

**TO:**                   **All teachers**  
                          **BOT Chair**  
                          **Principal**  
                          **Principal's Nominee**

### **Reporting Not Achieved Results**

In May last year, the Government announced that Not Achieved results for internally assessed standards will be reported on students' *Result Notices* from 2009 (for the 2008 school year). They will also appear on a new *School Result Summary* produced when a student leaves school, but not on their *Record of Achievement* (currently the *Record of Learning*).

The purpose of these changes is to provide comprehensive information about students' strengths and weaknesses and to report results for internal and external assessment in a similar way. Not Achieved (N) is a valid result like Achievement (A), Achievement with Merit (M) and Achievement with Excellence (E).

This circular provides procedural information to ensure that the flexibility of internal assessment programmes is maintained and that reporting Not Achieved is accurate and fair to students and consistent across schools.

### **Entries and Withdrawals – good practice**

Schools will manage entries and withdrawals for internally assessed standards in the same way and to the same deadlines as for externally assessed standards. Results will also be reported in the same way as for externals.

Schools' initial entries files in May will include both internal and external standards. Schools should enter individual students only for those standards that they intend to assess them against during the year, and not enter all students in a course for all possible standards that may be assessed. This will avoid problems later in the year with the selection of a random sample of learner evidence for external moderation, excessive N or Standard Not Assessed (SNA) results or with the extra administrative workload of individual withdrawals.

The school will then refine and update these files at the start of each month and report internal results, including N grades, progressively through the year.

Schools should make any necessary changes to assessment programmes for individual students, in consultation with their teacher, prior to 19 September 2008. Withdrawals from all standards that will not be assessed must be made by 19 September. After that date withdrawals will not be accepted for internal or external standards. A result is expected for each internal standard.

### **Late entries and withdrawals**

In exceptional circumstances it may be necessary to enter or withdraw students later than the deadlines. This may be due to student illness or because a teaching and assessment programme has not been completed as planned due to factors such as staff changes. Schools will be asked to explain any late entries and withdrawals to their NZQA School Relationship Manager.

Both schools and NZQA monitor and analyse trends in results. As part of the regular Managing National Assessment (MNA) school visits and reports, NZQA may request an explanation if a school has a high proportion of withdrawals, late withdrawals or SNA codes. This may be an indication that a school is not following good practice when making entries for standards.

### **Reporting Results for Internals**

Where a student has presented work or evidence for assessment OR has been given an adequate opportunity to achieve the standard (consistent with school internal assessment procedures), the outcome of that assessment must be reported to NZQA as N, A, M or E.

Where no result is reported, Standard Not Assessed (SNA) will be automatically recorded for internal entries, as it is for externals that are not attempted.

**Changes to Results Reporting**

	<b>For 2008 Results</b>	<b>Changes</b>
The annual NQF <i>Result Notice</i> posted in mid to late January	The <i>Result Notice</i> will record all results, including N, for both external and internal standards. It will not report SNA codes.	The <i>Result Notice</i> now includes N results for internally-assessed standards.
Transcript of external assessment results	The reconsideration application form, sent with the <i>Result Notice</i> , records external assessment results and SNA codes.	No change
Transcript of internal assessment results	This transcript will be sent with the <i>Result Notice</i> . It will record all internally-assessed results and SNA codes.	New
<i>Record of Achievement</i> (RoA)	The <i>Record of Learning</i> will be renamed the <i>Record of Achievement</i> . It will not record N results or SNA codes.	Renamed
<i>School Result Summary</i>	It will summarise all the <i>Result Notices</i> issued to the student while at school and any further results reported since the last <i>Result Notice</i> was sent. It will include N results, but not SNA codes.	New

## Frequently Asked Questions

- 1. Can I withdraw students who fail to achieve at a later date rather than record 'N' against their names?**

No. Where a student has presented work or evidence for assessment or been given adequate opportunity to achieve the standard, the outcome of that assessment must be reported to NZQA as an N, A, M or E. They can not be withdrawn for this reason.

- 2. If a student partially completes the work in class but fails to hand it in on the day of submission is this an SNA?**

No. By completing some of the work or providing some evidence during the assessment period they have presented some work or evidence for assessment. If they fail to achieve by not handing in the completed work or evidence then they must receive N.

- 3. If a student, in consultation with their teacher, states from the outset that they do not want to be assessed against a particular standard and they make no attempt to provide any work or evidence but were present in class during the assessment activity do I give them an N for failing to achieve?**

No. The student should be withdrawn by 19 September. As they have produced no work or evidence to achieve the standard an SNA is then appropriate if they can't be withdrawn.

- 4. If a student is in a course and decides on their own that they do not want to do the assessment, as they would rather get an SNA than an N do we report an SNA?**

No. If they have been given an adequate assessment opportunity they must be awarded an N and not an SNA

- 5. One student in a group contributes little and the combined group effort gets an A result. Should this one student get an N, A or SNA?**

This is not a case for an SNA. The result of A or N depends on the school's own policy and procedures with regard to assessing group performances. In some cases it may depend on the requirements of the standard.

- 6. If there has been a change in the assessment programme because the school was unable to provide the assessment opportunity do we report N?**

No. This is a case for SNA as there was not an adequate opportunity for assessment.

- 7. If the department has scheduled two opportunities for assessment, one before 19 September and one after and a student gets N on their first attempt but has not had their second attempt can I report nothing for now until they have had both opportunities?**

No. Each opportunity is an adequate opportunity to achieve the standard. So the first N must be reported. If they achieve the standard at a later date you can update the reported result, but a blank result or SNA is not appropriate.

**8. Will SNA's affect school results and the way these are reported in the media?**

No. School Result Summaries will include N's but not SNA's.

**9. If we make mistakes with our entries and don't realise this until after 19 September can we make additional entries and withdrawals?**

No. In line with good practice schools must have procedures to check and verify both entries and reported results. Schools that discover issues after 19 September must contact NZQA and any changes after this date will be monitored and reviewed as part of the regular MNA process.

**10. I don't want to report a lot of N results as it does not reflect well on the students or the school. Is it okay to just leave these results blank?**

No. Where a student has presented work or evidence for assessment OR has been given an adequate opportunity to achieve the standard (consistent with school internal assessment procedures), the outcome of that assessment must be reported to NZQA as N, A, M or E. Leaving it blank would generate an SNA and this is not an appropriate grade in these circumstances.

**11. Does this mean that internal and external assessment results are different?**

Yes. If a student has an adequate opportunity to achieve the standard in an internal standard they must get an N, A, M or E result. However, in an external exam they may have an opportunity to achieve the standard but if they do not attempt the paper they will get an SNA. The reason for this difference could be because withdrawals were made after exams papers were printed and put into personalised packs or simply because a student ran out of time so an N would not be a fair result.

**12. Are the results codes now the same for both internal and external assessment?**

Yes they are but they may mean slightly different things. SNA was introduced for external standard results to separate out the V (did not attempt) codes from the N codes. Students who were absent or did not attempt the paper do not count as an N.

**Enquiries**

Please refer any enquiries relating to this circular to:

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