standards in another Approved subject
Approved subject 3	14	Credits must be from Level 3 Achievement standards in another Approved subject

*Some requirements can be met with Level 1 or Level 2 standards from earlier years.

Scholarship

Scholarship is externally assessed, in most cases by written examination, and, for some subjects such as Visual Arts, the Technologies and Music or Drama, by portfolio or performance. It is designed to test the most able students in NZ. The award of Scholarship is a monetary award, payable to students enrolled in NZ tertiary study. Because of this, Derived grades are NOT available for Scholarship.

Learner Login

All students have a National Student Number (NSN) which is used by the school and NZQA to create the Record of Achievement. You should register and use your NZQA Learner Login on the NZQA website: <https://secure.nzqa.govt.nz/for-learners/records/login.do>

Students should use this facility regularly to check the accuracy of entries and results.

Results, Record of Achievement and Certificates are **not** sent to students – they must be viewed or ordered via the Learner Login.

You must register and login to view results online in January when results for externally assessed standards are released. Contact the school if this is a problem.

Documents are ordered online in the Learner login area, *Order Documents*. These include results, Record of Achievement, School Results Summary, and any Certificates that have been awarded. Students are entitled to one free copy of each document if the NZQA Fees have been paid.

NCEA GUIDE APP

There is a smartphone app that helps you understand the NCEA system and there is more information about it on the NZQA website.

NZQA Fees

These fees are set by NZQA for the processing of qualifications and the administration of examinations. The school collects the fees on behalf of NZQA.

NZQA fees cannot be added to your school account, but you can request that any surplus in your account be used for payment. Please contact the office.

NZQA fees must be paid to the school office by 15 August to allow time for processing of the payments and to get them to NZQA by the due date for school payments.

After this date, you may have to pay your fees to NZQA directly. Late fee penalties will apply from 1 December. Financial assistance applications (see below) can only be made to the school.

Students entered in internally **and/or** externally assessed standards and Scholarship are charged the following NZQA fees:

Student	Fee
Domestic student entry for NCEA standards	\$76.70
Domestic student entry for Scholarship subjects	\$30.00 per subject
International student entry for NCEA standards	\$383.30
International student entry for Scholarship subjects	\$102.20 per subject

Please contact the school if you have questions or concerns about NZQA fee payments.

Financial assistance is available for domestic students when the fee payer meets at least one of the following criteria:

- be receiving a Work and Income or Study Link **benefit** (benefit-based applications). Fee is reduced to \$20.00 (or \$30 per family with two or more children at any school).
- have a joint family **income** that would entitle the fee payer to receive a [Community Services Card](#) from Work and Income (income-based applications). It is not necessary to have a Community Services Card. Income thresholds will be announced in April each year. Fee is reduced to \$20.00 (or \$30 per family with two or more children at any school).
- **Family** entitled to partial remission of fees, irrespective of family income. Maximum fee per family is \$200, so this is likely to apply to families with three or more students entered for qualifications.

Note: The children can be at the same or different schools. Use ONE form per family. Contact the office about this.

Financial Assistance forms may be collected from the school office **from 1 May**. **Completed forms should be returned by 15 August with the fee.**

King's High School – Extension Request Form



Application for extension for assessment/work (must be completed at least 3 days in advance)

Student Name: _____ House group: _____

Subject: _____

Teacher: _____

Assessment Title: _____

Assessment (Milestone or Final) Due Date: _____

Reason For Requesting an Extension: _____

- Supply any supporting information or documentation: eg Medical certificate

Student Signature: _____ Date: _____

Give this form and any other information to Ms May at least 3 days ahead of the assessment due date.

NOTE: Do not use this copy.
The form is available on the King's HS website or from Ms May

King's High School Assessment Appeal Form



Instructions:

- If you have a problem with a grade or any assessment decision, discuss it in the first instance with your teacher or the Head of Department for that subject.
- If you are unhappy with that outcome, then use this form to appeal any assessment-related decision made by a teacher assessor, or any aspect of the internal assessment process, including Rules, Conditions of Assessment, Grades, and Extension decisions. **Discuss this with Ms May.**
- You have 5 days to appeal an assessment related decision from receipt of grade.
- Submit this form to Ms May.

PART A (Student to complete)

Student Name: _____

Subject / Class / Level: _____ Teacher Code: _____

Department: _____ HOD/ TIC: _____

Assessment Title: _____
(If applicable)

What is the assessment decision that you are appealing?

What is the reason for the Appeal:

What do you think is the correct decision and why?

Evidence to support Appeal (if applicable):

Signed: _____ (Student)

Date: _____

NOTE: Do not use this copy.
The form is available on the King's HS website or from Ms May

