

# NORTHCOTE COLLEGE

## ASSESSMENT POLICY IN PRACTICE

### A GUIDE FOR STUDENTS 2017

The Northcote College Assessment Policy applies to all formal school and New Zealand Qualifications Framework (NZQF) assessments and is reviewed annually.

#### **Assessment Tasks**

A Course Outline will be provided in each subject at the start of the year showing the assessments, when they occur through the year and details of additional assessment opportunities.

The assessment tasks are written to meet national standards and external moderation requirements. Each task will include criteria to explain what is needed to achieve success. Conditions of assessment will be clearly stated in each assessment task.

#### **Authenticity**

Academic Misconduct is viewed as a serious offence at Northcote College.

The work that is presented for assessment must be original and you will be required to sign a statement verifying that it is your own work produced without assistance.

All work that you submit for assessment (in any subject) that counts towards the end of year grade or mark must be your own work. Presenting work as your own when it is not is cheating. Different subject areas will use a variety of systems to ensure that the work you submit is authentic. In some subjects the assessment will be done in class under test conditions. Alternatively you may work on a task over an extended period with regular checkpoints built in for the teacher to check on authenticity using notes and draft documents.

Your work must not be done or improved by another person. (It is acceptable for someone to identify problem areas but it is not acceptable for that person to correct them.)

#### **You should acknowledge all resources used for any assessment, including:**

- text and source material, using footnotes, bibliography etc.
- name and status of any person who provided assistance and the extent/nature of any assistance used.

When you hand in work for assessment you are acknowledging that the work is your own. You may be required to sign a declaration of authenticity stating that a piece of work is your own.

If there is doubt about the authenticity of the work the Head of Department will investigate and in consultation with the Principal's Nominee, make a final decision on whether the work will be marked. Each case will be investigated and the student interviewed by the Senior Manager in charge of assessment.

Authenticity may be checked in a variety of ways, such as:

- an interview with the teacher to demonstrate understanding of the text and assessment material submitted
- comparison of work with other similar examples/drafts prepared by the student
- internet check for plagiarism

## Breaches of Assessment Rules

“To cheat is to be intellectually dishonest by passing off as your own, work that has been done by someone else”.

*Academic misconduct may take various forms including:*

1. Copying from another student during a test or exam.
2. Use of electronic devices that are not specifically required or approved in the assessment (including mobile phones).
3. Using the work of other scholars or students including from the internet when preparing an assignment or writing an examination and pretending it is your own by not acknowledging where it came from.
4. Making up or fabricating data in research assignment.
5. Impersonating someone else in an exam or test or arranging such impersonation.

**A Not Achieved grade will be reported when academic misconduct is evident.**

## Missed and Late Assessments

Students absent from an assessment or school examination through illness, injury, family crisis/tragedy or participation in a school sports/cultural fixture will, on application, be given an extension or another opportunity for assessment if possible. The period of an extension is likely to be a few days at the most and will not exceed the period of time considered lost as the result of illness/injury etc. Students absent from an assessment or seeking an extension must apply in writing on the appropriate form in advance of the due date. [Student Drive/NCEA Information & Forms]

Where no further opportunity is available for the assessment, students will not be permitted to attend a sports or cultural fixture without written permission from a parent or guardian. A note is needed clearly acknowledging that the student will give up the chance to gain those credits.

When students are absent from an assessment with good reason and there is no other assessment opportunity available they may be given a grade if there is enough evidence from authentic work to show that the student has met the standard.

In fairness to all students a **medical certificate** issued on the day of the assessment **is required** to verify illness or injury. This needs to be handed to the attendance office. Suitable proof of other events such as a death notice or certificate may be requested.

**Work handed in after the due date and time without an approved extension may be marked for guidance only, in negotiation with the Teacher in Charge, however a Not Achieved result will be reported.**

## Special Assessment Conditions

Students with evidence of long term issues affecting learning may be eligible for special assistance in all assessments. Special assessment conditions include some or all of the following: separate accommodation, extra time, technology assistance, reader assistance, and writer assistance. If you think this may apply to you see Mrs Guise in the Special Needs Department who will advise you.

## Further Assessment Opportunities

Where practical, each subject area will provide a second assessment opportunity (further assessment or resubmission) for each internal standard. Resubmission is available at the discretion of the HOD. Evidence is required to support every assessment, however, the further assessment need not necessarily involve completing a new assessment. In some cases you may be asked to resubmit a part

of an assessment to improve your result. This is likely to happen when the teacher has reason to believe that you have that knowledge or skill to find and fix the error without assistance.

Resubmission will be limited to specific aspects of the assessment and no more than one resubmission opportunity on the task, will be provided. No further teacher guidance will be provided for resubmissions.

The format and the timing of assessment opportunities will be indicated in the Course Outline for each subject and on the assessment calendar which is posted home in Term 1.

It is possible that the second assessment opportunity will be outside school hours or terms, such as in the September/October holiday. Students wishing to take part in these assessments must register to attend.

**Students who do not sit the first assessment or who miss a deadline without an acceptable excuse for their absence will have a Not Achieved result reported for that standard and will not be given another opportunity to be assessed for that standard.**

**Students absent from an assessment or seeking an extension must apply in writing on the appropriate form in advance of the due date. [Student Drive/NCEA Information & Forms]**

## Appeals

If a student feels that he/she has not been fairly evaluated in an assessment the first step is to approach the class teacher to discuss the grade given and the marking of the task.

Should the student wish to take the matter further, he/she must complete an "Appeals" form [Student Drive/NCEA Information and Forms] and hand it to the HOD within one week of first sighting their graded assessment.

The HOD will, in consultation with the class teacher, re-consider the work against the assessment schedule and the national standard and if necessary consult an outside expert. A student appealing a grade can expect a written response within one week of the appeal being received.

If a student feels that he/she has been treated unfairly when there has been an alleged breach of the assessment rules the first step is to discuss the matter with the Senior Manager in charge of assessment, Ms. Russell. This process may also be used to appeal a ruling on a Breach of Assessment Rules.

## Moderation

Moderation is the system used to ensure that the level of the assessment is at the national standard and that the grade given reflects that standard. To make sure national standards are being met the tasks are moderated against benchmarks and panels of teachers are likely to be involved in the marking.

There are a number of different methods used to make sure that the marking is fair and accurate. Each year NZQA takes a sample of internal work from the school to check that our marking is at the national standard. If your original work is required for moderation a copy will be provided for your records.

## Marked Assessment Tasks

Each department is required to keep all student work until at least one week after the date of first handing the work back in class. (This is to cover the one week appeal provision.)

Once the appeal period is over student work will be returned to the student unless it is required for further assessment at a later date. Copies may be made by the teacher in order to meet NZQA moderation requirements.

Once the assessment is marked each student will be asked to sign alongside their own grade on a computer printout to verify the result recorded is correct.

Students should record their result for each standard on the Course Outline to track their progress towards a qualification and keep a record of their results in their diary.

Students are urged to keep all marked assessed work for the full school year and to check their results carefully on Moodle to avoid problems arising on their NZQA Record of Achievement.

No student's personal details or results will be made available to anyone without the student's permission.

## Checking Results

1. Each student is expected to record their result on their course outline. This record will be initialed by the subject teacher to verify accuracy.
2. Students will periodically be required to sign alongside their own grade for each standard on a computer printout to verify that it is correct.
3. Students can check their own results in the school system using Moodle: [www.northcote.school.nz](http://www.northcote.school.nz)
4. A Results Progress Sheet will be periodically provided for students and will be included with the Half Year School Report to enable students to check grade progress within each subject.
5. Students are encouraged to check their NZQA results on the NZQA website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz) periodically using their Learner Log in.
6. If a student finds that a grade appears to be incorrect they should talk to the subject teacher. Evidence of the grade will be on the assessed work. If there is any dispute over the accuracy of the grade recorded this must be referred to Ms. Russell, Senior Manager in charge of assessment.

## NZQA & School Rules for Examinations & Formal Tests

- ◆ Students are not to talk from the time they enter the examination room until all papers are collected (or they have left the room).
- ◆ Bags are to be left at the back or front of the room as directed by the supervisor.
- ◆ Students are permitted to bring only the pens and equipment required in a clear plastic bag. No white out is allowed. Calculator covers must be placed on the floor beneath the student desk. Refill will be provided for all students.
- ◆ Mobile phones and electronic devices not specifically needed for the examination are to be turned off and stored in student bags or left in the care of the supervisor until the end of the examination.
- ◆ No food or drink is allowed in the examination room – other than water in a clear plastic bottle.
- ◆ Once seated, students must not leave their seats for any reason. To get attention they must raise a hand.
- ◆ Students must stop writing as soon as the teacher announces the end of the exam.
- ◆ Students must hand in all question and answer papers and unused refill before they leave the examination room.
- ◆ At the conclusion of the test/exam, students are to remain seated and silent while staff collect all material from desks.