



Waiheke High School

Next review: Term 4 2023

Student Assessment and Achievement

The school fosters student achievement by providing inclusive teaching and learning programmes, and opportunities to achieve success in all areas of the national curriculum.

We collect information about individual student performance through formal and informal tests and assessments, and regularly report to students and parents/caregivers on student achievement and progress.

The board ensures that fair and valid assessment practices operate at Waiheke High School and delegates the implementation of assessment procedures to the principal. Assessment results are compared with and analysed for student and school achievement goals and targets. We maintain assessment records on our student management system.

The purpose of assessment is to improve student learning outcomes and the quality of our teaching programmes. It informs our strategic planning and enables us to provide feedback on individual performance to students and parents, and to report on schoolwide achievement to the board, parents, community, and the Ministry of Education.

Waiheke High School has applied for and gained consent to assess students for the National Certificate of Educational Achievement (NCEA). We have internal procedures in place to monitor and review our assessment practices, delivery of teaching programmes, and provision of courses. NZQA also reviews our assessment practices regularly through Managing National Assessment (MNA) reports.

Teachers hold qualifications relevant to the areas they are teaching or assessing, and/or have equivalent knowledge and skills to assess the subject area, as required. They will have completed standards-based assessment training as appropriate, and are involved in ongoing professional development to support their knowledge of best practice. This applies to qualifications being delivered by the school and by external providers, where teachers are overseeing that study.

Guidelines for assessment

Assessment practices

- Our assessment practices meet all relevant school and external guidelines, including NZQA and MNA review requirements. We meet NZQA requirements to maintain our consent to assess, and follow up any external review recommendations.
- Our assessment practices are clear and consistent, and meet the needs of students, including those with learning support needs.
- We provide a range of assessment opportunities for students to demonstrate their best achievements.
- We regularly review our assessment practices and make improvements when required.
- Our planning for courses includes assessment requirements and methods.
- We have consistent procedures for managing late or missed assessments, and derived grades.


Moderation

- We have a clear process for internal pre- and post-moderation of assessment tasks.
- We comply with relevant external moderation requirements, such as NZQA and ITOs, and including:
 - only reporting results that have been subject to internal moderation and are complete, up to date, and checked for accuracy
 - submitting materials for external moderation and using moderation reports to validate and/or improve assessment quality.

Data

- Our assessment evidence is valid, authentic, and sufficient.
- We record assessment information accurately and consistently, and transfer it to the NZQA Record of Achievement database as appropriate.
- We analyse student achievement data to inform teaching and assessment practice and to validate our assessment processes.
- We manage applications for derived grades, special assessment conditions (SAC) applications, late entries, etc., and send them to NZQA on time.
- Information on student achievement is archived according to the **School Records Retention and Disposal** Schedule.

Communication

- The student is the focus of assessment and given effective feedback and information to help them attain their goals.
- Course details include information about student requirements and assessment, additional fees, and learner outcomes. Teachers provide guidance to students about relevant assessment pathways.
- Achievement results are reported regularly to students and parents/caregivers. See **Reporting to Parents on Student Progress and Achievement** .
- Overall results are reported to the school community and Ministry as appropriate.

Resources

- NZQA: **Approval, accreditation and registration** 
- NZQA: **Guide to requirements for consent to assess for schools** 

Release history: Term 4 2020

<i>Last scheduled review</i>	
<i>Last internal review</i>	<i>Term 4 2020</i>
<i>Topic type</i>	<i>Core</i>