
Ratified by B.O.T. **Date: 21 May 2018**

Review Date: April 2020

Signed by Chairman:

POLICY TITLE: Assessment and Moderation for NZQA

POLICY NUMBER: 35 NAG'S REF: 1b

PURPOSE:

To gather, monitor and respond to student achievement information, with the aim of improving achievement for all students.

To enhance student achievement by the use of valid, authentic, manageable and verifiable assessment practices, in standards based assessment, provided through the National Qualification Framework.

To ensure there is a system for providing students and parents with fair and regular feedback on progress and fair reporting on final achievements.

NZQA “best practice” and the Education Act will be complied with, and be monitored through the Managing National Assessment Review (held once every three years).

To comply with NZQA “best practice” and the Education Act, through the MNA Review (Managing National Assessment Review), held every three years.

GUIDELINES / OBJECTIVES:

Formative assessment procedures involve the purposeful gathering of quality student assessment and will identify the next steps in learning, provide focussed feedback and forward guidance for learners.

Information about progress and achievement will be made to the students, parents and Board of Trustees.

Assessment information will be used by subject departments to plan and evaluate teaching programmes and to identify students for extension or remedial assistance.

The Principal’s Nominee will annually inform students and teachers of current NCEA procedures and associated school guidelines and is responsible for managing the MNA.

Departments are required to have Assessment Guidelines in place to ensure that all formative and summative assessment procedures and practices in the senior school meet the requirements of NZQA.

All students will be provided with written information on courses, allowing them to be fully informed and able to monitor their own progress.

Candidates with permanent or long-term conditions or learning difficulties, which will significantly impair their performance in external assessments, may apply for Special Assessment Conditions in the current year.

There will be provision for further assessment opportunities for students. Resubmissions will only be offered to individual students to correct a minor error and when the teacher judges the student can identify the error themselves. A Further Assessment opportunity can only occur once further learning has taken place, must be offered to all students, and can only be offered once.

Derived grades can only be used for external assessments. It is a student's decision to apply for a derived grade; the school does not have to support it, but is required to process it.

Departments will have systems in place to ensure they can ensure the authenticity of student work.

Classroom teachers will enter data from assessments into the Student Management System.

Internal and external moderation requirements will be up-to-date, checked for accuracy and used to validate and improve assessment quality.

Departments will ensure students understand procedures relating to late work or missed work and appeals to assessment decisions.

A comprehensive Memorandum of Understanding will be obtained from every external organisation providing educational services to students.

LINKS:

Assessment Procedures