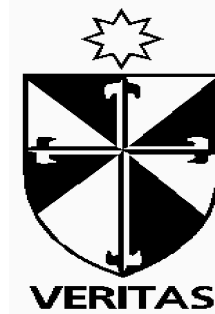


St Dominic's College NQF Student Information 2024

Keep this booklet in a safe place. Know what is in it. If you don't understand parts of it discuss it with an adult who can help you. Your subject teachers, Whanau Teacher, Dean, Academic Coach and the Principal's Nominee – Ms. Rutherford can all help answer your questions.



Course and Assessment details

Within two weeks of the start of the year teachers must provide you with a course outline that includes the course title, subject, level and topics/units of learning and standards to be assessed against. Although the course outline should include likely assessment dates, teachers may alter the course or the proposed assessment dates in response to changing circumstances. It is expected that teachers will discuss such changes with you and involve you in the process. You should have a paper or electronic copy of the course outline as a record sheet to track your progress. Remember that assessment may be done in a number of ways - it is simply a way of gathering evidence that a student has reached a standard. Conferencing with a student may help clarify borderline cases.

If you have a medically diagnosed condition that means you may need special assessment conditions, please see the Learning Support Coordinator, Mrs. Glenn, **before you start any assessments** for the year.

Checking your NCEA Entries and Results

You will automatically be entered for NCEA once you have started gaining standards. You will be expected to check your own entries and results frequently on the NZQA website <https://secure.nzqa.govt.nz/for-learners/records/login.do> - Learner log on. You will need your NSN and date of birth. Please check this site regularly throughout the year.

Authenticity

Authenticity simply means that the work you hand in is really your own, and not someone else's. In other words, **authenticity means not having cheated.**

If your teacher has any reason to doubt that the work you submit for assessment is your own, the school will investigate. **If the whole or any part of the work is found to be copied, there will be no award made for that standard.**

Where cheating takes place with the assistance of another student, that other student will also receive no credits for that standard. Each subject will have in place measures designed to check that students are submitting only work that is genuinely their own. This will include requiring students to attach a signed statement to an assessment stating that they did this task without assistance. It may also involve doing some assessment work in class or handing in working notes or drawings.

General guidelines concerning authenticity

- Ideas obtained from written sources should be expressed in the student's own words and referenced.
- Where material is copied word-for-word from a source it must be shown as a quote (inside speech marks) and the source given.
- All sources used (including Internet sources) must be listed in a bibliography set out in an approved way that allows the assessor to find the source. For Internet sources, give the address or, if required, a printed version of the information.
- Art folios, music compositions, technology projects, etc must be the student's own, original work. They may not contain elements that have been designed, created or produced by someone else unless specified by the teacher.

Missed or Late Internal Assessments

It is a serious matter not to turn up to a scheduled assessment or to fail to hand in an assignment on time.

If you are sick and /or going to be absent from school when work is due, you must hand in the work before the due date, get a parent to deliver it to the office before the due date and time, or have applied for an extension. Doing nothing is not an option. IF YOU ARE TOO SICK TO COME TO SCHOOL YOU MUST NOTIFY THE SCHOOL AND ENSURE YOU COMPLETE A BLUE FORM (SEE BELOW) WITHIN 3 DAYS OF RETURNING TO SCHOOL IF YOU WISH TO APPLY FOR AN EXTENSION.

You must to keep track of what is due when, and when tests, field trips, etc. are scheduled. As a general principle **assessment activities take priority over any other activities.** Where there is an unavoidable conflict with another school-related activity (eg sports fixture, field trip, camp) you must discuss the issue with your subject teacher (**before** the clash arises) and see what can be done to reschedule the assessment for you. You may be required to hand it in before you go or apply for an extension. Extensions must be approved by Ms. Rutherford. As a general rule, academic work takes priority.

A student who cannot be present for an assessment must:

- **Contact the school AND THE TEACHER (ask the office to pass on a message)** before the scheduled start of the task and explain the reason for non-attendance.
- **Within 3 days of return to school, post in the box a Blue Missed Assessment form,** including a written reason (usually a **medical certificate or note from a parent/caregiver or from the Dean**) for the student's inability to attend. Parent queries should be addressed to Ms. Rutherford.

If for any reason a student's work is not going to be ready on time, an application must be made to Ms. Rutherford for an extension *before* the assessment is overdue. A blue form is to be completed for any such request and posted in the assignment box. **EXTENSIONS MAY NOT BE GRANTED BY THE SUBJECT TEACHER.**

An extension may be given if in the opinion of Ms. Rutherford and the Subject teacher:

- There is a good reason for the lateness.
- The assessment is still likely to be valid, reliable and authentic.
- No unfair advantage is likely to have been gained by the late submission.

Students should bear in mind that an application for an extension will often fail to meet at least one of these criteria.

If a student has been present for the teaching of a standard, but fails to complete the assessment, a grade of Not Achieved must be awarded. Students wishing to withdraw from an internal standard must agree this with their classroom teacher in advance of the teaching for the assessment. Parents/guardians will be informed if internal assessments are not submitted or if a student asks to be withdrawn from a standard.

Note: Externally assessed portfolio work must be handed in on the set date – no extensions will be granted under any circumstances.

External Assessments - Derived Grades

Candidates who have been prevented from sitting an external assessment, or who consider that their performance in an external assessment has been seriously impaired because of **exceptional circumstances beyond their control**, may apply for a derived grade. There is a Derived Grade application process, on an NZQA form for this purpose. This will be explained in the NCEA Exam briefing later in the year.

Further Assessment Opportunities / Resubmissions

At St Dominic's College further assessment opportunities will be given for internally assessed standards where the Department concerned has decided it is reasonable and practicable to do so. NZQA does not require that students be given a further assessment opportunity.

Resubmissions are only given if the work submitted is close to an Achieved grade. The maximum grade that can be attained following a resubmission is an Achieved. The marker / subject teacher will make this decision. Resubmissions are not intended to be major rewrites, they are for small issues that may be addressed quickly and easily and that, if fixed, will make a difference to the grade. Resubmissions may look different depending on the subject i.e. a resubmission in English may be completed differently than a resubmission in Digital Technology. Resubmissions are usually completed in less than 15 minutes, away from the rest of the class and require no extra material to be used. The student is not told what needs to be done to improve the work. The teacher will tell you exactly what the conditions of the resubmission are for the specific subject and assessment.

Internal Assessment Results

Internal results will be given to you individually after the marking for that standard has been moderated within the school and all extension dates have passed. You will then be asked to sign your name against a printout of your result from the school system. The person signing the printout of results for a standard is signing to say that the grade on the assessment paper is the same as the grade entered on Spider, not that they agree with the grade being awarded. It is a check to ensure results have been entered correctly on the school database. You should also then check that the grade appears correctly on the NZQA website in the following months. **Enter the result in the record table in your Strategic Planner.**

Breaches of the Rules

Breaking test conditions for assessments/examinations, or disruptive behaviour that hinders others, is considered serious and may result in grades for the standards concerned being withheld and a Not Achieved grade being awarded. Each situation will be investigated by the Principal's Nominee whose decision is final.

Appeals

If you believe you have been unfairly assessed or that the assessment process was faulty for whatever reason you must, in the first instance, raise your concern with your subject teacher. If you are still unhappy with the result after this discussion see Ms. Rutherford and fill out a Yellow Appeals form. There is a process that she will follow that includes consulting the teacher and Subject Leader. In exceptional circumstances, an outside moderator will be consulted.

Note that an appeal must be lodged within five school days of receiving back the piece of work in question.

Retention of Work

When an assessment is returned after marking you will be able to study it and check it but you will not be able to keep it. This is because a proportion of papers will be checked by NZQA moderators to see that our standards of assessing student work are in line with national standards. If there is any doubt as to the accuracy of records, the original assignment is consulted.