

VILLA MARIA COLLEGE

ASSESSMENT REGULATIONS (STUDENTS)

To ensure fairness to students and to make sure accurate data is recorded, the following regulations will apply:

a) ASSESSMENT STATEMENT – COURSE OUTLINE

At the beginning of the year each course will make available for the student a statement which includes information on:

- course content and skills
- assessment–type (internal/external, test/assignment etc.)
- timing (when the assessment will occur)

b) AUTHENTICITY OF STUDENT WORK

Plagiarism is unacceptable.

1. A number of practices will be in place to check that the student is submitting her own work. These may include:

- requiring all rough notes and plans to be included in the final presentation
- check points during the task
- writing the final report under test conditions
- a teacher interview to review work
- electronic evidence

2. A signed authenticity statement will be required at the beginning of the year.

c) CHEATING & ASSESSMENT MISCONDUCT

1. Any student found cheating, or whose work is found to be not authentic, will be given a Not Achieved for that standard.
2. Students that aid cheating by supplying information to other students about an assessment are considered to be equally culpable and will receive a Not Achieved grade.
3. The Principal's Nominee will handle any investigation and decisions relevant to the misconduct.
4. A letter will be sent to the parents of the students involved outlining the incident and detailing the action taken. Copies will be held by the Principal's Nominee. A copy will also be placed on the student's file.

Other consequences for misconduct in internal assessment or practice external assessments may involve

- Removal from the assessment
- No further assessment opportunity for that standard.
- Noting the misbehaviour on the student's personal file record

If a student is removed from an Internal Assessment for misbehaviour the incident will be reported to the Principal's Nominee and an investigation will be conducted. It is likely the outcome of such an investigation will be that a 'Not Achieved' grade is awarded for that standard.

d) ATTENDANCE AT ASSESSMENT ACTIVITIES

1. Formal assessment activities take precedence over all other activities including non urgent appointments (eg medical, dental, physiotherapy, driving tests, etc).
2. Permission to be absent from an assessment can only be given by the Principal's Nominee. This must be arranged well in advance of the assessment activity.
3. If a student is unavoidably absent from an assessment due to illness or injury the parent/guardian must ring the school on the morning of absence and a medical certificate must be provided to the Principal's Nominee immediately on returning to school.
4. If a student is unavoidably absent from an assessment due to personal reasons she must provide a letter of explanation to the Principal's Nominee immediately upon returning to school.

5. Students who miss an assessment opportunity without a valid reason will be given a Not Achieved.
6. When a student is legitimately absent from the assessment of a standard one opportunity to complete the task will be provided where practicable.
7. Once assessment has begun, if a student does not submit work for assessment, a NA will be awarded

e) ASSIGNMENTS

Assignments (or projects) are outlined in the Course Statement for each subject.

1. Assignments not handed in by the due date will be given a Not Achieved.
2. Absence on the due date.
If a student is absent on the due date she should arrange to have the assignment delivered to school or should email the assignment to the school on that day. Students should send the work 'Receipt Requested'
3. Extension of time
A student may be given a time extension provided the following pre conditions are met:
 - The student must discuss the situation with the Principal's Nominee before the due date.
 - The student must submit all partially completed work at the time of the discussion.
 - The work is submitted by the stated, written, extension date.
 - Any extension should be stored on Student File

Factors which may be taken into consideration in granting a time extension include:

- Absence from school due to illness prior to the due date (a medical certificate is required).
- Absence from school approved by the Principal.
- 4. Exceptional circumstances
If a student is unable to meet a due date because of exceptional circumstances (e.g. family bereavement), the Principal's Nominee may arrange a special extension of time.

f) FURTHER ASSESSMENT OPPORTUNITIES

1. A maximum of one further opportunity for assessment of a standard can be provided within the school year where manageable.
It is not compulsory for a further assessment opportunity to be offered.
2. Further instruction must occur prior to the subsequent assessment opportunity.
 - **Eligibility for a further opportunity**
3. If a further opportunity for assessment is offered it must be made available to all students entered for that standard, regardless of their performance in the first opportunity.
4. All students must be able to:
 - use the further opportunity to improve their original grade
 - access the further opportunity, if they wish, including those who did not complete the original assessment for an acceptable reason, as determined by the College's policy on missed and late assessment.
5. Students are not entitled to a further assessment opportunity where they have chosen, for unacceptable reasons, not to take the first opportunity.
 - **Results of a further opportunity**
6. Students must be awarded the highest grade they have achieved over both opportunities:
 - If a student does not achieve the standard on the first attempt, they must have access to any grade from Not Achieved to Excellence on their second attempt.
 - If a student achieves a lower grade on the second attempt, the higher grade achieved on the first attempt is the result that must be reported to NZQA.
- **Manageability of a further opportunity**
7. It is the College's decision whether a further opportunity will be offered for any standard. If it is not manageable to offer a further opportunity, then students should be advised from the outset that there is only one opportunity to be assessed against that standard.

Conditions of assessment during further opportunities

8. Conditions of assessment during a further opportunity must be consistent with those for the first opportunity. Inability to provide the same conditions for the second opportunity would be a reason to make only one opportunity available in the year.

g) RESUBMISSION

1. A resubmission is limited to specific aspects of the assessment and no more than one resubmission should be provided per assessment opportunity.
2. A resubmission can be offered after either the first or the second assessment opportunity or after both.
3. A resubmission may be offered when students have made mistakes which they should be capable of discovering and correcting on their own. Where this is not possible, a further assessment opportunity may be more appropriate.
4. A resubmission must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible.
5. Advice to students prior to a resubmission must be general and not compromise the authenticity of the student's work and responses. No specific content related information can be given.
6. A resubmission must not compromise the assessment and must be completed under secure conditions.
7. A resubmission must take place in a timely fashion.
8. A resubmission does not constitute a further opportunity for assessment because it does not involve a new assessment being done, following further teaching and learning.

h) APPEALS

1. Students have a right to appeal marking decisions when tasks are returned if they feel they have not been given a correct or fair assessment.
2. The appeal process will be published on the school website. Parents will be made aware of the policy through the NCEA booklet and meetings during Term 1.
3. Every student will be given a copy of the NCEA booklet at the beginning of the year.
4. Students must initiate any appeal within 2 days of receiving a piece of marked work.
5. The staff to approach will be (in order), class teacher, HOF, Principals Nominee.
6. In the first instance, the teacher concerned will arrange a meeting with the student to discuss the grade in question. If the student is not satisfied with the outcome, she will complete a 'Request for review of Grade Form'. The form will be attached to the marked work and marking schedule and be passed to the Principal's Nominee. This formal initiation of the Appeals Process will occur within two days of the returned grades.
7. The Principal's Nominee will arrange for the work to be check marked by the HOF of the relevant faculty. The HOF will then complete the form, recording the outcome of the grade review and send it to the Principal's Nominee. The Principal's Nominee will discuss the outcome with the student and will place a copy on the student's electronic file under Academic Notes.
8. If a student is still dissatisfied with the outcome, the student and caregivers are invited to meet with the HOF and the Principal's Nominee to discuss the concern. Following this the Principal's Nominee prepares a letter to the family to outline the decision made and files a copy on the student's electronic Academic notes. The Principal's Nominee decision is final. If it is the HOF's marking which is appealed, the work may be checked by a teacher from another school if there are no other specialist teachers at Vila Maria.
9. If the matter remains unresolved at this meeting, the Principal's Nominee will either arrange for the work to be marked by a subject specialist outside the school or will refer the matter directly to NZQA. In such a case, the Faculty will accept the decision of the outside authority and will notify the student and the caregivers of the result in writing. Both the official report on the appeal and the letter from the Principal's Nominee to the student and her parent/caregivers are filed in Faculty files, the student's electronic Academic files and are to be included in the Faculty Report to the Board of Trustees.

10. Work written in pencil (unless approved at the time of the assessment) or with “white out” corrections are ineligible for appeal.
11. It is the student’s responsibility to collect marked work if they were absent on the day the work was returned to the class.
12. The Principal’s Nominee will make any final decisions.

i) ACCEPTANCE OF FINAL INTERNALLY ASSESSED MARKS

Students will be given the opportunity to check the grades that have been entered into the NCEA grades database, for Internal Assessments, during the year via the portal.

j) WITHDRAWALS FROM STANDARDS

Students will only be withdrawn from standards if there are exceptional circumstances. All withdrawals must be approved by the HOF.

Students will not be withdrawn as a consequence of getting a Not Achieved grade or if they are expected to get a Not Achieved grade.

k) ASSESSMENT CONDITIONS

Assessment conditions will vary depending on the nature of the assessment task.

For an assessment of a formal examination type the following must apply:

- Student bags must be left at the front or near the entrance of the examination room.
- Writing and drawing implements must be in a clear container such as a plastic bag.
- Cell phones:
 - must be turned off and left in the student’s school bag or given to the supervisor
 - are not to be used as a calculator, language translator or dictionary.Unauthorised use of a cell phone will be treated as exam misconduct.
- Candidates must not take any extra paper or written material into the room.
- Candidates must not communicate with each other in any way.
- Candidates are not allowed to share equipment such as pens or calculators.

l) DERIVED GRADES FOR EXTERNALLY ASSESSED AWARDS

If a student feels her performance during an NCEA external examination is impaired due to illness or other reasons he will be able to apply to NZQA, through the school, for a Derived Grade. Initially contact should be made with the Principal’s Nominee.

Work the student has submitted during the year, which is specific to the standards affected, will be used to determine the standard the student has demonstrated when the derived grade is decided on. Students need to be mindful of this and ensure they do as well as possible, in work associated with externally assessed standards, during the year.

J) External Moderation

Student work needs to be kept for external moderation. All work should be stored with

- A moderation Cover Sheet
- A copy of the Task and any supporting resources
- a copy of the assessment schedule
- 8 pieces of randomly selected student work

A Craig
Principal’s Nominee