



## ASSESSMENT PROCEDURE

**Christchurch Girls' High School wishes to ensure assessment practices are valid, fair, accurate and consistent with the national standard.**

Assessments should:

- provide teachers with information to inform future teaching programmes and practices
- provide all students with feedback to assist their learning
- provide feedback to parents
- provide information to the Board which informs strategic planning

Therefore, Christchurch Girls' High School will ensure:

1. All courses of study in the senior school will offer between 18-24 credits unless otherwise approved annually by the Senior Leadership Team.
2. All NCEA assessments will comply with NZQA and CGHS rules.
3. That all courses of study have enough class time available for students to complete the course and for the necessary assessment to be carried out. No internal assessment should be scheduled during the nominated summer and winter tournament weeks or when whole school events are scheduled.
4. Students be informed of the NCEA rules and procedures via assemblies, class visits, the newsletter and onstream.
5. Learning Areas will ensure all assessments reflect current best practice and where possible will minimise disruption to teaching programmes.
6. At the beginning of each year students in all NCEA courses will receive an outline detailing the standards being offered, the mix of internal and external assessment, approximate dates for internal assessments and the number of assessment opportunities available for each internally assessed standard.
7. Instructions for each internal assessment will identify the standard and version being assessed, the assessment conditions, the due date(s) for completion and if a second assessment opportunity will be available.
8. All students enrolled in an Achievement Standard must have the same opportunity to gain Excellence.
9. Off level assessment opportunities will be approved by the Senior Leadership Team.
10. School examinations will be held in August/September for senior students and November for junior students.

Responsibility: Senior Management Team/Assessment Co-ordinator  
Date: July 2018  
Review: July 2021  
Policy: Student Achievement Policy/Assessment Procedure

11. The results of assessment will be shared with the students as soon as possible after the completion of internal moderation, with due regard to the privacy of the individual.
12. The Senior Leadership Team must approve annually any courses that do not offer Endorsement.
13. Any standards offered outside full year courses must be approved by the Senior Leadership Team.

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