

INTRODUCTION

This Manual outlines the Assessment Management System to be used by the School to manage the assessment and moderation of 'Assessment Standards' that contribute towards national qualifications listed on the New Zealand Qualifications Framework.

All NCEA assessment and moderation carried out by the School is to be managed and administered in accordance with the Good Practice Guidelines, Policy and Procedures and Forms & Templates contained in this Manual.

Purpose

The purpose of this Assessment Management System and Manual is to ensure that all NZQF assessment and moderation carried out by the School:

- is coherent, manageable, robust and complements and supports student learning and achievement
- is valid, fair, authentic and consistently applied at the National Standard
- is compliant with all NZQA, Standard Setting Body (SSB) and 'Best Practice' requirements
- is consistent with the School's assessment policy, procedures and requirements
- has clear, well documented processes and procedures, and has clearly defined roles and responsibilities for both staff and students

Assessment Management System / Manual

This Assessment Management System and Manual comprises the following linked and integrated Parts:

PART 1 Assessment Management Practice-based Principles and Model - describes the Keith Practice-based Principles and the Model used to develop this Assessment Management System.

PART 2 Good Practice Guide - sets out the 'Requirements for Good Practice', the 'Method/Strategies used to achieve Good Practice' and the 'Evidence of Good Practice'. *(36 pages hardcopy only)*

PART 3 Policy and Procedures Handbook - includes a School-wide NZQF/NCEA Assessment Management Policy and detailed Procedures that link directly to the Good Practice Guide. *(60 pages hardcopy only)*

PART 4 Forms and Templates Handbook - includes the Templates of the various forms used to implement the Assessment Management System. *(29 pages hardcopy + MS Word Doc files on USB Flash Drive)*

PART 5 Good Practice Guide For Teachers - is a generic version of the above Good Practice Guide, designed for Schools to customise, copy and distribute to teacher assessors as a School-wide Good Practice Guide. *(30 pages hardcopy + MS Word Doc files on USB Flash Drive)*