



Rolleston College

Horoeka Haemata

NCEA at Rolleston College Learning Evidence and Assessment

Student Handbook

A guide to things you should know. You must read it through and also get someone at home to read through it too.

You - The Learner at the Centre.

Remember, all of your teachers at Rolleston College are working towards your success with you.

We want you to gain your NCEA and will support you towards this.

However, we are governed by NZQA Standards we have to see you reach, so when you are awarded a grade, it is how your work is compared to a required standard that determines the grade, and not your teachers personal opinion.

Internal Assessment.

Assessments carried out within the normal running of the school year. These may be formal tests, assignments or projects. They are marked by teachers within Rolleston College, and moderated by specialists outside of the college.

Achievement Standards are awarded grades Not Achieved (NA), Achieved (A), Merit (M) and Excellence (E).

Unit Standards are awarded either Not Achieved (NA) or Achieved (A)

1. Work you hand in for assessment towards NCEA must be your own work. If it is not, you will receive a grade of Not Achieved.
2. For some assessment tasks there is only one attempt. Aim to gain the credits first time. Some assessments may provide the opportunity for a second attempt. Know before you start. Ask your teacher.
3. Generally, your work may be submitted at various stages for general feedback and guidance before the due date.
4. Be sure you fully understand what the rules are for the assessment task you are working on.
5. You can appeal an awarded grade if you strongly disagree with it.
6. In exceptional circumstances late work may be marked.
 - a. A medical certificate may be needed if you are requesting an extension to assessment due date due to illness.
 - b. If you are going to be away for an assessment you must inform your teacher.
 - c. If you are unexpectedly away for another reason, contact your teacher to explain this. An extension is likely depend on the reason you give.

Your teachers will give you the results. If you want to see your achievement overall, you can access your results through the Kamar portal. Your access code and password will get you there.

If you see an error in your records, please let your teacher know.

During the year, the school sends your results to NZQA so that they appear on the NZQA website when you log in. Reviewing these to check for accuracy is an important end of year task.

If you have any questions you are encouraged to call or email me.

pete.buyers@rollestoncollege.nz - Senior Leader

Authenticity. Is the work your own?

- All work submitted for assessment must be your own. Depending upon the task you can include quotes from other authors, or evidence and ideas which support your thinking, but you must acknowledge these. In some circumstances the standard requires appropriate referencing format. Check with your teacher if you have any doubts about how to do this.
 - If you submit work which is not your own or if you allow any other student to copy your work, both students will not receive credits for the assessment activity.
 - There may be circumstances where data is collected collaboratively, but the processing after this must be done on your own.
- You will sign an official statement to promise that the work is your own.

Assessment Opportunities for Internally Assessed Standards.

- If you have attended a course and your course teacher(s) has provided you with an assessment, you are expected to attempt the assessment.
- Assessments will take place during the semester of the course you have chosen. Due dates and general criteria for the assessment will be outlined around 5 school days before the assessment starts.
- For some standards there is only one assessment opportunity, while for others there is a second chance. You may only have a second assessment opportunity where possible or applicable
- If you are given a further assessment opportunity (where this is practicable) it will follow additional teaching and learning.
- The full range of grades (NA, A, M , E) are available in a further assessment opportunity.
- You will be given a Course Information and Assessment statement indicating which standards may have a further assessment opportunity.
- In some practical subjects you may be able to rework existing work or produce more evidence in order to achieve the standard.

Absence from Assessment.
you can't just be off and expect to be assessed later!

- If you are absent on the day of an internal assessment event (e.g. a test, practical performance) and have satisfactory documentation (medical certificate or other supporting evidence) at the discretion of your teacher and Senior Leader for Academic Assessment you may be allowed to attempt the assessment if appropriate or you will have the further assessment opportunity if available.
- If you absent for a non-school reason, eg. family holiday, but your teacher considers you have studied the learning that is assessed, you may be awarded a Not Achieved grade.
- Alternatively, if you have been absent for an amount of the course, but are at school when the assessment takes place, the teacher may withdraw you from the assessment.
- If you do not provide satisfactory documentation explaining your absence you may not be given the further assessment opportunity.
- Where a further assessment opportunity is provided, it will be offered to all students, irrespective of the result obtained in the original assessment. If you choose to take the further assessment opportunity, the best result attained over both assessments will be reported.

Assessment Behaviour. Allow others to do their work.

- Any instances of cheating during assessment sessions and/or school examinations may lead to a grade of Not Achieved.
- Similarly, disruptive behaviour that impacts upon the performance of other students, may lead to the withdrawal of the assessment result(s).
- Please note that the same approach is taken in the external examinations, where the Exam Centre Manager reports any misconduct to NZQA officials who then make the final decisions on whether or not results will be withheld.

Extensions for Assessment Activities.
sometimes serious things happen which mean your work is going to be late.

- In special circumstances extensions to the due date of assessed work may be granted for individual students or a group of students.
- A medical certificate or other satisfactory documentation should be provided.
- Your teacher will discuss your application with the Senior Leader for Academic Assessment and Reporting.
- You will be informed in writing by your course teacher whether or not your extension has been approved and given a new due date where applicable.
- In exceptional, unavoidable circumstances, extensions may be granted after the due date for work submitted late.
- Unless there are exceptional circumstances, work which is submitted late will awarded a Not Achieved. You may have a further assessment opportunity if available.
- A Pro-forma extension sheet is included with this booklet and is to be used for all applications.

Appeals - do you agree with your grade?

- You are able to lodge an appeal if: a) You feel the assessed/recorded result is unfair or inaccurate. b) You have not been given a further assessment opportunity (where applicable). c) You feel the marking is inconsistent. d) You disagree with the decision relating to assessment misconduct.
 - Your teacher will explain the marking criteria when your work is returned. You must not add any further notes to your work.
 - You have 10 school days from the date on which the work was returned in which to make an appeal to your subject teacher. You must not alter your work in any way during this period. Altered work will not be reconsidered.
 - A pro-forma appeal sheet is included with this booklet and is to be used for all appeals.
 - If the matter cannot be resolved, the Senior Leader for Assessment and Reporting will investigate the issue and make a decision which will be final.
 - You will be informed in writing of the decision.

Acknowledgement of Results.
When you agree with your grade.

- You will be required to sign the subject teachers mark book/recording sheet for each assessed internal standard result.
- If you think the recorded result is inaccurate/unfair, do not sign (see Appeals section).
- Once you have signed a result, your right to appeal ends.
- You should keep your own separate record of results.
- It is your responsibility to check your results in Kamar and on the NZQA website on a regular basis.

Special Assessment Conditions
Rooms, times, devices, someone to read or write for you

- Some students are entitled to special assessment conditions based upon identified need.
- These conditions may take the form of assistance from a reader and/or writer, extra time, the use of a computer or a combination of any/all of these.
- All students applying for special assessment conditions must have a current independent assessment report lodged with the Learning Support Department.
- The Head of the Learning Support Department will apply to NZQA for Special Assessment Conditions on behalf of all eligible students.
- The Special Assessment Conditions granted will apply to both school-based assessment/exams and the external exams at the end of the year.

Student Responsibilities.
Own it! They are your assessment results.

- Keep your NSN (National Student Number) and your password to the NZQA website in a safe place.
- Sign the teacher's markbook or computer-generated marksheet to acknowledge your acceptance of results.
- Keep a running record of your results each year.
- Keep your Results Notice (issued in January) and your Record of Achievement (issued in April) in a safe place.
- Check that you meet the Literacy/Numeracy and University Entry requirements

Externally Assessed Standards.
Some assessments are marked by staff outside of the College.

In most cases these are Achievement Standards that are sat in examination room environments near the end of the school year. These exams are single opportunity only.

Derived Grade for Externally Assessed Standards.
sometime you need an emergency substitute grade.

- You can apply for a derived grade if you believe your performance in the external examinations has been impaired because of illness, injury, family bereavement, trauma or any other unforeseen circumstances. A medical certificate and/or other satisfactory written evidence must be provided.
- Applications are made to NZQA for a derived grade via the Senior Leader Assessment and Reporting. NZQA will ask the school to provide evidence of your ability from formative assessments and/or practice exams held throughout the year

NCEA Appeal Form

Name:

Date:

Tutor Group:

Course:

Level:

Class Teacher:

Date result returned:

Standard Title:

Standard No.:

Type of assessment activity (e.g. test, essay, laboratory experiment):

Reason for appeal:

Student Signature:

Outcome:

This form must be submitted to the subject teacher within 10 school days of receiving your assessment result.

Application for late submission of NCEA Assessment

Name:

Date:

Tutor Group:

Course:

Level:

Class Teacher:

Date result returned:

Standard Title:

Standard No.:

Type of assessment activity (e.g. test, essay, laboratory report):

Reason for application:

Student Signature:

Outcome:

Glossary:

NCEA	National Certificate of Educational Achievement
NZQA	New Zealand Qualifications Authority
NA	Not Achieved (grade awarded for an NCEA assessment)
A	Achieved
M	Achieved with Merit
E	Achieved with Excellence
Credits	The number of points awarded to an individual Standard
Achievement Standard	Assessments offering grades NA to E
Unit Standard	Assessments offering grades NA and A only
NSN	National Student Number
Internal Assessment	An assessment carried out within the normal school year. They are marked by teachers within the school, and moderated by people not connected with the school.
External Assessment	Mostly examinations, but may be coursework for Art, Design and Technology, marked by examiners off site.