

# Baradene College



## Year 11 Baradene Certificate Student Assessment Handbook 2024

## Introduction

This booklet contains guidelines that will help you to achieve success this year.

During the year, your teachers will be collecting evidence that shows that you have achieved the standards, so it is important that systems for assessment are consistent and fair.

It is also important that you are aware of your rights and responsibilities for assessment.

These guidelines in this booklet apply to all assessments, whether formative or summative. It is vital that you read this handbook carefully and with your parents/caregivers so that you are aware of your rights and responsibilities for assessments.

Students and their parents or caregivers are welcome to contact the Director of Assessment, Dean or teacher at any time if they wish to discuss issues with respect to assessment.

Mrs V Golding  
Director of Assessment

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## Authenticity

You must sign the **Level 1 Baradene College Authenticity Statement** which will be completed online prior to the commencing any assessments. The files are kept by the Director of Assessment online.

**All work submitted for Baradene Assessments must be your own. It is your 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.

**You 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. This includes Chat GPT, Quill Bot or a similar artificial intelligence function.
- Share my work with any other student.
- Take notes into an assessment when it is not allowed.

**This is the process that is followed when the authenticity of your 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 Assessment who will then interview you and make a final decision.
- Your subject teacher, HOF and Dean and parents will be informed of the decision

The penalties for cheating or plagiarism are severe and will result in you losing all the Baradene credits for that particular standard. Please keep your College password private. If other students have your password and thus access to assessment information this is a breach of assessment protocol both for you and the other student.

## Attendance Requirements for Students

You must attend a course of study to cover the teaching and learning programmes necessary for the Baradene assessments. This includes class work, subject trips and homework. You must attempt all Baradene assessment standards and complete both Baradene examinations in mid-year and end-of-year examinations.

Prolonged absence, explained or not, will hinder your preparation. In individual cases, you may need to withdraw from some Baradene assessments. This will be done in consultation with yourself, your parents/caregivers, the relevant subject teachers and HOF, Dean and the Director of Assessment.

### Absence – General

It is your responsibility to bring a note to the Homeroom teacher **on the day following an absence**. This must be written by a parent/caregiver and give an acceptable reason for absence, i.e. illness or important medical appointment which cannot be scheduled outside of College hours. This is a requirement to fulfil course completion.

### Absence – Assessment

If you are absent when an assessment is due to be handed in or you cannot be present for an in-class assessment event, **your parents/caregivers must personally inform the Dean** on that day (who will inform the relevant subject teacher) on the morning of the assessment. Long-Term assessments must be **delivered to the College reception by 3.30 pm on the due date**. Any digital assessments must be by **3.30pm submitted by Turnitin**. Please make sure that the assessment has the relevant subject teacher's name attached.

If you are too unwell to hand in your assessment on the day you return to the College, you will need to bring a medical certificate which your doctor has completed. You need to collect a Baradene Missed Assessment Form from the Director of Assessment **on the morning you return**.

**This form must be completed by your subject teacher and signed by the Head of Faculty and the medical certificate attached. Both forms must be handed in to the Director of Assessment. In most cases, an alternative date for sitting or completing the internal assessment will be decided on by the subject teacher/HOF.**

The only acceptable reason for absence from an assessment is severe sickness, bereavement, representing the school at a school fixture or representing a sporting code at regional or international level. No appointments will be made on the day of an assessment. **Specialist appointments or orthodontic appointments should be re-scheduled around internal assessments.**

**Computer failure is not an acceptable excuse for a late assessment. When using a computer in the completion of an assessment it is your responsibility to back-up files in multiple locations and to ensure you can print your assessment by the due date.**

### **In Class Assessment**

If you are absent for any scheduled individual or group performance assessments for legitimate reasons, you may be tested on the day you return to the College, providing the class testing timetable is not complete. Where possible, provided there is appropriate evidence supplied, time may be allocated to complete the assessment missed.

### **Leave – Self Interest**

You may be absent for **'Self Interest Leave'**. The written consent of the Principal must be obtained prior to the absence by your parents/caregivers. Any requests are at the discretion of the Principal. If you are absent due to self-interest you must see the Director of Assessment **two weeks** prior to departure and submit any assessments before you leave. Missed assessments will not be repeated and will result in a Not Achieved grade. Prior to a decision being made, you should discuss the situation with the teachers concerned.

### **Leave – Representing College**

If you are absent for an assessment due to college, regional or national representative commitments, College trips or for a planned medical procedure e.g. major surgery, you must negotiate with the Director of Assessment four weeks prior to departure regarding any assessments. If these are legitimate and condoned absences, then extensions will be given.

### **Missed Deadlines and Assessments**

Students should always try to hand in work electronically, via Turnitin or emailing the Director of Assessment. Failure to submit an assessment will result in a non-achieved being awarded.

## Common Questions

***a) "I have an assessment today, or an assignment is due, but I am too sick."***

You must email your Dean. A medical certificate will be required. Once the student returns to school, she will be required to complete an "Missed Assessment" form. **Any assessment which are long-term must be handed in electronically or to the school office.**

***b) "I have an assessment today, but there's been an accident or some family emergency or trauma."***

You must email your Dean or Director of Assessment. When you return to school you must bring a note from your parent/caregiver. Your parent/caregiver will be contacted. You may be given an extension or further opportunity to complete the assessment.

***c) "I have to hand in this assessment today, but I am too sick to come, or there's been some family emergency or trauma."***

You must email your Dean. Submit the assessment electronically or hand a hard copy to the school office if you can. If this is not possible you must email the Director of Assessment.

***d) "I'm going on a school trip."***

You will need to notify the teacher in charge affected before the trip. The teacher in charge will decide about your assessment in consultation with the appropriate Head of Faculty (HOF).

**All** in-class assessments **must** be completed on the notified day.

All assignments handed in on the day notified. A "Not Achieved" will be recorded unless the correct form is completed.

**It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected.**

**It will be your responsibility to check with your teacher if you are unsure about anything.**

## Assessment Procedures

**All Baradene assessments must be handed in at the time stipulated on the assessment task and Calendar.** You will sign a sheet, in front of your subject teacher, to acknowledge receiving your work.

**Work not handed in on time will be judged Not Achieved.**

Baradene College requires all students to complete course work. Your subject teachers will notify your HOF if you are failing to meet deadlines and therefore not achieving in Baradene Assessments.

If you feel unable to complete or hand in assessment work on time it is **your responsibility to speak to your teacher** to discuss the situation before the due date. Your parents/caregivers may also contact the College. Your subject teacher may discuss the situation with their HOF, your Dean and/or the Director of Assessment when necessary. The HOF in consultation with the Director of Assessment will decide if an extension is to be granted.

You may not withdraw from any Baradene Assessment unless allowed by the Director of Assessment, in consultation with the relevant HOF and Dean. 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 Director of Assessment.

## Guidelines for extension applications

- You must fill in the **Baradene College Missed Assessment Application Form** and attach the relevant supporting evidence. This form must be filled in **at least two weeks prior** to an explained absence or on the morning on the day of return to the College after a medical absence.
- You must obtain a medical certificate in the case of sickness. You must see the medical doctor during the time you are absent, **not after to be accepted for a missed assessment**.
- You must pass the form(s) to **your subject teacher** for possible recommendations, for example, rescheduled dates. You are then responsible for forwarding the form(s) to the relevant HOF and the Director of Assessment, who will either approve or turn down the extension. This decision will be made in consultation with the subject teacher, HOF, Dean and Director of Assessment.

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

- Extra time after school or when appropriate may be given for in-class assessments of more than one period, ensuring authenticity.
- In some cases you may have to withdraw from a Baradene assessment, for example, missing a one-off College field trip that relates specific to the assessment task.



- Absence on the day of an assessment or handing in an assignment late **without an explanation** will result in a **Non-Achieved** grade.
- Practical subjects such as Technology and Visual Arts have a due date for handing in boards and portfolios this must be adhered to.
- If you are stood down for misconduct, the Director of Assessment will inform you of any assessments due during the stand down period. The same guidelines apply as for an explained absence.

## Appeals

If you think an assessment has been incorrectly marked, you must follow the following process.

1. Ask the subject teacher to look at your paper again
2. You are to have a conversation with HOF
3. If still unhappy you may go through the Appeal Application process which can be obtained from the Director of Assessment. This must be done **within three College days of the assessment being handed back. Your subject teacher will pass the assessment and its relevant paperwork onto the HOF.**

The Director of Assessment may consult with the HOF. The Director of Assessment decision is final.

## Privacy Act

No personal data, work or results can be disclosed to any person other than yourself, your parent/caregiver or teaching staff. Assessed work will not be given to any other student.

You have the right to access, check and correct any assessment data held by the College. It is important that you sign off all your Baradene assessment grades to verify they are correct. Your Baradene assessment during and post marking are kept in a private and secure manner.

Your permission will be sought if your work is going to be used as an exemplar for a subject.

## Recording Assessment Results – Common Questions

### 1. How will my results be recorded?

- Your teacher will keep a copy of your results in the course mark book on KAMAR.
- Evidence of your achievement in each course may be collected in a variety of ways, e.g., individual assignments, briefs, tests, projects, field work and practical work.

### 2. How will I know whether I have passed a Baradene assessment?

- Once your teacher has marked your work, they will return the assessment with your grade and some comments.
- You can check whether the grade has been correctly entered on KAMAR by viewing the teacher's printout of results from their mark book or by viewing your results on the school portal.

### 3. What do I do if I think a mistake has been made on my records?

- Ask your teacher to double-check their records and the assignment cover sheet.

- If an error is discovered a correction will be made on the school's database.

#### **4. What about checking my results on the portal?**

- You can check your progress and entries along with all your other details through the school's portal. There is a parent login and a student login for each student.

#### **Special Assessment Conditions [SAC] (Jackie to look at)**

- Students are evaluated for provision by the Learning Centre, following the guidelines of NZQA.
- Normally such students have been identified at entry by Learning Support; however, a recommendation for consideration for SAC can be presented at any time by a student, parent/caregiver or teacher.
- Students eligible for SAC are identified for teachers and SAC will be available to them for assessments and College examinations throughout the year.
- Note that SAC is available only for conditions resulting from long term disabilities.

#### **Final Information**

It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected. You need to make sure that you check with your teacher if you are unsure about anything.

**Come Prepared.** Bring the right equipment and books to school, including a diary for your assessment dates. That way your written work and notes are tidy and organised.

**Organise Your Time.** Sometimes it's difficult to keep on top of your work, so start assignments early rather than leaving them to the last minute. Don't waste the time you are given.

**Procedures.** Be aware of what to do if you can't hand in your work or can't attend an assessment. What do you do if you are sick or on a trip or there's an emergency?

**Enjoy a Balanced Life.** Study and a job should be balanced with time for relaxation and rest.

**BARADENE COLLEGE  
MISSED ASSESSMENT APPLICATION FORM**



**Must be handed in on the day you return to the College/or at least one week prior to absence**

Fill in the top section, attach appropriate letters or medical certificates and hand to your **subject teacher** who will pass this information on to the relevant HOF, your Dean and the Director of Assessment.

Student Name: \_\_\_\_\_ Home Room: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date of assessment or due date: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Standard number and title: \_\_\_\_\_

Type of assessment (*practical, assignment, test, etc*): \_\_\_\_\_

Missed assessment details: \_\_\_\_\_

**Reason for missing assessment:** (please tick one)

- Illness:** Baradene College Medical Form [Appendix C] must be completed by a medical doctor.
- Family or personal trauma:** documentation must be attached, for example, a letter from parent/caregiver, counsellor, or Dean.
- College/sporting or cultural activity:** State activity and dates. \_\_\_\_\_

Signature of teacher-in-charge of activity: \_\_\_\_\_

**Decision by HOF and Principal's Nominee:**

- Extension granted. New due date: \_\_\_\_\_
- New assessment date granted. New due date: \_\_\_\_\_
- Application denied. Reason: \_\_\_\_\_

HOF Signature: \_\_\_\_\_

Director of Assessment Signature: \_\_\_\_\_

**The reason for this decision has been explained to me and I accept the decision.**

Student Signature: \_\_\_\_\_

