

CHRISTCHURCH RUDOLF STEINER SCHOOL

BOARD OF TRUSTEES

NAG 1: Policy on: **ASSESSMENT OF NATIONAL QUALIFICATIONS**

POLICY STATEMENT:

All matters relating to assessment on the National Qualification Framework will be carried out in accordance with the procedures.

POLICY:

- The curriculum is implemented in accordance with the National Educational Guidelines
- The needs of individual students are at the centre of all teaching, learning and assessing.

PURPOSE:

The assessment policies and procedures for National Qualifications will be valid, consistent, fair and accurate with the aim to raise student assessment outcomes.

Guidelines.

1. The learner is the focus of assessment.
 - Planning for assessment will be an integral part of the teaching and learning programme.
 - A wide range of assessment modes should be considered and the mode of assessment must reflect the learning objective.
 - Assessment should be valid, fair, consistent, reliable, and transparent.
 - Appropriate staff training and assistance with assessment processes will be made available when necessary.
2. Respect and draw upon significant features of our diverse ethnic and cultural Aotearoa/New Zealand heritage.
3. Develop curriculum plans for the Learning Areas that reflect the special nature of the community and Special Character.
4. Provide equal educational opportunities for all learners, i.e. differentiated learning programmes of work.
5. Programmes will be challenging to ensure breadth and depth of learning of Values, Principles and Key Competencies within the context of each Learning Area.
 - Priority will be given to Literacy and Numeracy
 - Heads of Departments will be responsible for ensuring students have the opportunity to meet literacy and numeracy requirements.
6. Regular feedback should be provided for students as part of the learning process. Feedback should acknowledge progress and guide future learning.
7. Assessment will be moderated against specified achievement criteria.
8. There will be school wide consistency in internal assessment procedures.
9. NCEA internal assessment procedures will incorporate nationally agreed guidelines for Managing National Assessment, including procedures:
 - 1.1.A Gathering Evidence of Achievement
 - 1.1.B Authenticity of Student Work
 - 1.1.C Breaches of the Rules – Internal Assessment
 - 1.1.D Assessment Opportunities
 - 1.1.E Appeals

- 1.1.F Further Assessment Opportunities
- 1.1.G Late Submissions, Missed Assessments and Extensions
- 1.1.H Derived Grades
- 1.1.I Special Assessment Conditions
- 1.1.J Internal Moderation
- 1.1.K External Moderation and National Systems Check
- 1.1.L Privacy.

10.The school will fulfill all NZQA requirements and include the procedure for Internal Moderation and External Moderation processes

11.Assessment of students learning must allow for tracking of individuals and groups in terms of progress against defined achievement objectives as expressed in the national curriculum documents. Achievement information will be provided to the Board of Trustees at least once a year. The achievement information should include breakdowns for Maori / Pacifica, gender and any targeted group.

12.Analysis of student data plays an important role in self-review.

- Students achievement in each learning area will be tracked and recorded in such a way as to:
 - Enable meaningful reporting and feedback to support the individual learning needs of each student.
 - Identify and develop strategies to overcome learning difficulties.
- Each curriculum area will report in a common format to the Board of Trustees about assessment and achievement on a cyclical basis.

13.Teachers and Heads of Department will be expected to demonstrate how the information above is used to improve/adapt and develop teaching programmes to maximize student learning. This will include identifying students and groups of students who were not achieving, who are at risk of not achieving and who have special needs.

14.The SENCO coordinator will support students and staff to address the needs of students. This will include students identified as in need of assistance and students identified as gifted and talented.

15.The parents/family/whanau are recognised as valued participants in the educative process.

Christchurch Rudolf Steiner School meets the obligations under National Administration Guidelines 1 through this policy and related procedures.

The Board of Trustees monitors the implementation and effectiveness of the policy and procedures through the Principal's Report on: Achievement, analysis of Variance, the school curriculum plan, departmental reviews, professional learning and development, school handbooks and newsletters.

Policy reviewed: 14 October 2015

Signed

Responsibility for administering this procedure: Management

Responsibility for review: Management

Date review: October 2018

