



Lincoln High School

Te Kura Tuarua o Waihora

Year 11-13 Assessment Procedures Student Handbook

2026



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1) Introduction

The aim of this booklet is to inform and clarify for students and their caregivers and whānau, the internal assessment practices and rules at Lincoln High School.

The rules have been produced to ensure that **all** students are treated fairly and apply to all NCEA assessments. They have been developed by the school to ensure that the regulations of the New Zealand Qualifications Authority (NZQA) are met.

It is essential that you make yourself familiar with the contents of this book. Keep it in a handy place. You will need to refer to it throughout the year.

If you have any questions or concerns about assessment matters then talk to your subject teacher, Linc teacher or year level Tutor as soon as possible.

Note:

- The practices and rules outlined in this book will be reviewed annually.
- The year level Tutors are:

Year 11 Mr Cranston (pcr@lincoln.school.nz)

Year 12 Mr James (rja@lincoln.school.nz)

Year 13 Mrs Walker (dwa@lincoln.school.nz)

Section 1: Before the Assessment

1.1 Notification of an Assessment

Students should be given two weeks' notice prior to the start of an assessment from their subject teachers. This needs to be electronically in Microsoft Teams, in your class Assignment section and may be a hardcopy paper notice as well.

1.2 Assessment criteria & schedules, exemplars and expectations

Students should receive clear instructions of the assessment to be completed including the marking criteria/schedule, exemplars if appropriate, and expectations of how the assessment should be completed, including when and where the assessment can be worked on (class/home), AI use, the form the assessment will take (written, oral, visual, practical, etc) and the requirements for submission.

1.3 Specialist Assessment Conditions

Students who have a Specific Learning Difficulty (SLD) or medical condition may qualify for Special Assessment Conditions (SAC) for NCEA assessments.

These conditions can include a reader, computer use/writer, separate accommodation, and extra time. An application from the school (Head of Learning Support) needs to be made to NZQA for SAC conditions prior to the year that they are required. NZQA makes the final decision regarding students receiving SAC assistance. Students and families can discuss any queries regarding assessment assistance with the Head of Learning Support (Mrs Calvert) from Year 9.

If new circumstances arise leading to a new diagnosis of SLD or medical conditions, families need to contact the Head of Learning Support as soon as possible.

Students are encouraged to check with their teacher that their SAC provisions have been organised for an assessment. This should be done as soon as students are notified of the assessment.

Section 2: During the Assessment

2.1 NCEA Assessment Conditions and Misconduct (e.g copying work or using someone else's ideas including AI).

- Any assessment item produced must be entirely the student's own work. This means that it is not acceptable to copy or collude (work with another person, including caregivers) when producing the assessment item.

To **copy** involves presenting information (text, data, diagrams, maps, etc) from another source without acknowledging it in the assessment. Under no circumstances may you copy another person's work with or without their knowledge. Similarly, you should not loan your work for others to use or copy.

To **collude** means to work with another person including using someone else's ideas in completing the assessment and then presenting it as your own work.

Note: For assessments that include work done outside of class time or that run over more than one period, students will be required to sign an authenticity statement that they have not copied or colluded.

- The consequence for misconduct (copying or colluding) may include a 'Not Achieved' being awarded for the assessment and there being NO further assessment opportunity for the standard/s. There can be the same consequence for any student found guilty of assisting someone to cheat. i.e. a Not Achieved being awarded and no second assessment opportunity.
- If a student's behaviour is disruptive to others during an assessment they may be transferred. If this happens it is likely that the student will not be given the opportunity to complete the assessment or have another assessment opportunity.

With the introduction of free Artificial Intelligence (AI) software e.g. ChatGPT, it is important for students to realise that AI generated material is not regarded as authentic student work (the students' own work). The likely outcome of students submitting AI material as their own assessment work (the work that is marked) will result in a Not Achieved being awarded and no second assessment opportunity.

2.2 Bibliography / Reference List

Teachers will go through what is required for a bibliography if it is needed for an assessment. This may include using online tools or a traditional bibliography/reference list. A copy of a traditional bibliography/reference list can be found on the school website under Students & Learning/NCEA.

<http://www.lincoln.school.nz/students-and-learning/ncea/>

2.3 Application for a catch-up assessment date (one-off tests only)

If a student realises that they will be absent on an assessment date (one-off tests only), they will need to apply for a catch-up test opportunity.

- If a student is on a school trip – notify the year level tutor **before** the date of the assessment. Include the following details: course, teacher, assessment, duration of the assessment, details of the time missed due to the absence and any other relevant information.
- If a student is medically unwell or unable to attend the assessment due to other exceptional circumstances, get a medical certificate or other proof of circumstance (e.g. funeral notice). If students are unable to get a medical appointment, parents/caregivers need to email the year level Tutor to inform them of the absence.

Catch-up assessments will be held as soon as practical after the original assessment. Occasionally, it is not practical to have a catch-up opportunity (i.e. requires a field trip) and in such cases a student can be withdrawn from the standard.

If there is a second assessment opportunity for the standard later in the year, then that is when you will be assessed.

If a student is awarded a catch-up, the year level Tutor will contact the student's teacher to confirm the student is eligible for a catch-up opportunity. The Tutor then informs the student.

Catch-up assessments may take place during class time, lunchtime or afterschool.

Catch-up opportunities will **NOT** be given to a student who is absent due to a family holiday during school time.

2.4 Application for an extension (long-term assignments)

Approved extensions for long-term assignments are VERY rare, even when a student is absent on the date of submission. Assignments can be submitted at any time prior to a deadline or remotely on the day it is due.

- In general, assignment extensions will NOT be awarded due to school trip absences, as assignments can be submitted prior to the trip departure. Students need to plan their assessments in advance and be aware of due dates during school trips.
- Students can apply for an assignment extension due to medical or exceptional circumstance absences, but the length of time the student has already had for the assignment will be taken into consideration.

Extensions will **NOT** be granted to students who are away on a holiday during school time.

2.5 Handing in NCEA Assignments

Work must be handed in by 7.00pm on the date set by teacher, unless you have an approved extension. Occasionally the work may require a different hand-in time. In these cases, class teachers will specify this requirement in writing, but it will be no later than 7.00pm on the set due date. **If you hand in work late and do not have an approved extension, then the assignment will not be marked.** The resulting grade will be Not Achieved.

All internal NCEA assessments need to be submitted in Teams or as per teachers' instructions. This will help prevent corrupted files from being submitted by students that a teacher is unable to access and therefore not be able to mark.

2.6 Missed or Late Submission of an Assessment

If a student is unjustifiably absent from an assessment they will not qualify for a catch-up. In such cases they will be awarded a **Not Achieved** for the assessment that took place during the unjustified absence. This also applies to due dates for assignment-based assessments being missed due to unjustifiable absences.

- Please note that family holidays during school time are regarded as unjustified absences in accordance with Ministry of Education requirements.

If a student does not sit an assessment or submit an assignment, their parents will be informed. The Year level Tutor will arrange for a letter to be emailed to parents.

Section 3 – After the Assessment

3.1 NCEA Assessment Appeals

When assessments are returned, subject teachers will:

- a) Explain carefully to students the marking schedule and the reasons for marking decisions.
- b) Once the teacher has gone over the marked assessment, the work of all students will be kept by the teacher until the next period that subject is on. Students who wish to request a review must do so within one week of the marked assessment being received by the student. A student can request a review by sending a Chat on Teams to the teacher asking that they would like their grade reviewed and provide a brief explanation of why. The teacher will revisit (review) the marking and let the student know the outcome. i.e. if the grade changes or not. The work of these students will be always kept by the teacher.
- c) When the review is completed the decision and the reasons for it should be given to the student who may either accept the subject teacher's decision or request the teacher to retain the paper while an appeal is made.

NB If a student chooses to appeal a grade, they are not in jeopardy of having the result downgraded. The only outcomes of an appeal are either the result doesn't change, or it is upgraded.

- d) The student who decides to make an appeal does so through their year level Tutor who will pass the paper to the appropriate Head of Learning Area (HOLA) to review the marks. The HOLA will check that:
 - i) that the marking is consistent with the marking schedule and that no factual errors occurred in the marking.
 - ii) that the correct grade has been given.
- e) The HOLA will then return the paper to the Tutor with their decision and the reasons, which the Tutor will communicate to the student.
- f) the student disagrees with the decision, the problem may be referred to the Principal's Nominee, for consideration.
- G) The final avenue of appeal is to the Deputy Principal (NZQA), who will assess each case on its merits.

Note: Where a student is concerned about the fairness of an assessment or the conditions under which it is administered, the same process should be followed: that is, the Tutor, the Principal's nominee, Deputy Principal (NZQA).

- H) If the teacher whose decision is being appealed is the HOLA in this subject area, an alternate suitable independent person will perform the HOLA role.
- I) If students are unhappy about any aspect of the assessment process, they are encouraged to approach their year level Tutor.

Note: In accordance with external exam conditions, students cannot appeal a grade if pencil or twink (correction fluid) has been used on the students' assessment paper. This also applies to NZQA's external exams at the end of the year.

3.2 Resubmissions (Further evidence)

As of 2021 NZQA have stated that teachers can only allow students to resubmit their work to gain further evidence if the student work has been assessed at a Not Achieved level but a minor error has prevented the student from gaining an Achieved grade (not a Merit or Excellence). Resubmissions don't apply at the Achieved/Merit or Merit/Excellence boundaries.

3.3 Tracking and verifying your results

The Kamar portal has any results that have been published by your teacher. You need your portal username and password to access these. Linc teachers can assist with this. Students should regularly check that the published results are correct and speak to the teachers about any inaccuracies.

The NZQA website has a record of all your NCEA results including your Level 2 & 3 external exam results which are available in January next year.

NCEA internal results are updated at the start of each month. Login details remain the same each year. Year 12 & 13 Students order their NCEA certificates and Records of Achievement (ROA) via the NZQA website, student login.

3.4 Year 12 & 13 Derived Grades for External Exams

If a student is unable to attend an external exam in November/December due to illness or exceptional circumstances, they must contact the Principal Nominee's, immediately. Catch-up Approvals do not apply. A different derived grade process must be followed in accordance with NZQA requirements. The Principal Nominee's will be able to provide details and assist you with the application. If NZQA approve a Derived Grade application, the derived grades obtained during the year (eg; derived grade exam results) are used as a final grade.

