



**TAURANGA  
BOYS' COLLEGE**

*best for boys | tama tū tama ora*

# Student Assessment Policies and Procedures

## **POLICY**

*It is the policy of Tauranga Boys' College to have school-wide policies that inform parents and students of the criteria for administering all Assessments for National Qualifications.*

### **Procedures**

1. A copy of the school-wide policies will be available on the College website.
2. The policies read as follows:

### **NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT**

NCEA is the academic qualification offered at Tauranga Boys' College. For information on how NCEA works, students and parents are advised to go online to [www.nzqa.govt.nz/ncea](http://www.nzqa.govt.nz/ncea) to look at the specific requirements for NCEA Levels 1,2 & 3, University Entrance and the requirements for certificate endorsements and Scholarship

### **ATTENDANCE IN CLASS**

- Regular attendance is required for course completion.

### **MISSED OR LATE INTERNAL ASSESSMENTS**

- Each department will publish the date and time of deadlines for all internal assessment tasks.
- No assessment submissions will be handed in to the Student Office.
- If a student does not submit work by the published deadline, and is deemed to have had 'adequate opportunity' to complete the assessment task, a 'Not Achieved' grade will be recorded for the standard unless one of the following circumstances apply:
  - i. Illness or Misadventure
  - ii. School Trip (School Approved)
  - iii. Exceptional circumstances beyond the student's control
- If one of the above circumstances is known to exist prior to the published deadline, the student must discuss the possibility of an extension of time or withdrawal from the standard with their teacher.
- An extension of time or withdrawal from the standard will normally only be approved where the student is able to provide supporting evidence (e.g. doctor's certificate). A note from parents may not be sufficient.
- If the assessment task is a test, the student will normally be required to sit the test on their first day back at school, or as soon as practicable thereafter.
- A student cannot be given a compassionate "assessed grade" for work they have missed, but can only achieve the standard where there is *sufficient valid and authentic evidence from work* that relates specifically to the standard. If this evidence is not available, the result will be recorded as "absent" or "not submitted".

## **FURTHER ASSESSMENT OPPORTUNITIES**

- Students must take every opportunity for assessment as the 'best' opportunity. Further assessment opportunities are not offered in every standard. Students need to be aware of those standards where one further assessment opportunity is offered. These will be publicised by the department.

## **APPEALS**

- Students have the right to appeal any internal assessment decision. Students should discuss the matter in the first instance with their subject teacher.
- Where there is no resolution with the class teacher, students can appeal to the HOD within 2 school days of the return of the assessment, outlining the reasons for the appeal. Such appeals must be lodged on the Assessment Appeals form which can be obtained from the Student Office.
- The HODs shall communicate the result of such an appeal to the student in writing. If the student is still not satisfied, the final appeal is to the Deputy Principal (Senior School).

## **AUTHENTICITY**

- Any assessment submitted by students must be their own work. Where work is copied, students must use "quotation marks" around such sentences, paragraphs, graphics or part of a sentence, and must acknowledge the source.
- Where parts of the assessment are completed off-site or with other providers, an authenticity statement must be signed to attest to the authenticity of the work.
- Any assessment that a teacher suspects is not the student's own work will be referred to the Deputy Principal (Senior School). Where, in the opinion of the Deputy Principal (Senior School), there is evidence to confirm a breach of the rules that undermines the credibility of the assessment, the student will be awarded a 'Not Achieved' for the standard. The Deputy Principal (Senior School) will communicate their decision in writing to the student's parents / caregivers within 7 days.
- Students have the right to appeal any decision relating to a possible breach of the rules. Appeals must be made in writing to the Principal within 7 days of notification of the decision.
- If a student breaches the rules for an assessment in a standard, he will not be eligible to attempt any further assessment opportunities in that standard.

## **CHECKING ENTRIES AND GRADES**

- Students should regularly check their entries and results on the NZQA website. During the course of the year NZQA issues a card to each student who is entered in NCEA, with the NZQA website address, the student NSN number, and details on how to register. Students should use this card to set

up their own Login and password with NZQA. The College does not have access to these.

- Students will have an opportunity to check that their grades have been correctly entered onto the results database. They do this by sighting and signing off the grades on a results printout. By signing this grade students are acknowledging acceptance of the grade.
- Any incorrect entries must be corrected and changed in the results database before signing.

### **SPECIAL ASSESSMENT CONDITIONS**

- Students who require special assistance in the learning environment may be eligible for special assessment conditions for both internal and external assessments. Students needing special assessment conditions should liaise with the 'Learning Centre' and their Head of Department.

### **FINANCIAL ASSISTANCE**

- Families are advised to annually check their eligibility for financial assistance through [www.nzqa.govt.nz/financialassistance](http://www.nzqa.govt.nz/financialassistance)

### **CATCH UP CREDITS**

- Students who have left school and have failed to gain a qualification (e.g. UE) will not be offered catch-up credits to allow them to complete the qualification at the start of the following year. Students must therefore make the most of each assessment opportunity to ensure they have sufficient credits to complete their qualification before leaving school.

## Senior Practice Examinations for External Standards

### **POLICY**

*It is the policy of Tauranga Boys' College that students shall sit senior examinations during Exam/Assessment Week wherever possible.*

### **Procedures**

1. School exams that might be used to generate evidence of performance in external standards must not use assessment tasks that are publicly available (e.g. unmodified NCEA exams from previous years).
2. For each practice external assessment, students are required to check the accuracy of the grade that has been recorded on KAMAR, and sign a result printout to acknowledge that the recorded grade is correct. This must be done before the 'Publish Result' column is 'green-ticked' in KAMAR.

### **Missed Exam**

3. Students who miss an exam for whatever reason shall immediately notify the Student Office. A decision will be made by the Deputy Principal (Senior School) as to the legitimacy of the absence (see below). An alternative time will be provided during exam week if the absence is legitimate. Class teachers are responsible for exam supervision outside of exam week.

### **Illness-related Absence**

4. Students who, through illness, cannot sit examination(s) at the timetabled time or at an alternative time must either show a medical certificate to their class teacher(s) within 3 days of returning to school or have a caregiver contact the Deputy Principal (Senior School) to explain their absence
5. In such approved cases, the class teacher shall either provide an assessed grade, using evidence or arrange for the student to sit the exam under the class teacher's supervision

### **Legitimate Non-sickness Absences**

6. Students who, through official inter-school exchange or official work experience, cannot sit examination(s) at the timetabled time or at the alternative time during exam week will either be entered as 'Absent' or sit the examination on their return by arrangement with the class teacher.

### **Absences Not Considered Legitimate**

7. Students who do not sit an examination and do not present a medical certificate within 3 school days or do not contact the Student Office to arrange an alternative time or do not contact the Deputy Principal (Senior School) shall receive a "Not Achieved" grade for their missed examination(s).

### **Irregularities and Cheating**

8. Students suspected of an examination irregularity or suspected of cheating shall have their names reported to the HOD and Deputy Principal (Senior School). Any evidence shall be given to the Deputy Principal (Senior School).
9. Where the alleged irregularity or cheating is denied, the Deputy Principal (Senior School) will investigate, and may arrange a meeting between the student, the teacher, HOD and Deputy Principal. The student may have a parent or support person present if they wish.
10. If, as a result of the evidence and discussions, the HOD and Deputy Principal consider that cheating did occur, the student shall be given a "Not Achieved" grade for that examination and the parents informed. An appropriate report comment should be made.
11. The student has a right to appeal the decision to the Principal.

## Junior School Assessments

### **POLICY**

*It is the policy of Tauranga Boys' College to have consistent school-wide policies for the administration of all assessments activities for Year 9 and 10 students.*

### **Procedures**

1. The following procedures are designed so that all assessments are administered under the same conditions. Reasons for having these policies include:
  - Consistency
  - Fairness
  - Validity
  - Preparation for NCEA assessment.
  - These assessment procedures apply for Year 9 and 10 assessments only. Any assessments for National Qualifications will be administered under the NQF Assessment Policies
  - Assessment Procedures for Year 9 and 10 assessments are:

### **Tests**

- Students should be aware of the nature of the test (is it Diagnostic, Formative or Summative) and should also be made aware must be aware of the importance or outcomes of the test. Students should have at least one week pre-warning of all summative tests, and should be encouraged to note tests in their homework diaries.
- All tests should be administered under formal test conditions, including:
  - Separate desks
  - No talking
  - No assistance (unless a student is eligible for assistance from the Learning Centre)
  - No borrowing or lending of equipment
  - Classes undertaking common tests should complete the tests within one week of each other (where practicable)
- Students absent on the day of the test should do the test on the first period back in that subject of their return to school where appropriate. If the absence lasts longer than one week, an absent grade should be recorded in KAMAR. Tutors may request an estimated grade to be used for class placement purposes at the end of the year.
- Students should expect that tests should be marked and returned to students for checking within two weeks of the test. No tests should be returned to the class until all students who have been absent have sat the test.
- Marks should be entered onto KAMAR within one week of being returned to students

- Departments should review tests before and after being set and marked for moderation. Clear marking schedules should be provided for staff.

### **Assignments and Portfolios**

- Assignment due dates must be clearly displayed to the class and as part of the assignment specifications. Students should be regularly reminded of the due date.
- The nature of an assignment (i.e. individual or group work) should be stated as part of the assignment specifications.
- Students are to be aware that the due date is the very latest it can be handed in, and any assignment that is handed in late will not be marked unless the absence is justified. In these cases, an assignment must be handed in the very next lesson the student attends.
- Assignments should be handed in at the start of the period, unless stated by the teacher previously.
- Students should be made aware of plagiarism, and the need for authenticity. If a student's work is deemed not to be authentic or is plagiarised, a 'Not Achieved' grade will be given. All sources should be identified, and referenced correctly.

### **Practical Assessments**

- Students should have at least one week pre-warning of all Practical assessments tests, and should be encouraged to note tests in their homework diaries.
- Students absent on the day of assessment should be offered assessment on 'day of return', if appropriate and practical.
- Students should be provided with a fair opportunity to demonstrate a level of competency. This could be provided in a range of situations, including group situations, by such methods as peer audit or teacher observation.

### **End-of-year Examinations**

- End-of-year Examinations will be held in all core subjects and options where deemed appropriate by the Head of Department in consultation with the Deputy Principal (Junior School).
- Year 9 students should clearly be informed that the End-of-year examinations are a significant factor in determining class placement for the following year, while Year 10 students should clearly be informed the End-of-year examinations are a significant factor in meeting subject pre-requisites for the following year.
- Such examinations should be between 1 – 2 hours in duration, and be administered under formal conditions (as per NZQA requirements). All classes in a particular subject should be examined at the same time.
- Students with a justified absence from an examination will be given the opportunity to complete any examination missed. Such catch-up examinations must be completed on the day of return to school which must

be within three days following the examination. Any catch-up examinations are to be completed during class periods.

- Students who are absent from an exam and who are unable to complete a follow-up shall have 'absent' recorded on reports should be a conservative estimated grade, based on the class GPA. Tutors will require grades for class placement purposes. Such a grade is professional judgement. Such grades can be entered in KAMAR for class placement purposes, but must be changed back to absent for reporting purposes.
- Examination scripts should be handed back to students for checking, but not to be kept. This should not occur until all students have sat the examination.