

**NATIONAL QUALIFICATIONS  
PROCEDURE****RATIONALE**

- The Wesley College School Board operates an Achievement Assessment Policy which addresses matters relating to the assessment of achievement by its students.
- Under that Policy the Board has set guidelines for the administration of the Policy
- Under guideline 9 the Policy requires a procedure on National Qualifications Assessment

**PROCEDURE**

1. Systems for assessment will be valid, consistent and accurate.
2. The principles of fairness, validity and authenticity of assessment for all students apply.
3. School wide consistency of internal assessment procedures will be maintained.
4. NZQA requirements for internal assessment will be met.

**Fair Assessment**

5. NZQA assessment procedures are transparent and well publicised so that all students and staff are aware of their responsibilities. Students receive assessment guidelines at the beginning of the year and course information. Student will also receive a National Qualification Framework (NQF) assessment guide.
6. Where assessments are not of an on-going nature, assessment dates, due dates and practice external assessments are spread over the year to minimise clashes. The Deputy Principal co-ordinates the Assessment Calendar.
7. Programmes of learning and assessment allow for and assist students to reach their potential. Departments determine and ensure that they are used consistently within the department. When a student has not reached their potential in an assessment, teachers should review evidence the student has already provided before necessarily considering the need for further assessment at a future date. If deemed necessary, practical and, manageable only one reassessment opportunity should be provided within a year. Teaching staff can refer to their NQF Assessment Policy and Procedures handbook.
8. An opportunity for further assessment can be provided but is not mandatory as they may not always be practical or feasible to provide.  
Resubmission involves the student improving their submitted work. Students will only be able to resubmit work from Not Achieved to Achieved.  
Teaching staff can refer to their NQF Assessment Policy and Procedures handbook.
9. Record keeping allows for regular feedback to students and caregivers about progress and will provide data for NZQA. The Privacy Act is observed.
10. Appeals procedures are well publicised and allow students to be assured that assessment outcomes and procedures are fair. Students can refer to their NQF assessment guide.
11. The Principal's Nominee maintains regular communication with NZQA and its Student Relationship Manager (SRM) to ensure that the school policy and policy procedures comply with requirements.
12. School assessment policy and procedures together with departmental implementation are subject to school's annual quality assurance audit.

**Valid Assessment**

13. Departments will ensure that all assessment activities and schedules are pre-assessment and post- assessment moderated.
14. Students with special needs are to be provided with valid and fair special assessment conditions. The SAC Coordinator will implement and oversee this.

## **Authentic Assessment**

15. Departments will ensure authenticity for each internal assessment.
16. Accumulated evidence for each standard is kept to provide evidence of student achievement including derived grade application for external assessment.
17. Completed student assessments (if required for external moderation) and results are stored in a secure and readily retrievable way

This procedure was issued by the Principal 25 February 2021.  
This procedure will be reviewed on / before February 2024.

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**PRINCIPAL**

25 February 2021  
**DATE**