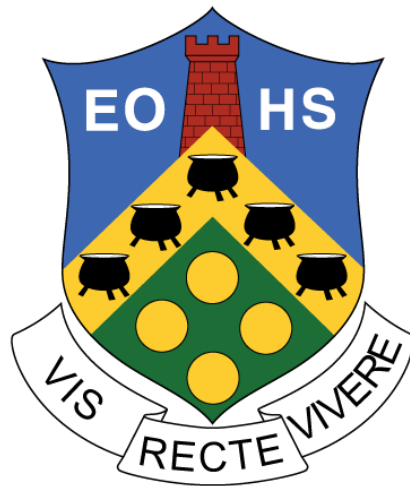


# NZQF

## **Assessment Policy**

### *Student Procedures Handbook*



## **East Otago High School**

### **2025**

# Contents

Purpose	.....3
NZQF Information	.....3
Acknowledgment and Recording of Results	.....5
Appeals	.....5
Attendance/Course Requirements	.....6
Authenticity	.....7
Derived Grade	.....8
Further Assessment Opportunities	.....9
Due Dates	.....10
Misconduct	.....11
Privacy	.....12
Withdrawing from a Standard	.....13
Policy Review	.....14
Application to Withdraw from a Standard	.....15
Application for Further Assessment Opportunities	.....16

# Purpose

The purpose of this Student Procedures Handbook is to document the policies and procedures which ensure that assessment for the NCEA is fair, valid, consistent and at the national standard.

It is the responsibility of all staff involved in assessment for the NCEA to understand and use these procedures.

They have been developed from good practice and are monitored and reviewed annually by departments and management with a view to making continuous improvement as necessary.

## NCEA requirements

NCEA is the **National Certificate of Educational Achievement**. It is the main secondary qualification for students in Aotearoa New Zealand, the Cook Islands, and Niue.

NCEA is three qualifications, Level 1, Level 2 and Level 3. Students usually begin studying for their NCEA Level 1 in Year 11 and continue through Years 12 and 13. Students usually study NCEA between the ages of 15 to 18.

Senior students can also study towards vocational (work) qualifications.

NCEA Achievement Standards link directly to the New Zealand Curriculum or Te Marautanga o Aotearoa. Unit Standards assess work-related skills. Each Achievement Standard, Unit Standard, or Skills Standard has a set credit value.

The credits from each Standard achieved are added up to award a qualification. Qualifications are awarded in January each year, based on the results from the previous year.

At each level, students must achieve at least 80 credits to gain an NCEA certificate. Credits can be gained over more than 1 year. The NCEA co-requisite is a measure of competency in literacy and numeracy.

### NCEA in 2025

<b>Level 1</b>	<ul style="list-style-type: none"><li>60 credits at any Level<ul style="list-style-type: none"><li>○ Plus 10 Literacy credits</li><li>○ Plus 10 Numeracy credits</li></ul></li></ul>
<b>Level 2</b>	<ul style="list-style-type: none"><li>60 credits<ul style="list-style-type: none"><li>○ Including 60 at Level 2 or above</li><li>○ Plus 10 Literacy credits</li><li>○ Plus 10 Numeracy credits</li></ul></li></ul>
<b>Level 3</b>	<ul style="list-style-type: none"><li>60 credits at Level 3 or above<ul style="list-style-type: none"><li>○ Including 60 at Level 3 or above</li><li>○ Plus 10 Literacy credits</li><li>○ Plus 10 Numeracy credits</li></ul></li></ul>

## Literacy credit options

- Literacy unit standards 32403 and 32405, or assessment achievement standards identified for literacy
- Te reo matatini 32414, or assessment standards identified for literacy

## Numeracy credit options

- Numeracy unit standard 32406, or assessment standards identified for numeracy
- Te pāngarau 32412, or or assessment standards identified for numeracy

## Students will be qualified for entrance to a University in New Zealand if they have obtained:

- a minimum of achieving Level 3 or higher on the National Qualifications Framework, including a minimum of 14 credits at Level 3 or higher in each of three subjects from the 'approved subject' list,
- a minimum of 10 numeracy credits at Level 1 or higher.
- a minimum of 10 literacy credits at Level 2 or higher in English or Te Reo Māori; 5 credits must be in Reading and 5 credits must be in Writing. The literacy credits will be selected from a schedule of approved standards.

### Add to that...

<p><b>+ Certificate Endorsement</b></p> <p>NCEA can be awarded with a Merit or Excellence endorsement at each of the three levels.</p> <ul style="list-style-type: none"><li>• 50 (or more) Merit credits or a combination of 50 Merit and Excellence credits for a Merit Endorsement</li><li>• 50 (or more) Excellence credits for an Excellence Endorsement</li></ul>	<p><b>+ Subject Endorsement</b></p> <p>Subject endorsement provides recognition for a student who has performed exceptionally well in an individual subject. Students will gain an endorsement for a subject if, in a single school year, they achieve:</p> <ul style="list-style-type: none"><li>• 14 or more credits at Merit or Excellence, and</li><li>• At least three of the credits are from external assessed standards and three from internally assessed standards</li><li>• Visual Art endorsement through folio only</li><li>• Physical Education has specific criteria</li></ul>	<p><b>+ Scholarship Award</b></p> <p>Scholarship opportunities are provided for students who have the ability to demonstrate higher order thinking skills and independent learning aimed at the top 5% of students throughout New Zealand. Scholarship is a monetary award, it does not attract credits or contribute towards a qualification but the fact that a student has gained a scholarship appears on their Record of Achievement.</p> <p>All Scholarship subjects are externally assessed with a written examination or through a portfolio at the end of the year. This is in addition to the examination required for Level 3 NCEA.</p>
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**SCHOLARSHIP**

At each level, students can gain Merit or Excellence endorsed certificates. Students will require 50 credits at Excellence to gain an NCEA certificate endorsed with Excellence, and 50 credits at Merit (or Merit and Excellence), to gain an NCEA certificate endorsed with Merit.

At each level a course endorsement can be gained by achieving a minimum of 14 credits at Excellence for an Excellence endorsement, or a minimum of 14 credits at Merit for a Merit endorsement or a minimum of 14 credits at Achieved for an Achieved endorsement. Students must also gain a minimum of 3 internal and 3 external credits. Exceptions to this include, L3 Art, Physical Education where the 14 credits can all be internal.

Each student's NCEA qualifications show their overall level of achievement. Their more detailed results are shown on their annual Record of Achievement.

## **Learning can be varied and flexible**

Flexibility is enhanced for students, schools and other providers. Credits from all national standards (both school curriculum and industry) count for NCEA. There will be no prescribed national courses, so schools can run shorter courses, combine subjects and combine levels, or they can run exactly the same one-year courses they run now. The content and curriculum do not need to change, but the array of courses a school can offer can be varied. Schools can also offer courses that lead to specialist National Certificates (for example, automotive engineering, drama, outdoor recreation, travel and tourism, first aid certificate) and all of these credits will also count towards NCEA.

## **Results are detailed and useful**

A standards based system produces a full profile of each student's achievements. NCEA results will show a student's credits and grades for each standard, how they performed compared with others and a grade average for each subject or area of learning.

## **Assessment is appropriate**

Skills and knowledge that can be assessed by examination will be included in normal end of year examinations. Most internal assessment involves skills like performance, making a product, carrying out research or laboratory work. For internal assessment, there will be a national system to ensure that schools meet national standards and help them to do so. Samples of marked student work will be checked by national panels of experts.

# **ACKNOWLEDGEMENT AND RECORDING OF ASSESSMENT RESULTS POLICY**

## **Procedures:**

1. Students are required to sign off their grades for each assessed standard result. This procedure ensures that students accept and acknowledge the results which are recorded.
2. Students who are unhappy with their assessment result can appeal within 7 days from receiving their assessment result (*see Appeals Policy*).

# APPEALS POLICY

## **Policies:**

1. Students are able to lodge an appeal if they are unhappy about an assessed or recorded result, have not been given a further assessment opportunity (where applicable), or about any alleged moderation inconsistency.
2. Students are informed in writing of their appeal rights.
3. Students are required to sign an acceptance of their results.
4. If the result is not accepted, students have 7 days from receiving their assessment results to appeal.

## **Procedures:**

1. Students are informed of their appeal rights in writing through the NZQF student handbook. An appeal must be made within seven days of receiving the assessment result.
2. Students are also informed of their appeal rights in the course information which their subject teachers hand out at the beginning of the year.
3. The student must firstly approach the teacher conducting the assessment (normally the subject teacher) and discuss the problem. If appropriate, the Subject Teacher will seek independent assessment advice regarding the result, from a teacher of the same subject.
4. If the problem still exists, the student can approach the Curriculum Head to exercise their appeal right. If necessary, The Curriculum Head will facilitate further investigation.
5. A written record of the investigation and the resulting decision is given to the Principal's Nominee. Copies are circulated to the student involved, the marker, the subject teacher (if different from the marker), the Head of Department. The Principal will also be informed.
6. Teachers must discuss the marking processes with classes on the return of marked assessment and remind students about the appeals process at this time.
7. Teachers must get students to sign off their results to indicate they agree to the grade awarded, this ends their right to appeal for that assessment.

# ATTENDANCE/COURSE REQUIREMENTS

## **Policies:**

1. Attendance at East Otago High School is seen as a pastoral care issue and not an assessment issue. There are no attendance requirements in relation to attempting standards based assessments, although individual requirements may exist for the assessment of some subjects.
2. When students opt for a course of study, they are automatically entered for all the standards in the assessment programme for that course. They have the right to withdraw from an External Standard(s) providing they meet NZQA deadlines.

## **Procedures:**

1. The Curriculum Head will investigate any attendance problem for students referred by the absence system, taking whatever action is appropriate. This is likely to involve discussion with dean's and parents/caregivers in relation to the missed assessments.
2. Any action taken will be documented, with copies circulated to parents/caregivers, subject teachers and tutor teachers as necessary.
3. Any changes to a course will involve dean's who will liaise with the teachers, Head of Department, Head of Curriculum and parents/caregivers.

# AUTHENTICITY POLICY

## **Policies:**

1. East Otago High School must verify, as accurately as possible, that work submitted for assessment purposes has been produced and processed by the student who submits it.
2. It is the responsibility of departments and subject teachers to manage the authenticity issues which relate to assessment in their subject area.
3. Individual Departments will develop a range of appropriate strategies to be employed to address the authenticity issues which exist within their curriculum area.
4. Subject teachers must make students aware of the strategies which are being used to verify that the work which they submit is authentic.
5. If students are found to submit work which is not their own, which cannot be verified as their own or has not been completed by them or they have been cheating in an exam or test, they will not receive any credit for that assessment.
6. If students knowingly allow other students to copy their work and submit it for assessment, their work will also be ruled ineligible for credit.

## **Procedures:**

1. If teachers are unable to verify that the work which students submit for assessment is their own then they must refer the student to the Curriculum Head to investigate and take any necessary action.
2. If students are suspected of submitting work for assessment which is not their own, they are referred to the Curriculum Head who will investigate the situation and take any necessary action.
3. The student(s) involved and their parents will be informed in writing of the action taken by the Curriculum Head, along with the teacher concerned, the Subject Head, the Principal's Nominee and the East Otago High School Principal.
4. During exam times, staff who know the students well, must take rolls and formally identify each student. Students must be aware of the no cell phone and iPod policy.



# DERIVED GRADE

## **Policies:**

1. Students can apply for a derived Grade if they believe that their performance in an external assessment activity has been, or is likely to be impaired because of illness, injury, family bereavement, trauma or any other unforeseen circumstances.
2. Students need to be aware that NZQA will ask East Otago High School to provide evidence for students applying for a derived grade and that this evidence will come from unit testing and/or practice exams. Teachers must undertake and record results of formative assessments towards all standards the students are attempting, such that they can be used as evidence.
3. East Otago High School will Ensure that all grades submitted for use as potential derived grades have been subject to a quality assurance process that is aligned with internal standard

## **Procedures:**

1. Students are provided with the written information from NZQA about applying for a derived grade for the external assessment (generally exams) and the process to be followed. This happens near the end of the school year.
2. Subject teachers need to record students' grades in practice assessments (generally unit tests and practice exams) for the external standards, in the same way as for the internal standards. These grades may need to be submitted to NZQA for a derived grade application.
3. Teachers will ensure all assessed derived grade results are moderated either internally or externally and that the documentation has been completed by both the teacher and the moderator. That documentation will be stored on the digital shared drive allocated for NCEA.

# FURTHER ASSESSMENT OPPORTUNITIES

## **Policies:**

1. Further assessment opportunities are available for students where appropriate and applicable and are not automatic.
2. Resubmissions are only available for specific aspects of an assessment.
3. Each Department will determine which standards will have further assessment opportunities and advise students of these.

## **Procedure:**

1. A maximum of one further assessment opportunity for a standard can be offered within an academic year.
2. Students will be informed of all assessment opportunities available at the start of the academic year using the assessment statement or course outline for their subject.
3. If a further assessment opportunity is to be offered, it must be available to all students, regardless of their grade gained on the first attempt.
4. Any additional costs involved, due to unscheduled further assessment opportunities, is the responsibility of the student.
5. All HODs and TICs are to ensure assessment practise in relation to further assessment opportunities is carried out in a manner consistent with school policy.
6. Procedures for further assessment opportunities and resubmissions are outlined within each individual assessment and clearly communicated to students.
7. If a further assessment opportunity is offered, the student will be awarded the highest grade gained from either the first or second assessment.
8. A resubmission can be offered when students have made mistakes which they should be capable of discovering and correcting on their own.
9. If a resubmission is offered, it must be under the same conditions as the original assessment.
10. There must be a maximum of one resubmission available for a standard. A resubmission opportunity is only available when a minor error prevents a student from reaching an 'Achieved' grade. The only change in grade boundary available for resubmissions is from 'Not Achieved' to 'Achieved'. Note: some standards such as ITO unit standards in Tourism may provide students with more than one resubmission opportunity. Teachers offering such standards are to make this transparent to all students sitting these standards.

# DUE DATE POLICY

## **Policies:**

1. Students will be informed of due dates and times through the individual subject assessment guidelines.
2. When requested, the School will make provision for students to hand in assignments via the School office.
3. Students may apply to the Head of Department for an extension. This should happen before the due date, not after.
4. The HOD will determine if the Head of Curriculum needs to be informed
5. In exceptional circumstances, extensions can be granted after the due date for work submitted late.
6. Extensions to the due date of assessments must be discussed and approved by the Curriculum Head in conjunction with the Subject Head. Subject teachers may not grant extensions.
7. Medical certificates and/or other supporting evidence (e.g. note from home) may be requested from students who are applying for extensions.
8. Students who receive extensions are notified of the new due date.

## **Procedures:**

1. HOF/TICs must ensure expectations are clearly documented as to where and when students are expected to hand in due assignments.
2. If a student has requested an extension, he or she must approach the HOD who will make the decision in consultation with the Head of Curriculum or subject teacher.
3. The Curriculum Head/HOD will either approve or turn down the extension. This is done in writing (reasons given) with a copy going to the HOD/subject teacher and student. (the Extension / Missed Assessment Opportunity Form is used – *see Appendix I*)
4. The Curriculum Head/HOD informs the subject teacher of the decision.
5. If the extension has been approved, then the students concerned are informed of the new due date in writing, by the Curriculum Head/HOD.

# MISCONDUCT

## Policies:

1. Students who cheat or behave badly in assessments are dealt with consistently.
2. Misconduct is treated seriously and all incidents reported to the East Otago High School Curriculum Head for investigation.

## Procedures:

1. If a teacher or assessment supervisor suspects a student of cheating, then the incident must be reported to the East Otago High School Curriculum Head as soon as possible. *(Whether this happens during or after the assessment requires a judgement call by the teacher or supervisor – minimal disruption to the other students is most important.)*
  - a. The Curriculum Head will investigate the situation fully and decide on the outcome.
  - b. If the student is found to be cheating then he/she will receive no credit for the assessment. He/she will not be given a further assessment opportunity.
  - c. The Curriculum Head will inform the student, caregiver, teacher, Department Head, Dean and Principal of the incident and the decision in writing.
2. If a student is behaving badly and disrupting the assessment, he/she will be immediately removed from the assessment and referred to the Dean. The teacher or supervisor must report the incident to the Curriculum Head as soon as possible.
  - a. The student will receive no credit for the assessment. He/she will not be given a further assessment opportunity.
  - b. The Curriculum Head will inform the student, caregiver, teacher, Department Head, and Principal of the incident and the decision in writing.

# PRIVACY POLICY

## **Policies:**

1. East Otago High School will promote and protect the individual privacy with regard to the collection, use and disclosure of personal information.
2. East Otago High School will promote and protect the access by each individual to information relating to that individual which is held by East Otago High School.

## **Procedures:**

1. The Head of Curriculum will ensure that the principles contained in the 1993 Privacy Act and in this policy are adhered to.
2. All forms which East Otago High School distributes for the collection of individual student records contain details about the purpose, use and disclosure of the information being collected.
3. Individual student information is collected directly from individuals wherever possible.
4. The Head of Curriculum ensures that East Otago High School stores individual records in a secure way and that only authorised people have access to the information.
5. Each individual must be allowed access to all their individual student records which the college is holding and is able to question any information which is held, by contacting the Head of Curriculum.
6. Parents and caregivers are considered to be authorised agents of their children and have the same rights as their children relating to individual student records which East Otago High School is holding about their children.
7. There is to be no publication of assessment results, each student is to be given their result in confidence.

# WITHDRAWING FROM A STANDARD

## **Policies:**

1. Students who wish to withdraw from an external standard must have parental/caregivers' written permission. The "Withdrawing from a Standard" form is to be used (*see Appendix 4*).
2. Students who withdraw from an external standard must still attend classes and meet course requirements.
3. Any changes to a student's course must be approved by the Curriculum Head.

## **Procedures:**

1. Students who wish to withdraw from an external standard must firstly discuss the situation with their subject/course teacher.
2. If they wish to proceed with the withdrawal then they must see the school office to collect a "Withdrawing from a Standard" application form.
3. Students must take this form home, complete it with their parent/caregiver and then return it to the Curriculum Head.
4. The Curriculum Head will clarify with the student about their continued attendance and meeting of course requirements.
5. The Curriculum Head will approve the withdrawal and give a copy of the form to the Kamar manager, who will change the student's entry file.
6. The Curriculum Head will give a copy of the withdraw form to the subject/course teacher/HOD.
7. The Curriculum Head will file the withdraw form in case it is needed for future reference.

# **POLICY REVIEW**

## **Policy**

1. The Students NZQF Policy will be reviewed in accordance with the Staff Procedures Handbook. This will take place annually or when NZQA policy changes require it.
2. The Principal's Nominee will be directly responsible for both the Staff Procedures Handbook and the Student Handbook.
3. A copy of the updated Students NZQF Handbook will be kept by the Principal's Nominee and available through the Intranet.

# EAST OTAGO HIGH SCHOOL

Stour St, P.O. Box 58, PALMERSTON, Otago, 03 4651 513



## APPLICATION FORM: EXTENSION / MISSED ASSESSMENT OPPORTUNITY

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

Course: \_\_\_\_\_ Assessment standard: \_\_\_\_\_

Due Date: \_\_\_\_\_ Proposed Extension/ New Assessment Date: \_\_\_\_\_

Medical Certificate Required:

Reason for Extension / Missing Assessment:

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Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Approved by HOF: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student) (Teacher)

If the HOD is the teacher then another teacher in the Department needs to co-sign.  
A copy of the decision must be forwarded to the Curriculum Head

If the extension requires further consultation then the HOD must see the Curriculum Head for a decision.

Curriculum Heads Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
(Curriculum Head)

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



# EAST OTAGO HIGH SCHOOL

Stour St, P.O. Box 58, PALMERSTON, Otago, 03 4651 513



## APPLICATION FORM: WITHDRAWING FROM A STANDARD

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

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

Assessment standard(s) withdrawing from: \_\_\_\_\_

Reason for withdrawing

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Signed: \_\_\_\_\_  
(Student)

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

Signed: \_\_\_\_\_  
(Parent/Caregiver)

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

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## APPLICATION APPROVED

Comment:

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Signed: \_\_\_\_\_  
(Curriculum Head)

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

*Copy sent to Kamar Administrator for change to student's entry file.  
Copy given to subject/course teacher*