Please note: many of these guidelines are abridged. For a full version or if have any questions or require clarification, contact an Assistant Principal, Mr Alistair West (westa@scotscollege.school.nz) or Mr Mathew White (whitem@scotscollege.school.nz)
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1. **THE START OF THE YEAR IN YOUR NEW SUBJECTS**

You should be issued with a course outline in each subject at the start of the year which contains the following:

- subject name, level and year
- course aims
- course description
- course requirements
- assessment format

i.e.: NCEA: for each standard offered in the course:

- the registration number and version
- full title
- number of credits
- mode of assessment – internal or external
- form of assessment - e.g. test, practical, seminar, speech, open book, a process of completing a portfolio of work etc.
- approximate timing of assessment
- whether a further assessment opportunity is available.

i.e.: IB Diploma:

- Internal vs. External assessment weightings
- Forms of assessment (see above)
- Approximate timings of assessments

For specific NCEA courses:

- Identification of standards that contribute towards
  - NCEA Level 1 Numeracy
  - NCEA Level 1 Literacy
  - UE Numeracy
  - UE Literacy – reading
  - UE Literacy – writing
  - For Level 3 standards, identification of the subject or domain, so that students can monitor their own progress.
  - Information about other national certificates that the student could gain from the course. For example, The National certificate of Computing, level 2.

2. **MISSED/ LATE ASSESSMENTS AND EXTENSIONS**

Late work will not be considered when awarding grades.

It is your responsibility to ensure your work is backed up using an external hard drive or online storage e.g. dropbox, Google drive etc.

Provided you have asked for an extension (see below), the following options may be considered when an assessment is missed:

- Is there any other documented evidence towards the assessment?
• Provide the student with a **further assessment opportunity** if one is available (Refer Section 4: Further assessment opportunities)

• Award no grade/no mark, or if the student had an adequate assessment opportunity, award Not Achieved/award no mark

*Willful absence*

Truancy or unexplained absences will mean you do not get further assessment opportunities (FAO’s). No extensions will be given.

*Please note: you are not entitled to miss school to complete assessments*. You may be failed in this situation. This is considered to be an unfair advantage over other students.

*Extensions*

1. When an assignment has been set on a subject ideally it must be handed to the teacher during the **class period of the due date** or, failing that, to the main reception by **4.00 pm** on the due date. A signed note will be attached by the receptionist with the date and time and the assignment placed in the teacher’s pigeonhole.

2. Any student who is unable to complete an assignment on time through circumstances beyond his control (sickness, family trauma) should request an extension of time from an **Assistant Principal, Mr West or Mr White**. School based absences (sports trips, class trips etc) may also necessitate an extension. Evidence must be provided (e.g.: Doctor’s note, bereavement notice, travel documents)

3. An application for an extension must be made on the **Extension Form (Appendix B)**. These can be downloaded from the website or collected from the main reception or an Assistant Principal’s office.

4. School based absences (sports trips, class trips etc) will not require parental signature on the Extension form.

5. **You may be required to prove that you have completed some of the assessment and not left it all to the last minute.**

6. Any extension will **not normally exceed more than the time missed beyond the original deadline:**
   - E.g.: If three school days are lost to illness, then this means work due on a Friday, with an extension, becomes due the next school day.
   - Care will be given to accommodate the periods prior to a holiday e.g. email submission on a holiday date would be acceptable if this is practical.

*Extensions to IB deadlines*

If you are affected by an adverse circumstance, temporary illness or injury prior to the submission of early components (for example, the extended essay, theory of knowledge essay) or internal assessment work, an extension to the submission deadline may be authorized only by the IB with required documentation

**3. DERIVED GRADE PROCESS (NCEA)**

If you were unable to sit external exams or your performance was impaired, you can apply for a Derived Grade. Refer to SecQual 2009/038 [http://www.nzqa.govt.nz/ncea/acrp/secondary/docs/derived-grade-app.doc](http://www.nzqa.govt.nz/ncea/acrp/secondary/docs/derived-grade-app.doc) for further information.
The process:

1. Contact or phone an Assistant Principal, Mr West or Mr White, in the first instance before obtaining any documentation.

2. Impairments must be serious. This excludes stress due to examinations, family disturbances, and minor illness.

3. Medical certificates supporting the claim must be provided if the impaired performance is for a medical reason.

4. You must be affected during the examination period or have occurred within the month preceding exams.

5. You should always sit the external exam if possible.

Your mock exams and practice externals are the evidence which is needed for a Derived Grade. If you miss these, then you will not be eligible. They are your insurance policy.

**DERIVED GRADE PROCESS (IB)**

If you experience any problem during the two-year course of study or written examinations that may have a significant effect on your performance in assessment, please contact an Assistant Principal, Mr West or Mr White. If appropriate to the circumstances, include a medical certificate. Applications can be submitted at any time, but must be made within 10 days after your final examination.

Action is taken according to the particular circumstances, precedent and in compliance with guidance from the IB final award committee.

**Incomplete Assessment**

If you do not complete a written examination due to adverse circumstances the IB Assessment Centre may derive an estimate for the missing mark based on available information. However, you must have completed at least 50% of the assessment for the relevant subject, which must include a written externally assessed component. If more than one examination is missed, it will be at the discretion of the IB whether a grade is issued.

If you do not complete the required 50% of the assessment which includes an externally assessed component for a subject(s) or if your study has been greatly affected during the 2-year programme, it may be possible to defer one or more subjects to a future examination session.

**Injury to a candidate**

If you are affected by an injury that prevents you from undertaking the written examinations in the usual way (for example, an injured hand so the candidate cannot write), special assessment arrangements will normally be authorized (for example, the use of a word processor and/or a writer if the candidate is unable to write).
4. FURTHER ASSESSMENT OPPORTUNITIES (FAO’s)

FOR NCEA:

A further assessment opportunities (FAO’s) are not mandatory, therefore they may not be available for all internals

There are two types of further assessment opportunities:

Resubmission involves you improving your already submitted work

1. A resubmission should be limited to and completed within 24 hours
2. You must find the errors or omissions without guidance from the teacher
3. Any resubmission must be able to be authenticated
4. A resubmission can apply to either the first attempt or an FAO

Further assessment involves you completing a new assessment or the same task with a different context

1. Only one FAO is available per Achievement Standard per year. It must be offered to the all the students in the subject.
2. You get the highest of the two grades


FOR IB:

Internal assessment tasks are generally so comprehensive that offering a further assessment opportunity is only an option in exceptional circumstances to be determined by an Assistant Principal.
5. APPEALING A RESULT

You are always welcome to appeal a grade.

Try and do this with your teacher in the first instance; after that you should see the Head of the Department. If you are still unhappy, make an official appeal to the Assistant Principal, Mr West or Mr White.

Procedure

- Hand in a completed Appeal Form to the Assistant Principal. (Appendix A)
- An Assistant Principal will investigate the issue.
- The decision of the Assistant Principal is final and they will put this in writing to you, usually within 10 working days.
- If you are appealing the Assistant Principal’s marking, then the Senior School Principal will appoint someone else to look after your appeal.

6. AUTHENTICITY OF YOUR WORK

You must be able to prove that your work is authentic. You can do this by some of the following methods:

Internal assessment

- understanding that plagiarism (using other’s work without acknowledgment) is a breach of the rules
- acknowledge resources you use (bibliographies)
- include the names of people you ask for help from with the assessment and briefly describe how they helped you
- sign a declaration of authenticity when you hand in your work
- answer oral questions about your work or give a presentation to the class

If a teacher thinks your work is not authentic, then they will contact your family and notify an Assistant Principal, Mr West or Mr White.

Authenticity Statements

Your parents should sign these for all assessments (sample: Appendix D) including:

- external assessments where a project, workbook or similar is compiled and submitted for assessment (e.g.: Visual Arts, Graphics)
- internal assessments where the work is submitted for assessment that has not been completed in front of the teacher
7. **BREACHES OF THE RULES**

These are some (but not all) examples:

- Plagiarism (using other’s work without acknowledgment)
- Impersonating another student
- False declarations of authenticity
- Using notes in a test or exam
- Collusion (e.g.: communicating with others, disruption or dishonestly assisting or hindering others during a test or exam, allowing one’s work to be copied or submitted by another)
- Dishonesty (e.g.: lying about reasons for submitting late work)
- Altering answers prior to seeking an appeal
- Copying from another student, or deliberately allowing work to be copied by others

If a teacher suspects a breach of the rules they will:

- keep the evidence of the breach and discuss the situation with the Assistant Principal
- will notify your parents

The Assistant Principal will then:

- investigate the matter, keep a written record of the investigation and consult with other relevant people as required. (Appendix C)
- make the final decision and notify you and your parents in writing
8. MANAGING ENTRIES AND WITHDRAWALS

NCEA

The school makes entries and withdrawals for all standards to NZQA.

The only sure way to pick up errors is for you to check your entries (and results) online with NZQA using your NSN number and password.

Key Dates:
For withdrawals from internally assessed standards:
  - End of October each year

For entries in externally assessed standards (exams), including Scholarship:
  - By end of August each year

For withdrawals from externally assessed standards (exams):
  - End of August

Other:
1. If you choose to withdraw from an external in a subject, you must still attend that subject until the end of the year.
2. Your teacher cannot give permission for you to miss another teacher’s class

IB Diploma:
It is difficult to change courses within the Diploma once the teaching year is underway. You may change a subject from Higher Level to Standard Level (and vice versa) providing it can be guaranteed that the minimum regulated teaching hours will be delivered.

You should talk to the Diploma Coordinator if in doubt.

Students can move from IB to NCEA prior to the start of their final Year 13 but this transition should be discussed carefully with the Assistant Principal, Mr White.

9. SPECIAL ASSESSMENT CONDITIONS

Procedure
1. If you have special learning needs, you have met with the Learning Support Department and completed an IEP (Individual Education Plan)
2. You can get a referral to Learning Support from a teacher, your parents or other organisations
3. The Learning Support Department will contact your parents to arrange how you can get a special needs assessment completed

FOR NCEA:
1. An Assistant Principal will apply to NZQA for exam assistance for you each year
2. You will only get this support approved if you make full use of it the previous year, e.g. if you have extra time in exams but leave them early, this condition may be removed the following year
3. Every three years you need a new special learning needs assessment
FOR IB DIPLOMA:

1. An Assistant Principal, will apply to the IB at least twelve months prior to the final Diploma exams in November of Year 13. Approval will be granted for the rest of the student’s time with the Diploma course including their final exams the following year.

You cannot have special assessment support if you have not been approved for this. If in doubt, check with an Assistant Principal, Mr West or Mr White, or HoD Learning Support, Mrs Glenda Parks.

10. PRIVACY ACT 1993

Schools are required to comply with the Privacy Act 1993.

Teachers must:

- keep student information confidential. For example, you are not allowed to see other student results without their permission
- get your permission before using your work as an exemplar

11. VERIFYING YOUR RESULTS

The school must give NZQA and the IB accurate results so the following steps help us to do this:

1. Teachers keep records of all assessments and record them on our database
2. Your work should be returned promptly (ideally in four weeks)
3. Samples of all work are moderated by the teachers; some of this is sent to NZQA and IB for checking too
4. You should keep your own record of your results
5. You should check your entries and results online whenever possible and tell the Assistant Principal or IB coordinator if there are errors
6. You should be given a printout of your internally assessed results to sign towards the end of the year; this is a final check that they are accurate
**SCOTS COLLEGE**  
Assessment Appeal Application Form

Fill in the top section, attach an appropriate letter or other relevant information and hand in to an Assistant Principal, Mr West or Mr White

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<th>Date of Application:</th>
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<th>Subject:</th>
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<table>
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<tr>
<th>Name of Teacher:</th>
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<tr>
<th>Standard number and title/Accessment description:</th>
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<tr>
<th>Type of assessment <em>(practical, assignment, test, etc)</em>:</th>
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<th>Date of assessment or due date:</th>
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<tr>
<th>Circle to indicate the assessment decision that you are appealing:</th>
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<tr>
<td>1. The Grade 2. Missed/late assessment 3. Further assessment 4. A Breach of the rules (e.g. misconduct, cheating, plagiarism) 5. Other ____________________</td>
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<th>Explain why you think the incorrect assessment decision has been made:</th>
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| What do you think is the correct assessment decision? |
| (please state or attach any evidence that you have to support this) |
|                                                        |

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<th>Decision of person investigating (notes attached if necessary):</th>
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| Signed _______________________          Date: _______________ |
|-----------------------------------------|----------------|
|                                        |

**Office use only:**

Outcome communicated to student by ________________________________

Outcome communicated to other parties (please name) ________________________________

By ___________________________ Date ___________________________
SCOTS COLLEGE
REQUEST FOR EXTENSION
2015

Name: ___________________________ House: _____ Year level: _____

I request an extension on behalf of my son in the following subject(s):

Level /Subject/Standard Number/Teacher
(eg: 12 Chemistry 3.1 90635 Mr Jones)

__________________________________________

Assessment Type (eg. project/in class test/practical assessment)

__________________________________________

Assessment dates

Date assessment given to students: Assessment Due Date
/ / / /

Reason for request of an extension:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Teacher Comment

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Signed: ___________________________ (Teacher)

Name: ___________________________ Date: ___________ 2015

Evidence attached (eg: Doctor’s note): YES / NO

Signed: ___________________________ (Parent/Guardian)

Name: ___________________________ Date: ___________ 2015
### SCOTS COLLEGE

**Investigation of a breach of the rules**

Fill in the top section, attach an appropriate letter or other relevant information and hand in to an Assistant Principal, Mr West or Mr White

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<th>Name:</th>
<th>House:</th>
<th>Date:</th>
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**Reason for alleged breach of the rules**

- □ plagiarism
- □ impersonation
- □ false declarations of authenticity
- □ using notes in a test or exam
- □ collusion (communicating with others, disruption or dishonesty assisting or hindering others during a test or exam)
- □ dishonesty (lying about reasons for submitting late work; altering answers prior to seeking an appeal; copying from another student, or deliberately allowing work to be copied by others).

**Other Details:**

**Subject:**

**Name of Teacher:**

**Standard Number and Title/ Assessment description:**

**Type of Assessment** *(practical, assignment, test etc.):*

**Date of Assessment:**

**Signature of Teacher –in-Charge of activity:**

**Decision of person investigating (notes attached if necessary):**

---

**Office use only:**

Outcome communicated to student by ________________________________

Outcome communicated to other parties (please name) _______________________________

By ___________________________ Date __________________________
SCOTS COLLEGE XXX DEPARTMENT

Declaration of Authenticity for internal assessments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Year Level</th>
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<tr>
<th>Subject</th>
<th>Achievement Standard</th>
<th>Assessment type</th>
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Title of assignment

I, ________________________ (student name), declare that

(tick)

☐ The work for this assessment is my own original work created for this assessment

☐ That where I have re-used the work of another person, that work is clearly identified and the source is properly acknowledged (in footnotes, captions or bibliography)

☐ That any advice and help I have received for the assignment, I have recorded from whom and described the assistance received

☐ That all works consulted in producing this assignment have been included in the bibliography

Signed ________________________  Date ___________________________

Parents and caregivers

To the best of my knowledge the work submitted for this assessment is original and has been produced entirely by the student.

Parental Signature ________________________

Date ________________________________