

SPECIAL ASSESSMENT CONDITIONS**RATIONALE:**

Christchurch Girls' High School recognises that some students are unable to demonstrate their full potential academically because of limitations resulting from medical and/or physical disabilities and/or specific learning disabilities. These disabilities potentially impair the students' performance in internal and external assessments, in particular written examinations.

PURPOSE:

To identify and support students who are in need of assistance in assessment situations.

GUIDELINES:

1. Students will be considered for Special Assessment Conditions (SAC) assistance for NCEA internal and external assessments if they meet the following criteria:
 - i. The student has a specific learning disability that directly impacts on her ability to be assessed fairly in assessments for National Qualifications.
 - ii. The student understands and is willing to meet her responsibilities as a student with entitlement to the use of special assessment assistance.
 - iii. The student has a documented medical or physical condition or disability.
2. Identified students requiring special assessment conditions will be entered on the Learning Support Register and will have a Learning Support file, and information for teachers will be entered on Kamar.
3. Applications for these identified students will be forwarded to the New Zealand Qualifications Authority (NZQA) for an entitlement to Special Assessment Conditions.
4. Special assessment assistance will be provided for students who comply with NZQA requirements. This assistance may take the form of a person or assistive technology.
5. When students agree to special assessment assistance for a subject, they have a choice to accept this assistance for all, part or none of the summative assessment.
6. Both class teachers and students are required to give at least one week's notice to designated staff, prior to identified students undertaking summative assessments in order to access this assistance.
7. All personnel working as Readers and/or Writers must have undertaken the necessary training prior to assisting a student.
8. There will be an annual review of student eligibility for special assessment assistance through consultation about the use made of this assistance and the benefit gained from it, with special assessment assistants, students and teaching staff.
9. Students in the junior school will access Special Assessment Conditions for end-of-year school examinations. NZQA requires students to trial SAC, prior to being granted entitlement. Feedback from subject teachers on students' performance will be collected and collated in addition to students' feedback

Responsibility: Learning Support Committee

Date: July 2015

Review: September 2016

Policy: Student Achievement/ Special Assessment Conditions