



Procedures and Regulations for Internally Assessed Standards

A Guide for Students and Parents

Principal's Nominee (PN): Assistant Principal Mr. Haines

Email: mhaines@ohs.school.nz

Course Outlines and Assessment Deadlines

- Students will be provided with a course outline for each of their subjects which includes a list of all Internally and Externally assessed standards and their credit value.
- Students are informed of Assessment deadlines and requirements for each standard.
- Students have access to the Assessment deadlines through the Assessment Calendar on SchoolBridge. This can be accessed through the school website.

Due Date and Time

- All Internally assessed work must be submitted by 5pm on the due date, in the manner outlined.
- Work submitted late, without an extension, or not at all will be assessed as Not Achieved.

Extensions

- An extension is an approved, renegotiated due date for an NCEA assessment.
- Extensions for NCEA assessments are granted through the Dean and Principal's Nominee. In most cases, the LOLA and/or student's subject teacher is consulted before a final decision is made.
- An application for an extension must be correctly completed using the online form (found on year level Google Classroom). The application must be made by the student themselves using their OHS email address.
- Students are informed via email of the outcome of the application. It can take up to 5 school days for an application to be processed. This is especially important to note if there is a deadline at the end of the term.
- In certain circumstances, it may be more beneficial for a student to complete an assessment before a scheduled absence. This will be determined in consultation with



the subject teacher, HOD and student. Additional resources or tutorials can be provided to support the student in preparing for the earlier assessment.

- Extensions are not automatically granted, and any decision is final.

Guidelines for Extension Requests

- If a due date will be missed because it is planned (eg a School sanctioned curriculum event, sports or cultural trip, representing provincial or national teams, a clash of school activities, a planned medical operation, approved leave requested in advance, etc.) then an application should be made before the due date.
- Every application is reviewed individually but some applications may be declined.
- Applications that may be declined include part-time work, a family holiday during term time without prior approved leave, or disorganisation.
- If an assessment is a multi-period assessment and the student will miss one of the periods, then an application must be made for the period missed.
- If an absence is unexpected, as in an illness, an application for an extension should be made on the first day of the student's return to school or earlier if possible.
- Valid Medical Evidence is required before an extension will be given for illness. This may include (but not limited to) a Medical Certificate; being signed out of school by the school nurse.
- Applications due to very personal reasons can be supported by the Dean or Guidance. Students should reference the Dean or Guidance staff member who is aware of their circumstances and that staff member will be asked to confirm that there is a valid reason but will not disclose the reason for the extension to be granted.
- Work submitted after the deadline for all students without a confirmed extension will not be eligible for credits.

Resubmission and Further Assessment Opportunity

- A course is not required to offer a Further Assessment Opportunity.
- If offered, a Further Assessment Opportunity requires further teaching and a different assessment task.
- In line with NZQA a re-submission is only available for students who are close to Achieved and the outcome of any re-submission is limited to an Achieved grade.
- A re-submission should occur before the teacher gives any feedback to the whole class (or any student) and be closely supervised to manage authenticity.

Authenticity and Plagiarism

- Students are required to submit work which is authentic, i.e. it must be their own work.
- Students are not permitted to copy the work or ideas of another person, source, or Artificial Intelligence (AI) and submit it as their own work.
- Students are not permitted to allow another student to copy all or part of their work even when working in groups.
- Students must not seek assistance that would invalidate the authenticity of their work.
- It is the student's responsibility to show, if required, that the work he/she has submitted is his/her own work, i.e. that it is authentic. This may include an interview.
- Students must clearly identify and reference quotes and the ideas of other people including any information obtained from an online source or valid use of AI.



- Students may be required to sign an authenticity declaration.
- Submissions that are considered to be plagiarised will be reported to the Principal's Nominee following the initial review by the teacher and the Head of Department/Faculty. Any appeals will be managed by the Principal's Nominee.
- Submissions that are confirmed as plagiarised will be assessed as Not Achieved and students may incur additional sanctions.

Appeals

- If a student believes they have been treated unfairly with an assessment grade or task, they must discuss their concerns with the course teacher first.
- If they are still concerned, they should talk to the Leader of Learning Area for that course.
- If the student still believes they have been treated unfairly they must see the Principal's Nominee who will first ascertain that they have spoken with the teacher and the Head of Faculty.
- Appeals must be made to the PN within 5 school days of the work being handed back to the students.
- The appeals procedure not only covers appeals in relation to marking of assessment material but also regarding missed assessments and authenticity procedures. Please contact the Principal's Nominee within 5 school days of confirmation of the outcome to appeal a decision.

Special Assessment Conditions

- Special Assessment Conditions (SAC) must be confirmed by NZQA and the final decision is made by NZQA on SAC approvals.
- Special Assessment Conditions may include access to: Reader; Writer; Computer; Extra Time; Separate accommodation; Rest breaks.
- Please be aware that the NZQA applies very strict criteria when deciding on requests for Special Assessment Conditions. If a parent or student believes he/she has grounds for Special Assessment Conditions contact should be made with the Student Support Co-ordinator, Stefanie Heinzl, sheinzel@ohs.school.nz

Helpful Advice

- Ask questions if you are unsure about anything to do with NCEA.
- Be sure that you know what you need to do to reach your targets.
- Make sure you know how to avoid plagiarism in each course you take.
- Talk to your teacher about the work that you are expected to do.
- Regularly check on your SchoolBridge Assessment Calendar to check on upcoming deadlines.
- Contact the Principal's Nominee should you have any concerns about assessment.