



1.11 ASSESSMENT PROCEDURE

Christchurch Girls' High School / *Te Kura o Hine Waiora* 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 / *Te Kura o Hine Waiora* will ensure:

1. All NCEA assessments will comply with NZQA and CGHS rules.
2. 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.
3. Students be informed of the NCEA rules and procedures via assemblies, class visits, the newsletter and onstream.
4. Learning Areas will ensure all assessments at all levels reflect current best practice and where possible will minimise disruption to teaching programmes.
5. 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.
6. 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.
7. All students enrolled in an Achievement Standard must have the same opportunity to gain Excellence.
8. Off level assessment opportunities can be provided at the discretion of the Head of Department/Head of Learning Area.
9. School examinations will be held where possible in August/September for senior students and November for junior students.
10. 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.

Responsibility: Senior Management Team/Assessment Co-ordinator
Date: Term 1 2022
Review: Term 1 2025
Policy: 1.11 Assessment Procedure