

## **Wellington College Assessment Procedures 2011**

Students are given clear information about procedures and the assessment of standards offered at the beginning of each course studied. This will include the criteria and assessment methods to be used, the frequency of such assessments and the procedures to be followed where further assessment is available.

### **Attendance**

Students are expected to attend class on a regular basis as set out in the school policy on attendance.

### **Breaches of the Rules**

All work submitted for assessment purposes must be a student's own work. For long-term assessments, working drafts may need to be submitted. Where evidence indicates that work presented for internal assessment is not an individual's own work, a Not Achieved grade will be awarded.

Breaches of the rules include plagiarism, impersonation, false declarations of authenticity, cheating and all forms of collusion in tests and exams. Should a possible breach of the rules occur, the appropriate HOD will consult with Mr Fountain, who will be the final arbiter.

### **Verifying Grades**

Students will be required to acknowledge the grades that they have been awarded, by signing the result slip attached to each piece of internally assessed work. Students will also be required to verify the final grades awarded that are submitted to NZQA.

### **Appeals**

Students have the right to appeal any assessment-related decisions, including breaches of the rules, missed and late assessments, as well as grades awarded for assessments. Appeals are to be made within five school days from the time of the event, or once assessed work is returned and gone over by the teacher. For all appeals, an 'Appeal Application Form 2011' is to be completed by the student and handed to the appropriate HOD to process. Mr Fountain may be involved in the decision if needed. The decision made on the Appeal by the HOD/Mr Fountain will be final. Application Forms are available on MyColl.

### **Late Work/ Absence from Assessment**

Late work or absence from an assessment will result in no credit being awarded for that standard. If a student has already been given an adequate opportunity to achieve the standard, a Not Achieved grade will be awarded. However, if circumstances causing lateness/absence have been discussed with the appropriate HOD, are deemed legitimate, and supported by a doctor's certificate in the case of illness, the following outcomes may be possible:

- provide a specified time extension to submit work for assessment (eg an assignment)
- schedule the assessment at another agreed time
- provide a further assessment opportunity
- use relevant standard-specific evidence to award a grade
- no credit awarded.

### **Entries and Withdrawals from Standards**

All entries require a result to be reported. In certain circumstances, some students might be entered in a reduced number of standards within a course. If a student has already been given an adequate opportunity to achieve the standard, a Not Achieved grade will be awarded and no withdrawal can take place. When withdrawals do occur, these are to be in consultation with the students. For externals, any final withdrawals must occur before 1 September, and for internals, prior to 1 October.

### **Further Assessment Opportunities**

There will be one assessment opportunity for each internal standard. However for some nominated standards, one further assessment opportunity will be provided in a year. Also, specific aspects of a completed assessment can be reviewed, called 'Resubmission'. If it is available, only one resubmission opportunity is given per standard per year.

Full details relating to the standards being assessed, including whether further assessment opportunities and resubmission are available for standards will be provided by departments in student course information at the start of the year.

### **Derived Grade**

If circumstances are such that a student believes that he has a case for a derived grade for an externally assessed standard, application supported by documented evidence must be made in writing by the student using the appropriate NZQA forms and submitted to Mr Fountain. The derived grade related to an absence from an external assessment must be based on authentic evidence related to the standard. If students have failed to attend common examinations or tests, or failed to complete other assessments relevant to that standard, or no other evidence is available, the school will have no valid information to supply to NZQA. Therefore allocation of a derived grade will not be possible. **There is no derived grade process for NZ Scholarship.**

### **Special Assessment Conditions**

Assistance is available for students who need special assessment conditions for internal and external assessment and have been identified as meeting required criteria. For any matters concerning special assessment conditions, the contact person is Ms G. Thomas.

### **Privacy Act**

Records of student work and release of results must be done in accordance with the privacy legislation. Staff are to obtain written approval to use assessed student work as exemplars.

### **Retention of Student Work**

All internal assessment material will be retained by the department until it is no longer required for moderation purposes.

### **Student Obligations**

1. Understand the assessment programme, procedures and policies.
2. Understand the requirements of each assessment being completed.
3. Check thoroughly the accuracy of the assessment by teachers when work is returned and verify grades in writing within 5 school days once work is returned.
4. Discuss problems/concerns with the Teacher/HOD.