



# Sacred Heart College, Lower Hutt

## STUDENT GUIDELINES FOR INTERNAL ASSESSMENT OF UNIT AND ACHIEVEMENT STANDARDS

### Expectation of Teachers

1. At the start of the year course outlines and a calendar for assessment events will be provided.
2. At the start of a module, or earlier, written detail of the Achievement Standard or Unit Standard being assessed and precise dates will be given.
3. Instructions for assessment of internal standards will be in writing and meet NZQA and school standards.
4. The feedback and checking processes for completed assessed material will occur as soon as possible.
5. Assessment material is retained as required by NZQA and Subject Department Policy.

### Expectation of Students

1. It is your responsibility to familiarise yourself with what is required of you and when.
2. Work for internal Standards must be submitted on or before the due date.
3. Work for internal Standards that is not required to be completed in the classroom under assessment conditions must be handed in to the Teacher in Charge at the school office by 8.45am on the due date. The hand in day is Monday.
4. Attending lessons allocated to internal assessments must take priority over other commitments.
5. The only class time that can be used for an internal assessment is the time allocated to the subject involved.
6. Test procedures such as no cell-phones must be adhered to. Work submitted for assessment must be entirely your own. The school has to be able to authenticate work completed out of class. Suspected misconduct will be investigated. Cheating is viewed seriously and is likely to result in no grade for the Standard involved.
7. At the end of the year you will be expected to check, and sign as correct, an individual computer printout of grades to be submitted to the New Zealand Qualification Authority for each subject.

### Special Needs

Special assessment conditions such as reader/writers or extra time are available for students who are identified as meeting certain criteria. If you have queries about this contact Mrs Sewell.

### Appeals Procedures for Internally Assessed Standards

1. When internally assessed work is returned your teacher will explain how it was marked then ask you to sign that you understand and accept the grade. This is usually done on the marking grid attached to your work.
2. Raise any concerns about the grade given for an internally assessed Achievement or Unit Standard with your class teacher or the Head of Department as soon as possible. You will be given a Query of Grade form on which to explain what your concern is with the grade allocated.
3. The teacher or Head of Department may address the issue immediately or make an appointment to see you outside class time.
4. If the matter is not resolved within 5 school days of the work being returned then see the Assistant Principal, Mrs Sewell. A formal review process involving consultation with the student, teacher and Head of Department then takes place.

### Special Consideration for an Internal Achievement and Unit Standards

1. All students taking a course will be offered the same assessment opportunities for each standard. If there are **two opportunities** to reach the standard then the best grade will be used. These are the only opportunities that will be offered.
2. If there is only **one opportunity** to meet the standard you may be eligible for Special Consideration. You will need to fill in an application for **Special Consideration for an Internal Standard** if you require an extension or if you cannot/did not complete an assessment task on the set date. The form is available from Mrs Sewell.
3. The maximum extension that can be arranged is 5 days. If you are sick for an extended period of time it may be appropriate to be withdrawn from a standard. See Mrs Sewell.
4. Special arrangements can be made:
  - for involvement in approved activities e.g. representative sport, school trips. Permission must be gained **well before** the activity takes place. The teacher may want you to do the assessment **before** you go away. You will not automatically have an opportunity after you return.
  - for sickness. A **medical certificate** is required.

- for a close bereavement. See Mrs Sewell to find out what documentation is required.
  - for difficult personal circumstances. **Some evidence** is needed, see Mrs Sewell.
5. Sometimes it is not possible to provide another opportunity to reach a standard.
  6. Achieved, Merit or Excellence can only be awarded if there is evidence of the standard reached.

#### **Derived Grade Process for Standards assessed in the External Examinations**

If you are prevented from sitting your examinations or your performance is seriously impaired through exceptional circumstance beyond your control such as severe illness or a sudden close bereavement you may be eligible for derived grades. See Mrs Sewell as soon as possible. She will explain the process to you and provide an application form. Should you be eligible for a derived grade for standards assessed in the external examinations the school will provide NZQA with a 'derived' grade based on your performance in our school examinations.

Mrs Sewell (Assistant Principal with responsibility for Assessment and NZQA Liaison)