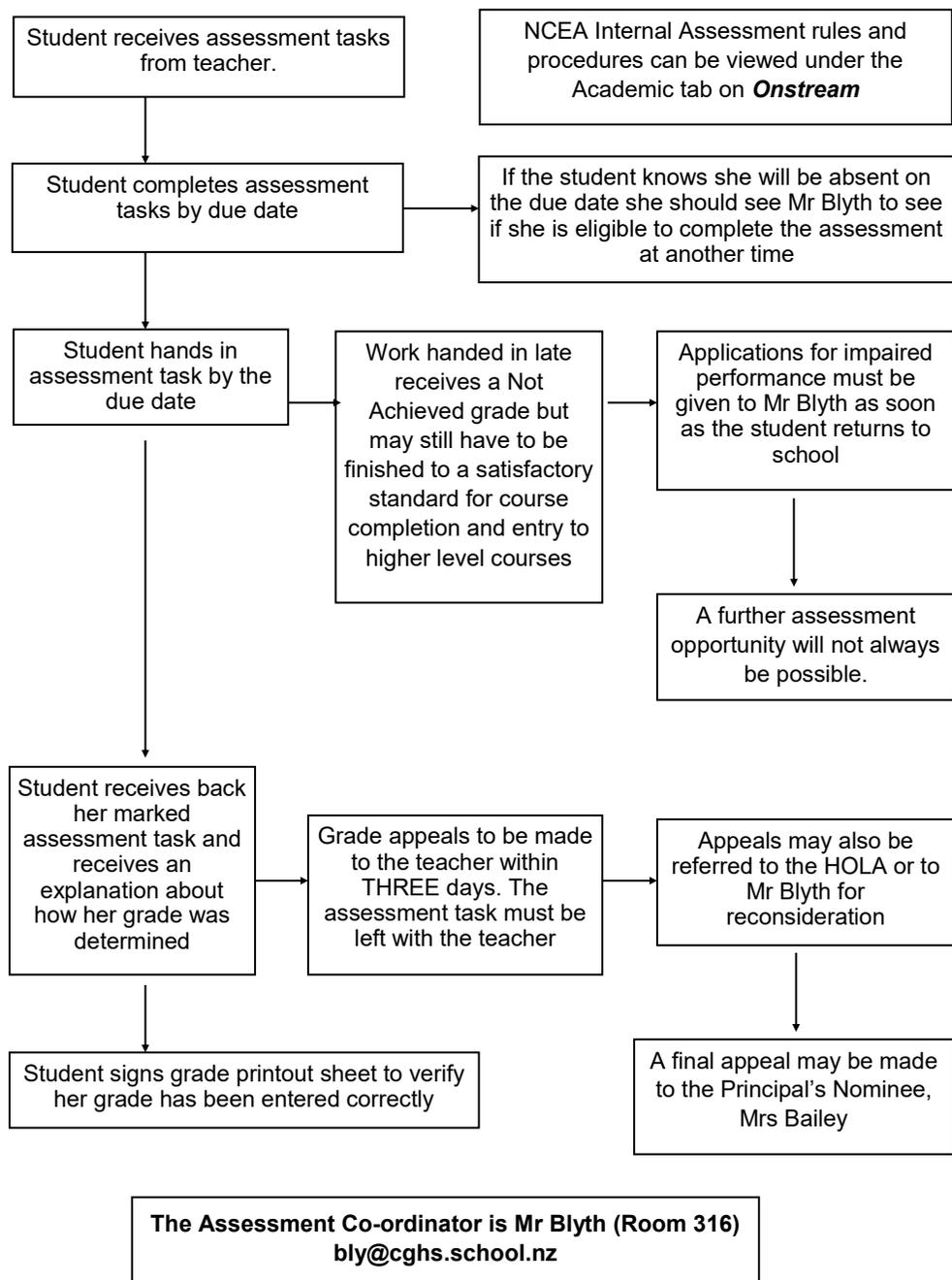


INTERNAL ASSESSMENT PROCEDURE FOR STUDENTS



NCEA – Internal Assessment Information for Parents & Students 2018

The Assessment Coordinator is Mr Blyth. His office is Room 316. Students must see him if they miss an internal assessment for any reason.

MISSING AN ASSESSMENT FOR SCHOOL TRIPS OR PERSONAL REASONS

1. If a student knows she will miss an assessment, because of a school event or other absence that has been **approved by the Principal**, she should contact Mr Blyth at least ONE week prior to the absence to see if there will be another opportunity to complete that assessment. If there is another opportunity she will be informed when that will take place. This might have to be BEFORE the absence from school rather than after her return.
2. If it is not possible to offer an alternative opportunity to undertake the assessment under the same conditions as other students then she will be withdrawn from the standard and it will not appear on her Record of Achievement. If her absence is not due to a school event or she does not have approved leave she will be given a Not Achieved grade for that standard.

LATE WORK, MISSED ASSESSMENTS DUE TO ILLNESS, OR IMPAIRED PERFORMANCE

1. If a student misses an assessment because of bereavement, illness or an unexpected school event she may be allowed, if another opportunity is available, to attempt the assessment activity. This means that if a department has already programmed a similar assessment into its course later in the year then she will be able to attempt that assessment then. She must discuss this with Mr Blyth within THREE days of her return to school. In cases such as bereavement, a letter from a parent/ caregiver will have to be presented as evidence. In the case of illness, a dated medical certificate from a doctor, indicating that **the doctor has actually seen her on the day of the missed assessment**, will have to be provided. These documents are to be given to Mr Blyth who, in consultation with the HOLA of the subject, will decide whether it will be possible to grant either a short extension or a further assessment opportunity. Students must realise that there will be times when a missed assessment will mean that they will be withdrawn from the standard (if the absence is supported by valid evidence), where the type of assessment means it is not possible to offer an extension or another assessment opportunity eg. for some practical assessments, assessments done on camps or field trips, or assessments done in class over several days.
2. If a student misses an assessment and there is no legitimate reason for doing so, then she will receive a Not Achieved grade for the standard missed. She may still be required to complete the assessment, to a level judged as satisfactory by her teacher, during lunchtimes and/ or after school (see CGHS policy on course completion below).
3. Assessments which are late for no valid reason will receive a Not Achieved grade.
4. If a planned school activity (eg a field trip or a production) occurs during a long-term assessment (eg during a research project, or the preparation of a folio) a student will not be granted a time extension. Students are expected to organise their time so they are able to complete assessments around other activities they are involved in.
5. If a student believes that her performance in any internal assessment has been impaired and she applies in writing, detailing the reason for the impairment, to Mr Blyth no later than THREE days after the due date for the assessment then she may be eligible for a grade if her reason is valid and if either of the following circumstances apply. If a further assessment opportunity is offered later in the programme then that will be the chance for her to demonstrate unimpaired performance. If there is only one assessment opportunity in the programme then a grade will be awarded only if a similar "practice" task has already been completed under the same conditions. In some assessment activities it will not be possible to make any allowance for impaired performance.
6. Any applications for impaired performance must be made to Mr Blyth, and must be accompanied by appropriate documentation. See him to discuss what documentation may be required.

HANDING IN OF ASSESSMENT MATERIAL

1. It is the student's responsibility to ensure that the work is received by her teacher or the staff member who is collecting it.
2. Students are to hand in assessment activities (which have not been completed in a class) between **8.30am and 8.40am** on the due date at the Red Desk. For subjects with a large number of students or for large pieces of work like Art Portfolios, an alternative collection point may be used. If there is only one class doing the assessment the teacher may choose to collect the assessment at the beginning of the timetabled class on the due date.
3. It is too late to get a medical certificate on the due date for an assignment which has been done at home as the assignment should have been completed before that date.
4. Emailed assessments or electronic assessments must be submitted to the teacher before **8.40am** on the due date.

Students will receive a Not Achieved grade for a piece of assessment if:

- they are absent on the due date for an assessment activity and their work is not handed in to the School Office by **9.00am** on that day.
- they put their assessment into a teacher's pigeonhole and it goes missing.
- their work is posted and it gets lost in the mail or arrives after the due date.

AUTHENTICITY

All material handed in for assessment **must be the student's own work**.

1. They may be required to sign a cover sheet stating that the work is their own. They will be given this cover sheet by their teacher.
2. If the work is proven to be copied either from another student or from another source then they will receive a Not Achieved grade for that particular standard.
3. If it is proven that the work was copied from another student with the knowledge of that student then both students will receive a Not Achieved grade.
4. Any incidents involving copying of work will be referred to the Assessment Coordinator who will inform the student's parents.
5. Parents and any tutors must realise that they can offer **advice only** about assessment activities.
6. If a student is working on an assessment activity over a long period of time, or outside the classroom, her teacher will make frequent checks on her work to ensure that it is her own. She must be prepared for this by keeping plans, drafts, log books etc used in the preparation of her work as directed by her teacher.
7. If a student has reasonable grounds to disagree with the decision of the Assessment Coordinator regarding authenticity she may appeal to the Principal's Nominee, Mrs Bailey. Her decision is final and absolute.

DISHONEST PRACTICE

1. Dishonest practice includes, but is not limited to:
 - Influencing, assisting or hindering other students, whether dishonestly, fraudulently or unwittingly.
 - Attempting to dishonestly or fraudulently access information or materials not permitted during an assessment.
 - Accessing information or materials or other help from another person during assessments sat under

test conditions.

- Altering assessment material prior to appealing a grade.
 - Submitting material for an assessment that is not the student's own work.
2. Where dishonest practices are found to have taken place the students involved will receive a Not Achieved grade for the assessment and the Assessment Coordinator will inform their parents.
 3. If a student has reasonable grounds to disagree with the decision of the Assessment Coordinator regarding dishonest practice she may appeal to the Principal's Nominee, Mrs Bailey. Her decision is final and absolute.

APPEALS ABOUT GRADES

A student is able to lodge an appeal against a grade she has received.

1. The appeal must be made within **THREE school days** of receiving a marked assessment.
2. She must first raise the issue of an appeal with her class teacher **and the assessed work must be left with the teacher**. If she does not leave the assessed work with the teacher no appeal will be considered.
3. If she is concerned about the result of this discussion she must refer the matter to the HOLA of that subject. The HOLA will reassess the disputed script, or part of the script, and if this settles the issue the student will then sign the cover sheet showing acceptance of the result. If her teacher is also the HOLA of that subject then the student must refer the issue to the Assessment Coordinator.
4. If the HOLA's decision does not settle the issue, then the HOLA will refer the issue to the Assessment Coordinator. He will then reach a decision in consultation with the HOLA and will communicate this decision to the student.
5. If the student is still unhappy with the decision she may refer the issue to the Principal's Nominee, Mrs Bailey. Her decision is final and absolute.
6. Appeals will not be considered for any work removed from the classroom, or for work completed in pencil, or containing twink.

EARLY WARNING SYSTEM

1. If a student has failed to complete or hand in on time an internal assessment activity her parents will be informed by the Assessment Coordinator.
2. After two letters her parents or caregivers will be asked to contact the school and attend a meeting to discuss the student's performance.

CHRISTCHURCH GIRLS' HIGH SCHOOL POLICY ON ATTENDANCE AND COURSE COMPLETION

All students are expected to attend all classes and to complete all class work. This includes homework, practice assessments during the year, summative assessments (the assessments that will earn credits towards NCEA) and the school examinations. Students who fail to hand in summative assessments by the due date may still have to complete those assessments, during lunchtimes and/ or after school. This is to ensure that students do complete all necessary aspects of the course. Assessments completed under these conditions will not gain credits.

Students who do not complete assessments and so do not gain credits in those assessments will be reducing their chances of gaining entry into their preferred course in the following year. Most subjects set a minimum entry level which includes the requirement that a student completes all internal assessment, and if they do not meet that level they will not be permitted to study that subject at a higher level.