

Assessment Practices

Your assessment practices are:

- guiding staff and students to manage assessment for national qualifications effectively
- giving students adequate opportunities to demonstrate their best achievements.

Your policy and process for review may include:

- the BOT assessment policy
- meeting students' needs
- gathering evidence of achievement
- authenticity
- missed and late assessments
- breaches of the rules
- meeting the assessment needs of senior students/ Special Assessment Conditions
- external assessment including Derived grades
- literacy and numeracy
- the Examination Centre.

Moderation

You comply with moderation requirements by:

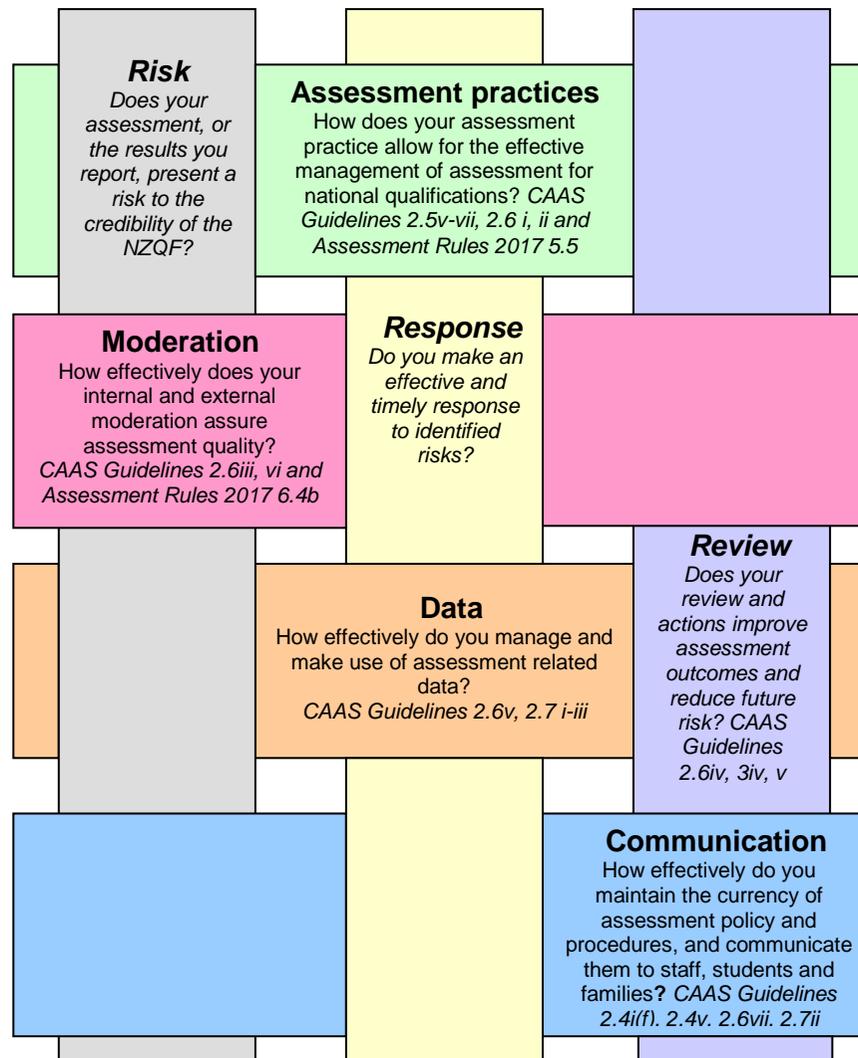
- reporting only results that have been subject to internal moderation and are complete, up to date and checked for accuracy
- submitting materials for external moderation and using moderation reports to validate and/or improve assessment quality.

Your policy and process for review may include:

- internal moderation processes
- school monitoring of internal moderation
- random selection of student work to be filed
- external moderation processes
- school monitoring and analysis of external moderation, including:
 - NZQA managed external moderation
 - ITO managed external moderation
 - historical moderation outcomes and issues.

How effectively does your school ensure the credibility of assessment for national qualifications?

The MNA review considers how your self-review informs improvements in assessment for national qualifications, identifies issues that present a risk to your Consent to Assess and your capacity to respond.



Data

Your data processes:

- ensure that student details, entries and results are communicated to NZQA in an accurate and timely manner
- analyse, evaluate and inform teaching and assessment practice and validate assessment processes.

Your policy and process for review may include:

- The accuracy of assessment-related data
 - appropriate entries
 - SAC applications
 - any late external entries
 - reporting Not Achieved results
 - verification of L1 & 2 Visual Arts, Cook Island Maori etc.
 - exam absence
 - unreported results
- internal/external results comparisons
- use of NZQA reports
- enabling student use of Learner login
- analysis of results.

Communication

Your assessment information, policies and procedures are:

- helping teachers to carry out your assessment policy and procedures
- communicated to students and their families effectively
- regularly reviewed for accuracy and are comprehensive and up to date.

Your policy and process for review may include:

- assessment documentation
- communication of assessment information
- induction and support for new staff
- teacher and student feedback
- course outlines / assessment statements
- memoranda of understanding.

How effectively do you ensure the credibility of assessment for national qualifications?

The review sets out to answer this question, using information gathered from a range of sources including:

- your self-review of effectiveness in managing assessment for national qualifications
- interviews with senior leaders and Heads of Department/Teachers in Charge of subject areas
- your documentation provided to staff and students on assessment for national qualifications.

The answer provides evidence towards confirming your ongoing Consent to Assess Against Standards from the Directory of Assessment Standards, and determines the next MNA review date as follows:

	Risk	Response	Review
4 years	Your systems and practices meet requirements of your Consent to Assess.	Your processes anticipate, identify and respond to issues effectively.	Your self-review is systematic and leads to shared understanding and improvement in assessment quality.
3 years	Your systems and practices allow you to meet requirements of your Consent to Assess.	Your processes identify issues. Response is effective.	Your self-review is systematic and leads to improvement in assessment quality.
2 years	Some of your systems and practices meet requirements of your Consent to Assess.	Your school responds effectively to identified issues.	Your review brings some improvement in assessment quality.
1 year	Your systems and practices do not meet moderation requirements of your Consent to Assess.	Identified issues are unresolved by your response.	Your review has little effect on improving assessment quality.

Managing National Assessment Review

The Managing National Assessment (MNA) review confirms the school's ongoing Consent to Assess. It checks that the school maintains effective assessment systems and that these ensure valid internal assessment for national qualifications. The review is a partnership between the school and NZQA.

NZQA expects

- your assessment practices to:
 - guide staff and students to manage assessment for national qualifications effectively
 - give students adequate opportunities to demonstrate their best achievements.
- you to comply with moderation requirements by:
 - reporting only results that have been subject to internal moderation and are complete, up to date and checked for accuracy
 - submitting materials for external moderation and using moderation reports to validate and/or improve assessment quality.
- that your data:
 - processes ensure that student details, entries and results are communicated to NZQA in an accurate and timely manner
 - analysis evaluates and informs teaching and assessment practice, and validates or improves assessment processes.
- that your assessment policies, information and procedures:
 - help teachers to carry out internal assessment that is valid
 - are effectively communicated to students and their families
 - are regularly reviewed and are accurate, comprehensive and up to date.
- that action items from the previous MNA report have been adequately addressed.