

KAIKORAI VALLEY COLLEGE



SPECIAL ASSESSMENT CONDITIONS PROCEDURE

INTRODUCTION

Kaikorai Valley College recognises that some students may have permanent or long-term medical conditions or learning difficulties that significantly impair their performance in assessments and seeks to ensure that reasonable support is given to such students, in order that they can achieve results that reflect their ability rather than their condition.

PURPOSE

1. To ensure that the performance of students with permanent or long-term conditions or learning difficulties will not be impaired significantly in assessments.
2. To ensure assessments are fair to all students.
3. To ensure that assessment results are a valid indication of student achievement.

GUIDELINES

1. Students may be selected as candidates for Special Assessment conditions on criteria stated by NZQA:
 - Physical disability
 - Sight impairment
 - Hearing impairment
 - Medical condition
 - Significant proven reading or writing difficulty
 - Medical conditions cover long-term illness.
2. The Head of Department Learning Support will determine the students who meet the Special Assessment Conditions criteria, in consultation with Head of Departments and the Pastoral team.
3. The Head of Department Learning Support will identify students who may need assistance through appropriate information / documentation including:
 - Information from contributing school and current teacher
 - New enrollee application forms / parent information
 - Assessment Examination results
 - Standardised assessment such as PAT and AsTTle.
 - Known SPELD involvement and/or assessment.

Further assessment, if necessary, may be made by the Head of Department Learning Support and RTLB.

4. In order for Special Assessment conditions to be offered, the condition of the student must be on-going or permanent.
5. Where possible, students who meet the criteria for Special Assessment conditions will be given support to assist their ongoing learning such as teacher aide assistance, teacher hand-outs, etc.
6. Special Assessment assistance may take the following forms: an extra time allowance, modifications to questions and/or answer papers (enlarged/large-print paper, Braille papers, special coloured papers), use technological aid (computer, enlarger) or use of a reader writer or interpreter/signer. The criteria for this usage will follow NZQA guidelines.
7. Students identified as meeting the criteria by the Head of

Department Learning Support, will have special assistance provided for all of their school examinations and NCEA Internal and External assessment, where appropriate.

SPECIAL ASSESSMENT CONDITIONS

1. The Head of Department Learning Support will provide the Principal's Nominee with a list of students who are eligible for special assistance in assessment standards and for which application to NZQA for Special Assessment Conditions has been made and approved. Applications must be made on an annual basis to meet NZQA criteria.
2. The Head of Department Learning Support will keep details of the student's recent history of support and evidence of their disability, in the case of "significant proven reading or writing difficulty". NZQA require students to have had at least two years of in-school support before they will consider them for special assistance.
3. Special assessment conditions must not give a student an unfair advantage over other candidates.
4. Special Assessment conditions will not be granted to students with short-term disabilities such as illness or accident suffered just prior to an assessment. In these cases the school's policy on derived grades will apply.
5. The Head of Department Learning Support will circulate to staff names of all students who are entitled to receive support in assessments. A current list of these students is also to be placed in neweveryone, which all staff can access.

Date of Confirmation by the Board of Trustees	29 July 2015
Reviewed	28 July 2018
Reviewed	