

# KAIKORAI VALLEY COLLEGE



## ASSESSMENT FOR NATIONAL QUALIFICATIONS PROCEDURE

### OBJECTIVES

1. To provide students with the opportunity to gain credits towards the National Certificate of Educational Achievement or other national qualifications.
2. To provide feedback on student progress.
3. To provide motivation.
4. To fulfill school community and national requirements.

### GUIDELINES

1. Assessment is an integral part of the teaching and learning process. It provides feedback to help teachers to identify the next stage of teaching and learning as well as identifying student attainment.
2. Assessment and moderation procedures will be fair and clear to everyone. Departments will make certain that systems are in place to ensure that;
  - a. Assessment tasks are valid, giving opportunity for students to gain qualifications
  - b. Assessment marking schedules are consistent with the requirements of the assessment activity
  - c. Assessment decisions are verified
  - d. Student work is authentic
  - e. Clear records of a student's achievement are kept and are available for that student to check
  - f. Students know how to appeal decisions
  - g. Procedures exist for resubmission and/or reassessment
  - h. The school maintains accurate records and sends them to the New Zealand Qualifications Authority.
  - i. The Privacy Act 2020 is adhered to.
3. A written set of procedures is available for staff, students and parents/guardians.

Date of discussion by Policy Group	17.05.2001
Date of confirmation by Board of Trustees	23.05.2001
Reviewed	18.09.2003.
Reviewed	22.06.2006
Reviewed	22 June 2011
Reviewed	30 September 2015
Reviewed	20 February 2019
Reviewed	30 May 2022

