

<b>POLICY: SCHOOL WIDE ASSESSMENT</b>
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**Rationale**

Assessment is an integral part of the curriculum. Assessment is the measurement of students’ progress against the learning outcomes of the NZ Curriculum.

**Purpose**

1. To provide a broad guideline for departments to implement in their own learning area as to how student progress is assessed.
2. To ensure students are provided information as to how their learning will be measured.
3. To ensure consistency of process in the school.
4. To provide information to report to parents.
5. To provide feedback to staff.
6. To improve students’ learning
7. To meet the requirements of the National Qualifications Framework (NQF) including the National Certificate of Educational Achievement (NCEA) and National Curriculum Statements.

**Guidelines**

1. Assessments must be consistent with the requirements of the NQF in each curriculum area for years 11, 12, 13 and in National Curriculum Statements for years 9 and 10.
2. Each department is to document, as part of their programmes of work, how assessment is carried out for each year level.  
This will include:
  - a) The standards to be assessed at years 11-13.(Registered numerical codes must be used) or topics at years 9-10
  - b) The assessment tasks/programme
  - c) Guidelines of when assessments are to take place during the year.
  - d) Who is to be responsible for designing the assessment tasks.
  - e) How validity of the assessment tasks is maintained.
  - f) How consistency of marking is to be maintained.
  - g) How moderation is to take place between classes.
  - h) What further assessment opportunities are available (at Yrs 11-13).
3. Assessment documents are to be reviewed annually by Departments to ensure the quality and validity of assessments used.
4. Students at levels 11 to 13 need to be given a schedule of the assessment programme at the start of the course (within approximately 3 weeks of the start of the course). An Assessment Statement shall contain details on:

- The standards to be assessed with registered numerical code , version and credit value and title
- The assessment tasks that will be used
- The number, timing and duration of each assessment
- Procedures on the methods used to ensure inter class comparability (moderation)
- Authentication procedures
- Further Assessment Opportunities, extensions, missed work and appeals procedures

A course outline is to be issued to year 9 and 10 students which makes reference to assessment requirements.

5. The quality of the assessment activities is more important than the quantity of assessments given. *See Appendix Assessment Principles*
6. A range of assessment methods should be used.
7. Records of students' assessment results will be held by the classroom teacher and by the Department.
8. Internal assessment results which contribute to National Qualifications will be held centrally on the School Management System and copies within each department.
9. Reporting Process – refer Pg 15.
10. A formal memoranda of understanding must be completed with each external provider who assess on behalf of the school. This must include a check that the provider holds the necessary accreditation.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (2017)

DATE CONFIRMED: 24 June 2014