



POLICY FOR ASSESSMENT FOR NATIONAL QUALIFICATIONS

Rationale:

Systems for assessment for National Qualifications will be valid, consistent, fair and accurate. They will result in assessment outcomes for Spotswood College students that will be highly regarded by the community.

Purpose:

- to ensure fairness of assessment for all students
- to ensure school-wide consistency of internal assessment procedures
- to define roles and responsibility of staff and students
- to meet NZQA requirements for internal assessment
- to ensure accurate data collection, transmission and storage

Assessment Principles:

- A) Procedures are transparent and well publicised so that all students and staff are aware of their responsibilities. Students receive assessment guidelines at the beginning of the year and course information.
- B) Where assessments are not of an on-going nature, assessment dates, due dates and practice external assessments are spread over the year to minimise clashes. The Principal's Nominee co-ordinates the school calendar.
- C) Departments ensure that all internal assessment activities and schedules are moderated and that samples of assessor judgements are verified.
- D) Programmes of learning and assessment allow for and assist students to reach their potential. Departments determine suitable strategies for recognising student achievement (or gathering evidence) and ensure that they are used consistently within the Department. When a student has not reached their potential in an assessment, teachers should review evidence the student has already provided before necessarily considering the need for further assessment as a future event.
- E) Where practical and manageable, one further opportunity to demonstrate achievement for internally assessed standards should be offered.
- F) Accumulated evidence for each standard is kept to provide authentic evidence of student achievement including for cases of derived grade for external assessment.
- G) Record keeping allows for regular feedback to students and caregivers about progress and will provide data for NZQA. The Privacy Act is observed with results and exemplars.
- H) You must report Not Achieved for Non submission/Non completion. Students who have had adequate opportunity to undertake an assessment but not achieved anything will have Not Achieved reported.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 28 October, 2014

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____