

# Baradene College



## **NCEA COVID-19 Student Assessment Practices**

**April 2020**

## Assessment Procedures:

**All assessments must be handed in at the time stipulated on the assessment task.** The student completes an **authenticity of own work form online** for the subject teacher, to acknowledge receiving the work. **Work not handed in on time will be judged Not Achieved.**

Baradene College requires all students to complete course work. The subject teachers will notify a student's Dean if they are failing to meet deadlines and therefore not achieving in enrolled Achievement Standards.

If a student feels unable to complete or hand in assessment work on time it is **the student's responsibility to speak to the teacher** to discuss the situation **before the due date**. The students' parents/caregivers may also contact the College. The subject teacher must refer the student to the Principal's Nominee. Principal's Nominee in consultation with the HOF will decide if an extension is to be granted.

All students may **not withdraw from an Achievement Standard unless allowed by the Principal's Nominee**, in consultation with the relevant HOF and subject teacher. Baradene College students enrol for a course of study which has been determined by the HOF to be the most balanced and beneficial.

The assessment programmes and entry requirements for students who arrive at the College later in the year will be negotiated with the relevant HOF and Principal's Nominee.

## Baradene Guidelines for extension applications

The student must email the Principal's Nominee and attach the relevant supporting evidence. The Principal's Nominee will fill out a **Baradene College Missed Assessment Application Form**. This form must be filled in **prior** to an explained absence.

The student may be asked to obtain a medical certificate in the case of sickness or an email from doctor/caregiver explaining illness.

A decision will be made by the Principal's nominee in consultation with the subject teacher, HOF or Dean

Absence on the due date of an assessment hand in or in-class assessment (please refer to instructions under '**absence**').

Absence on the day of an assessment or handing in an assignment late **without an explanation** will result in an N grade. A student could be awarded a grade if there is a reassessment opportunity later in the year.

External subjects such as Technology and Visual Arts have a due date in November for handing in external boards and portfolios for sending to NZQA.

If a student is stood down for misconduct, the Principal's Nominee will be informed and inform the student of any assessments due during the stand down period. The same guidelines apply as for an explained absence.

If a subject teacher is concerned about a student's achievement, not submitting check points, homework, non-achieved etc they will inform the HOF who will interview the student concerned and contact the Principal's Nominee

**Absence:**

**Students with prolonged absence, explained or not, will hinder their preparation. In individual cases, students may need to withdraw from some Achievement Standards. This will be done in consultation with the student, parents/caregivers, the relevant subject teachers and HOF, Dean and the Principal's Nominee.**

It is the student's responsibility email the Principal's Nominee **on the day or following an absence**. This must be emailed by a parent/caregiver and give an acceptable reason for absence. This is a requirement to fulfil course completion.

If a student is absent when an assessment is due or cannot complete an online class assessment, **the parents/caregivers must personally inform the Dean** on that day (who will inform the relevant subject teacher) on the morning of the assessment with valid reason. The assessment must be **emailed by 3.30 pm on the new due date nominated by the Principal's Nominee.**

The only acceptable reason for absence from an assessment is severe sickness, bereavement.

**Computer failure is not an acceptable excuse for a late assessment. When using a computer in the completion of an assessment it is the student's responsibility to back-up files in multiple locations including OneDrive by the due date.**

### **Authenticity Baradene:**

All students have signed the **Baradene College Authenticity Statement** which was given out and collected in by each Year 10-13 Homeroom teacher. The master copies have been kept by the Principal's Nominee.

**All work submitted for Achievement Standards must be the student own work. It is the student's responsibility to:**

- Keep all drafts and working documents, and hand them in to your subject teacher if required.
- Keep a record of all resources that you use including handwritten plans and web sites.
- Acknowledge the source of all material in your assessment, citing whether it is from text,
  - electronic material or people.
- Ensure your data is accurate.
- Be prepared to discuss your work further with your subject teacher or HOF if required.

**The students must not:**

- Copy anyone else's work
- Copy material from written or electronic sources without acknowledging the source (**plagiarism**). You must footnote/endnote quotes and paraphrased ideas. Do not cut and paste unacknowledged work.
- Inappropriately help another student with any part of their work.
- Allow someone else to copy your work.
- Allow someone else to do your work.
- Use forbidden technology in a test or exam, for example a non- standard calculator or cell phone.
- Share their work with any other student.
- Take notes into an assessment when it is not allowed.

### **Process for Plagiarisms or Authenticity issues**

**This is the process that is followed when the authenticity of a student's work is an issue:**

The subject teacher marking the assessment will inform the HOF if there is an authenticity issue with your assessment.

- The HOF will interview you about the authenticity of your assessment after gathering the
  - relevant evidence.
- The HOF will give all the evidence to the Director of Teaching and Learning who will then interview the student and make a final decision.
- The student, parents/caregivers, may be called in to meet with the Director of Teaching and Learning
- The student's subject teacher, HOF and Dean will be informed of the decision

The penalties for cheating or plagiarism are severe and will result in the student losing all the credits for that particular Achievement Standard.

All students must keep their College password private. If other students have their password and thus access to assessment information this is a breach of assessment protocol for both students.