

# STUDENT GUIDE TO ASSESSMENT RIGHTS, RESPONSIBILITIES AND PROCEDURES

This is an outline of your rights and responsibilities with assessments throughout all subjects at Motueka High School. Further information is available from Mr Blackbeard if required.

## **ABSENCES**

### In class Assessments

If you are absent on the day of an assessment and wish to apply for an alternative assessment date, you must complete the application form. The form must be signed by the HOD who will let you know if your application is successful.

You must produce a medical certificate or have a verifiable reason for your absence. If you do not have suitable evidence then you will only be allowed to do that reassessment if one is offered for that standard.

### Assignments

Late work will not be marked. "Not Achieved" will be awarded.

If you have a good reason for needing an extension you must complete the Assignment Extension form. Mr Blackbeard, in consultation with the HOD, will decide whether to accept or deny the application.

If the teacher wishes to give the class an extension he/she will have to apply to Mr Blackbeard. If the extension is allowed then all students in the class must sign to indicate that they have been informed of the new deadline.

If the assignment is completed outside of class time, then the deadline is the start of the period. If it is completed during class time the deadline is the end of that period.

If you are going to be away on a non school related trip, you need PRIOR permission in writing from the Principal. This must be attached to the application form. If you are away without an acceptable reason you will receive "Not Achieved" for any assessments missed.

## **AUTHENTICITY**

All work handed in for assessment purposes must be your own original work. If you hand in work that is copied from any other source, or knowingly allow another student to copy your work, you will receive "Not Achieved" for this work. A Bibliography must be submitted with any research project. You will be required to sign your work to verify that it has not been copied.

### **MISCONDUCT**

Serious misconduct during an assessment will result in a referral to the Deputy Principal and "Not Achieved" being awarded. You may not be able to resit the assessment. Repeated incidents of misconduct may make a student ineligible from entering a qualification.

### **REASSESSMENT**

Where practicable, one opportunity for reassessment of internally assessed Achievement or Unit Standards will be given to students. Where very minor errors need to be corrected a resubmission may be sufficient to meet the standard. Each subject will give you written information at the start of the year that clearly identifies which assessments do or do not have a reassessment opportunity. If you meet the standard after reassessment or resubmission you will be awarded the highest level achieved.

### **APPEALS**

If you disagree with a teacher's decision regarding marking, absence, authenticity or lateness you may appeal.

#### **To do this you must:**

- Discuss your concern with the teacher within 48 hours of receiving the decision.

#### **If still concerned:**

- Complete the Appeal Form (available from the Office) and hand it to the HOD of the subject or Mr Blackbeard within 1 week of receiving the decision. When marked work is returned to you for checking you will be asked to sign it to verify its correctness. If you intend to appeal you should NOT sign the work off as correct.

### **WHO CAN APPLY FOR FINANCIAL ASSISTANCE?**

Financial assistance is available to assist with the payment of entry fees to National Secondary Schools Qualifications. To be eligible to apply you must be the fee payer and meet at least one of the following criteria:

- Be receiving a Work and Income or Study Link benefit.
- Have a joint family income below the threshold for receipt of a Community Services Card.
- Have more than two children in the family undertaking these qualifications in the same year, irrespective of income. Collect the application form from the School Office.

### **SPECIAL ASSESSMENT CONDITIONS**

If you require special conditions for assessment e.g. reader, writer, enlarged papers etc, you must see Mrs Trafford. If you meet the criteria, the special assessment conditions will apply to internal and external assessments.

### **DERIVED GRADES**

If a student is unable to sit an external assessment or their performance is affected by illness or bereavement or a serious incident, they are able to apply for a derived grade.

A derived grade may be awarded if the school has recorded from valid end of topic tests or practice exams for that student. Where no valid grade is available, no derived grade will be awarded.

# ASSESSMENT APPEAL

NAME: \_\_\_\_\_ FORM: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ LEVEL: \_\_\_\_\_

SUBJECT TEACHER: \_\_\_\_\_

ACHIEVEMENT STANDARD/UNIT STANDARD NAME AND NUMBER:

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NAME OF ACTIVITY: \_\_\_\_\_

DATE OF ASSESSMENT: \_\_\_\_\_

DATE ASSESSMENT RETURNED: \_\_\_\_\_

You must discuss your concern with your classroom teacher before completing this form. Have you done this? **Yes / No**

Reason for Appeal:

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**Student Signature:** \_\_\_\_\_ **Date of Appeal:** \_\_\_\_\_

*Your appeal must be handed to Mr Blackbeard or the HOD of the subject within one week of return of marked work. You may apply beyond this for unusual circumstances.*

APPEAL OUTCOME:

Lined area for writing the appeal outcome, consisting of 22 horizontal lines.

**Signature of Investigating Teacher:** \_\_\_\_\_

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

**Date Student Notified:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

# NCEA ASSIGNMENT EXTENSION APPLICATION FORM

NAME: -----

SUBJECT TEACHER: -----

Achievement Std/Unit Std Number: ----- Level: -----

Date Assignment issued: -----

Due Date: -----

**REASON FOR EXTENSION:**

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**Evidence supporting application supplied**                      **Yes / No**

**HOD:** -----    **approve / not approve**

**PN:**-----    **approve / not approve**

**Date:** -----

***NCEA ALTERNATIVE ASSESSMENT DATE***  
**APPLICATION FORM**

**NAME:** -----

**SUBJECT TEACHER:** -----

**Achievement Std/Unit Std Number:**----- **Level:**-----

**Date of assessment:**-----

**REASON FOR MISSING THE ASSESSMENT:**

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**Evidence supporting application supplied**                      **Yes / No**

**HOD:** -----    **approve / not approve**

**Date:** -----

**ALTERNATIVE ASSESSMENT DATE (if approved)**\_\_\_\_\_