

Name: _____

Fairfield College



**New Zealand
Qualifications Framework**

**Assessment and
Reporting Procedures**

**Senior Student Handbook
2025**

Internal Assessment

1. Gathering of Evidence

Evidence of achievement is the learner's work which demonstrates achievement of the assessment criteria. It will be recorded in ways that can be verified by another subject specialist or sent off to a national moderator. Forms of evidence include written assignments, portfolios, tests, videos of performances, detailed checklists of observed performance, photographs, transcripts of oral explanations, audio-visual recordings.

The teacher has to be able to look at the evidence of learning a student provides and say this is adequate proof, you have accounted for your learning, and I know this because you have shown me the evidence. I have observed you engage in this type of work, and I have talked with you, and you have been able to articulate your understanding over the course of this unit.

Where evidence is accumulated over time, teachers will provide feedback and feedforward at regular intervals during the preparation of a final version for assessment. The final version that is submitted must be the student's own work.

2. Resubmission

This involves the student improving their already submitted work. A resubmission must be limited to specific aspects of the assessment and no more than one resubmission may be provided. A resubmission can only move a N result to an A.

- Students should be capable of discovering any error and correcting it immediately.
- Any resubmission must not compromise the authenticity or validity of the work.
- A resubmission can be offered after either the first or the further assessment opportunity, or after both.

3. Further Assessment Opportunities

This involves the student completing a new task or the same task in a different context.

- One further opportunity for assessment of a standard **may** be provided each year. This does not mean one must be offered, but if it is offered, it must be made available to all students, and all assessment grades must be available.
- A further assessment opportunity is only appropriate after additional teaching and learning has taken place.
- The highest grades gained by a student will be reported to NZQA.

4. Authenticity of Student Work

In all situations, however, students must be able to attest to the authenticity of their work and teachers must employ appropriate strategies to ensure that work presented for assessment is authentic. Work presented for assessment that is not authentic will not be considered as part of the body of evidence on which an assessment decision is based. **See point 7 Breach of the Rules.**

5. Missed Internal Assessments – In class test situation on a specific date

When a student is absent from an assessment the following options may be available to the teacher and the student.

- If there is a valid reason (i.e., ill-health), the teacher may consider whether any other authentic and standard specific evidence is available on which a valid assessment decision could be based. This evidence must be documented so that the teacher's assessment decision can be verified by another subject specialist or submitted for external moderation if required.
- Provide the student with a further assessment opportunity if one is available.
- If the student is not ready to be assessed and signals this to the teacher **prior** to the assessment being started, then the teacher may offer a further assessment opportunity at a later day if feasible or withdraw the student from that standard. If the student is withdrawn from the standard caregivers must be notified.

- A willful absence (i.e., truanting) will be considered as intent to avoid assessment. A further assessment opportunity will not be provided to a student who willfully misses an assessment, a result of Not Achieved will be reported, and caregivers informed.

6. **Deadlines for projects / ongoing assessments / portfolios**

Due dates and milestones will be established by discussion between the students and the teachers.

If a student is going to be away from school for a tangi, sporting or family event, when an assessment is due to be completed, the student must let the teacher know beforehand so they can discuss a suitable date.

7. **Breach of Rules**

Where students are found deliberately cheating in an assessment, the matter will normally be referred to the Head of Faculty and passed to the Principal's Nominee for investigation. The breach will be investigated by the Principal's Nominee and the outcome referred to the Principal. Students who are found to have cheated or plagiarized for the purpose of an internally assessed piece of work shall expect to receive Not Achieved. The decision of the Principal shall be final. Caregivers shall be informed in writing of the non-award of a result due to cheating. Some examples of breaches of rules are:

- i. Plagiarism
- ii. Impersonation
- iii. False declarations of authenticity
- iv. Using notes in a test or exam (other than those allowed by teacher)
- v. Collusion (communication with other, disruption or dishonestly assisting or hindering others during a test or exam)
- vi. Dishonesty
- vii. Altering answers prior to seeking an appeal
- viii. Copying from another student, or deliberately allowing work to be copied by others

8. **Not Achieved Grade**

A grade of **Not Achieved** will be reported when a student has:

- Begun an assessment and been given an adequate opportunity to achieve the standard and has presented nothing; or
- Presented work or evidence for assessment which has not met all the criteria.

9. **Appeals**

A student has the right to appeal any assessment decision. This includes but is not limited to their awarded grade, an allegation that they have committed a Breach of the Rules, or a decision affecting their access to assessment.

In the first instance the student should try to resolve the issue directly with the teacher concerned. If this does not produce a satisfactory outcome for the student, they should lodge a formal appeal. The student should lodge this within five days of being notified of the initial assessment decision.

A student does not forfeit their right to appeal by acknowledging the return of their work or by sighting their grade.

Procedure

- Submit a completed *NZQF School Appeals Form* to the Principal's Nominee. Available on Student Shared/NZQA Information/Forms.
- The Principal's Nominee will investigate the issue. The investigation could involve the school receiving input from a subject specialist outside the school. The initial marker of the student's work will not be involved in the appeal. The decision of the Principal's Nominee will be communicated to the Principal.
- If the reason for the appeal relates to an initial assessment decision made by the Principal's Nominee, the Principal will nominate another staff member to investigate the issue. The decision of this person will be communicated to the Principal.
- The decision of the Principal is final and the outcome will be communicated to the student in writing. Under normal circumstances this should be done within 10 working days of the appeal being lodged.

10. Student Portal Access

All students have access to their KAMAR data for NZQA, attendance, timetable etc. via the student/parent/caregiver portal on the Fairfield College website. This allows students to see their assessment results as soon as they are entered into KAMAR by their teacher. They don't have to wait until a submission goes to NZQA.

All teachers are able to give the students their logon details.

Student goes onto <http://www.faircol.school.nz/>

Student clicks on  and enters their logon name and password.

11. Derived Grade Consideration for External Assessments

Candidates who have been prevented from sitting external examinations or otherwise presenting materials for external assessments, or who consider that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, may apply to the Qualifications Authority to be granted a result on the grounds of eligibility for passionate consideration.

Candidates must be aware that there must be evidence from an end-of-topic test, or practice exams on which to base the derived grade. ***If candidates have not sat the practice exams or topic tests, standard specific evidence for a derived grade may not be available.*** Application Forms can be obtained from the NZQA website.

Advice to candidates:

- Impairments must be of a serious nature. This excludes claims on the basis of stress due to examinations, family disturbances, and minor illness;
- Medical certificates supporting the claim must be provided if the impaired performance is for a medical reason;
- The impairment must have affected the student during the examination period, or have occurred within the month preceding exams
- Impairment candidates should sit the external exam wherever reasonable and practicable.

12. Review and Reconsideration of External Assessment Results

Candidates may appeal results of external assessments by applying for a review or reconsideration. Results notices sent to students in mid-January include information about how to apply for a review or reconsideration.

13. What if I change schools?

If the student changes schools, they will keep any results they have already received. Their new school will be able to login to the NZQA website and download the results they have already gained. They will also be able to login and see the results.

NCEA Information At Your Fingertips



NZQA has a mobile App called NCEA Guide written for parents, whānau and employers.

The App provides quick and easy access to key information about NCEA. Content can be viewed in English and Te Reo Māori.

The App makes practical information about NCEA more easily accessible and enables parents and whaanau to access simple content about how NCEA works and how they can support family members studying for NCEA.

The NCEA Guide App is free to download from the [Apple App Store](#) and [Google Play Store](#)

14. School Contacts

Contact the Head of Faculty for further information about the subject or assessments.

School phone number Ph: 07 853 5660

FACULTY	HEAD OF FACULTY	EXTENSION #	SUBJECTS
Mathematics	Mr R Nand	872	Mathematics, Statistics and Modelling
Languages	Ms F Houlihan	829	English, Media Studies, Mandarin
Health & Physical Education	Mrs C Major	863	Health, Sport and Leadership, Physical Education, Recreational Studies, Outdoor Education
Science	Mrs L Janek / Ms K Ross	886	Science, Biology, Physics, Chemistry, Earth and Space Science, Land Based Skills
Social Sciences	Mr S Major	819	Social Studies, History, Geography, Business Studies, Classical Studies, Digital Studies, Travel and Tourism
Arts	Mrs K Ross	820	Art, Music, Drama, Maaori Performing Arts
Technology (Soft)	Mr D Leary	833	Foods, Hospitality, Textiles
Technology (Hard)	Mr R Teao	869	Wood, Metal, Engineering
Pathways	Mr M Smith	844	Gateway, Trades Academy/WINTEC Liaison Gateway
Te Reo	Mr T te Mapu Maihi	895	Te Reo / Maaori Performing Arts

In addition to the Heads of Faculties, the Principal's NZQA Nominee and the Pathways Director are available to meet with students and caregivers.

Mrs A Rodgers	Principal's Nominee	Ext 804
Mrs C Cosgrove	Gateway Work Placements	Ext 846
Student Service Centre		Ext 861

You can email the school on reception@faircol.school.nz

Fairfield College
Bankwood Road, Hamilton 3210
PO Box 12-228, Hamilton 3248



Useful Resources

NZQA

New Zealand Qualifications Authority

<http://www.nzqa.govt.nz/audience-pages/students/>

Information available from NZQA includes:

- Lists of approved standards
- Student Achievement records
- Previous exams and sample answers
- The exam timetable
- Requirements for assessing standards
- Information on training providers

Call NZQA free on 0800 697 296 or email helpdesk@nzqa.govt.nz

Career Services/Rapuara

www.careers.govt.nz

Information available from Career Services includes:

- Choosing school subjects
- Finding your ideal career
- Training and employment options
- Building a CV

Call Career Services free on 0800 222 733, chat on-line, email or make an appointment to meet with an advisor face-to-face.

See Mr M Smith at the Pathways Centre for more information.

Other Useful Sites

NCEA – and secondary <https://www2.nzqa.govt.nz/ncea/>

Study skills for NCEA www.studyit.org.nz

Advice for students <http://www.minedu.govt.nz/Students.aspx>