

# OTAGO BOYS' HIGH SCHOOL

## Qualifications & Assessment Information 2022

### Student information



#### OBHS BOARD OF TRUSTEES ASSESSMENT POLICY and how it works with you to get the best outcomes for your NCEA Qualification

Our assessment policies at school help ensure that assessment is fair, valid and consistent. For example, where there is more than one class within a subject there are procedures that mean that whichever teacher in that department marked the work there is fairness between the classes.

Here are the main points you need to be familiar with.

- Courses you do may have costs associated with them. These reasonable costs are your responsibility to meet. If there are any difficulties please speak with any support person at school – form teacher, subject teacher, dean, Head of Department or any member of the Senior Leadership Team.
- Assessment of your performance in a subject will be done by your subject teacher which will allow on-going feedback between the school (subject teacher, HOD, Dean), you and your parents.
- Each department will ensure that you will be given internal assessment statements, at the start of the year (by the end of week 2). Included will be the:
  - *number and type of assessments*
  - *credit value*
  - *approximate deadline of each internal assessment*
  - *reassessment procedures and whether specific topics have a reassessment opportunity*
- Assignments and assessment tasks handed in after the due date may incur a penalty, no grade or a delay in marking as decided and published by the department and in accordance with school policy. An extension to assessment deadlines must be done through the process outlined in **“Missed Assessments”**.
- Where you miss an assessment, eligibility to take an equivalent assessment or receive an assessed grade will be considered by the HoD/Deputy Rector of Curriculum and will depend on the circumstances provided.
- Each department should require you to declare the authenticity of work not undertaken with direct teacher supervision.
- You should declare references, a bibliography and any other resource for all work submitted. This is good practice if, for example, you intend going to university where it will be compulsory to reference all sources of material.

#### BREACHES OF THE RULES

The work handed in for assessment purposes must be your own work.

- If you are found to have submitted work that is not your own, you may receive no grade in that assessment and may be excluded from all NCEA qualifications.
- If you are suspected of submitting work that is not your own, the classroom teacher or HoD will investigate the issue. All irregularities will be reported to the Principal's Nominee using the “Rules Breach” Google form
- If suspicions are founded, the Principal's Nominee will notify you and your parents/guardians.

## **RECORDING ASSESSMENT INFORMATION AND FEEDBACK**

**All** your progress and assessment results will be kept accurately and safely.

- You can expect to receive feedback on your assessment and a decision on the grade awarded a maximum of two weeks after the assessment deadline. The final validation of all results, external and internal, is not official until results day in mid-January. Grades that you check online through KAMAR or your NZQA login page may change until results day. Your teacher will inform you of any grade changes and the reasons for the change.
- Where, with the agreement of your teacher and parents due to exceptional circumstances, you indicate at the start of the assessment period that you do not wish to be assessed against a standard then you may be withdrawn from the standard.

## **PRIVACY**

You have the right to keep your assessment information private between yourself and staff at the school.

- Departments have secure areas where your work and results are kept.
- When student data is being checked lists must not be shown to students that have other student's results visible.
- Teachers will not make your results available, in any form, to other students.

## **APPEALS AGAINST GRADES ON RETURNED WORK**

You and/or your parents have a right to question judgements made, about evidence provided by students in an assessment activity or about your alleged misconduct during an assessment.

- Any investigation into an appeal will take no longer than one week from the time the appeal is initiated.
- The appeal needs to be made within three (3) days of the return of the assessment result in writing, preferably by email to the class teacher ensuring you copy in the Head of Department.
- The order of staff involved in any appeal is the classroom teacher, the Head of Department, Principal's Nominee and the Rector. The initial query begins between the student and the class teacher.
- If the matter is referred to the Rector, then his decision is final.

## **ASSESSMENT**

Where it is manageable you should be given two opportunities to be assessed against a standard for qualifications purposes.

- You will be given a maximum of two opportunities (assessment and reassessment) in each internally assessed standard where this is manageable.
- Departments will determine which standards are assessed. A further assessment opportunity will only occur where it is manageable. This is at the discretion of the Head of Department on a subject-by-subject basis. You will be informed at the start of the topic if a reassessment opportunity is available.
- Upon assessment (and reassessment), a complete range of grades is obtainable.

## RESUBMISSION OPPORTUNITIES

You may be offered a resubmission (the opportunity to touch up/clarify understanding or provide further evidence on an assessment or reassessment)

- A resubmission can be offered after either the first or the re-assessment opportunity.
- A resubmission should only be offered where a teacher judges that a mistake you have made is capable of being corrected by yourself in a timely manner.
- A resubmission is offered to an individual on a case-by-case basis depending on whether points need further clarification. A re-assessment may be needed instead, if offered, or the moderated grade on the first piece of work is final.
- The decision as to whether student work warrants a resubmission is made by the marker at the time of deciding a grade. A student may not request a resubmission.
- A resubmission opportunity will only be offered when an assessed piece of work has narrowly missed an Achieved grade boundary, and the resubmitted piece of work may only be awarded an Achieved grade.
- If more teaching has occurred, resubmission is not possible.

## MISSED ASSESSMENTS

Situations arise which make the handing in of assessment work on time unrealistic and unreasonable.

- Assessment work must be handed in on the due dates unless prior arrangements have been made with the class teacher. Your teacher has every right to say no to an extension, in order that all their students are being treated in the same way. They may ask the Principal's Nominee for advice or to make the decision. Students also have a right to ask the Principal's Nominee. If the decision gets to the Principal's Nominee, the decision will be final. The consequences of not communicating with your teacher could be that no extension will be given, and you will gain no credits towards NCEA qualification.
- For situations that you know about (e.g., school camps), extensions from the class teacher must be applied for **before** the due date. Common sense should prevail here. You should communicate well in advance with your teacher. **BE ORGANISED and avoid hassle!**
- For situations such as illness, written documentation (e.g., Medical certificate / note from home etc) should be presented with an application for extension within three (3) school days of your **return**. You should show your class teacher the note who will arrange a reasonable extension to the original deadline with you.
- If you are given an opportunity to be assessed beyond the original deadline this must be done in such a way that you are neither advantaged nor disadvantaged in relation to other students.
- Late work that has not been covered by statements earlier in this document and has not been subject to an extension agreement will receive a Not Achieved grade.
- If a circumstance arises where you have not submitted an application, but an extension is still valid then this will be at the Principal's Nominee and/or Rector's discretion.

## DERIVED GRADES – MISSED EXAMS AT THE END OF THE YEAR

You all have equal opportunity to achieve if you are unable to attend external exams due to circumstances that meet NZQA requirements - for example you have been disadvantaged through illness or misadventure, or that your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control.

- If at the end of year, you know you will be missing an exam please speak with the Principal's Nominee who will advise whether it is worth applying for a derived grade. 11 students in 2020 required derived grades at our school, for a total of approximately 30 standards.

## Key contacts in school for 2022

Your deans, form teachers, subject teachers and Heads of Department are key people too. Please speak with them regarding any questions you may have.

### Mr Zani

**Principal's Nominee** - All contact with  
NZQA  
NCEA Fees  
Derived grades  
Numeracy qualifications  
School exams  
Extension applications  
Internal Assessment grade appeals

### Ms Gorman

Literacy qualifications  
University entrance

### Mrs Marr

Special Needs Coordinator  
(SENCO) - Special  
Assessment Conditions

## Senior Practice Exams 2022

Last week of Term 3 – Thursday 22<sup>nd</sup> September to Friday 30<sup>th</sup> September

## NCEA External Exams

Monday 7<sup>th</sup> November to Friday 2<sup>nd</sup> December 2022

*Full timetable on the next page*

2022 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 7 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies	Dance	Calculus
Tue 8 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Te Reo Rangatira Cook Islands Māori	Drama
Wed 9 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 10 Nov	9.30 am	Mathematics & Statistics		Making Music Japanese	Classical Studies
	2.00 pm	Korean	Drama	Samoa	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 11 Nov)					
WEEKEND					
Mon 14 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoa
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	
Tue 15 Nov	9.30 am	Science	Social Studies		History
	2.00 pm	Samoa Gagana Samoa Spanish	Geography	Accounting	
Wed 16 Nov	9.30 am	Cook Islands Māori Reo Māori Kōki 'Āirani	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 17 Nov	9.30 am	English	Lea Faka-Tonga Cook Islands Māori		English
	2.00 pm	Drama	Chemistry	Health	Physics
Fri 18 Nov	9.30 am	Business Studies	History	Chemistry	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 21 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 22 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Geography
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies		Economics
Wed 23 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 24 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 25 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
WESTLAND ANNIVERSARY DAY (Mon 28 Nov)					
Tue 29 Nov	9.30 am	Japanese	Latin	Te Reo Māori	
	2.00 pm		French	Spanish	Latin
Wed 30 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Thu 1 Dec	9.30 am	Health	Education for Sustainability Samoa	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Fri 2 Dec	9:30 am	Social Studies	Dance	Art History	Earth & Space Science

