



Morrinsville College

Student Guidelines for National Assessment 2024

These guidelines are for you and your caregivers to read so that everyone understands what is required of you throughout your Year 11, 12 and 13 years at Morrinsville College. The information applies to all senior courses offered by Morrinsville College and is designed to be used in conjunction with information on the NZQA website.

1. NCEA & ASSESSMENT INFORMATION

Who can help you with questions about NCEA?

- Your subject teachers
- Learning Area Leaders
- Your Learning Coach
- Your Year Level Dean
- The NZQA liaison team: Mr Prasad and Mrs Thomas
- The New Zealand Qualifications Authority – www.nzqa.org.nz

How does NCEA work?

For the most up-to-date information about the structure and all of the moving parts of NCEA please refer to these links to the NZQA website:

<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/>

What are Assessment Statements?

Each subject you study provides you with a course hand-out containing important details about that subject, the topics covered and the standards that will be used to assess your learning. An estimated assessment date will also be given with each standard to assist with your time management. At the start of the year, you will receive an assessment statement for each of your courses.

The assessment statement will show:

- A statement about the course
- The standards offered
- The number of credits the standards are worth
- Whether the standard counts for literacy or numeracy credits
- The week of the assessment
- The vocational pathway each standard can get credits for

How do we keep track of all our credits?

There are two ways to do this, and both are equally important. The first is through SCHOOL BRIDGE which your Learning Coach can help you with. It is also highly recommended that you create an account on the NZQA website as soon as possible if you do not have one and monitor this regularly. Sometimes this will not match as your information will be uploaded by the Principal's Nominee from KAMAR to NZQA at the start of each month.

It is each student's responsibility to regularly log into School Bridge and your NZQA account to check your ongoing credit progress and to make sure the information contained in both places is accurate.

How do we create our NZQA Account?

You need to log in through the learner log in section of the NZQA site at <https://secure.nzqa.govt.nz/for-learners/records/login.do>

Important information is found through the learner log in, including your examination results which are released in January. You need to have your NSN number to access your learner log in. You can see this on SCHOOL BRIDGE or ask your hub teacher or the student office. **A guide of how to do this is under the NCEA section of our school website.**

2. ASSESSMENT PROCESSES

Ongoing Procedures

- You will receive relevant information such as the specific task and due dates at a reasonable time prior to the due date of any assessment. The task may be given to you in hard copy or electronically.
- Your work will be assessed and moderated according to school and Learning Area policies.
- You must complete all assessments under the guidelines as outlined by your subject teacher. Internal standards must be treated in a similar way to external standards to ensure authenticity of your work.
- Your work will be retained and stored by the school usually for at least one year, and in some cases samples of student work will be retained for the current moderation cycle.

The Privacy Act 1993

Schools are required to comply with the Privacy Act 1993. In informing students about their grades, and making decisions re exemplars teachers must:

- keep student information confidential. For example, you are not allowed to see other students' results without their permission
- get your permission before using your work as an exemplar

What happens if my assessment is not complete by the due date?

It is essential that you submit all assessment work on or before the required due date. An important aspect of any assessment is managing your time to make sure that you will be ready when your assessments are due. Internal assessment work at school operates under strict conditions just as the external examinations do. This is so that the assessment conditions are fair for everyone.

Handing in an assessment after the due date, without an extension being given, or without an application for extension pending, will result in a Not Achieved grade. In addition, you cannot be withdrawn if you have been taught the material but have chosen not to submit your work. Extensions are considered under exceptional circumstances and only with the permission of the subject teacher using the Assessment Extension Form which can be found on the school website. An alternative submission date will be allocated. Please be aware that extensions are not automatically granted and will be granted only after careful consideration of what is fair and reasonable to you and to other students.

Reasons for reconsideration of a hand-in date may include:

- Ill health or accident (medical certificate or other acceptable medical evidence is required from a non-family member)
- Family emergency, e.g. bereavement, major medical or another emergency

- A curriculum activity (e.g. field trip in another subject) or sport / cultural representation at national or regional level
- A school activity (e.g. a major production), other sport or significant cultural activities, a significant religious festival

If any of these circumstances happens on the day the piece of assessment was to be handed in, the completed assessment work can be delivered to the College office. Alternatively, the teacher can be notified by phone or email, or in serious cases, if need be, notified a few days after a family emergency if possible.

If any of these circumstances listed above happen before the due date and the work is incomplete, or if the assessment was to be done in class, the teacher may offer you a suitable alternative **if it is practicable**.

Please note that computer/technology related issues are not a valid excuse for late or incomplete assessments. Students must take responsibility to back up their work in case this occurs.

How do we go about applying for Special Assessment Conditions (SAC)?

If you have a special learning need, this should have been identified prior to Year 11 by the Special Needs Co-ordinator (SENCO) Ms Pene-Hopa. Provision will be made for you to have valid and fair assessment conditions, consistent with the assistance you would normally have as part of your learning environment and in accordance with the school's Special Needs Policy. Ms Pene-Hopa will need to make an application to NZQA and this will involve discussion with you, your parents and caregivers. This may involve a combination of support involving using computers, reader/writers, and special exam conditions.

If the SENCO is unaware of your special learning needs, he/she should be approached by you or your parent/caregiver.

You need to take responsibility for reminding teachers about your SACs.

What happens if I have a trip on the same day an assessment is due?

NCEA assessments take priority over school trips unless the trip is for an internal assessment and has been signalled well in advance. Students are to notify teachers of clashes. In some circumstances alternatives could be negotiated, however a teacher does not need to make an alternative arrangement for a clash with a non NCEA assessment activity.

What are the rules around Further Assessment Opportunities - Resubmissions and Reassessments?

1. Resubmissions

You are not automatically entitled to a resubmission. Resubmissions may only be offered **if you are at the Not Achieved grade boundary. The highest grade you can be awarded after a successful resubmission is an Achieved.**

A resubmission is intended to correct minor errors only. You should be able to discover and correct errors yourself with no further teaching taking place. Resubmissions must be completed within a specified time frame. Due dates for resubmissions should be indicated on the marking sheet returned to you.

2. Further assessment opportunities

A maximum of one further opportunity for an assessment of a standard may be provided within a year **if it is practicable**. A maximum of one further opportunity for assessment means none or one. It does not mean one must be offered and in a lot of situations this will not be possible. You should be advised from the start of the year in the assessment statement that there is

only one opportunity to be assessed against a certain standard. If a further assessment is offered it will be offered to all students.

The further assessment will happen after further learning has taken place. You be required to complete a totally different task assessing the same standard or one with a different context. You are awarded the higher of your two grades for that standard. A further assessment opportunity will not be offered if you choose, for unacceptable reasons, not to take the first opportunity.

How do we enter for our NCEA external examinations?

This will be finalised with your teachers early in Term Three. You will then receive an admission slip and instruction sheet for the exams in Term Four. Bring your admission slip to the NCEA examinations with photo ID required for Scholarship exams.

The most up-to-date rules can be found at <https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/>

This year's NCEA and Scholarship Exams start on Monday 5 November and finish on Friday 29 November

When can we use a Derived Grade and how do we go about this?

Derived grades are only for external assessments. If you cannot sit your exam due to medical or trauma-related reasons, you need to contact Mr Prasad or Mrs Thomas immediately through the school office. They will give you the appropriate form which must be completed by a medical professional or a counsellor/psychologist or similar. You must see one of these professionals as soon as possible, as a delay may compromise the chance of your application being successful.

This form must also be returned as soon as possible (ideally within days of receiving it; if the exam is on the last day of examinations, it must be in the next working day) as the deadline for making the online submission closes within days of the examinations being completed.

NOTE: Teachers will be asked to suggest a grade based on **STANDARD SPECIFIC EVIDENCE** they have gathered using the correct assessment conditions. This means your performance in the Term 3 examinations is likely to be used. It is therefore very important that you try your best in these examinations.

What is an Unexpected Event Grade (UEG)?

This is very similar to a derived grade but on a school wide level. This has been made relevant for us by the COVID pandemic but could be used for an event that stopped a large group of students at our school from sitting or completing an exam to the best of their ability. This could include a natural disaster or an extended school lockdown in the middle of an exam session. If NZQA deem that a UEG situation applies, then they will use the grades that your teachers have already placed on KAMAR for this possibility. They will be generated from the evidence described above for a derived grade.

What happens when considering issues of AUTHENTICITY?

When you submit your work for assessment, teachers must be confident that the work was done by you, not your parents or an outside source. You may be asked to sign an authenticity statement with your assessments. To ensure authenticity, you must follow the guidelines and procedures that are set in place by your teachers. The following are examples of practices that may be used:

Work completed at home

You may be asked to hand in working notes with the completed task, meet regular deadlines or checkpoints, or keep a journal or log.

Work completed in class time in exam or test conditions

You may be required to work in silence and in single desks with bags and phones left at the front of the room. Note passing, phone use, copying, talking, and so on may be investigated and may result in loss of credits.

Plagiarism – some examples

- Copying of other student's work – this will also affect those students who allow this to happen. Both students could lose the credits for that assessment and be given a grade of Not Achieved.
- Copying from the internet without using a referencing system
- Claiming teacher's notes as your own
- Use of Artificial Intelligence Tools

If it seems authenticity may be compromised, there will be an investigation by the subject teacher, LAL and Principal's Nominee. If your work is found to have breached the rules i.e. not deemed as authentic work, then your parent/caregiver will be notified and a Not Achieved grade may be awarded for that standard. There is a right of appeal following the Appeals Process. If there is a reassessment opportunity for that standard, you will have the chance to attempt this.

Use of Artificial Intelligence (AI) Tools in Assessments

Artificial Intelligence tools, like ChatGPT, Moonbeam, Fireflies, Quill Bot, Gamma App to name a few, have seen an increase in its usage in schools. While AI tools have its own advantages if used in the right way for teaching and learning purposes, these tools complicate efforts to confirm the authenticity and originality of student work. Used by itself, and without acknowledgement, AI does not give teachers an indication of students understanding of the content taught and hence cannot be used as evidence for awarding any credentials during assessments.

The use of artificial intelligence generating tools during assessments, where it is unacknowledged or outside of the parameters set by each teacher, will be considered cheating. ***Any work produced using such a mechanism will be classified as plagiarism and will be treated as a breach of the assessment code of conduct*** outlined by the NZQA.

Any work submitted by students as evidence for the assessment will be verified by the subject teachers and the Learning Area Leaders if there is a suspicion that an artificial intelligence tool has been used inappropriately.

In case of a breach of the assessment code of conduct:

- The subject/classroom teacher reviews the work and uses student's classwork, checkpoint submissions and other materials to make a comparison.
- The student's work is then reviewed by another teacher in the department to confirm the breach of the assessment code of conduct.
- The Learning Area Leader is informed of the breach and is provided with the evidence showing the breach of the assessment code of conduct.
- The Learning Area Leader will run an authenticity check using the appropriate software. Screen shots of the authenticity check must be retained as evidence of the breach of the assessment code of conduct.
- The student will then be interviewed by the subject teacher and the Learning Area Leader discussing the concerns and providing evidence of the breach.

- Consequences for the breach is discussed with the student. This will include any learning area policies for future assessments and a **NOT ACHIEVED** grade for plagiarism.
- Caregivers and the Principal's nominee are made aware of the breach and copies of any evidence showing the breach should be handed over to the principal's nominee for future reference.

If the student, subject teacher, and the Learning Area Leader cannot resolve the situation, then the matter needs to be referred to the Principal's Nominee who will then assist the concerned parties in the investigation. It should also be noted that the students have the right to privacy and therefore the investigation should not be discussed outside the circle of investigation.

How do we appeal if we do not agree with an assessment grade that we have been given?

You have the right to appeal the following things:

- The grade you receive for a piece of internal assessment
 - The loss of credits or grades because of an accusation by the school of cheating
 - The non-acceptance of late work by the Learning Area
1. The student, upon the return of his or her work, can seek clarification of the assessment conditions, marking procedures and grade awarded. If the student has any concerns, they should discuss the matter with their classroom teacher **within three days of receiving back** their work.
 2. If the matter is not resolved the student should take the matter to the Learning Area Leader (LAL) **within two days**. An Appeals Process Record Sheet should be started at this time.
 3. Following the meeting with the LAL, if the student feels the matter has not been resolved satisfactorily and they wish to take it further, he or she must consult with the Principal's Nominee, Mr Prasad, **within two days** of the meeting with the LAL.
 4. Mr Prasad may arrange for an independent assessment of the work from another person, and which may be conducted by a teacher from another school. Mr Prasad's decision will be considered final.