
Te Awamutu Student Handbook for Qualifications on the NZQF

2024

This handout contains important information for senior students completing courses that are standards based and assessed using achievement standards or unit standards. We aim to support and encourage all students to meet their assessment responsibilities on time and successfully.

- **Ms Devlin** is the Principal's Nominee for liaison with the New Zealand Qualifications Authority (NZQA). She administers our assessment procedures.
- **Mrs R Legg** is the Deputy Principal responsible for overseeing all assessment matters.
- **Deans** are key people in providing assessment advice and support. They are also responsible for working with students who may have outstanding course work or other assessment obligations, and in assisting students to meet those responsibilities.

YEAR 11 DEANS: Ms Wilson and Mr Prout
YEAR 12 DEANS: Mrs Silvester and Mr Cawkwell
YEAR 13 DEAN: Mr Smith

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1 Course Information

To ensure that fair and appropriate assessment policies and procedures exist.

1. All students will be issued with a **COURSE INFORMATION** handout at the commencement of each course which will provide specific information relating to that course.
2. Your teacher should explain the conditions under which each assessment will take place.
3. Work should be assessed and returned to students to view within 4 weeks of the assessment. Occasionally exceptions may occur to cope with the moderation process.

2 Appeals

Regarding the Grade

1. The student, upon the return of his or her work, should seek clarification of the marking procedures and grade awarded. If the student has any concerns, they should discuss the matter with their classroom teacher **within three days of receiving back** their work.
2. If the matter is not resolved the student should take the matter to the HOD **within two days**.
3. Following the meeting with the HOD, if the student feels the matter has not been resolved satisfactorily and they wish to take it further, he or she must consult with the Principal's Nominee, Ms. Devlin, within two days of the meeting with the HOD.
4. Ms Devlin will arrange for an independent assessment of the work, usually conducted by a teacher from another school.
This decision will be considered final.

Regarding other matters

1. If a student has a concern regarding some other aspect of assessment e.g. conditions, timing, they should discuss the matter with the Principal's Nominee, Ms Devlin, who will investigate and rule on the issue. If the concern/complaint is concerning Ms Devlin the student should take the matter to Mrs Legg.
2. Complaints need to be made within three days of the occasion of concern.

3 Assessment

1. Assessment dates can be found on each Course Information sheet. Internal assessments are run according to NZQA rules and sat under conditions laid down in the assessment.
2. Every effort will be made to minimise activities which take students out of class time to complete activities or assessments. Wherever possible learning experiences are provided within timetabled class periods, and similarly assessment activities are to be held in class wherever possible and practicable.
3. In the senior school, school exams will be scheduled in Term Three.
Formal classes will be cancelled, and study leave will operate for non-exam times. These exams may be used to provide evidence for derived grade purposes.
4. Where a change of timing is required for an assessment the students should be informed two weeks in advance where possible.

4 Leave

When a student is going to be absent from school for any reason other than illness or bereavement he/she should inform teachers of the absence and ensure parents are aware of any assessments which are to be missed.

5 Attendance

1. Students are expected to attend all classes and any absences from class must be explained to the form teacher via a note from the parent. This note is required the day the student returns to school.
2. Where a student is absent on the day of an assessment, for no good reason, **they will have missed the opportunity to be present for that standard and will gain a Not Achieved.**
3. Students who are frequently absent for assessments may be required to produce a medical certificate.

6 Authenticity

1. Assessment work should be undertaken in class where possible.
2. The teacher should sight drafts, plans, and or work in progress (where appropriate). This sighting is to be identified by teacher initialling and dating and recording. Such work should be submitted with the final assessment product.

Work completed outside class must contain a student and caregiver authenticity signature.

7 Misconduct

Misconduct may include:

- Talking during certain assessments.
 - Using materials which have not been approved for use in the assessment.
 - Passing off as their own work any material from any source including other student's work, Google and AI. Using another's words or ideas without clearly indicating the source. (Plagiarism)
 - Distraction of other students during the assessment.
 - Using an unauthorised device eg cell phone during the assessment
1. Teachers should report all cases of suspected misconduct to the Principal's Nominee.
 2. The Principal's Nominee will conduct a preliminary investigation
 3. Where it is decided the student has deliberately cheated the principal will be informed. A formal letter will be sent home and the matter will be noted on the student's record.

The student will not receive any credits for that standard and no further assessment opportunities in that standard will be available.

The student may also face any of the consequences employed in the school discipline system.

8. Special Assessment Conditions

1. Special assessment conditions are available for students for external examinations and internal assessments providing they meet the criteria set down by NZQA. This normally involves a medical condition or significant learning condition.
2. If you believe you could qualify for special assessment conditions you need to discuss the matter with Ms Neal at the Learning Support Center.
3. Generally students who are eligible for help have been receiving assistance through years 9 and 10

9 Derived Grade Process

1. If a student is unable to sit the examinations at the end of the year because of illness, bereavement, injury etc. they should contact the Principal's Nominee immediately to start a Derived Grade Process.
2. This is usually based on performance in the school examinations so it is important students try their best in these examinations.

10 Late Work

Unless there is a genuine reason for lateness (e.g. bereavement, illness) late work will not be assessed.

11 Moderation

1. All courses are required to be moderated internally. In addition the school is accredited for NZQF which requires us to engage in external moderation also.
2. NZQA will also conduct regular moderation checks for internal assessment as part of the audit of school's systems.
3. Each Department is required to have documented moderation procedures for each course, outlining the specific moderation that will and has occurred.
(Department management plans)

12 Further Assessment Opportunities

1. A further assessment opportunity means a different assessment task.
2. **No more than ONE** further assessment opportunity should be provided for students. Staff will endeavour to provide this where practical and this is not guaranteed.
3. The conditions for the further assessment opportunity must be the same as for the first assessment.
4. Those standards which will not provide for further assessment must have this information communicated clearly to students in the course information sheet or throughout the year.
5. The highest grade achieved will be the grade awarded – Not Achieved, Achieved, Merit or Excellence.

13 Resubmissions

Teachers may offer students **no more than one resubmission** per assessment if they consider the errors are minor and can be corrected by the student by themselves, with no help from the teacher. The only graded work that can be resubmitted is a Not Achieved which can only be regraded as Achieved if all the criteria have been met.

14 Recording

1. Following each piece of standards assessment, class teachers will ensure the grades are entered onto KAMAR. This should happen within four weeks of the assessment taking place.
2. Class teachers will retain the hard (paper) copy or digital copy of the assessments.
3. Students are encouraged to keep their own record of credits achieved and will sign off grades achieved at the end of the year.

15 Return of Work

1. Marked student work should be returned to students within four weeks of the assessment activity due date for VIEWING. This is to allow students to see their results and ask any questions, and to provide opportunity to initiate appeal proceedings. This assessed work must be retained by the classroom teacher and stored as per Department procedures for storage.
2. Assessment work is retained throughout the school year and up until March 31 the following year. If the work is not required for benchmark samples and the release of the work will not compromise further assessment activity, reasonable attempts will be made to return the work to the student after this date.

16 Reporting

1. The College will report to parents at least twice per year on the learning outcomes and progress of each student.
2. The College will also ensure that students receive regular updating on progress and achievement to date.
3. Parents can access their student's results via the parent portal on KAMAR
4. Students can access their individual results through their own logins with NZQA
5. Students will be shown their final internal results before they leave for the end of year exams to sign off. Any errors can be corrected then.

17 Responsibilities

1. School wide management of assessment is a leadership and administrative responsibility of the Deputy Principal with responsibility for Curriculum and Assessment. - Mrs Legg.
2. The Principal's Nominee, Ms Devlin, has responsibility for carrying out NZQA duties and responsibilities on behalf of the school, and liaises with the Qualifications Authority for the purpose of the administration of their rules and regulations.
3. Heads of Department are responsible for ensuring the development and maintenance of fair, valid and transparent assessment procedures within their Department.
4. Heads of Departments are responsible for ensuring assessment procedures are administered and applied correctly within their area of responsibility.

18 Entry and Withdrawal

1. Students are entered for the assessments in the courses they have selected. Should a student be unready for an assessment the teacher will discuss withdrawing the student from that assessment with the parents.
2. If the student or parents wish that the student remains entered they will be allowed to do so.

19 Common Assessment Activity CAA

Twice a year, students from Year 10 and up will have the opportunity to sit the three Common Assessment Activities in order to gain literacy and numeracy. These are digital assessments run by NZQA and supervised by teachers.

20 NZQA Fees

There are no fees for any NCEA qualifications or credits.