



Assessment Procedures and Guidelines for Year 9 and 10 Students

The aim of this booklet is to inform students and their families about assessment practices and rules at De La Salle College. We want all students to achieve the most successful outcomes in 2022.

The rules have been produced to ensure that **all** students are treated fairly. It is essential that you make yourself familiar with the contents of this book. Keep it in a handy place. You will need to refer to it throughout the year. If you have any questions or concerns about assessment matters then talk to your subject teacher or Homeroom Tutor as soon as possible.

Year 9 and 10 students at De La Salle College study towards our own De La Salle Certificate. The De La Salle College Year 9 and 10 Certificates aim to recognize students for a combination of *achievement* and *work habits and attitudes*. It is hoped that it can become an additional motivator for students to give of their best in their classwork and to develop habits that support their learning now and in preparation for NCEA as well as identify those students who require support or extension.

The De La Salle College Year 9 and 10 Certificates is also intended to support the goal of developing self-management skills of students by providing a benchmark to track progress.

Achievement Component [60 – 80 %]

Each term students complete a minimum of two assessments across all subjects and options. Students complete a minimum of 72 assessments in a year. Each assessment achieved will generate multiples of 1 point towards the Year 9 or Year 10 Certificate. These points are similar to NCEA credits but obviously do not count towards NCEA.

Achieved, Merit and Excellence grades also allow us to see those students with a higher quality of achievement. GPA's will be calculated to identify high achieving students. The certificate will work alongside the development of all faculties reporting progress towards NZC Curriculum Level 5 in Years 9 and 10.

Key Competencies Component [20 – 40%]

Habits & Attitudes – Weekly Note

The Weekly Note average scores will count as points towards the De La Salle College Year 9 and 10 Certificates

Participation and Engagement – Service and getting involved in school life

Students who complete Service hours can gain 1 point for every 1 hour of service up to a maximum of 20 points.

Students who are involved in the wider school activities will achieve additional points towards the De La Salle College Year 9 and 10 Certificates. Each team, group or significant school activity can gain students 5 points up to a maximum of 20 points.

Punctuality and Attendance

Students who have high attendance and who are on time to class, ready to start at the beginning of each lesson will achieve additional points towards the De La Salle College Year 9 and 10 Certificates.



Example Year 10 student

De La Salle Certificate		
Subject	Max Points	Points
Religious Education	max 8	6
English	max 8	3
Mathematics	max 8	8
Physical Education and Health	max 8	4
Social Studies	max 8	5
Science	max 8	6
Option 1 Music	max 4	4
Option 2 Art	max 4	1
Option 3 Tongan	max 4	4
Option 4 Business Studies	max 4	3
Service	max 20	15
Weekly Note	max 20	16
Attendance and Punctuality	max 6	3
Participation	max 20	10
Total	max 130	88

Certificate Achieved

At the end of the year students will be awarded a Year 9 or Year 10 Certificate if they have achieved sufficient points. Those who have done extremely well over the year can graduate with merit distinction or excellence distinction.

Students who are not tracking to pass their Year 9 or Year 10 Certificate may be required to do activities which will help them get back on track. This may involve: completing additional homework or revision activities and/or attending learning support programmes at school, after school or in holidays.

How many points should I aim for?

80 points are required at each Level. You **MUST** aim to get at least the minimum requirement to pass your certificates so that you have plenty of choices available to you when it comes to choosing courses next year.

Students and teachers should think about **QUALITY** rather than just **QUANTITY**. Always aim for the highest level of achievement **MERIT** and **EXCELLENCE**. 80 Merit points are better than 140 Achieved points.



How can I be Successful

- **Be Organised:** Know what you want to do and what you have to do and plan for both. Use a diary.
- **Seek Help** Do this sooner rather than later. If you're not coping with a subject, your workload or things happening in your life then seek help
- **Be Informed** You need to know how you will be assessed in each subject, the rules governing the assessments, timelines, etc. It is your responsibility to ask about things you're not sure of.
- **Work Hard** This is one thing you must do if you want to achieve your best.
- **Set Goals** Have a goal for the year and break it down into goals within subjects and short-term goals on a term by term or week by week basis

Where to seek help:

Your subject teacher or another teacher you work well with, Friends, Parents, Guidance Counsellor, Careers Advisor, Homeroom Tutor, Dean and Assistant Principals

Assessments – what and when?

You gain points by meeting units of work in assessments, which take place during the year. You will be given a course outline at the start of the year in each of your subjects which will tell you what is being assessed each term, how many points they are worth, give you a guideline as to the time of assessment and give you the method of assessment. Your teachers will confirm for you the actual dates of each assessment – some assessments may be ongoing, while others will take the form of practicals, speeches, tests etc.

Why should I work hard all year?

You must treat each assessment as an opportunity to gain points towards your certificate. There is also the opportunity to gain a Certificate endorsement.

What is a Certificate endorsement?

Students will be able to achieve qualifications with Merit or Excellence endorsements. For a certificate to be endorsed with Merit, 50 points at Merit or Excellence will be required.

Can I have another go if I don't achieve the first time?

A few units of works will be assessed more than once in any given year – the maximum is twice each year. Many other units of work will be assessed from your classwork, so you should complete all of your work to the best of your ability.

Students may be allowed the opportunity for resubmission and/or reassessment. You should talk to your teacher or the subject HOF about this.

What if I miss a deadline?

If you fail to meet a deadline for an assessment you risk a NOT ACHIEVED grade. Your parents will be notified by the dean and you will still have to complete all of the work associated with that assessment.

First – check when your work is due. Make note of it in your diary. Second, if you are in danger of not meeting the deadline make contact with your teacher before the deadline. Teachers and HoFs will be willing to discuss options but only if you make contact early.

What if I know that I will be away on an assessment day?

If you know that you are going to be away when an assessment is on or when an assignment is due you **MUST** talk to your teacher before the date of the assessment. In some cases you may be able to sit the assessment at another time, you may be asked to sit a similar assessment or you may be given an extension. If you are absent because you are on holiday with your family, wagging or attending a non-medical appointment you will **NOT** be given another opportunity.

What if I cannot help being absent on an assessment day because I am sick, or attending a funeral or have another serious reason for being away?



The school will provide you with a time to be assessed when you are ready. You should get a parent to phone the school in the morning to let the office know that you will be absent. You must bring a note from your parents or a doctor's certificate to explain your absence.

It's my work

It is important that the work that you submit for assessment is all your own. Copying large chunks of information from the internet or a friend is cheating. You might need to include a Bibliography with your work which lists the sources that you have used in your assessment.

If your teacher believes that the work is not yours you will be asked to produce your draft work and will have to discuss the work with your teacher. If the teacher is still not sure that the work was done completely by you, you may have to discuss the matter with the HOF.

If there are still concerns you will meet with your Dean and the Assistant Principal. If it is found that your work is not your own, you and all students involved will be given a 'Not Achieved' grade for that standard.

The following are some steps that a Head of Faculty may use to ensure the work is your own:

- ensuring that a proportion of the work is completed in the classroom
- changing the context of the assessment from year to year
- supervising the research process by including regular checkpoints
- requiring plans, resource material and draft work to be submitted with the final product
- submit your work to a plagiarism website for verification.
- keeping on-going work on site
- oral questioning to confirm a student's understanding
- requiring a repeat part performance where there is doubt
- being familiar with or controlling the resources available
- controlling group work by breaking the assessment into group and individual components
- controlling the conditions during the assessment
- requiring a signature on an authenticity statement
- asking students to submit a bibliography which meets the school guidelines for bibliographies

What to do if you feel that a decision about my assessment is not fair

If you believe that a grade you receive during the year is not correct, or that a ruling on the breach of the rules is unfair you have a right to appeal it. You, or a parent, must talk to your teacher about an issue after getting your marked work back.

Exam Procedures

Students must bring their own pens, pencils, calculators, rulers etc to the exam room in a clear plastic bag. Water in clear plastic bottles will be permitted to be brought into the exams. No food is allowed in the exam room. Mobile phones must be switched off and left in your bags at the back of the room or in a clear plastic bag under your desk. Students will be notified of the times during which they are allowed to leave the exam room.

If students are caught communicating during the exam or bring subject materials into the exam which are not permitted, the student will be given a 'Not Achieved' grade as the student will be considered to have been cheating. Parents will be notified. You may appeal the decision using the Appeals Procedure.

What if I have a special learning need?

If you have a special learning need which has been identified and documented you may be entitled to some extra help with your assessments. Some students may require enlarged examination papers because they have poor eyesight, they may require extra time to complete papers or be assigned a Reader/Writer for external units of work. If you think that you might require extra assistance tell your teacher.

How do I keep track of my points?

You must keep track of your points using your diary and the KAMAR Portal. Your Homeroom teacher and Dean can check how many points you have gained. A results summary will be printed out for you to check once a term. The school will publish credit totals as part of our Academic Counselling and target setting.



You can also access information through the KAMAR Portal

De La Salle College

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How to create a Bibliography

Whenever you complete an assessment it may be useful to provide a list of references and sources, including weblinks, using appropriate referencing conventions. This is called a bibliography.

A bibliography is the 'trail' of reading that you did to inform your thinking for your essay or assignment. A bibliography is organised alphabetically by the author's last name.

- (a) Books
- Author's last name and initial
 - Date published – in brackets
 - Name of book underlined or *in italics*
 - Place of publication
 - Publisher

Single Author

Eg. Ward, M. (1995) *Celebrating Women* Cambridge, University Press

More than one author

Eg Edwards, B., Horrocks, N. (1992) *Reporting for Television* Palmerston North, Dunmore Press

- (b) Journals, Magazines, Newspapers
- Author's name and initial
 - Date published – in brackets
 - Title of the article in quotation marks
 - Name of paper or magazine –underlined
 - Place of publication
 - Volume (if applicable)
 - Page number

Eg Booth, P. (1986) "The Arthur Thomas Case Revisited" *NZ Herald* Feb 11, 2: 13

- (c) Internet
- Author's name and initial if available
 - Article name if appropriate
 - Full date of resource if available
 - Date of access
 - Site address

Eg Midbon, M (2000), Jan 13 2004 *A Day Without Yesterday: George Lemaitre and the Big Bang* retrieved from <http://catholiceducation.org/articles/science/sc0022.html> 12/08/2018



De La Salle College Assessment Result Appeal Form

Name: _____ Class: _____

Name/number of standard being appealed: _____

Subject: _____ Teacher who marked work: _____

Grade awarded for standard: _____

Date work returned to student: _____ Date of appeal: _____

Reason for appeal:

Student signature: _____ Caregiver's signature: _____

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Teacher response:

HOF response:

Principal's Nominee response:

Final decision:



De La Salle College Assessment Failure to Attempt or Complete

Student: _____

Class: _____

Subject: _____

Teacher: _____

Assessment title:

Standard number: _____

Due date: _____

This student has not attempted the re-assessment

This student has not completed the assignment (assessment)

Note to Parent / Caregiver: By not attempting / completing the re-assessment

_____ cannot gain points for this standard this year.

This puts him at risk of not completing the requirements for the attainment of NCEA. Please discuss this with your son.

Principal's Nominee

Copy to HOF

Copy to PN



De La Salle College

Application for Extension Absence from Assessment

Student: _____

Class: _____

Subject: _____

Teacher: _____

Assessment title:

Standard number: _____

Type of assessment activity (*test, practical, assignment etc*).

Date of assessment or due date: _____

Reason for application:

Illness or injury: *medical certificate or a letter from parent / caregiver* must be attached.

Family / personal trauma: documentation must be attached (*eg. a letter from parent / caregiver, counsellor or Dean*).

School activity (*sporting or cultural*) _____

Signature of the teacher-in-charge of the activity: _____

Decision by Principal's Nominee:

Extension granted, new due date: _____

New assessment granted, new date: _____

Compassionate consideration will be used to determine a grade. HOD / TIC to attach documentation of evidence used to determine the grade and the grade awarded.

Application denied. Comment: _____

The reason for this has been explained to me and I accept the decision.

Signed: _____ (Student) _____ (Teacher)



Core Classes

All students take the following subjects;

- Religious Education 10REL
- English 10ENG
- Health and Physical Education 10HPE
- Mathematics 10MAT
- Science 10SCI
- Social Science 10SOS

Options

All students select up to 4 of the following subjects;

- Accounting and Economics 10ACE
 - Art 10ART
 - Art Design 10ARD
 - Business Studies 10BST
 - Computer Science – Technology 10CST
 - Creative Industries Technology 10CIT
 - Digital Media Technology 10DMT
 - Design and Visual Communication – Technology 10DVC
 - Drama 10DRA
 - Food Processing Technology 10FPT
 - Music 10MUS
 - Vagahau Niue 10NIU
 - Gagana Samoa 10SAM
 - Sport Academy* 10SPO
 - Rugby Academy* 10SPR
 - te reo Māori 10TRM
 - Lea Faka Tonga 10TON
- *invitation only