

Assessment

1.5

Rationale

1. Assessment is integral to teaching and learning. Assessment is undertaken for diagnostic and formative purposes to inform teaching and learning. It is also undertaken for summative purposes to assess achievement and lead to the awarding of qualifications such as the National Certificate of Educational Achievement (NCEA).

Requirements

1. Assessment will have the following principles:
Fairness, validity, authenticity, consistency, fitness for purpose, reliability, manageability and be accurately assessed to a commonly agreed standard.
2. Teachers are expected to use assessment for the following purposes:

Diagnostic	To provide evidence of students' prior learning. Used to inform future teaching and learning and as baseline data when assessing progress and/or value added.
Formative / Progress	To provide evidence of students' progress during teaching and learning. Used to adapt lesson plans in response to students' needs. Also used to provide students with detailed feed forward.
Summative	To provide evidence of students' achievement after teaching and learning. Used in the awarding of qualifications, to place students in subsequent learning groups and to evaluate schemes of work.
3. A range of assessment procedures will be developed and used within each learning area.
4. There will be collaboration within each department in the construction, critiquing, internal moderation and storing of assessment tasks and student work as exemplars or benchmarks, and senior work will be available for external moderation.
5. The Principal will delegate responsibility for the development, maintenance and review of the school's assessment policies and procedures.
6. The 'Waiuku College NCEA Assessment Policy and National Qualifications Assessment Procedures – Guidelines for Good Practice Booklet' will be reviewed, updated and issued, either in hard copy or electronically, to staff annually. Students will also be issued, either in hard copy or electronically, with a summary of the 'Waiuku College NCEA Assessment Policy' booklet.
7. Each department will comply with the requirements of the 'Waiuku College NCEA Assessment Policy' and 'National Qualifications Assessment Procedures: Guidelines for Best Practice' booklets.
8. On the commencement of each course, the teacher will share, either in hard copy or electronically, the Student Course Outline setting out how and when students will be assessed. In addition, Student Course Outlines for NCEA courses will state the number of credits available and which credits, if any, count towards NCEA Literacy, NCEA Numeracy and University Entrance Literacy.

9. Assessment will inform the objective reporting to parents/caregivers on student progress and attainment.
10. Staff will mark, moderate, record and report assessment results to students in a timely manner. Assessment results will be recorded on the school's electronic School Management System (SMS). In addition to recording results on the SMS staff will also keep a secure copy of all assessment results in another location for two years.
11. Students have the right to appeal assessment decisions. The appeals process will be set out in the 'Waiuku College NCEA Assessment Policy' booklet. The principles and procedures laid down for NCEA students will also apply to non-NCEA students and courses.
12. Assessment results are subject to the Privacy policy and privacy Act (1993).

Adopted by the Board of Trustees: 8 April 2019