



# Upper Hutt College

National Qualifications Framework

## Assessment Guidelines for Students

# 2018

Name:

Form:

These guidelines are also available on the school website at:  
[www.upperhutt.school.nz](http://www.upperhutt.school.nz) under the curriculum tab

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## YOUR WEEKLY TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b>					
<b>Form time</b>					
<b>Period 2</b>					
<b>Interval</b>					
<b>Period 3</b>					
<b>Period 4</b>					
<b>Lunch</b>					
<b>Period 5</b>					

## PEOPLE WHO CAN HELP YOU WITH ASSESSMENT MATTERS

Your form teacher: \_\_\_\_\_

Your deans: \_\_\_\_\_ and \_\_\_\_\_

Your Head of House: \_\_\_\_\_

NZQA liaison person: **Janetta Van Maren**, Deputy Principal's office

**The New Zealand Qualifications Authority**, P O Box 160, Wellington. Telephone 463 3000

Your **subject teachers** and the **heads of department**

<b>Subject</b>	<b>Name of subject</b>	<b>Name of teacher</b>	<b>Head of department</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

Parents with questions are welcome to contact Janetta Van Maren at school either by phone or email at [vanmarenj@upperhutt.school.nz](mailto:vanmarenj@upperhutt.school.nz)

## INFORMATION AND ORGANISATION

This booklet is for you and your parents to read so that everyone understands what is required of you throughout the year.

It contains:

- information for you about assessment processes and procedures
- things you are responsible for
- things to help you

### Course handouts

Each subject you study provides you with a course handout with crucial details about that subject, the topics learned and its assessments. The assessment details will include the assessment standards and version, their credit weighting, other assessment conditions, due dates and so on. You must discuss these at home also.

### Time management

Good time management is vital for success. You must plan carefully to ensure that you meet all your assessment deadlines while maintaining your other school, family, work, sport and cultural commitments. If you have difficulty with this – ask for help. Talk to your teachers, form teacher, deans, and senior staff.

You are expected to attend all your classes. Unnecessary absences can have a significant impact on your ability to succeed this year. A good record of attendance will be considered when you are selecting courses for next year.

### Record keeping

You need to keep track of your progress and the number of credits that you have gained. You can access up-to-date credit totals by asking your Form Teacher or by logging on to the Kamar portal on the school website. Use your internet password / log-on to access your results.

### NZQA Fees

Students must pay their fees to have their results recorded on their Record of Achievement, and to receive certificates.

Domestic student entry for all NCEA standards - \$76.70 per year

International student entry to NCEA standards - \$383.30 per year

Students who enter Scholarships examinations will need to pay an extra fee

Financial assistance is available to assist with the payment of entry fees for those families that are eligible.

**The following pages contain information for you about NCEA**

**More detailed information about NCEA can be found at the following website: <http://www.nzqa.govt.nz>**

## NCEA – THE BASICS

To gain an NCEA qualification at level 1, 2 or 3 you must accumulate credits by reaching the set achievement levels in the **standards** assessed in each of your subjects.

### Standards

These assessments will be either **achievement standards** or **unit standards**. Every standard is worth a set number of credits. You collect credits if you achieve the standard and they are like points towards your NCEA level for this year.

Your subject course handouts will list the standards being assessed in that subject and how many credits each one is worth.

### Achievement Standards

Each achievement standard you complete will be marked using four grades:

- **excellence**
- **merit**
- **achieved**
- or **not achieved**.

**Not achieved** means that you have not met the standard and you will not be awarded that standard.

High performance will be rewarded with a **merit** standard or an **excellence** standard.

You will get a set of grades for each subject, one for each achievement standard in that subject.

### Unit Standards

The majority of unit standards do not use merit or excellence grades. You will either gain the credits or fail to meet the standard.

## INTERNAL AND EXTERNAL ASSESSMENT

Most of your subjects will have some standards marked at school and some standards assessed by outside markers.

### Internal standards

Some of the achievement standards you complete in each subject and all of the unit standards will be assessed at school. These are called **internal (I)** standards.

They will take the form of in-class written tests, practical tasks and performances, assignments done over several weeks, portfolio work and so on. Your teachers will mark them and there will be strict rules about attendance, due dates, how long you have to complete the tasks, where and how you do the work. However there may be some reassessment opportunities (see page 17).

### Moderation of assessment of internal standards

A sample of the assessment tasks and the way they have been marked will be checked by outside markers. Within the school, all standards are checked within subject departments for consistency.

## External Achievement Standards

Approximately half of the subjects' achievement standards will be **external (E)** assessments. Most will be assessed in written examinations run by the New Zealand Qualifications Authority in November-December and marked by outside markers. Other methods could include outside markers checking portfolios of work or audio tapes of performance. There are no external unit standard assessments.

If you are unhappy about your results, external achievement standards can be remarked. You apply to NZQA in February when your marked examination papers have been returned to you. A fee is charged.

There is no reassessment opportunity for external achievement standards. You have to resit them at the end of the following year.

Upper Hutt College will have an assessment week in June and a formal practice examination week in September to prepare students for these externally assessed achievement standards.

College exam results based on external standards may be used as a basis for granting "derived grades" if you are unable to sit your external exam at the end of the year.

## REPORTING OF PROGRESS AND RESULTS

### School reporting

- You will receive Upper Hutt College school reports during the year.
- Parent/teacher interviews will occur twice a year. Teachers may also telephone or email home if they are concerned about your progress.
- You can also expect a letter to your parents/caregivers if you do not complete an internal assessment standard, fail to complete homework regularly or if your absence is at an unacceptably high level.
- Regular credit up-dates are available. Ask your form teacher, dean or Head of House.
- Access to up-to-date academic information is also available via the Kamar portal on the school website

### Official documents from the New Zealand Qualifications Authority

#### Results notices

In January, the New Zealand Qualifications Authority (NZQA for short) will post your results on their website. If you want a results notice sent in the post you must request this on your learner log-on by December.

#### National Certificate of Educational Achievement

In April you will be sent your actual National Certificate of Educational Achievement if you achieved 80 or more credits for the standards you earned (including the required literacy and numeracy credits).

#### Record of Achievement

In addition, the New Zealand Qualifications Authority will allow you to access your own record of achievement by downloading it from the internet. It will show all the credits from all the senior school courses you have studied over the year. You can also purchase an additional copy from NZQA. To request a copy of your Record of Achievement you need to go to <http://www.nzqa.govt.nz/qualifications-standards/results-2/record-of-achievement/>

Samples of NZQA result notices can be found at:  
<http://www.nzqa.govt.nz/qualifications-standards/results-2/record-of-achievement/>

## NCEA LEVEL 1

You will qualify for NCEA level 1 when you have achieved 80 credits at level 1 or above.

Keep in mind that:

- a minimum of 10 of these credits have to be literacy credits gained through a range of standards including English or Maori studies (see the table below)
- another 10 at least have to be numeracy credits gained through a range of standards including Mathematics (see table below)

Literacy	Numeracy
10 credits from any combination of: <ul style="list-style-type: none"> <li>• Unit Standards – a package of three literacy unit standards (total of 10 credits – <b>All</b> three required). The unit standard numbers are: 26622; 26624; 26625</li> <li>• Achievement Standards – specified achievement standards available through a range of subjects especially English and Te Reo Maori (minimum of 10 credits)</li> </ul>	10 credits from any combination of: <ul style="list-style-type: none"> <li>• Unit Standards – a package of three numeracy unit standards (total of 10 credits – <b>All</b> three required). The unit standard numbers are: 26633; 26626; 26627</li> <li>• Achievement Standards – specified achievement standards available through a range of subjects especially Mathematics (minimum of 10 credits)</li> </ul>

If you get fewer than 80 credits you will not be awarded an NCEA but you will get a **record of achievement** from the New Zealand Qualifications Authority (NZQA) which has on it a list of the credits you did get.

## NCEA LEVELS 2 AND 3

To attain NCEA Level 2, you need to achieve 80 credits of which 60 must be at Level 2 or above.

To attain Level 3, you need to achieve 80 credits of which 60 must be at Level 3 or above and 20 must be at Level 2 or above. The NCEA Level 1 Literacy and Numeracy requirement **must** be met to achieve the NCEA Level 2 and Level 3 qualification. There will be examinations at the end of both years as well as internal assessment throughout the year.

The requirements for entry to individual Upper Hutt College level 2 and 3 courses are published on page 10. To gain general Year 12 entry, to follow a full Year 12 programme, you need to earn 15 credits in each of four Year 11 subjects. To gain general Year 13 entry, to follow a full Year 13 programme, you need to earn 15 credits in each of four Year 12 subjects.

## COURSE ENDORSEMENTS

Course endorsements can be gained by students who perform exceptionally well in individual courses (subjects). Students will be able to have their strengths recognised with a course endorsement at Merit or Excellence. Students will gain an endorsement for a course where they achieve:

1. 14 or more credits at Merit of Excellence at the lower levels that supports the endorsement.
2. at least 3 credits from externally assessed standards and 3 credits from internally assessed standards
3. sufficient credits in a single school year

Note: Physical Education and Visual Arts will be exempt from (2) above

## CERTIFICATE ENDORSEMENTS

You can gain a NCEA certificate endorsed with Excellence or Merit. To gain this endorsement you must gain 50 credits at Excellence or 50 Credits at Merit and Excellence.

## UNIVERSITY ENTRANCE

Universities and other tertiary institutions set their own entry criteria for their courses. If you are intending heading in that direction you need to do some research before selecting courses for Years 12 and 13.

students will need to do **ALL** of the following to be awarded UE:

- attain NCEA Level 3
- achieve 14 credits at level three in **each of three subjects from the list of approved subjects**. The list of approved subjects will consist of subjects derived from the *New Zealand Curriculum* with achievement standards at Level 3.
- achieve UE numeracy - 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 and above from specific standards.

**Approved subjects for University Entrance offered at this school are:**

Accounting	Home Economics
Biology	Japanese
Chemistry	Mathematics with Calculus
Classical Studies	Mathematics with Statistics and Modelling
Computing	Media Studies
Design and Printmaking (Practical Art)	Music
Drama	Painting (Practical Art)
Economics	Photography (Practical Art)
English	Physical Education
French	Physics
Geography	Te Reo Maori
Health	Technology – includes some DVC (Graphics) and Textiles standards – please check with your teacher)
History	

For full details on University Entrance requirements check out:

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

## SCHOLARSHIP

Scholarship is a separate external assessment available in the following subjects:

Accounting	Art History	Biology	Chemistry
Chinese	Classical Studies	Drama	Economics
English	French	Geography	German
Design and Visual communication (Graphics)	History	Japanese	Mathematics with Calculus
Media Studies	Music Studies	Physical Education	Physics
Spanish	Statistics	Te Reo Māori	Technology
Visual Arts			

It is designed to extend top-level students and to financially reward very able students who are going on to tertiary study. It is not a qualification. Entry into Scholarship examinations will incur a fee of \$30 per subject.

For full information about scholarships see your HODs or check the following web site:

<http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship/>

## Vocational Pathways

The Vocational Pathways provide new ways to achieve NCEA Level 2. These pathways will let you see how learning and achievement will be valued in the workplace in various industries and help you to plan your pathway from learning to earning. The pathways are flexible and enable you to change your direction as you're on your journey. You can use the Vocational Pathways to plan your career and study options by using the colour coded pathways, and easily see how your skills and interests relate to various industries.

### The Vocational Pathways Award

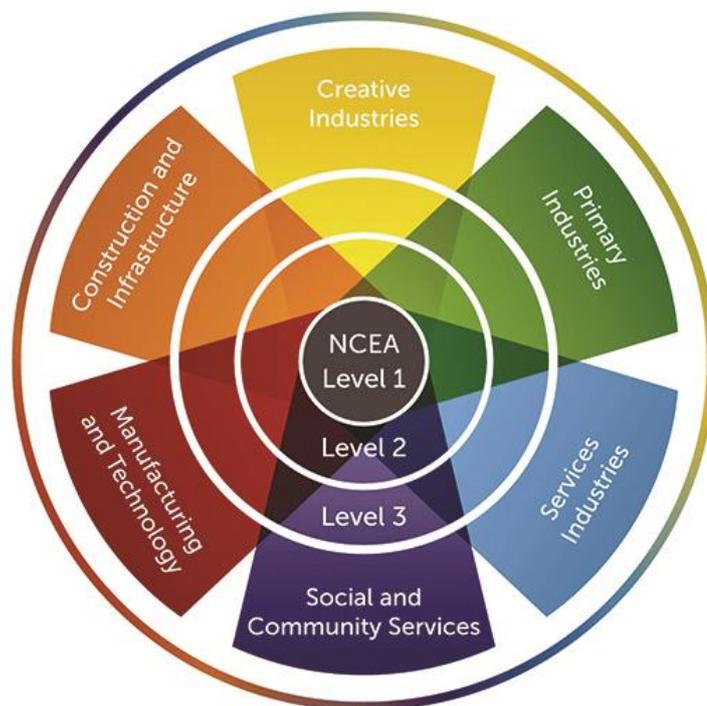
To achieve the Vocational Pathways Award, a learner must:

- Achieve NCEA Level 2 which includes literacy (10 credits) and numeracy (10 credits) at Level 1 or above, and
- Achieve 60 x Level 2 credits from the Recommended Assessment Standards for a Vocational Pathway, including 20 x Level 2 credits from Sector-Related Standards for the same sector. *Credits from the Recommended Assessment Standards and Sector-Related Standards must come from the same Vocational Pathway e.g. Creative Industries.*

Students can achieve more than one Vocational Pathways Award if they complete more than one Vocational Pathway. Achievement is recorded on the learner's Record of Achievement and on your vocational pathways profile at [www.nzqa.govt.nz/login/](http://www.nzqa.govt.nz/login/). This will also help when planning your courses for the following year.

There are six vocational pathways. Some of the jobs available in the various pathways are below:

- **Manufacturing & Technology** for example: Architect, Baker, Boat Builder, Electrician, Engineer, Jeweller, Technician .... and more
- **Primary Industries** for example: Biochemist, Farm worker, Fishery Officer, Food Technologist, Hunter/Trapper, Production Manager, Vet, Winemaker .... and more
- **Social & Community Services** for example: Health Services Manager, Ambulance Officer, Firefighter, Lab Technician, Midwife, Police Officer, Security Guard, Teacher .... and more
- **Construction & Infrastructure** for example: Builder, Civil Engineer, Earthworks, Forklift Operator, Interior Designer, Project Manager, Surveyor, Welder .... and more
- **Service Industries** for example: Accountant, Army Soldier, Chef, Events Manager, Hairdresser, Journalist, Purchasing Officer, Sales Rep .... and more
- **Creative Industries** for example: Artist, Graphic Designer, Screen Printer, Actor, Art Director, Technical Manager, Stage/Set Designer, Creative Director .... and more



Source: <http://www.nzqa.govt.nz/qualifications-standards/awards/vocational-pathways/>  
 Source: <http://www.youthguarantee.net.nz/assets/assets/VP-bi-fold-brochure-Apr14.pdf>

## LEVEL 2 AND 3 SUBJECTS AND THEIR ENTRY REQUIREMENTS

SUBJECT	LEVEL	ENTRY CRITERIA
Art	2	Successful completion of level 1 art portfolio or HOD approval
Art – Photography	2	Successful completion of level 1 art portfolio or HOD approval
Art- Photography, Painting, Design	3	Successful completion of level 2 art portfolio or HOD approval
Biology	2	16 credits Science101/Human Biology101 including A.S 90948
Biology	3	14 credits level 2 Biology or HOD approval
Chemistry	2	16 credits Science101 including A.S. 90944
Chemistry	3	14 credits level 2 Chemistry
Classical Studies	3	15 credits level 2 ENG/HIST or HOD approval
Commerce	2/3	14 credits in ACC / ECO or MAT201
Community Sports Leadership	3	14 credits from SPL or PED
Computing	2	14 credits level 1 DGT101 or DGT102
Dance	2	14 credits level 1 DAN.
Digital Technology	2/3	14 credits level 2/3 DGT or COM
Design & Visual Communication	2/3	14 credits level 1/2 DVC
Drama	2	14 credits Level 1 or HOD approval
Drama	3	14 credits Level 2 or HOD approval
Economics	2/3	12 credits level 1/2 Economics or HOD approval
English 201	2	15 credits from English101 incl 2 external standards or HOD approval
English 202	2	11 credits level 1 English or HOD approval
English 203/303	2/3	Students will be selected by the HOD
English 301	3	15 credits from English201 including 2 external standards
English 302	3	11 credits level 2 English or HOD approval
ESOL	2/3	HOD recommendation
Financial Literacy	2	Open entry with HOD approval
Food and Nutrition	2	14 credits level 1 Food and Nutrition or Health
Food and Nutrition	3	14 credits level 2 Food and Nutrition or Health
French	2/3	15 credits level 1/2 French or equivalent skill level or HOD discretion
Furniture Making	2	Successful completion of Year 11 Furniture Making
Gateway	2/3	Application and interview process
Geography	2	15 credits level 1 GEO/HIST/ENG/SCI or HOD approval
Geography	3	15 credits level 2 GEO/HIST/ENG/SCI or HOD approval
Health	2/3	12 credits level 1 health or 15 credits L1 /2English or Science
History	2	15 credits at level 1 HIST/GEO/ENG or HOD approval
History	3	15 credits at level 2 HIST/GEO/ENG or HOD approval
Hospitality and Catering	2	Previous experience preferred or HOD approval
Hospitality and Catering	3	15 Hospitality and Catering preferred or HOD approval
Japanese	2/3	14 credits level 1/2 Japanese or equivalent skill level
Maori	2/3	14 credits level1/2 Maori or HOD approval
Maori Performing Arts	2	Become a member of the Kapa Haka group
Materials Technology - metalwork	2	10 credits level 1 or HOD approval
Materials Technology	3	Successful completions of either L2 FMA or MWK
Mathematics 201	2	16 credits level 1 Mathematics including A.S. 91027 Algebra
Mathematics –202	2	14 level 1 credits from MAT102/ or 12credits MAT101 or HOD approval
Mathematics – Calculus 301	3	16 credits level 2 Mathematics including A.S. 91261 & 91262
Mathematics – Statistics 302	3	14 credits level 2 Mathematics including A.S. 91264 & 91267
Mathematics 303	3	14 L2 credits from MAT202 or 12 L2 credits from MAT201
Media Studies	2/3	15 L2 credits - Drama / ICT/English background or HOD approval
Music	2/3	Previous music study including tuition & specific standards
Outdoor Education	2/3	Open entry – you must be able to swim
Physical Education	2	13 credits level 1 PE or HOD approval
Physical Education	3	15 credits level 2 or HOD approval
Physics	2	16 credits from SCI101 and HOD approval regarding Maths
Physics	3	15 credits L 2 Physics
Retailing	2	HOD approval
Retailing	3	Successful completion of level 2 retailing or HOD approval
Sports and Leadership	2	Open entry
Sports Performance	3	High performance in a sport; 12 credits from SPL or PED
Textiles	2/3	14 credits level 1/2 or HOD approval
Tourism	2/3	50 credits level 1/2 or HOD approval
Transition	1/2/3	Open entry or HOD approval

**THINGS  
YOU  
ARE RESPONSIBLE  
FOR DURING THE  
ASSESSMENT OF  
INTERNAL  
STANDARDS**



## GETTING WORK IN ON TIME

Internal assessment work at school operates under strict conditions just as the external examinations do. This is so that the assessment conditions are fair for everyone.

There are two main types of internal assessment.

1. Those done in one or several class spells - you have to be in class to do these assessments.
2. Those done over a longer period using both school and home time - for these you have to hand in the finished work on a specified day, at a specified time and place.

Problems can occur with each of these.

Late work is not accepted nor is absence tolerated unless exceptional circumstances exist or the subject head of department has granted an extension. If extensions are required, they need to be applied for at least seven days before the due date. **If you have had adequate opportunity but fail to achieve or submit work, a Not Achieved result will be reported.**

You know in advance what your other commitments are and it is your responsibility to get assessments in. Being sick, having computer problems or being away, eg. on a school trip or family celebration, does not excuse you from handing the work in on or before the due date. However, being sick or out of Wellington can stop you from being in class to sit a test.

Discuss all of this information with your parents because they may have to help you get official documentation such as a medical certificate.

### **1. Late work or absence is NOT accepted for internally assessed achievement standards or for externally assessed portfolio work.**

If assessment work is late or you are absent on the day:

- A Not Achieved or no credit is awarded.
- computer or printer problems will NOT be accepted as a reason for late work (see page 15).

### **HOWEVER**

### **2. You are entitled to special consideration in these two circumstances:**

- ill health or accident (medical certificate or other acceptable medical evidence is required from a non-family member).
- family emergency, eg. Bereavement, major medical or other emergency (documentation required).

### **3. If either of these two circumstances happen on the day the piece of assessment was to be handed in, the completed assessment work must be delivered to the college office or to your teacher by a family member, courier or friend.**

A phone call is required so that your teacher is aware that the work is coming in to school.

**4. If either of these two circumstances happen before the due date and the work is incomplete, or if the assessment was to be done in class, the subject head of department will offer you a suitable alternative.**

This could include:

- a reassessment opportunity later in the year
- an extension of time
- an opportunity to sit the test or do the practical work on another specified day
- your teacher may use existing evidence of your achievement to award a grade

The alternative must be acceptable to both parties.

**5. Other requests for a change of due date for assessment work may be granted at the discretion of the subject head of department.**

The two sets of reasons that may be considered, in priority order, are:

- a curriculum activity (eg field trip in another subject) or sport / cultural representation at national or regional level
- a school activity (eg. a major production), other sport or cultural activities, work overload, a religious festival

You must apply in writing using the missed assessment form on page 20, at least **seven (7) days in advance** if you know you are going to miss an assessment or immediately after your return to school after an unexpected absence.

Heads of departments consider each application on its merits. These requests are not automatically granted because reassessment or extensions are not always possible. Good time management is YOUR responsibility.

By law, any family absence from school requires you to apply in writing to the Principal. Families need to be aware that holidays in term time are very likely to make it impossible for you to meet completion requirements for some internal achievement standards. **Voluntary absence on a due date may mean the credits are not achieved.**

## **6. Group work for Achievement Standards**

Check the procedures in the subject course handout for any courses which have group assessments.

Rescheduling of dates may need to be agreed to by the whole group if a group member is absent.

If a group member truants class to prevent the assessment taking place on the specified date that person will receive a not achieved for the assessment task.

## **7. Appeals**

You may ask for decisions about late work or extensions to be reconsidered. The **appeal process** is outlined on page 16. Any appeal should be submitted on the appeal form on page 19.

## BREAKING THE RULES

### 1. Misconduct

Misconduct includes any action or behaviour that disrupts other students and affects their ability to successfully complete an assessment task. It also includes any attempt to communicate with others by talking, in writing or by use of a cell phone.

### 2. Cheating

Cheating is the submission by a student of a piece of work that is not original (not your own work).

It takes many forms:

- plagiarism (copying out material from a source like a book or the internet without acknowledging that the words or ideas are someone else's)
- undue help from home, or from a tutor, or from a reader-writer
- copying or handing in all or part of another student's work
- giving work to another student which allows that student to use it or copy it
- using written or recorded material in a test or examination
- getting another student to sit an external assessment (examination) for you
- using unauthorised calculators (with a memory function), electronic spell checkers or language dictionaries in in-class or external assessments
- accessing online assistance during an assessment

**Referencing:** any quotation you use or ideas that are not your own must be acknowledged in your work. Proper referencing will protect you from accusations of cheating or theft of ideas.

Where a second student has participated in the cheating process that person will be penalised also. It is very important that you don't lend your assessment work. It is okay to discuss the topic you are doing with someone else but the final piece of work must be your own ideas in your own words.

An allegation of misconduct or cheating will result in an investigation.

### 3. Penalties

If an allegation is proven a range of penalties may occur depending on the seriousness of the incident. For example:

- A school based consequence such as a detention
- The loss of all the grades for the task, or part of the task,
- Where there is clear evidence of cheating a Not Achieved grade will be awarded
- Repeated incidents of cheating may mean you are withdrawn from that subject.

### 4. Appeals

You may ask for the misconduct or cheating allegation to be considered again. The **appeal process** is outlined on page 16.

## AUTHENTICITY

There are a number of methods the college will use to limit the amount of cheating. This is called checking the **authenticity** of your work. Departments may:

- ask you to complete the task in class
- provide all the resources you need for the assessment
- collect work in at the end of each spell and hand it back to you for the next spell
- ask to see the draft copies of the work as you do it
- ask you to hand in all your photocopies or downloaded resources
- expect you to meet checkpoints before the final deadline
- discuss your ideas and findings with you or ask you to do a different written task to check your grasp of the material.
- Ask all students to review and sign a *UHC Authenticity Form* to ensure the importance of referencing sources and 'academic honesty' is understood. This form is on page 22.

## MANAGING COMPUTER PROBLEMS

Senior students find computers very useful but technological problems can add another layer of stress when you are racing to meet deadlines.

These problems fall into two categories.

### 1. Individual computer or printer problems at home or in the school computer labs

These are **NOT** acceptable reasons for late work.

If you are relying heavily on computer technology, take these precautions:

- make frequent backups on a new CD or memory stick or as a google doc
- print frequent drafts with a dated footer (as protection if you lose all or some of a file)
- complete your assessment at least two nights before it is due
- manage your time so that printing is not done on the due day
- make arrangements to print your work at school if the home printer is broken, and make sure you have an account to do this
- submit the assessment on time on a CD or memory stick and organise the printed copy by the end of the due day. It is not appropriate to hand in your final product on a memory stick / disk / by email attachment unless it has specifically been requested or agreed to.

### 2. Network or hardware failure in the school computer labs during a computer based in-class school assessment

This is not your fault so the teacher will make equivalent time available to you. This may have to be in the lunch breaks or during study spells.

However, you are responsible for:

- making effective use of class time when the system is operating well
- remembering your password
- completing regular backups
- printing regular drafts with the date in the footer
- topping up your print and internet account balances well in advance of the assessment spells.

## PRIVACY ACT

Your assessment information is held on computer. It is not available to unauthorised people. You have the right to view your own data on request or view your grades on the Kamar portal on the school website. Your information is used only for reporting and NZQA purposes.

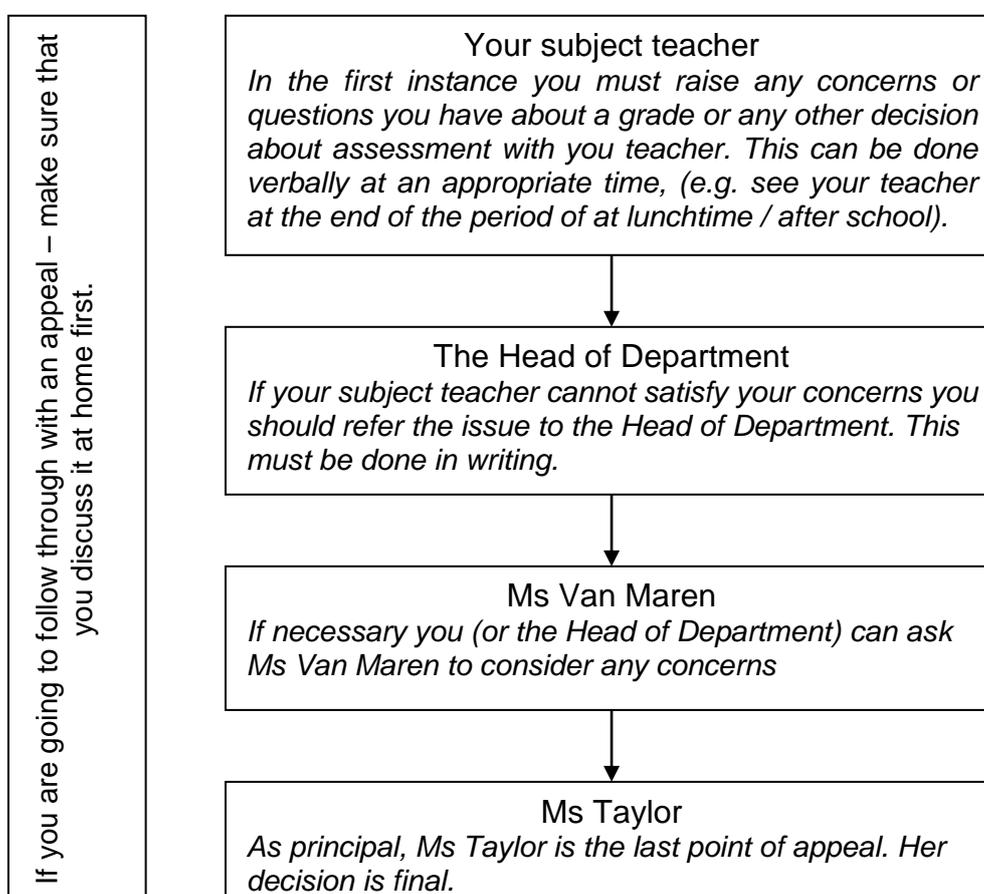
## APPEALS

You have the right to appeal these things:

- the grade you receive for a piece of internal assessment
- a misconduct or cheating allegation
- the non-acceptance of late work by the subject department
- head of department declining an application for an extension of time

**Any appeal against a grade awarded for a piece of internal assessment must be submitted to your teacher within two days of the piece of work being returned.**

None of these decisions are made lightly by the college but you may be unhappy about something. If you are there are a number of steps you can go through. These are:



If you wish to take your appeal beyond a discussion with your class teacher you must complete an appeal form. There is a copy of this form at the back of this booklet. Copies can also be obtained from Ms Van Maren.

## REASSESSMENT FOR SOME INTERNAL ACHIEVEMENT STANDARDS

**Reassessment** is when one further assessment opportunity is offered to all students. A different task or activity must be offered and the highest grade from either the first or second assessment opportunity is awarded to you.

School policy says that:

*There will, where practicable, be one reassessment opportunity per standard. Standards which have reassessment opportunities will be indicated in course outlines. Reassessment can enable students to move from any level to a higher level.*

The good thing about reassessment is that if you are not happy with your result in the first assessment of a particular internally assessed standard, you can do some more work, and then have a second chance to improve your result.

However, not all standards have a reassessment opportunity because of the nature of the assessment tasks (e.g. fieldtrips) and because of the pressure placed on teaching and learning. You must check the subject handouts for all your subjects carefully for details about this.

## RESUBMISSION OF INTERNAL STANDARDS

**Resubmission:** is when a student has the opportunity to correct simple errors or omissions in their assessed work. No more than one resubmission should be provided. A resubmission is only offered after the final submission of a grade awarded. Further teaching and feedback cannot occur after the final submission date and the resubmission.

School policy says that:

*Where practicable and appropriate, students **may** be given resubmission opportunities. In formative assessment this can take the form of advice and guidance. In summative assessment it should be after the fact and occur **once** only.*

*A resubmission should be limited to specific aspects of the assessment and no more than one resubmission should be provided. The resubmission can be offered when students have made mistakes which they should be capable of discovering and correcting on their own. By definition, the problem should be capable of rapid resolution.*

Before you re-submit your work, carefully check what you have completed, as only ONE resubmission is allowed.

## SPECIAL ASSESSMENT CONDITIONS

In some situations students with identified learning needs can have assistance when completing assessments – e.g. a reader / writer. If you or your parents think that you could require this assistance contact Ms Van Maren or Mrs Lister.

## **DERIVED GRADES FOR EXTERNAL QUALIFICATIONS**

If you miss the external examinations because of ill-health, an accident, family bereavement, or if you feel you have been disadvantaged by significant conditions or events in the month prior to the start of the examination period that interfere with your exam preparation you are able to apply for a grade for the external achievement standards that you missed

It is most likely that school examinations will be used as the basis for this grade.

You will need to contact Ms Van Maren immediately to get the official forms. You will have to take them to your doctor to complete if you are ill and then hand them in to Ms Van Maren by a specified date in early December.

## **EMERGENCY GRADES FOR EXTERNAL QUALIFICATIONS**

Emergency grades are available following exceptional events beyond the control of students which impairs their performance. For example a natural event like an earthquake or a technical failure. In this situation the school will submit an emergency grade application on behalf of all the students affected.

## **TIMING OF ASSESSMENTS**

Each subject provides you with the actual due day (and time, eg in the class spell or at the end of the day) for your internal assessments in that subject. You get that date at least two weeks in advance. You are also given any changes to assessment dates in writing at least two weeks in advance.

Teachers use a year planner to try and avoid clashes of dates. However, there are always some weeks that have a lot of assessment and some weeks that have very little. You need to manage your time. If you are very overloaded you may apply for an extension of time.

## **KEEPING YOUR WORK SAFE**

You should hand in your own work. You should give it to the teacher in person at the time specified. The teacher is not responsible if work left by you on a desk or in a pigeonhole goes missing.

The only exception to this is if you are absent when a piece of work is due (see page 11). You may phone the school office and then get a friend, parent or courier to hand the work to the person in the school office. The office will sign it in and put a time and date on it to protect you.

Your internal assessment material is likely to be retained by the department especially if other classes have not yet completed the task. In addition, schools have to hold at least one set of assessment work so the standard of marking can be checked by NZQA. The subject departments are responsible for the safe storage of all your internal assessment work.

Remember also that your class notes are records and are often needed for assessment work. You should not lend these to other people. If they get lost or damaged you will be the person who misses out.

## CHECKING YOUR ASSESSMENT DATA

You have the right to check all the internal assessment data held on computer before it is submitted to the New Zealand Qualifications Authority. This usually happens when all the internal assessment is completed in November.

You are asked to sign that the data is correct. If you have reason to believe that the data is incorrect you are able to:

- ask your teacher to show you the assessment work held at the school so you can check the original marks
- show the teacher that a grade was changed because of an appeal by providing a copy of the appeal letter or changed assessment sheet
- view the corrected computer printout.

You should keep a file of all your internal assessment result sheets. This is important as you may need to refer to them later on. You should also keep any appeal letters. It is a good idea to use a clearfile for this and all other NCEA material. This should be clearly named and kept in an appropriate and safe place.

- You can check the data that the school sends to NZQA from the start of August each year. You can do this through the **student access** to the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz). Access to up-to-date academic information is also available via the Kamar portal on the school website

UPPER HUTT COLLEGE  
INTERNAL ASSESSMENT APPEAL FORM

NAME: ..... FORM CLASS: .....

SUBJECT:..... LEVEL:..... TEACHER: .....

ACHIEVEMENT / UNIT STANDARD:.....

ASSESSMENT ACTIVITY:.....

REASON FOR APPEAL:

Student signature: ..... Date: .....

Parent signature: ..... Date: .....

Referred to:.....

Attachments:

- Assessment task
- Student work
- Mark sheet

FOR SCHOOL USE

Received by: ..... Date: .....

Comment:

Conclusion:

Staff Signature: ..... Date: .....  
Student Signature: (Acceptance) ..... Date: .....

Copy to:

Teacher: .....  H.O.D.: .....

J Van Maren: .....

**UPPER HUTT COLLEGE  
MISSED ASSESSMENT APPLICATION FORM**

Fill in the top section, attach appropriate letters or certificates and hand into your teacher.

Name:	Form Class:
Date of application:	
<b>Missed assessment details:</b>	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment ( <i>practical, assignment, test, etc</i> ):	
Date of assessment or due date:	
<b>Reason for missing assessment:</b> (please tick one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Illness: <i>medical certificate or a note from a parent/caregiver must be attached</i></li> <li><input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (eg letter from parent, counsellor, or tutor group teacher/dean)</i></li> <li><input type="checkbox"/> School sporting/cultural activity: _____</li> </ul> <p style="margin-left: 40px;">Signature of teacher-in-charge of activity: _____</p>	

<b>Decision by HOD/Principal's Nominee:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing evidence is available and will be used to award a grade _____</li> <li><input type="checkbox"/> Extension granted. New due date: _____</li> <li><input type="checkbox"/> New assessment date granted. New date: _____</li> <li><input type="checkbox"/> Existing standard specific evidence is available to award a grade. _____</li> <li><input type="checkbox"/> Application denied. Comment: _____</li> </ul> <p style="margin-left: 40px;"><i>The reason for this decision has been explained to me and I accept the decision.</i></p> <p>Signed: _____ (<i>student</i>)</p>
<p>Signed: _____ (<i>staff member</i>) Date: _____</p>



# UPPER HUTT COLLEGE

## AUTHENTICITY FORM

### *Academic Honesty*

Subject & Level: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Form Class: \_\_\_\_\_

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I understand that if I submit work in this subject **at any time during the year** that is not **entirely my own**: -

- If there are any concerns I may be required to repeat the assessment under direct supervision
- I will automatically receive a Not Achieved if it is not entirely my own
- my parents will be informed
- a second or serious breach of the Authenticity Policy will result in disciplinary action and may mean you are withdrawn from the subject.

I understand all published and unpublished sources (including people) that have **in any way** assisted me must be named in the bibliography attached to my work.

I understand that **copying chunks of work from published materials like books or internet sites without clearly identifying the passage and naming the author of it**, as outlined by my teacher, is **plagiarism** and as such will be **regarded as cheating**. I have correctly acknowledged and referenced all quotations and sources.

I understand that when required I **must meet Milestones** for each Standard as this will be used to ensure my work is on track and also that it is my own work

I have not allowed and will not allow any other student to copy any part of my assessment work

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

This Authenticity Form is to be filed by the Department/Faculty in an easily accessible place for the duration of 2018