



PUKEKOHE HIGH SCHOOL

**Pukekohe High
School Student
and Whaanau
Assessment
Handbook
2021**

General: The information included in this handout apply to every NCEA standard in every subject, as well as all of the internal assessments (eg practical activities, field trip, tests and assignments), plus preparation for external assessments, such as our school NCEA grading exams and portfolios.

Privacy Act: All student data and work is covered by the Privacy Act. No data or work completed by any student will be shown to other students or people outside of the school, without the written consent of the individual student.

Gaining NCEA: The diagram below explains that you need 60 credits at the level you are studying, plus another 20 credits from the level below(or better). You must also have 10 literacy and 10 numeracy credits.



For example, a student new to NCEA who attempts level 3 must get at least 60 level 3 credits, plus another 20 credits from level 2 or above. Included in the total of at least 80 there must be a minimum of 10 literacy credits and 10 numeracy credits.

University Entrance requirements: Offered in year 13, students must have the following 4 conditions:

NCEA level 3, including 3 approved subjects with 14 credits or more in each subject plus at least 10 level 2 literacy credits (5 reading and 5 writing) plus at least 10 level 1 numeracy credits.

Endorsement certificates: There are two types – certificate endorsement and subject endorsement

NCEA Certificate overall endorsement: **Merit** endorsement can be awarded by gaining at least 50 credits altogether at merit or better. **Excellence** endorsement needs at least 50 excellence credits.

Subject endorsement:

Excellence subject endorsement needs 14 or more excellence credits with atleast 3 credits from internal assessment and at least 3 from externals, all within a single year.

Merit subject endorsement needs 14 or more merit credits or better, with at least 3 credits from internal assessment and at least 3 from externals, all within a single year.

Achieved subject endorsement is a new qualification that is recognised in 2021. Like Merit and Excellence, Achieved subject endorsement requires 14 or more credits or better with at least 3 credits from internal assessment and at least 3 from externals, within a single year.

Quality assurance (ie Moderation): To ensure that grade decisions for a standard are consistent within the school, and between schools, a system of moderation is used. Your teachers critique materials before use, verify a sample of grade judgements and keep up to date with professional development to ensure that they consistently interpret the teaching, marking and moderation of assessments. National moderators also check a random sample of student work in every subject, to ensure consistency between schools.

Course outlines: You will receive a course outline for every course that you take. The outline contains specific subject information about your course, the credits that are available (internal and external), any optional credits that are available, the type of assessment and an approximate timeline for the assessments. As well, you will also be told if a subject counts for literacy or numeracy and whether there is a further assessment opportunity available for particular assessments.

Authenticity (refer to appendix 1): All work submitted for any assessment must be your own work, and only your work. It is your responsibility to:

- Keep all drafts and working documents, and hand them in to your teacher, at milestones and checkpoints, when required;
- Keep a record of all resources that you used, including hand-written plans and websites;
- Acknowledge the source of all material in your assignment, citing whether it is from text, digital material, or people;
- Ensure that your data is accurate;
- Be prepared to discuss your work further with your teacher, if required.
- Sign the Authenticity Declaration (appendix 1), verifying that the work is your own.

The following examples breach authenticity so you must not:

- Quote material from written or digital sources without acknowledging the source;
- Inappropriately help another student with any part of their work;
- Submit multiple submissions of a single assessment;
- Impersonate someone else, or ghost write (or allow someone else to write your assessment);
- Use unauthorised materials;
- Assist others to cheat (ie allow someone to copy your work);
- Purchase answers to an assessment;
- Use any forbidden technology in an assessment
- Fail to hand in work at a milestone or checkpoint

Special Assessment Conditions: Students who require special assessment conditions are identified by teachers (and parents plus students can nominate themselves). The Head of Learning Support assesses the needs of the student well in advance of any assessment and arranges with NZQA for particular conditions to apply to that student and any assessment that they sit.

Students will be advised if they qualify and will be provided with valid and fair assessment conditions, typically with the assistance they would have as part of their learning environment.

Appendix 1 Authenticity Declaration

Student Name:	Year:	Vertical Form:
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Teacher:	Teacher in charge of assessment:	Department/Subject:
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Standard No:	Version:	Level:	Credits:
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Standard Title:

Assessment Title:

Assessment conditions:

Assessment duration:	Due date:	Further assessment opportunity: Y / N Date:
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Check point	Date	Teacher signature and comment
1		
2		
3		
4		

Authenticity Statement

By signing below, I am saying that all of the work presented under the cover of this sheet is my own original work.

I understand and accept that this means that:

- I have not copied any of the work from another student, or any other source.
- If I have used another person's work I have acknowledged it in my references.
- If my teacher thinks I have copied from any source that has not been correctly referenced, I will be warned to delete it.
- If I do not delete the words that are not my own, all my work will be graded as "Not Achieved" and the matter will be referred on for further investigation as per the school assessment policy.
- My parents / whanau will be informed in writing and the breach will be recorded on my record.

Student signature:	Date:
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Initial Assessment Grade:	Resubmission: Y / N
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Grade with resubmission:	Resubmission date and time:
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Student signature:	Teacher Signature:
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Missed assessment: The student needs to complete the application form (Appendix 2) in the following cases;

- When the student cannot hand an assessment in on time they must advise the teacher beforehand.
- When the student is sick and provides a medical certificate or note from a parent or caregiver.
- When the student is affected by family trauma and a note is provided by the caregiver or counsellor or Dean or form teacher

NCEA apps for mobile phones: “NCEA student” or “NCEA guide” – use one of these to check each moderated result as it recorded. Ask your teacher to find out why the result is missing, and if you discover any results missing after school has finished contact the school.

National Student Number (NSN): Is a personal identity number unique to you and used by NZQA to ensure that only your grades are matched to your name. It is used (with a password) when you log in to NZQA to check your details and results.

Following an assessment:

Resubmission: Only available to a student where the teacher believes that a student has made a minor mistake in an assessment and by correcting the error the student would be able to improve their grade. The resubmission must be completed within a single lesson (or equivalent) and before any specific feedback about the assessment is provided to the class. No extra teaching is permitted before a resubmission. A resubmission may not always be appropriate. **From this year 2021 only students who Not Achieve can have a resubmission and the highest possible grade they can attain from that resubmission is Achieved.**

Further assessment opportunity: FAO is a completely fresh assessment, and administered under the same conditions as the first assessment. Further learning should occur before any further assessment. A maximum of one FAO per standard may be offered, but it may not be possible to offer one (for instance, if the first assessment was based around a field trip). In the case where a student misses the first assessment, the FAO is the only opportunity. The course outline will make it clear if a further assessment opportunity is available.

Appendix 2 Missed Assessment Application Form

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

Name:	Vertical Form:
Date of application:	
Subject: Name of teacher:	
Standard number and/or title:	
Type of assessment (<i>practical, assignment, test, etc</i>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one)	
<input type="checkbox"/> Illness: <i>medical certificate should be attached, or a written note from a caregiver.</i>	
<input type="checkbox"/> Family / personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor or vertical form teacher / dean)</i>	
<input type="checkbox"/> School sporting / cultural activity: _____	
Signature of teacher-in-charge of activity: _____	

Decision by Faculty Leader: (please tick one)	
<input type="checkbox"/> Extension granted. New due date: _____	
<input type="checkbox"/> New assessment date granted. New date: _____	
<input type="checkbox"/> Application denied.	
Comment: _____ _____	
<i>The reason for this decision has been explained to me and I accept the decision.</i>	
Signed: _____ (student)	
Signed: _____ (staff member) Date: _____	

Appeals: If a student is not happy with a grade then the student must ask the teacher to reconsider the assessment decision.

If the student is not happy with the explanation from the teacher they may appeal to the Faculty Leader seeking a review (see Appendix 3).

If the student is not happy with the Faculty Leader they may appeal to the Principal's Nominee (Mr Tindling), whose decision is final.

Cheating and breaches of the rules: Will result in a Not Achieved grade being recorded.

Incomplete work: A Not Achieved grade will be recorded in cases where work that has been started but not handed in or where a student deliberately misses an assessment. In consultation with their teacher, a student may withdraw from a standard without any penalty.

Plagiarism: Is a form of cheating, and occurs when a student tries to pretend that work that they have handed in is their own, when it is not.

The examples listed under the Authenticity section (above) make it plain that plagiarism is a breach of the basic expectation that you hand in your work, and only your work.

You are entitled to seek help from friends, parents, caregivers and peers but you must be aware that their help must not be undue. They should not be doing your work for you. The work you submit for assessment is to be your own.

Subject teachers have procedures to gauge if too much help has been given to you. For instance, teachers will check your work for plagiarism, by searching on Google so it is in your interests to make sure that what you write is written in your own words, even if they were inspired by some help that you had or research that you have done.

If in doubt, ask your teacher for their advice.

Appendix 3 Appeal – Application Form

Fill in the top section and hand in to Faculty Leader within one week of getting your assessment back.

Name:	Vertical Form:
Date of application:	
Subject:	
Name of teacher:	
Standard number and / or title:	
Grade awarded:	
Date when assessment was returned to student:	
Reason for appeal: I would like the Faculty Leader / Principal's Nominee to reconsider my grade. My reasons for this request are: <i>(please explain, using the reverse of this sheet, if needed)</i>	

Reviewer's Decision: (please tick one) <input type="checkbox"/> The grade awarded by the teacher stands. <input type="checkbox"/> The grade awarded has been changed to _____
Comment: _____ _____ _____
<i>The reason for this decision has been explained to me and I accept the decision.</i>
Signed: _____ (student) Date: _____
Signed: _____ (Reviewer) Date: _____

