



**Level 1 Mathematics 91027
Common Assessment Task**

Tuesday 20, Wednesday 21 or Thursday 22 September 2011

**MCAT Administrative Information For Schools
2011**

This booklet contains the following:

- An overview of the Level 1 Mathematics Common Assessment Task (MCAT)
- Assessment materials details
- Administering the MCAT
- Supervising the MCAT
- School policies required to manage absence and/or breaches
- Instructions for marking and recording results
- Submitting work for verification and entering final grades
- Appeal of results
- Appendix 1: Supervision guidelines

Overview

The Level 1 Mathematics Common Assessment Task (MCAT) must be delivered on Tuesday 20, Wednesday 21 or Thursday 22 September 2011.

Candidates should have 60 minutes to complete the MCAT.

No calculators are permitted in the MCAT assessment.

Schools should administer the MCAT like an examination in terms of security of materials and supervision. As detailed in this booklet, schools must apply their own policies and procedures relating to

- authentication of candidate work
- breaches of the rules (except for unauthenticated or unverified student work)
- special assessment conditions
- missed and late assessment
- derived grades.

All candidates sit the MCAT at their home school, even if they would normally sit external assessments at an examination centre in another school.

Assessment materials

Each school will be sent an MCAT materials pack by 13 September. This will arrive in brown boxes addressed to the Principal's Nominee and be marked "Private and Confidential". Principals' Nominees should advise office staff to expect the arrival of the booklets to ensure that they are stored securely. In the MCAT materials pack you should receive:

- a copy of this MCAT Information booklet – one per school
- MCAT question and answer booklets – one per candidate plus a few spare copies, specific to the assessment day(s) each school has nominated
- instructions about how to enter results online
- a Breach Report form
- one pre-labelled yellow courier bag for sending marked student work to NZQA for verification.

Schools are required to nominate which day(s) they will hold the MCAT, and inform NZQA of the number of booklets, including any te reo Māori versions, they will require for each day. **(Email this information to examinations@nzqa.govt.nz by 10 August 2011)**

If no assessment date has been nominated, or for entries made after schools have sent entry details to NZQA, the examination papers will also be available, in both English and te reo Māori versions, on the NZQA schools' secure website, from 2 pm on the day before each assessment day (i.e. The assessment for Day 1 will be available from 2 pm on 19 September, Day 2 on 20 September, Day 3 on 21 September). Schools may print extra copies as needed.

Candidates must write their name, NSN number, and school code in the spaces provided in the box on the front cover before completion of work. MCAT booklets are not personalised.

Administering the MCAT

- **Timing**

The assessment **must be conducted on Tuesday 20, Wednesday 21 or Thursday 22 September**. Allowing any candidate to sit the assessment on a day other than that specified on the examination paper is a breach of NZQA rules. Candidates may not be given more than one assessment opportunity.

You may determine the best time during the day to hold the assessment session for the MCAT. Sixty minutes must be provided for candidates to complete the assessment. Candidates should be advised of the scheduled date and time well beforehand. It is up to schools to manage the provision of this session.

- **Authenticity**

In all cases, ensuring authenticity of candidate work is important, as it would be for any school-based assessment session. Schools should act in accordance with their own policies for authenticity of school-based work. By entering candidates' results online, schools are confirming that this work is authentic. Authenticity will be more easily managed where schools choose, for example, to hold a single assessment session so all candidates sit the assessment at the same time (whether in a single large venue or in several classrooms). Alternatively, schools might decide to run two sessions in consecutive periods.

- **Special assessment conditions**

Only students with entitlement for special assessment conditions, as approved by NZQA, can be given special assessment conditions.

- **Assessment security**

Assessment materials must not be kept in any place that students can access, or be opened before the instructions have been read. It is important for the validity of the assessment that schools ensure assessment materials are kept secure at all times.

After the booklets have been marked, they must be kept secure by the school. Any unused booklets need to be retained securely.

- **Confidentiality**

Information about grades awarded must be kept confidential prior to the release of all results by NZQA in January 2012. Candidates will be informed of their grade in January 2012 along with their other NCEA results. After the results have been released the booklets should be made available for return to candidates who request them.

Supervising the MCAT

Each school is responsible for ensuring appropriate conditions are maintained during the assessment session. In summary the school must:

- Provide a venue where desks can be separated appropriately.
- Ensure supervisors invigilate the MCAT to external examination standard (see appendix 1 for supervision guidelines.).
- Ensure candidates work individually.
- Record absentees to avoid later concern over apparently missing booklets.

No calculators are permitted when students complete the MCAT.

If a candidate is seen to bring a calculator into the room it should be confiscated. If a candidate is found to be using a calculator during the assessment, then this would be a breach of examination rules (see below).

Hand out one booklet to each candidate, and have them fill in their name, NSN number and school code on the front cover. (NSN number and school code could be entered later as this information is specifically needed only for the booklets sent to NZQA for verification.)

School policies required to manage absence and/or breaches

Although the MCAT is an external standard, it is assessed within schools. The school's internal assessment policies must be applied to students who miss an MCAT assessment session, or who breach examination rules.

• Absence/ Derived grades

The school's policy for absence should be applied to students who miss or are late for an MCAT assessment session. A candidate who is absent on Day 1 may sit the assessment on Day 2, and so on, at the school's discretion. They must be provided with the assessment task specific to the day they sit the assessment (the task to be downloaded from the schools' secure web site, and printed by the school).

In the event that a candidate is absent for the full 3 day period of the MCAT, and that the procedures and guidelines under which applications are made are met, the school can apply to NZQA for a derived grade.

Application for a derived grade is made online when the facility is opened on 1 November. The school must submit a result which has been generated from standard specific evidence gathered prior to 20 September.

• Breaches of examination rules

In instances where students breach examination rules by:

- failing to follow supervisor instructions,
- influencing / assisting / hindering candidates or disrupting the assessment,
- demonstrating dishonest practice by a candidate, for example: attempting to access information or materials not permitted (e.g. calculators), or accessing help from another candidate,

- impersonation, where a person is reported to have impersonated or dishonestly claimed to be another candidate entered for the assessment,

the school's policy for breaches of the rules must be applied.

Breaches of performance-based authenticity e.g. a candidate is reported to have submitted material for assessment that is not their own, or not verified by the school as their own, must be reported to NZQA for investigation.

An MCAT Breach Report form should be completed. A copy of the form, signed by the person reporting the incident and the PN, along with any evidence, should be sent in the labelled pink courier bag with the verification samples. The candidate will receive a copy of this report, so the writer should be mindful that their report is a public document.

This form will be placed, along with other MCAT information, on the NZQA level 1 Mathematics and Statistics subject resources page, and a paper copy is included in the materials sent to schools with the MCAT. In the case of a breach reported to NZQA, the entry and results for any candidate whose work you cannot authenticate will be withheld and the situation investigated by NZQA.

Full details about breaches can be found on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-exams-and-portfolios/external/breaches-of-examination-rules/>

Instructions for marking and recording results

The assessment schedules for the MCAT will be available on the NZQA schools' secure website from 26 September.

The assessment schedules will give grades of Not Achieved, Achievement, Achievement with Merit, and Achievement with Excellence. The final grade is to be indicated on the booklet cover by a single capital letter code: N, A, M, or E. If a candidate leaves their booklet entirely blank (apart from their identification details on the cover), their grade is coded as V for 'standard not attempted'.

Note that the assessment schedules will **not** use the number-based Grade Score Marking system (GSM).

Schools should implement internal moderation procedures to ensure consistent application of the assessment schedule. These procedures should reflect current school moderation procedures for internally-assessed work. For example, samples of marked work could be check-marked by the HOD to ensure all teachers are applying the schedule appropriately. For small schools, it may be feasible for one teacher to mark all candidate work, with check-marking to be carried out by another teacher (perhaps from another school). Where several teachers are involved in marking, they must establish a clear common understanding of the assessment schedule.

The marking process

Throughout the marking process you will be required to make interpretations based upon your professional judgement to decide results. In exercising professional judgement you must ensure that:

- the candidate performance meets the standard required by the achievement standard
- the candidate's evidence is consistent with the requirements of the schedule
- the evidence provided by the candidate is sufficient for a reliable judgement, and
- other markers would make a comparable decision.

Note that information about grades awarded is confidential until final NCEA results are released to candidates in January 2012.

Marking conventions:

As marked booklets may be returned to candidates after NCEA results are released, care must be taken to use formal marking conventions as for any external standards:

- Use a red pen only (unless the candidate has used a red pen for their answers. If this occurs use a different coloured pen for marking and indicate this on the front cover of the booklet).
- Do not use correcting fluids such as Twink.
- If you change a result, whether in the assessor's column, or on the front page of the booklet, put an X through the original result, write the new result clearly and initial the change.
- Use the codes given in the assessment schedule to indicate the judgement for each question part, the grade for each question, and the overall grade for the standard on the front cover.
- Indicate clearly that each answer has been marked and not overlooked (for example by drawing a line down the side of all work as it is marked, or by underlining or circling evidence that contributes to each judgement).
- A line (diagonal where practicable) should be drawn through ALL blank spaces. This includes spaces where the candidate did not attempt to answer at all (such as inside the front cover and the last pages of the booklet), and spaces where the candidate did not use all the available space for an answer.
- Double slash // the end of what the candidate has written. Make the double slash as close to the end of the answer as possible. The purpose of this is to prevent the possibility of a candidate adding material to an answer later.
- If a candidate has used Twink, or written in pencil, mark the work as normal, indicate where this has occurred (e.g. by circling) and write the word 'Twink' or 'pencil' adjacent to the work AND on the front cover. Candidates who have used Twink or pencil would not be eligible for reconsideration of their work.

Entering provisional results online

When candidates' work has been marked, schools are required to enter online the results they have awarded candidates. These are the 'provisional results' and must be entered directly from the front of the answer booklet and not from some other results list that you may have compiled. This method avoids transcription errors. All provisional results must be entered into NZQA's online system by 31 October.

Separate detailed instructions about how to enter both provisional and final results online are included in the assessment materials sent to schools in September. (The process will be similar to that used by schools to enter results for L1 and L2 Visual Arts verification).

Submitting work for verification, and entering final grades

Selecting papers for verification

Schools are required to send 8 marked candidate booklets (if there are fewer than 9 candidates, send all of them) to NZQA for verification.

The booklets chosen should be representative of the general spread of results for all candidates from the school. If the school has assessed over more than one day, select the sample from the day when most students sat the assessment. Send booklets that show typical responses; do not send problematic or unusual booklets, as the verification process is intended to verify the whole of school marking, and not, for example, to adjudicate on borderline decisions. Do not send booklets that are blank or illegible.

Double-check that the candidate's name **and correct NSN**, along with the school code, is written on the booklet cover. A Submission Schedule is generated as part of the provisional result entry process and is to be sent with the booklets to NZQA.

Note that NZQA will cover over candidates' names with barcode labels so that candidates are not identified to the verifier.

Do not send any other booklets apart from the sample of eight. It is advisable to make and retain a photocopy of these booklets before sending them to NZQA.

Put all the selected booklets along with the completed Submission Schedule, and where relevant, the school's Breach Report form, into the yellow courier bag. Seal the bag, and peel off the 'for Customer Use' tracking label. Keep this label safe until verified booklets are returned to the school.

Call NZ Couriers using the freephone number 0800 692 463, and arrange a pickup.

Sample booklets must be sent to NZQA for verification between 26 September and 27 October. Booklets may be sent once the majority have been marked and the pattern of your school's results is established. Do not wait until the last minute, as this will cause delays in the return of your verified results.

The Verification Process

The verifier will enter, online, the verified grades for the eight booklets sent. If the provisional results submitted by the school are verified as meeting the national standard, schools can then enter online final results for all other candidates. If the verification process reveals significant problems with school marking, the verifier will send a report detailing what action must be taken - for example, reassessing or

adjusting unverified grades, where appropriate. Instructions given in the verification report must be followed, and this will be monitored by NZQA. Schools may appeal the verification report judgement and the results awarded to the sample candidates, and details of the appeal process will accompany the booklets returned after verification.

Entering verified results online

When schools receive their verification report, they then enter final results online for all remaining candidates. Results for the sample candidates will already have been entered by the verifier.

School final result entry will take place between 15 and 25 November. You may edit these results if necessary, until 25 November.

Appeal of results

After NCEA results are released, candidates may request their answer booklet. If they consider that an appeal is justified, candidates should contact their school. For all work that was not sent for verification, schools should apply their existing policies and procedures for reconsideration of candidate work that is assessed on site. For work that was one of the eight samples sent for verification, the formal NZQA reconsideration process should be followed.

Please refer any enquiries relating to the contents of this information to:

Lyall Prestidge
National Assessment Facilitator for Mathematics
Secondary Examinations
Phone: 04 463 4392
Fax 04 463 3113
Email: lyall.prestidge@nzqa.govt.nz

Supervision Guidelines

Start of the Assessment

Check that:

- the room has enough desks for the assessment. Arrange desks to ensure that supervisor/s can move easily down and along rows but not easily allow candidates to view one another's work. There should also be space at the back of the room for supervisors to move behind candidates.
- the room has a whiteboard/ blackboard to record the time elapsed (and whiteboard pens or chalk) and a working clock.
- the room has all posters and charts relating to mathematics removed from the walls or covered up.
- there are signs outside the room advising non-candidates that assessments are on and asking for them to be quiet.
- one booklet is set out for each candidate on the desks.

Effective Supervision of Candidates

Supervision of candidates starts before they enter the room.

- Assembling candidates outside the room is a first step. It may be helpful to have a list outside each of the candidates who are in that room.

Remind candidates that

- any alarms (watch and phone) must be turned off and their cell phones **MUST** be turned off and remain in their bags. All bags are stored away from the desks.
- no calculators are allowed in the student's possession.
- Bring candidates into the room in an orderly manner about 10 minutes before the start time.
- Check that each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential or permissible items for the assessment.
- Be alert to candidates arriving late.
- When all candidates are seated and quiet, begin reading the Pre- Assessment Instructions aloud.
- Keep a close eye on candidates from the **BACK** of the room and by moving along rows from time to time.
- Mark the 'time remaining' off the whiteboard/ blackboard every 15 minutes.
- Record absentees to avoid later concern over apparently missing booklets.

Pre-Assessment Instructions

Read the following so that everyone can hear:

Welcome. Please listen carefully.

DO NOT open your papers or write anything until you are told to begin.

- Put up your hand if you still have a cell phone or calculator. *(Get them to turn it off and put it into their bag)*
- If you have any other unauthorised material with you such as calculators, written notes, blank or refill paper, correcting fluid, books, iPods, MP3 players and electronic translators, hand these to a supervisor NOW. Turn off watch alarms. *(Pause)*
- Do **not** talk to or communicate in any way with anyone except the supervisor(s). If you need anything or have a question raise your hand. Supervisors cannot answer any questions about what is in the assessment.
- Write your answers in blue or black pen ONLY. Answers in pencil will be marked but cannot be accepted for reconsideration.
- If you run out of room in your answer booklet put your hand up for extra paper.
- If you have an emergency such as feeling ill or needing the toilet put your hand up.
- Write your name, NSN and school code on the cover of your booklet now.
- At the end of the exam remain seated and silent while the exam booklet is collected.
- The assessment is 60 minutes long. No one can leave the room without permission. You will be told when there are 15 minutes left. The official time is taken from this clock. *(Point)*
- Put your hand up if there any questions. *(Pause if necessary until the start time.)*
- Open your booklet. If you find any errors in the printing of your booklet put up your hand. It is am/ pm. You may begin.

The ‘Last 15 Minutes’ Announcement

Say, “It is the last 15 minutes.”

Instructions for Collection of Answer Booklets

Read the following:

- Put down your pens. Close your books. The assessment has ended. Please listen carefully.
- DO NOT talk to other candidates. Sit quietly until all the booklets have been collected. Check that your booklet has your name on it.
- If you have used extra paper for an answer, check that you have put your name, at the top of each sheet.
- The booklets are now going to be collected. You must remain seated until everybody’s papers have been collected and you are told that you can leave.
- Put up your hand if your booklet has not been collected.

(Once all the booklets have been collected):

All the booklets have been collected, you may now leave quietly.