MARIST COLLEGE

Catholic School for Girls, Years 7 to 13

Student Assessment Handbook 2023

www.maristcollege.school.nz

National Certificate in Educational Achievement
Student Information 2023

Your work this year will be assessed using Achievement Standards and possibly Unit Standards. It is important that you read this information carefully so that you understand how to get the best results from your effort this year.

NCEA General Information

- For each subject, you will be offered a number of Standards.
- Each Standard is worth a particular number of credits.
- To achieve Level 1 in the National Certificate of Educational Achievement, you must gain 80 credits, ten of these credits must be in Numeracy and ten must be in Literacy. To achieve Level 2 you must gain 80 credits, with a minimum of 60 credits at level 2 or above. To achieve Level 3 you also need 80 credits, with a minimum of 60 at level 3 and 20 from level 2 or above. Credits at each level can come from any of your subjects.
- To achieve a NCEA Certificate with an Achieved Endorsement, you need to gain at least 50 credits at Achieved. For a Merit Endorsement you need to gain at least 50 credits at Merit level or above. For a certificate with Excellence endorsement, you need 50 credits at an Excellence level.
- Subject endorsement is also available in many of your subjects. Please go to www.nzqa.govt.nz for further information about this opportunity for recognition in individual subjects.

Standard Structure

	Achievement Standards	**Unit Standards** (Tourism, Gateway, EAP)
Potential Grades	Achieved with Excellence Achieved with Merit Achieved Not Achieved	Achieved Not Achieved Some standards may allow achievement at a merit and excellence level
Assessment Type	**Internal** (Assessed throughout the school year) **External** (Assessed at the end of the year, usually by a written examination)	**Internal** (Assessed throughout the school year)

Assessment Procedure

In each of your subjects you will receive a Course Outline which will include assessment procedures.

These will include:

- Details of the assessment programme
- The method of assessment
- The dates when assessment tasks are due
- The length of time allocated for each task
- The availability of any further assessment opportunities.

For each internally assessed standard, your subject teacher will also give you:

- An outline of the assessed task
- A date for that assessment to be handed in or the time for the in-class assessment.
- The criteria for gaining Achieved, Achieved with Merit, Achieved with Excellence.

It is important that you keep a record of your result in each assessment so that you are able to check your results against the final grades shown on your NZQA login. You will also have an opportunity to check and sign off your grades to confirm that these are correct before they are submitted to NZQA.

For externally assessed standards you will be given practice examples for which you will receive an indicative grade. These practises will usually take place during our school examinations. Your indicative grades will appear on your school report during the year but will not be recorded by NZQA.

Authenticity of Student Work

All work which is submitted for assessment must be your own. Authenticity of student work will be verified in a number of different ways, depending on the type of assessment task. Your teachers will guide you on this process. Authenticity will be checked by submitting the document to ‘Turn it in’.

Breach of Assessment Conditions

- **Plagiarism:** is using other people's ideas or words as your own without acknowledgement. An example would be copying work out of a book or from a website and pretending you wrote it or failing to provide adequate references.
- Allowing another student to copy your work is also misconduct and can result in both students receiving a Not Achieved grade for the assessment.
- **Use of Artificial Intelligence (AI):** There has been an increasing use of Artificial Intelligence (AI) programmes in teaching and learning over the last year. Using AI to, for example, provide an overview of a topic, can be a legitimate form of research and preparation for an internal assessment. Any AI used as part of a research process should be referenced by students in their assessments.

  Issues concerning the authenticity of student work appear when a student presents artificially generated content as their own work. Turnitin now has AI detection software. When Turnitin detects the possible use of AI in a student assessment a process will be followed to determine if the student work demonstrates their own understanding of the content.

  Please note that the application of this process does not assume guilt on behalf of the student, but is a process followed by Marist College so that it meets its responsibility to NZQA to ensure the authenticity of any student work assessed and awarded NCEA credits.

- If there is clear evidence that assessment conditions have been breached, a 'Not Achieved' grade will be awarded for that Standard and your parents/ guardians will be notified of the reason for this in writing. You will not be given another opportunity to attempt that standard. A copy of the written notification to your parent/guardian will also be added to your school records.

Missed Assessments / Impaired Performance

If you miss an assessment task for a valid reason such as illness or if you believe your performance has been adversely affected by a situation beyond your control, then you should apply for an extension or for an alternative assessment date.

To make alternative arrangements for an internal assessment date:

- You must obtain and complete a 'Request for an Extension' form from the Main Office.

AND

- You must support your application with either a detailed note from your parent/guardian or a Medical Certificate.

This process must begin as soon as you have returned to school.

All documentation must be completed by you and taken for approval from Mrs Menezes or to the Curriculum Office for approval from Dr Houliston. The form must then be taken to your subject teacher who will negotiate an alternative date with you. Impaired performance (where an assessment grade is given using alternative evidence) can only be granted if your teacher has sufficient evidence to support his/her judgement of your grade.

- If you miss an assessment task through wilful absence, such as truancy or going away on holiday during term time, then you will not be eligible to receive a result for that standard. Non school activities, other than representation at National level, do not qualify you for extension.
- If you feel that you cannot complete an assessment on time, you should ask for an extension in school prior to the time of submission and not via email just before the time it is due (unless it is an event beyond your control).

Withdrawal from Assessment

If you decide to withdraw from the assessment of a standard, you must fill in an application form which is available online or from Dr Houliston's Office. It is important that both your parent/guardian and your teacher have the opportunity to discuss the implications of your withdrawal before a final decision is made.

If you decide to proceed with a withdrawal, all documentation must be completed by you, discussed with your parents and returned to your subject teacher before the assessment process begins.

In most situations withdrawal applications should be made prior to the teaching and learning in class.

Appeals

Provided you have sufficient reason, you are able to appeal an assessment grade.

Your grounds for an appeal could be:

- Perceiving you were disadvantaged compared to other students attempting the same assessment.
- Believing that your result is inconsistent with the standard
- Disagreement over the submission of an 'Absence or Extension Form'
- Believing that some of your material has been overlooked.

How to lodge an appeal:

- Appeals should be made in the first instance to your subject teacher **within three days of receiving the grade.** An 'Internal Assessment Appeal Form' is available from the Main Office and must also be completed.
- Your subject teacher will consult, if necessary, with the Head of Department and the Principal's Nominee.
- If no resolution is reached, the Principal's Nominee will consult with the Principal, whose decision is final.
- For each appeal, you will be notified in writing of the decision that has been reached. If your appeal is successful, the necessary amendments will be made to documentation.

All forms relating to NCEA can be found on the shelves in the Main Office. Collecting the forms and following these procedures is your responsibility. If you have any concerns or questions about NCEA please see Mrs Menezes or Dr Houliston in the Curriculum Office.

Request for an extension or impaired performance for an internally assessed standard

Please complete the first section of this form and take it to Mrs Menezes or Dr Houliston for approval. A Medical Certificate or a detailed note which includes a contact phone number must be attached.

Please note: If you are absent from school for personal interest (eg. family holiday) you are not eligible for an extension.

Student Name:_____ Level: _____

Subject:_____ Teacher: _____

Standard Number and Title: _

Number of credits:

Date on which internal is due:_____

Attached: ☐ **Medical Certificate** ☐ **Detailed note, including a contact phone number**

_____ Additional supporting information:_____

_____

_____

Student Signature: _____

(Office use only)

Approval given: ☐ Yes ☐ No

Reason if declined: _____

_____

Principal's Nominee/ Deputy Principal:

Suggested timeframe: _____

Subject Teacher to complete:

1. New assessment date given ☐ Yes ☐ No Date/time: _____
2. Extension given ☐ Yes ☐ No Due date: _____
3. Impaired Performance granted ☐ Yes ☐ No

Subject Teacher: _____

Head of Department: _____

Internal Assessment Appeal

This form is to be used to make a formal appeal of an assessed grade which has been awarded for internally assessed work at Levels 1, 2 or 3 of the National Qualifications Framework.

Please complete the details below and submit this form to the relevant subject teacher with all assessment material.

Student Name:_____ Level: _____

Subject:_____ Teacher: _____

Standard Number and Title: _____

Initial Result (please circle) Not Achieved Achieved Achieved with Merit

Reason for this Appeal

☐ Grade inconsistent with another candidate's result

☐ Grade inconsistent with the standard

☐ Submitted material has been overlooked.

☐ Other (please describe) _____

_____

_____

_____

Student Signature_____ Date _____

Course of Action (Teacher or CLT to complete)

_____

_____

_____

_____

_____

_____

Appeal Result (please circle) Initial Grade retained Initial Grade changed

Final Grade given _____

Teacher Signature _____

HOD Signature _____

Student Signature _____

Date _____

Please submit this form to the Principal's Nominee

Appendix 1.8

Application to withdraw from an NCEA Standard

Name:_____Year level: _____

Withdrawal from: Internal ☐ External ☐

NB: Withdrawal from internal assessment must occur before the assessment begins.

Level	Subject	Standard Number	Credit Value
Standard Title			

Reason for withdrawing: *Please tick as many as apply*

☐ Insufficiently prepared at the time of the assessment opportunity

☐ Absence from class

☐ Workload priority

☐ Examination prioritisation e.g. fewer standards, better grades

☐ **I have discussed this withdrawal with my parent/guardian. I understand they will be informed of my withdrawal from this standard.**

Student Signature: _____

Teacher Signature: _____

HOD Signature: _____

Dr Houliston Signature: _____

Date: _____

Please hand this form to your Teacher who will forward it to the Principal's Nominee for processing

Queries About Assessment

- Ask your classroom teacher; or
- Ask the relevant Curriculum Leader:
  - Business Accounting Economics — Mrs Judi Leman
  - English ESOL Media — Ms Kate Hoyle
  - Languages - French, Chinese, Maori — Mrs Viki Jonas
  - Mathematics - Calculus, Statistics — Mrs Al'Rahim
  - Physical Education, Health — Ms Tess Murphy
  - Performing Arts — Ms Kristie Finlay
  - Religious Education — Ms Sarah Cunningham
  - Science, Chemistry, Physics, Biology — Mr Nigel Horne
  - Social Science, History, Geography, Classics — Ms Jane Foster
  - Technology, Digital, Fabric, Food — Mr Keith Paterson
  - Visual Art — Mrs Jessica Jacobson
- Ask Mrs Menezes; or
- Ask Dr Houliston.

31 Alberton Avenue
Mt Albert
Auckland 1025
Ph 846 8311
Fax 815 1441
Email admin@maristcollege.school.nz