

ASSESSMENT FOR LEARNING

A Student Guide

For EDGEWATER COLLEGE

2010

1. Length of the School Year
2. Satisfactory Course Completion
3. Classwork
4. Homework
5. Assignments and Internal Assessment Activities
6. Authenticity of Assessed Work
7. Lateness/ Absence
8. Self Interest Leave
9. Star/ Gateway Courses
10. Part time Employment
11. School Examinations
12. Missed or Late Assessments
13. Breaches of the Rules
14. Assessment Results and the Appeal Process
15. Assessment Opportunities
16. Assessment Statements, Schedules and Course Outlines
17. Derived Grades
18. Privacy Act
19. Course Requirements for Senior Students

LENGTH OF THE SCHOOL YEAR

This usually starts early February, and courses end during November. Students arriving after subject classes have started will have to catch up on any work missed. Students who re-enrol late may also find that the subject options they wanted to study are full and therefore they may have to choose a different set of subjects.

NZQA WARNING

*Any applications for derived grades on the grounds that exams will be missed because the examination dates coincide with overseas travel or sports or cultural events will be **declined**.*

SATISFACTORY COURSE COMPLETION

Satisfactory course completion means

- Maintaining a reasonable record of work e.g., a folder or note book.
- Completing homework.
- Handing in **all** pieces of work for assessment on or before the due date.
- Sitting all assessment exercises, tests and exams.

CLASSWORK AND HOMEWORK

All work set in class is to be completed and kept by the student through the year. Homework must be completed for each subject. An average expectation is two hours homework per subject per week. Teachers may insist that certain homework is critical to assessment and if students refuse to complete it they risk failure.

ASSIGNMENTS AND INTERNAL ASSESSMENT ACTIVITIES

For assessment purposes all assignments must be attempted. Work must be handed in to the teacher concerned on the **due date** and at the **time and place** as set by the teacher. It is the **student's responsibility** to get the work in to the teacher. **Lost work** which has **not been signed off by the teacher** cannot be regarded as having been completed.

AUTHENTICITY OF ASSESSED WORK

- **Students must do all of the work** without anyone's direct help.
- Students **may take advice** and **guidance**.
- Students may get information from others, as when **conducting surveys** and **oral research**.
- Students **must show on their assessment all sources of information**.
- Students **must not copy or summarise** the work of others and claim it as their own work.
- Students **must follow all instructions** when producing work.
- Students will be required to sign and follow the authenticity **declaration**:

LATENESS / ABSENCE FROM SCHOOL

On return to school an absence note (written and signed by the parent/guardian giving the reason for, and the length of, the absence) **must be brought to the office within five school days**.

Unexplained absences or lateness may endanger course success and grades. Acceptable reasons are illness, medical appointments which **cannot** be scheduled outside of school hours, family bereavement or a traumatic event such as injury. **Truancing (wagging) may endanger course completion and definitely reduces results.**

SELF- INTEREST LEAVE

When a student is required to be away from school because of cultural events, sporting events, family reasons, travel -- situations where absence from school is not

totally under the student's control – then the leave from school must be requested from the Principal, in writing and **before** the leave is taken.

This self-interest leave is at the discretion of the Principal. If leave is granted the student must tell all of his/her teachers and make arrangements for assignments, assessments, etc which may come due during the period of granted leave.

NB: All arrangements should be finalised **before** the student goes on leave.

'STAR' / GATEWAY / WORK EXPERIENCE

These courses may take time out of your other school subject courses. If an assessment or test is scheduled to take place at a time during the course, the student must arrange with the teacher to complete the assessment **before** going on the course, or agree about how the assessment or test can be completed if it is possible.

PART TIME EMPLOYMENT

School courses are a fulltime job and results may be seriously hurt by work commitments. These commitments **cannot be taken into consideration**, and are **not acceptable** as excuses for incomplete work and/or absences from school.

SCHOOL EXAMINATIONS

School examinations are set:

- To enable teachers to report to parents on student progress.
- To give students practice at preparing for and sitting exams, in a formal situation.
- To allow students to sit internal unit and/or achievement standards.
- To build up an assessment record which may be essential if a student later applies for a **derived grade** on compassionate grounds.

Students **may be** given examination leave in order to revise and study.

Attendance at the examinations is **COMPULSORY** and students are required to stay for the entire examination period.

Students may only be absent because of illness, family bereavement or trauma.

MISSED OR LATE ASSESSMENTS

If an assessment or assignment is missed, the only acceptable excuses are agreed prearrangements, bereavement, trauma/distress or illness. In all cases the school should be notified as soon as possible by phone message, **but this must be followed later by:**

- OR
- a) in the case of illness or accident, a doctor's medical certificate.
 - b) in the case of trauma, as much documentation as possible including a **formal letter** from a parent or guardian.

- The Deputy Principal Curriculum will be responsible for making the final decision.

Assessment Opportunities

Note: The following are **general guidelines only**. Each course may have special conditions affecting assessment so that Students will need to refer to the course outlines and assessment statements as handed out to them at the beginning of each course.

- Students **may be** offered **one** further assessment opportunity.
- Additional learning must have taken place before a further assessment opportunity is considered.
- If a further assessment opportunity is offered it is available to all students entered for that standard.
- The student receives the highest grade of their two attempts.
- Additional assessment is **not always possible** because of the nature of the original assessment, such as an assessment based upon a field trip exercise which cannot be repeated at a later date. Students should be informed of this in the assessment statement and schedule issued at the course start.
- Where the assessment event cannot be repeated, a further assessment opportunity **may** be possible using a different assessment event.
- Students should **not rely** on the possibility of extra assessment opportunities. There can be no guarantee that they will be offered.
- A **resubmission** can be offered when students have made mistakes which they should be capable of discovering and correcting on their own. Teachers can only give general advice, for example “you have spelling mistakes” or “you have uncompleted work”.
- A **resubmission** should be limited to specific aspects of the assessment and no more than one resubmission should be provided per assessment opportunity.
- Resubmissions must take place before feedback is given to the class.
- Where the student and the teacher cannot agree about assessment, the Deputy Principal Curriculum will make a final decision based on the stated procedures above.
- Disagreements must be referred in writing to the Deputy Principal Curriculum within five school days of the disputed decision.
- The Deputy Principal Curriculum will put his/her decision in writing to the teacher, the HOD and the student. Such decisions will be kept on file.

ASSESSMENT STATEMENTS, SCHEDULES AND COURSE OUTLINES

At the beginning of the year students will receive, for each subject, an outline of the course, how it will be assessed, the approximate dates of these assessments, and their credit value.

The student must keep a record of the grades received during the year and check it against the teacher’s record, perhaps at the end of each term.

It is advisable to use a diary and record all assessment dates in it at the beginning of the year. The record of grades could also be kept in the diary.

DERIVED GRADES

This NZQA procedure allows for fair treatment of students who either miss out on sitting an examination or formal assessment, or whose performance in an examination or formal assessment has been impaired because of ill-health or trauma. This procedure will be maintained for all courses at Y11, Y12 and Y13 levels.

It is the intention of NZQA to allow the procedure to operate for courses which involve NCEA assessments **but there are some difficulties** which students and teachers must be aware of.

NCEA is earned through students accruing credits by achieving Unit and Achievement Standards throughout the year. These 'standards' are based on a pass/fail system; **percentage marks** are **not part** of the student's assessment record.

This means that **to be eligible** for a **derived grade** for any particular assessment a **student must have:**

- A genuine excuse for failing to hand in or sit the assessment in question.
- A letter and/or doctor's certificate which confirms the reason.
- Evidence of having passed other 'trial' assessments in the same, or similar, Unit or Achievement Standards which the teacher used for formative assessment.
- Some courses which are largely or wholly internally assessed are also covered by **derived grade** regulations. If a student is unable to sit or complete a formal assessment because of ill-health or personal trauma, the student must contact their teacher and the Deputy Principal Curriculum as soon as possible.

Failure to meet all of the above criteria would render the granting of a derived grade pass impossible. It has to be based on previous assessment evidence.

Privacy Act

Student results and the use of student work must comply with the Privacy Act. They receive provisional records of achievement, and can access the learner log-in on the NZQA site and verify their grades before the end of the year.

COURSE REQUIREMENTS FOR SENIOR STUDENTS

The requirements outlined in summary below should be met or you may be withdrawn from the subject and be placed in another class.

- Students should refer to the COURSE HANDBOOK for ALL details.
- Students are advised to be enrolled and entered in courses by 1 March to ensure their places.
- Students are expected to attend all classes throughout the year.
- Students should attempt all class work and homework.
- Students should attempt all assignments, tests and examinations.

- Students must apply to the Principal for “self-interest” leave **before taking the leave.**
- Students should bring to school the necessary books, materials and equipment.
- Students should be actively involved in class work and class activities.
- Students must behave correctly so that all students have the opportunity to learn and complete their course of study.
- Students may only be absent from school because of illness, family bereavement or as the result of trauma.
- If students miss any schooling, parents / caregivers must provide them with a note explaining the reason and period of absence. (Doctors’ certificates may also be required if tests or examinations are missed through illness.)