



# Otago Boys' High School

The rules and guidance for getting through  
NCEA successfully in 2018

## Deadlines & extensions

Deadlines are a fact of life... you must stick to them, but life doesn't always go to plan. Final submission (electronic and hard copy) must be 5.00pm on the deadline day. Do not rely on your teacher to be around until 5.00pm to give any last minute help.

You may have a legitimate reason for missing a deadline (illness, family emergency as two examples).

- As long as there is evidence of starting the assessment task before the deadline and you
- have communicated with your teacher, late work can be accepted in negotiation between you and your teacher.
- Your teacher may ask the Principal's Nominee for advice and to make the decision.
- You are also allowed to ask the Principal's Nominee for advice on an extension application.
- You are not allowed to apply for an extension based on "self-interest leave", nor are you
- allowed to apply for an extension after returning from planned school events such as interschools.
- Your teacher will only agree to an extension if you have communicated beforehand.

## 100% Completion

The school expects you to put in 100% of your effort, on 100% of your assignments, 100% of the time to 100% of your ability. It is your obligation to meet interim deadlines for assessments. If an assignment is not handed and you have not communicated with your teacher you will complete the assignment in your own time with no reward towards your qualification.

## Resubmissions

You do not have a right to request a resubmission. The decision to offer you one is based on teacher judgement that

- Your grade is close to the grade boundary
- You are able to find and fix the mistake with minimal guidance.

## Reassessments

Like with resubmissions, you may not ask for a reassessment. Possible reassessment opportunities are determined by the teacher and should have been communicated at the start of the year.

## Feedback

You can expect feedback and your grade by two weeks after the final handing in of the assessment. All grades may be subject to change until moderation has occurred and are not official until results day in the following January when NZQA release exam results.

## **Breach of the Rules**

Any work submitted must be yours, and all outside sources able to be cited or referenced. Your teachers may use technology to confirm the work is yours. You may also be interviewed verbally to confirm your ideas are your own. Personal integrity or honour (one of our school values) is important here.

If your work is suspected of not being yours it will be investigated initially by your teacher and/or the Head of Department. Anything that is suspicious will be reported to the Principal's Nominee, who will make the final decision on the grade and any possible further action.

## **Appealing a grade**

You have a right to appeal a grade decision. Any investigation into an appeal will take no longer than two weeks from the time the appeal is initiated. The appeal needs to be made within three days of the return of the final grade. You make an appeal by emailing your class teacher and include the Head of Department. The order of staff involved in any appeal is the classroom teacher or the Head of Department/subject expert at another school, the Principal's Nominee and finally the Rector. If the matter is referred to the Rector then his decision is final.

*Communication with your teacher is the key*