



Lincoln High School

Te Kura Tuarua o Waihora

Assessment Procedures Student Handbook

2018



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1) Introduction

The aim of this booklet is to inform and clarify for students and their caregivers, the internal assessment practices and rules at Lincoln High School.

The rules have been produced to ensure that **all** students are treated fairly and apply to all National Qualifications Framework assessments, including NCEA. They have been developed by the school to ensure that the regulations of the New Zealand Qualifications Authority (NZQA) are met.

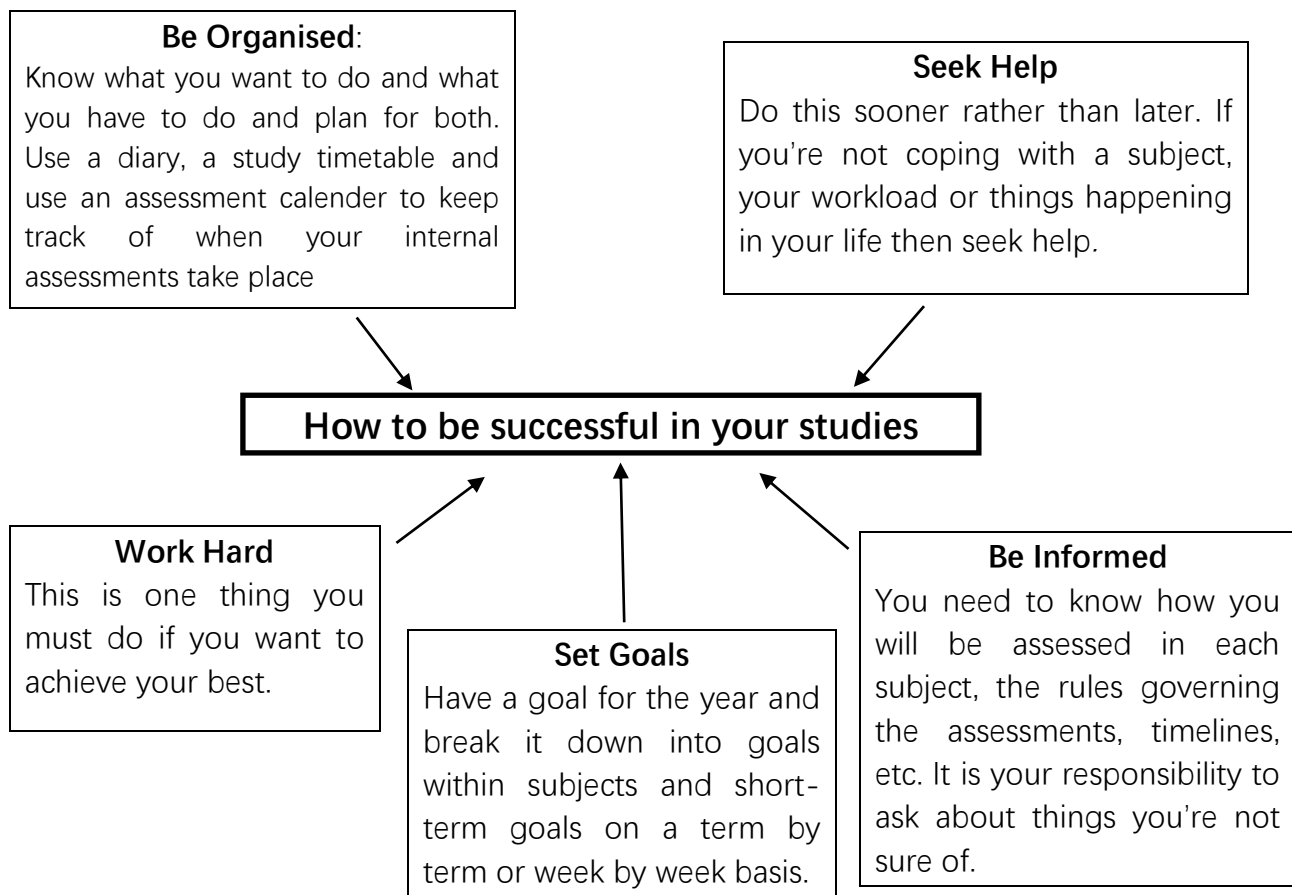
It is essential that you make yourself familiar with the contents of this book. Keep it in a handy place. You will need to refer to it throughout the year.

If you have any questions or concerns about assessment matters then talk to your subject teacher, Linc teacher or Tutor as soon as possible.

Note:

- The practices and rules outlined in this book will be reviewed annually.
- The Senior Tutors are:
Year 11 Mrs Walker (dwa@lincoln.school.nz)
Year 12 Mrs Thatcher (lth@lincoln.school.nz)
Year 13 Mrs Senior (hse@lincoln.school.nz)


How To Be Successful



Where to seek help:

- Your subject teacher
- Linc teacher
- Guidance Counsellor
- Careers Advisor
- Tutor
- Dean
- Head of Level

2) Tracking Your Results

- NZQA's phone app is a very effective tool to use so you can monitor progress with NCEA overall, certificate endorsement and course endorsement. The free App is available from iTunes and Google Play Stores. Search for NCEA student and look for the  icon.
- The Kamar portal has any results that have been published by your teacher. You need your portal username and password to access these. Linc teachers can assist with this. The portal also has your Assessment Statement (course summaries) which show all standards covered in all courses. These are useful when planning what you can obtain internally and externally etc. Once you have logged into the Kamar portal select Results/Reports/Assessment Statements.
- The NZQA website has a record of all your NCEA results including your external exam results which are available in January next year. Login details remain the same each year. Year 11 students will receive their details in April. Students order their NCEA certificates and Records Of Achievement (ROA) via the NZQA website, student login.

3) National Certificate of Educational Achievement (NCEA)

This qualification is awarded to students who gain a total of 80 credits. Credits are earned as a result of being assessed against Achievement Standards or Unit Standards.

NCEA Level 1

- 80 credits including ten from numeracy credits and ten literacy credits (English or Te Reo Mā ori)
- Level 1 Merit endorsement requires at least 50 Level 1 (or higher) Merit or Excellence credits.
- Excellence endorsement requires at least 50 Level 1 (or higher) Excellence credits.

NCEA Level 2

- 60 credits at level 2 (or above) plus 20 credits from any level (including level 1) and have obtained Level 1 literacy and numeracy.
- Level 2 Merit endorsement requires at least 50 Level 2 (or higher) Merit or Excellence credits.
- Excellence endorsement requires at least 50 Level 2 (or higher) Excellence credits.

NCEA Level 3

- 60 credits at level 3 (or above) plus 20 credits from any level (including level 2) and have obtained Level 1 literacy and numeracy.
- Level 3 Merit endorsement requires at least 50 Level 3 Merit or Excellence credits.
- Excellence endorsement requires at least 50 Level 3 Excellence credits.

Course Endorsement

You are able to gain course endorsement in a subject, if you meet the following requirements.

- 14 or more credits at Merit or Excellence including
- at least 3 credits at Merit or Excellence from externally assessed standards and 3 credits at Merit or Excellence from internally assessed standards.

Merit and Excellence credits can be used for Merit course endorsement. Only Excellence credits can be used for Excellence course endorsement.

Note: Course Endorsement can only be obtained within an academic year.

The externally assessed standards, (end of year exam/folio) do not apply to Physical Education courses.

University Entrance

The requirements for University Entrance are:

- a) NCEA Level 3, plus
- b) Three UE approved subjects – (at **Level 3 or above**), 14 UE approved credits in each, plus
- c) UE Literacy – 10 approved credits English or Te Reo Mā ori (5 reading and 5 writing) at **Level 2 or above**, plus
- d) UE Numeracy – 10 approved credits at **Level 1 or above**.

Grades

The result of an Achievement Standard assessment is Not Achieved (N), Achieved (A), Achieved with Merit (M), or Achieved with Excellence (E).

The result of a Unit Standard assessment is either Not Achieved (N) or Achieved (A).

All Unit Standards and some Achievement Standards are assessed internally.

Notification of an Assessment

Students should be given two weeks written notice prior to the start of an assessment from their subject teachers.

4) What do I do if I miss an assessment which is done in class time due to sickness, etc?

Note: Estimated grades cannot be given for missed assessments.

If there is a second assessment opportunity later in the year then in some subjects that is when you will be assessed.

If there is only one assessment opportunity then in most cases you will be able to do the missed assessment when you return to school provided you have a Medical or Principal's Certificate. The catch-up assessment time is as soon as practical after the original assessment. For example, if the assessment was on a Monday, the catch-up should be held by Thursday.

To be able to apply for a catch-up you must:

- Get a Medical Certificate to cover illness related absences, fill in the 'Missed Assessment' form (available from the Careers Hub), and hand these in to the office before school on the **first** day you return

OR

- Get a Principal Certificate Approval to cover absences resulting from exceptional circumstances. To do this you need to bring a signed note from a caregiver, fill in the "Missed Assessment" form (available from the Careers Hub) and hand these in to the office **before** your absence or on the **day you return**.

The Tutor will inform the student and appropriate teacher of the outcome of the catch-up application..

The catch-up assessments may take place during class time, lunchtime or after school.

Principal Certificate Approval

The approval is managed by the Year level Tutor in conjunction with The Principal Nominee (Mr Melton) when necessary.

If at all possible, these should be applied for **before** the day of the assessment (refer above).

If the approval is required because of a bereavement this would normally only be given for a relative or someone with a close association with your family.

Principal Certificate Approval will not be given to cover a student who is away on holiday during school time.

If a student's performance at school has been significantly impacted by personal circumstances, they should contact their year level Tutor immediately, for support.

5) Derived Grades for External Exams

If a student is unable to attend an external exam in November/December due to illness or exception circumstances, they must contact Mr Melton immediately. Medical and Principal Certificate Approvals do **not** apply. A different derived grade process must be followed in accordance with NZQA requirements. Mr Melton will be able to provide details and assist you with the application.

6) Handing in Assignments

To be eligible for a grade, work must be handed in by 4 p.m. unless there is an acceptable explanation supported by a Medical or Principal Certificate Approval. **If you hand in work late and do not have either of these certificates then the assignment will not be marked** (Occasionally the work will be requested by 9.00am. In these cases class teachers will specify this requirement in writing). The resulting grade will be Not Achieved.

If work is to be handed in late then you should do the following:

- the work must be given to your year level Tutor as soon as you arrive at school. Do not give the work or certificate to your teacher.
- complete the 'Missed Assessment' form (available from the Careers Hub) and hand this in with the work and certificate. The Tutor will decide whether the certificate covers the late work.

Note: The Principal reserves the right to make the final decision in any of the above matters.

Missed or Late Submission of Assessment

If a student is unjustifiably absent from an assessment they will not qualify for a catch-up. In such cases they will be awarded a **Not Achieved** for the assessment that took place during the unjustified absence. This also applies to due dates for assignment based assessments being missed due to unjustifiable absences. Please note that family holidays during school time are regarded as unjustified absences in accordance with Ministry of Education requirements.

7) Assessment Appeals

- When assessments are returned, subject teachers will:
- Explain carefully to students the marking schedule and the reasons for marking decisions.
- Once the teacher has gone over the marked assessment, the work of all students will be kept by the teacher until the next period that subject is on. Students who wish to request a review must do so within five school days of the marked assessment being received by the student. The work of these students will be kept by the teacher at all times.

- When the review is completed the decision and the reasons for it should be given to the student who may either accept the subject teacher's decision or request the teacher to retain the paper while an appeal is made.
- The student who decides to make an appeal does so through the Tutor who will pass the paper to the appropriate Head of Learning Area (HOLA) to review the marks. The HOLA will check that:
 - i) the assessment item is valid in relation to the subject's assessment statement.
 - ii) that the marking is consistent with the marking schedule and that no factual errors occurred in the marking.
 - iii) that the correct grade has been given.
- The HOLA will then return the paper to the Tutor with his/her decision and the reasons, which the Tutor will communicate to the student.
- If the student is still not happy with the decision, the problem may be referred to the Principal's Nominee, Mr Melton, for consideration.
- The final avenue of appeal is to the Principal, who will assess each case on its merits.

Note: Where a student is concerned about the fairness of an assessment or the conditions under which it is administered, the same process should be followed: that is, the Tutor, the Principal's nominee, the Principal.

- If the teacher whose decision is being appealed is the HOLA in this subject area an alternate suitable independent person will perform the HOLA role. Again, the final avenue of appeal is to the Principal.
- If students are unhappy about any aspect of the assessment process, they are encouraged to approach the Tutor or Principal's Nominee.

Note: In accordance with external exam conditions, students cannot appeal a grade if pencil or twink (correction fluid) has been used on the students' assessment paper. This also applies to NZQA's external exams at the end of the year.

8) Assessment Conditions and Misconduct

- Any assessment item produced must be entirely the student's own work. This means that it is not acceptable to copy or collude when producing the assessment item.

To **copy** involves presenting information (text, data, diagrams, maps, etc) from another source without acknowledging it in the assessment. Under no circumstances may you copy another person's work with or without their knowledge.

To **collude** means to work with another person including using someone else's ideas in completing the assessment and then presenting it as your own work.

Note: for assessments that include work done outside of class time or that run over more than one period, students will be required to sign an authenticity statement that they have not copied or colluded.

- The consequence for misconduct may include a 'Not Achieved' being awarded for the assessment and there being no further assessment opportunity for the standard/s. There will also be a consequence for any student found guilty of assisting someone to cheat.
- If a student's behaviour is disruptive during an assessment they may be transferred. If this happens the student risks not be given the opportunity to complete the assessment or have another assessment opportunity.

9) Verification of Results

Near the end of the year students will have access to all of their recorded results. They will be asked to check their results. If the recorded results are incorrect teachers will be contacted to confirm the correct grade. It is the finalised results that will be sent to NZQA.

Note: All students' results are subject to the Privacy Act (1993) and, therefore, must not be shown to other students.

10) Special Assessment Conditions

Students who have a Specific Learning Difficulty (SLD) may qualify for Special Assessment Conditions (SAC) for NCEA assessments.

These conditions can include a reader, computer use/writer, separate accommodation and extra time. An application from the school (Head of Learning Support) needs to be made to NZQA for SAC conditions prior to the year that they are required. NZQA makes the final decision regarding students receiving SAC assistance. Students and families can discuss any queries regarding assessment assistance with the Head of Learning Support (Mrs Jones) from Year 9.

If new circumstances arise leading to a new diagnosis of SLD, families need to contact the Head of Learning Support as soon as possible.

11) Bibliography / Reference List

When a student is required to produce a bibliography /reference list as part of an assessment, they are to use the attached bibliography/reference list. A copy of the bibliography/reference list can be found on the school website under Students & Learning/NCEA.

<http://www.lincoln.school.nz/students-and-learning/ncea/>