

NZQF / NCEA ASSESSMENT MANAGEMENT POLICY

RATIONALE:

The assessment of 'Assessment Standards' that contribute towards national qualifications listed on the NZQF, is an integral part of student learning and achievement. The School has a responsibility and is committed to implementing quality, effective, manageable assessment and moderation that are compliant with all NZQA, Standard Setting Body (SSB) and 'Best Practice' requirements.

POLICY STATEMENT:

The School will implement assessment on the NZQF that:

- Supports student learning and achievement
- Is robust, credible, systematic, manageable and consistent, and at the National Standard
- Uses assessment methods that are fair, reliable, effective and integrated with learning
- Uses assessment evidence that is valid, accurate, authentic and verifiable.
- Is compliant with all NZQA, SSB and 'Best Practice' requirements

GUIDELINES:

The following guidelines relate to management of NZQF / NCEA assessment within the School:

- (1) Pre-assessment quality assurance is to be: manageable/ effective/ implemented consistently throughout the School. All Assessment Material: fair/ valid/ appropriate/ and at the National Standard.
- (2) The Assessment process is to be used to support learning and is to be accurate, reliable, valid, authentic, verifiable, open and consistent.
- (3) Students are to be given the opportunity to show their best achievement, and Further Assessment and Resubmission Opportunities are to be handled fairly and in accordance with the assessment rules.
- (4) Students are to be provided with clear assessment information, and appropriate assessment feedback and feed-forward during the assessment process, and be able to record and track their own NCEA results/progress.
- (5) Derived grades, missed and late assessments, student appeals and special assessment conditions are to be handled fairly and appropriately according to the correct procedures.
- (6) The importance of academic honesty is to be clearly explained and emphasised to students and all student work is to be authentic; and any Breach of the Rules by students are to be handled consistently in accordance with the School procedures.
- (7) The recording, storage and transfer of assessment data is to be accurate, confidential and secure, and all necessary assessment information and moderation documentation is to be retained, securely stored and readily accessible by staff.
- (8) All NZQA and SSB compliance, accreditation and administration requirements are to be met.
- (9) All internal moderation and quality assurance, including the verification of assessor decisions, are to be implemented consistently and according to the documented procedures. Internal moderation is to have the key focus of providing quality professional feedback and guidance to teacher assessors, building a shared understanding of the assessment process and strengthening assessment practice within the School.

- (10) All NZQA External Moderation requirements are to be met and External Moderation feedback and follow-up used to enhance staff understanding of the assessment process and the National Standard.
- (11) Staff are to be provided with the information, advice and support, including external professional engagement and professional learning opportunities required to maintain and enhance their understanding of assessment practice and the National Standard.
- (12) Internal monitoring, evaluation, self-review and reporting of assessment and moderation outcomes are to be used to inform planning and contribute towards continuous sustainable improvement of assessment practice and the teaching/ learning programmes within the School.
- (13) The Principal's Nominee, NZQA Administration Officer, LOCALs and Teacher Assessors are to be responsible for implementing NZQF assessment within the School.

RELEVANT LEGISLATION AND REGULATION:

Education Act (1989)

Privacy Act (1993)

NZQA Assessment and Certification Rules and Procedures for Secondary Schools

NZQA Documentation (including Consent and Moderation Requirements)

RELEVANT DOCUMENTS:

Reporting Policy

Privacy Policy

Curriculum Policy

NCEA Assessment Management Good Practice Guide

NCEA Assessment Management Policy & Procedures Handbook

NZQA Learning and Assessment Guide to Assessment for the NQF

RATIFICATION:

Policy ratified by the Board:

(Signed for Board)

(Date confirmed)

REVIEW:

This Policy is to be reviewed as part of the School's biannual Policy Review.

CONSULTATION:

Staff, management and the Board are to be consulted as part of the Review of this Policy.