

## **NCEA – Internal Assessment Information for Parents & Students**

The Assessment Coordinator is Mr Blyth. His office is Room 316. Students must see him if they miss an internal assessment for any reason. [bly@cghs.school.nz](mailto:bly@cghs.school.nz)

### **MISSING AN ASSESSMENT FOR SCHOOL TRIPS OR PERSONAL REASONS**

If a student knows they will miss an assessment because of a school event or other absence, their parents should first email Mrs Peawini ([pwl@cghs.school.nz](mailto:pwl@cghs.school.nz)) to request that the leave be approved. Once the leave has been approved, the student should contact Mr Blyth to see if there will be another opportunity to complete that assessment. If there is another opportunity, they will be informed when that will take place. This might have to be BEFORE the absence from school rather than after their return.

If it is not possible to offer an alternative opportunity to undertake the assessment, then the student will be withdrawn from the standard, and it will not appear on their Record of Achievement. If their absence is not due to a school event or they do not have approved leave they will be given a Not Achieved grade for that standard.

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

If a student misses an assessment because of bereavement, illness or an unexpected school event they 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 they will be able to attempt that assessment then. They must discuss this with Mr Blyth as soon as they return to school. In cases such as bereavement, a message from a parent/ caregiver is all that is required. In the case of illness, an email from the parent to Mr Blyth is all that is required. **NOTE: In 2022 students are not required to get a medical certificate for illness.** In consultation with the HOLA of the subject, Mr Blyth 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 Students must realise that there will be times when a missed assessment will mean that they will be withdrawn from the standard (if the absence is supported by valid evidence), where the type of assessment means it is not possible to offer an extension or another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.

If a student misses an assessment and there is no legitimate reason for doing so, then they will receive a Not Achieved grade for the standard missed.

Assessments which are late for no valid reason will receive a Not Achieved grade. 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.

If a student believes that their performance in any internal assessment has been

impaired, they should contact Mr Blyth as soon as possible after the due date for the assessment to see what can be done. For some assessment activities it will not be possible to make any allowance for impaired performance.

### **SUBMITTING ASSESSMENT MATERIAL**

It is the student's responsibility to ensure that their work is received by their teacher or the staff member who is collecting it.

Students are to hand in assessment activities (which have not been completed in a class) between **8.20am and 8.30am** on the due date at the Red Desk. For subjects with large pieces of work, like Art or Technology portfolios, an alternative collection point may be used.

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.

Assessments completed digitally must be submitted to the teacher before **10pm** 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, or if they put their assessment into a teacher's pigeonhole and it goes missing.

### **AUTHENTICITY**

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

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. Other assessments may have to be submitted via Turnitin, a plagiarism checker.

If a significant portion of the work is proven to be copied either from another student or from another source, then the student will receive a Not Achieved grade for that particular standard.

If it is proven that the work was copied from another student with the knowledge of that student, then both students may receive a Not Achieved grade.

Any incidents involving copying of work will be referred to the Assessment Coordinator who will inform the student's parents or caregivers.

Parents and any tutors must realise that they can offer **advice only** about assessment activities.

If a student is working on an assessment activity over a long period of time, or outside the classroom, their teacher will make frequent checks on their work to ensure that it is their own. They must be prepared for this by meeting whatever checkpoints are put in place by their teacher.

If a student has reasonable grounds to disagree with the decision of the Assessment Coordinator regarding authenticity they may appeal to the Principal's Nominee, Mrs Bailey. Her decision is final and absolute.

### **DISHONEST PRACTICE**

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.

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 or caregivers. The principles of 'natural justice' will apply.

If a student has reasonable grounds to disagree with the decision of the Assessment Coordinator regarding dishonest practice they 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 they have received. The appeal must be made within **THREE** school days of receiving a marked assessment. They must first raise the issue of an appeal with their class teacher and **the assessed work must be left with the teacher** if it is a physical document. If they do not leave the assessed work with the teacher no appeal will be considered. If the work is stored digitally, then it cannot be edited in any way after the due date

If the student is concerned about the result of this discussion, they must refer the matter to the HOLA of that subject who will reassess the disputed script. The student may further raise the issue with the Assessment Coordinator if they still has grounds to dispute the HOLA's decision. He will then reach a decision in consultation with the HOLA and will communicate this decision to the student.

If the student is still unhappy with the decision they may refer the issue to the Principal's Nominee, Mrs Bailey. Her decision is final and absolute.

### **EARLY WARNING SYSTEM**

If a student has failed to complete or hand in on time an internal assessment activity their parents will be informed by the Assessment Coordinator. After two missed assessments, their Dean will be informed and will contact the parents or caregivers to discuss the student's performance.

### **WITHDRAWALS FROM A STANDARD**

Students who wish to be withdrawn from an internally assessed standard should apply to Mrs Bailey before the learning for that standard has begun. A decision on whether the student can be withdrawn will be made in consultation with their subject teacher, Dean and parents or caregivers. This is to ensure that students complete all aspects of the course necessary to prepare them for study in that subject at a higher level.

### **PREREQUISITES FOR HIGHER LEVELS OF STUDY**

Year 13 students should be aware that some university courses specify particular standards that must be achieved to be accepted into that course. They may also set minimum credit requirements which are higher than for University Entrance (UE). Most overseas universities have requirements much higher than for UE.

Years 11 & 12 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. Some subjects set a minimum entry level and if students do not meet that level then a student may not be permitted to study that subject at a higher level.

# INTERNAL ASSESSMENT PROCEDURE FOR STUDENTS

