

STUDENT GUIDE TO ASSESSMENT RIGHTS, RESPONSIBILITIES AND PROCEDURES

This is an outline of your rights and responsibilities with assessments throughout all subjects at Waimate High School. Further information is available from The Principal's Nominee if required.

ABSENCES

In class Assessments

If you know you are going to be absent on the day of an assessment and wish to apply for an alternative assessment date, you must complete the application form. The form must be signed by the HOD who will let you know if your application is successful.

You must produce a medical certificate or have a justified verifiable reason for your absence. If you do not have suitable evidence then you will only be allowed to do that further assessment if one is offered for that standard.

Assignments

Late work will not be marked. "Not Achieved" will be awarded.

If you have a good reason for needing an extension you must complete the Assignment Extension form. The Principal's Nominee, in consultation with the HOD, will decide whether to accept or deny the application.

If the teacher wishes to give the class an extension he/she will have to apply to The Principal's Nominee. If the extension is allowed then all students in the class must sign to indicate that they have been informed of the new deadline.

If the assignment is completed outside of class time, then the deadline is the start of the period, unless specified by the teacher. If it is completed during class time the deadline is the end of that period.

If you are going to be away on a non-school related trip, you need PRIOR permission in writing from the Principal. This must be attached to the application form. If you are away without an acceptable reason you will receive "Not Achieved" for any assessments missed. You may however be able to negotiate a time for the assessment or hand in our assignment prior to your trip.

If you are going to miss assessment or assignment deadlines due to a school related trip, notify your teacher in advance. Apply for an alternative assessment date or extension.

AUTHENTICITY

All work handed in for assessment purposes must be your own original work. If you hand in work that is copied from any other source, or knowingly allow another student to copy your work, you will receive "Not Achieved" for this work.

A bibliography must be submitted with any research project. You will be required to sign your work to verify that it has not been copied. Some assessment tasks will also require a plagiarism test.

FURTHER ASSESSMENT

Where practicable, one opportunity for further assessment of internally assessed Achievement or Unit Standards will be given to students.

Where very minor errors need to be corrected a resubmission may be sufficient to meet the standard, at this point the maximum grade possible is Achieved.

Each subject will give you written information at the start of the year that clearly identifies which assessments do or do not have a further reassessment opportunity. If you meet the standard after a new re-assessment you will be awarded the highest level gained.

APPEALS

If you disagree with a teacher's decision regarding marking, absence, authenticity or lateness you may appeal.

To do this you must:

Discuss your concern with the teacher within 48 hours of receiving the decision.

If still concerned:

Complete the Appeal Form (available from the PN) and hand it to the HOD of the subject or The Principal's Nominee within 1 week of receiving the decision. When marked work is returned to you for checking you will be asked to sign it to verify its correctness. If you intend to appeal you should NOT sign the work off as correct. This will require a clear and genuine reason, based on incorrect marking etc not just a general disagreement with the grade.

SPECIAL ASSESSMENT CONDITIONS

If you require special conditions for assessment e.g. reader, writer, enlarged papers etc, you must see The Principal's Nominee. If you meet the criteria, the special assessment conditions will apply to internal and external assessments.