



“Maa mahi,
ka ora”



Matamata
College

Information for Students about NCEA internal assessments 2019

Assessments

- Assessments will be carried out within class time whenever possible.
- Adequate notice of assessments will be given (a minimum of two weeks).

Authenticity

- All assessment work must be the student's own work.
- Where evidence indicates that work submitted is not a student's own work a Not Achieved grade will be awarded.
- Allowing other students to have access to your work may result in a Not Achieved grade being awarded.

Late Work

- All assessments must be handed in on the due time and date.
- Any late work submitted without prior consultation will receive a Not Achieved grade.

Missed Assessment

- In the case of an illness or accident a student will be required to provide a note or a medical certificate.
- When a student is absent for a genuine reason on the day of an assessment they will be given the opportunity to carry out the assessment task on their return to school.
- If a student is involved in a school activity an EOTC slip must be signed by the teacher in charge of the activity. The student must bring this slip to class on their return.

Further Assessment Opportunities

- One further assessment opportunity may be offered in some standards.

Recording of Results

- All marked assessment tasks will returned to students so that the marking may be checked. The teacher will then retain these tasks.
- Students will receive a copy of their results that they will check, verify, sign and return to the teacher.
- Students will be encouraged to regularly check their results and standard entries on the NZQA website to ensure that they are correct.

Appeals

- Students should discuss with their teacher any genuine concerns they have with the conditions or marking of an assessment task.
- If the situation is not resolved the student may make a written appeal to the HOL within three days of the student receiving their marked assessment task.
- If the student is dissatisfied with the outcome then they may make an appeal to the Principal's Nominee within seven days of the student receiving the marked assignment.
- If necessary the student may make an appeal to the Principal.

Derived Grades

- Students who are prevented from sitting NCEA external examinations may apply for a derived grade.
- Tests and examinations during the year will be used to generate the derived grades.
- A derived grade cannot be awarded if a student has not completed tests and school examinations.

Disruptive Behaviour

- Disruptive behaviour which impacts on other students' ability to complete assessment tasks may result in a Not Achieved grade being awarded.