

1.3 COURSE DESIGN

under review

Approved by: Board of Trustees	Date effective: June 2015
Contact: Deputy Principal (academics)	Review date: June 2018
Group: Leadership Team	Reviewed by: SPG Academics

Policy Statement

The design of academic courses beyond Year 12 / Level Two NCEA (those on the university approved list) will provide an educational experience which prepares students appropriately for the rigors of tertiary study.

Policy Rationale

The policy recognises that course design must include a significant exposure to external examinations for students who will be progressing to tertiary study

The policy recognises that a culminating end of year examination has educational value and the skills developed in preparing for it have a significant role in future academic success for students

The policy recognises the importance of internal assessment in enabling feedback, improved motivation and the enhancement of the learning experience

Responsibility for implementation

- 1. The Board of Trustees**
 - Will delegate responsibility for the development of curriculum and academic courses to the Headmaster, Leadership Team and the SPG & HODs as appropriate.
 - Will delegate the implementation of the Course Design policy to the Leadership Team
- 2. Leadership Team/Deputy Principal (Academics)**
 - Will implement the Course Design Policy
 - Will approve all academic course structures
 - Will supervise the Principal's Nominee and Data Manager
- 3. SPG Academic**
 - Will review the policy every three years
- 4. Principal's Nominee**
 - Will monitor all academic course structures / statements for adherence to the policy
- 5. HODs & Teachers**
 - Will follow the Course Design policy and all assessment and course statements as set out in the Curriculum Booklet

Guidelines

for Level 3 courses in Approved University subject areas (implementation 2008 onwards)

1. No course will offer more than 24 credits in a single academic year (exceptions to be approved by the Headmaster)
2. No more than 12 credits to be internally assessed (exceptions to be approved by the Headmaster)

3. No more than 6 credits to be in mutually exclusive internal unit standards/external achievement standards or in internal unit standards/external achievement standards which have significant and substantial course content similarity.

Related Policies

Curriculum, Assessment & Reporting Policy