



NZQA EXTERNAL EXAMS

Many subjects have standards assessed externally in an examination at the end of the year. The period for external exams in 2021 will be from Monday 8th November to Tuesday 2nd December. The exams cannot be rescheduled as they are nationally held events.



CONTACTS

MICHAELA HEENAN

NCEA Administrator:

Michaela.Heenan@staff.hagley.school.nz

03 364 5178

MARIE STRIBLING

Principal's NZQA Nominee:

marie.stribling@staff.hagley.school.nz

03 379 3090 x 725

SUBJECT TEACHER

Through the school office

03 379 3090



National Qualifications at Hagley

INFORMATION FOR STUDENTS AND
THEIR PARENTS / CAREGIVERS

2021



HOW ASSESSMENT WORKS AT HAGLEY

Students learn best when provided with positive assessment experiences that show them clearly what they have achieved and how they can progress. At Hagley, our focus is on integrating assessment with learning so that students have full opportunities for success both in their learning and in qualifications.

In each subject, teachers look for flexible ways of recognising student achievement. Teachers are skilled in assessment practice and accurately informed of the national standard in all standards offered. We aim to provide assessment opportunities when the student is ready, often integrating assessment across the whole school year. This approach has implications for how we keep students, parents and caregivers informed about progress and results for internally assessed standards, as many results for internal standards are not confirmed until term 4.

Assessment for internal standards occurs in various ways. Subjects offer a wide and appropriate range of internal and external assessment opportunities. Teachers and departments look carefully at how to most effectively integrate the standards offered over the year's programme. In several subjects, assessment takes place over time. A student might take the whole year to complete a folio of work or to complete their best work for assessment. In other subjects, the assessment takes place at a specific time during the year such as in a laboratory based assessment. At the beginning of the year, students receive course outlines in each subject outlining how the assessment programme operates in that subject. Teachers also discuss how assessment works in their subjects throughout the year.

KEY SECTIONS FROM OUR HAGLEY ASSESSMENT POLICY:

Course outlines and materials published by all subjects address the sections listed in this booklet. Please also contact the teacher for more information about how assessment works in each subject.

ASSESSMENT MATERIALS

- Assessment tasks and activities used are appropriate and fair and offer valid assessment opportunities against national standards.
- Assessment tasks and activities are subject to a checking process before they are used.
- Each subject provides students with an outline of the assessment programme for the year including:
 - the internal and external standards assessed in each subject and how these standards are integrated within the programme.
 - conditions for assessment to ensure validity, authenticity and opportunities for further assessment.

ASSESSMENT PRACTICE

- Each teacher's assessments are consistent with the national standard and accurately assess each student's achievement.
- Each teacher ensures that their assessments are consistent with the national standard.
- Moderation procedures ensure consistency of assessment within departments.

AUTHENTICITY

- Authenticity procedures ensure that work being assessed for a student is that student's own work.

OPPORTUNITIES FOR FURTHER ASSESSMENT

- Depending on the standard assessed, it may be appropriate for students to be given an opportunity for further assessment. Further assessment opportunities are made available at the discretion of the subject teacher and the HOD. This opportunity depends on the nature of the standard being assessed.
- Teachers are encouraged to designate when a student is ready for assessment at the time when an assessment is scheduled.
- Departments will make clear to students:
 - which assessment events may offer an opportunity for further assessment
 - the conditions which will apply for further assessment to take place
- Students must meet the deadlines set for assessment activities.



ABSENCE FROM ASSESSMENT ACTIVITIES

- At Hagley, students are encouraged to engage in and succeed in all their subjects. In order to learn and succeed, students must attend classes in all subjects. Not attending a subject will affect a student's NCEA entries.
- If a student is absent for 20 consecutive hours from a subject without a valid explanation during terms 1 and 2, they have not met a key responsibility in their Hagley learning agreement. The agreement they signed when they enrolled states that they agree to attend and participate in all subjects.
- Students will not be entered for NCEA internals or externals in any subject where they have been absent for 20 consecutive hours without a valid explanation during terms 1 and 2.
- If a student starts re-attending a subject after 20 hours absence in terms 1 and 2, they **MUST** see the NCEA Administrator, Michaela Heenan, [in the Enrolment Centre] as soon as possible to re-confirm their entry into standards in this subject. The final date for re-entering for external standards in a subject: is Friday 23 July.
- Students must give an acceptable explanation for absences from assessment activities.
- If students are legitimately absent from an assessment activity, another opportunity may be provided to complete the activity where possible.
- Students will be notified during the year if their absences are affecting progress and successful completion of qualifications.
- If by 3 September and you haven't achieved any NCEA credits for internal standards to that date during the year, you will not be entered. If your teachers confirm that you are likely to pass standards from September onwards, you will still be entered.

DERIVED GRADE FOR EXTERNAL STANDARDS

Teachers follow the College policy with regard to Derived Grades:

- Due to illness or other unforeseen circumstances, sometimes students miss external exams in November and apply for a derived grade. Hagley can only provide a derived grade result if we have evidence from school exams or other in class activities completed under test conditions indicating a potential result in the external standards they were not able to sit. Students cannot receive estimated assessments based on unrelated work completed for other standards.
- A Derived Grade cannot be made based on student work in other standards.
- There are no estimated results for internals.



PRACTICE EXAMS

- Your teacher will guide you about how to prepare for externals in each subject.
- The practice exams will be as much as possible will be like the nationally held exams in November, so you can experience the process and be better prepared for when you sit the NZQA exams in November.
- Some subjects will arrange practice exams at other times and your teacher will tell you if this is the case.
- We require you to show you are serious about external exams by proactively entering and attending the practice exams.

APPEALS

- Students may appeal results for internal standards, or for school-based assessment events for external standards held during the year.
- If a student wishes to appeal a result [either for an internally assessed standard or for formative work in an external standard completed during the year in a school exam or other assessment event], the appeal should be made to the teacher within five school days of receiving the result.
- If the appeal cannot be resolved between the teacher and the student, the student may request to have work considered by the HOD or Teacher in charge of the subject within ten school days of the original appeal.
- If the appeal cannot be resolved between the HOD/TIC and the student, the student should complete an appeals form (available from the Principal's NZQA Nominee) within twenty school days of the original appeal. The Deputy Principal- Student Learning, Deputy Principal-Student Wellbeing and the Deputy Principal-Staff Wellbeing will meet to decide the outcome of the appeal. The Appeals Committee decision is final.

BREACHES OF RULES

The College regards seriously any situation where a student presents others' work as their own, or cheats in any way when completing work for internal standards or for school-based assessment events for external standards.

The College will investigate any alleged breach and may cancel results for an internal standard where cheating is proven. An investigation will first occur at a subject level. If necessary, the Principal's Nominee and other senior staff will then consider the case and the student will be informed by letter of the outcome.



Procedures Include:

- investigation by the Principal's Nominee of any report of a possible breach
- allowing the student an opportunity to make an explanation
- deciding on any disciplinary action to be taken
- the student having the right to appeal any decision made by the school under the school's appeal process

MISSED OR LATE ASSESSMENTS

Due dates and / or timelines for assessment events are set and published in each class to ensure that students have the greatest opportunity to complete work for internally assessed standards to the highest standard possible. Should you submit work for assessment after a due date with a valid reason, the assessment may or may not be considered at the school's discretion. Work submitted after a due date without a valid reason may not be considered. Work submitted after the school's final annual date for submitting internal assessment results to NZQA will not be considered.

SCHOLARSHIPS

These are available in some Level 3 subjects. Entries into Scholarship papers should be discussed directly with your Subject Teacher.

SCHEDULING OF ASSESSMENTS

All subjects will keep you informed of due dates or timeframes for when internal assessment takes place during the year.

KEEPING YOU INFORMED



Students and their parents/caregivers receive clear and regular information about:

- **NCEA Entry Information** and attendance requirements which are communicated through:
 - **parents@hagley** and **students@hagley** will give individual NCEA entry information showing each subject, including standards entered and results to date.
 - In class information given to students.
 - Daily notices and by selecting the "NCEA Information" green tile under the Services section on our portal which can be found at <http://portal.hagley.school.nz/>.
 - School newsletters
- You'll receive up to date information about your achievement in standards. In addition to regular feedback from your teacher, your results are updated and placed on the database as soon as you achieve them during the year. You can access these at any time during the year using your own login and password by going to **students@hagley** on the Hagley website. Parents and caregivers can go to **parents@hagley** on the Hagley website and have their own user names and logins which will be mailed to them. They can request printed copies of results if they do not have internet access. Please let Michaela Heenan know if this is the case - Michaela's contact details are at the end of the brochure.
- Results to date for internal standards gained in all subjects will also be mailed to all parents and caregivers at the end of term 2 and also at the end of October.
- Results are loaded at least monthly from 1st April to NZQA.
- Students will be provided with details of their NSN (National Student Number) and how to login to the NZQA website.
- Your NSN can also be found on the **students@hagley** portal under "My Results", and after logging in, "Details". All results, including any external results, appear on this website in January 2021, and students will be able to utilise the NZQA website to order copies of certificates they have been awarded. The link for registering and logging onto the NZQA site is as follows <http://www.nzqa.govt.nz/login/>.