St Mary's College English Department

Authenticity

All work handed in for assessment must be your own work. The English department will follow the school policy on plagiarism where evidence indicates work presented is not a students' own. A range of sanctions is available ranging from reprimand, downgrading of the level achieved through to denial of the right to enter for any NCEA qualifications.

Verifying Grades

Students are required to sign the result slip attached to each piece of internally assessed work, to show that they accept the grade given. Students will also be required to verify the final grades awarded prior to submittal to NZQA.

Appeals

Any appeals of grades awarded must occur within one week of the return of your assessed work. The first step is to discuss any concern over an assessment with your English teacher. If you still have concerns, you should see Mrs Davies, Head of English.

Resubmissions

The English department assesses each internally assessed Achievement Standard once only. Your teacher may allow you to correct a minor error or omission in order to confirm the grade.

Compassionate consideration for internal assessments

It is very unlikely that compassionate consideration is possible for a student who is absent from an internal assessment. In most circumstances, a grade cannot be awarded if you do not sit the assessment.

Absence

You must see the Deputy Principal as soon as possible if you are absent for an assessment An opportunity to submit the assessment is possible only if Deputy Principal approves your absence **and** the nature of the assessment allows for this.

External examinations

The English department submits your derived grade results to NZQA as a guide for each standard should you miss the end of year NZQA examination through illness or circumstances beyond your control.

Retention of student work

The department keeps all internal assessment material, as it may be required for moderation purposes.

Student obligations

1.   Ask for clarification on any assessment areas that you do not understand.