



1.1 CURRICULUM, ASSESSMENT & REPORTING POLICIES

under review

Approved by: Board of Trustees	Date effective: June 2015
Contact: Deputy Principal (Curriculum)	Review date: June 2018
Group: Leadership Team	Reviewed by: Leadership Team Principals Nominee & HOFs

CURRICULUM

Policy Statement

The Board of Trustees of Nelson College will develop teaching and learning programmes to provide all students in Years 9 – 13 with opportunities to achieve success in all the essential learning areas of the New Zealand curriculum.

Policy Rationale

Teaching and learning programmes will foster student achievement, incorporating the New Zealand Curriculum 2007 (Learning Areas, Values, Principles and Key Competencies) and the goals and objectives of the Nelson College Charter.

Responsibility for implementation

Board of Trustees

- Will be responsible for the delivery of the Curriculum at Nelson College.
- will delegate responsibility for the development of curriculum and implementation of teaching practice to the Headmaster, Senior Management, Principal's Nominee and the Heads of Faculty as appropriate.

Leadership Team

- The Headmaster will be responsible for the overview, monitoring and supervision of curriculum, assessment and reporting
- The Deputy Principal (Curriculum) will be responsible for the overview, monitoring and supervision of curriculum, assessment and reporting. They will report to the Headmaster and Board of Trustees on these areas.
- The Deputy Principal (Curriculum) will supervise the Principal's Nominee.

Principal's Nominee

- Ensures NZQA processes are followed and completes other delegated tasks as per Job Description plus works with Deputy Principal (Curriculum).

Strategic Planning Group Academic

includes the Heads of Faculties of learning areas - Health and PE, Science, Technology, Mathematics, Arts, English, Commerce, Social Sciences, Languages, Careers; Principal's Nominee, Data Manager and others by request.

- This group meet regularly to discuss and develop annual plan targets, curriculum delivery, new courses, assessment and reporting issues and strategies.

Heads of Departments (HODs & HOFs) and Teachers in Charge of subjects (TICs)

- Will be responsible for schemes of work, assessment, and management of resources that ensure delivery of the curriculum.
- Will be responsible for designing work that meets the specific needs of all students including priority learners such as gifted and talented, learner support, Maori/Pasifika and special needs students.

Teachers

- Will be responsible for following schemes of work, assessment schedules and procedures and use of resources as guided by their HOD/HOF.

Guidelines

- Heads of Departments (HODs)
- The HODs group includes the Heads of Faculties of learning areas
- Co-ordination of curriculum between Nelson College and Nelson College for Girls will be monitored by the Deputy Principal (Curriculum) in consultation with the Headmaster.
- The Headmaster will ensure there is a negotiated timetable structure by which learning areas can provide flexible and innovative student centred learning.

Procedures/Appendices

1. Proposal and approval of new courses/curriculum change.
2. Departmental Report Process

ASSESSMENT

Policy Statement

Assessment of the Curriculum will be purposeful and fair and assessment information will underpin teaching and learning at all levels. Through the assessment policy, Nelson College will:

- support teaching and learning.
- improve students learning and the quality of learning programmes.
- provide recognition of learning.
- follow all recommendations of the current NZQA MNA report.
- provide a clear process of internal pre and post moderation of assessment tasks
- provide a mechanism for monitoring the implementation of the annual external moderation report
- provide feedback to caregivers and students on the student's learning.
- award qualifications in the senior school.
- provide opportunities and motivation for further learning.
- Meet the requirements set out by NZQA in order to maintain our consent to assess national standards.

Communication to caregivers and students, teacher accountability and quality management all require a professionally run assessment system. It is the function of this policy to outline the procedures for implementing such a system.

Policy Rationale

Assessment is an integral part of the curriculum. Student achievement will be measured using clear learning outcomes derived from the curriculum.

Responsibility for implementation

The Board of Trustees

- Will ensure that fair and valid assessment practices are operating within Nelson College.
- Will delegate implementation of assessment procedures to the Headmaster

Leadership Team

- The Headmaster will be responsible for the overview, monitoring and supervision of curriculum, assessment and reporting.
- The Deputy Principal (Curriculum) will be responsible for ensuring assessment procedures are followed and will monitor the school reporting system.
- The Deputy Principal (Curriculum) will supervise the Principal's Nominee.

Principal's Nominee

The Principals Nominee will be responsible for

- maintaining and monitoring quality assurance practices within the School to ensure the validity and credibility of assessment for qualifications;
- reporting internal assessment results for all qualifications after [internal moderation](#) has been completed;
- ensuring the integrity of assessment data submitted to NZQA, including Candidate eligibility, reported results and Candidate entries for external assessment;
- ensuring that assessment data including Candidate information is forwarded to NZQA to meet published deadlines;
- considering and making applications for NZQA on behalf of Candidates for special assessment conditions;
- ensuring the School engages in and complies with the [external moderation](#) process and that issues identified by the external moderation process are addressed in a timely manner;

- developing and managing the School's [Breaches of the Rules for Internal Assessment](#) and appeals process;
- receiving and reconciling [Candidate fees](#), and forwarding these in full to NZQA to meet published deadlines;
- processing [financial assistance applications](#) on behalf of eligible Candidates;
- managing derived grade applications to NZQA on behalf of Candidates;
- liaising with and supporting the School's staff and [examination centre manager](#) to ensure that the integrity of external assessment is not compromised;
- ensuring the availability of suitable accommodation and equipment for the conduct of all external assessments;
- maintaining the currency of the School's assessment policy and procedures to reflect NZQA requirements and communicating them to staff, students and families;
- responding to NZQA communications and requests for information; and
- facilitating NZQA visits and reviews.

Heads of Department (HODs) and Teachers in Charge of subjects (TICs)

- Will ensure that all assessment procedures including internal moderation are being undertaken in their departments.
- Will meet with a member of Senior Management on a regular basis and make recommendations to the Leadership Team on all matters relating to curriculum development and delivery including reporting, new courses, assessment and related matters.
- Will publish accurate course statements for their subjects annually.

Teachers

- Will ensure their assessment practice is consistent with the school and NZQA assessment procedures.

Guidelines

- Assessment procedures are to be used that address the specific learning needs of students.
- Assessments should be fair to all students and the purpose of the assessment clearly communicated to students and caregivers.
- Course Statements should detail what requirements a student must meet to complete the course and how they will be assessed for it.
- Assessment must be consistent with the national standard and at the appropriate curriculum level.
- Moderation is credible, transparent and undertaken for all standards assessed.
- Students are to be informed of and verify all assessment results
- School Leavers who miss qualification thresholds after their final exams can apply to HODs for further assessment opportunities under certain circumstances as set by the HOD and Assistant Principal. These must be completed by 20th February of the following year to be included in the previous year's results.

Procedures/Appendices:

1. Assessment Procedures (Senior School)
2. Forms
3. Flow diagrams of the process for rule breaches
4. Flow diagram of the process for appeals
5. Assessment in the Junior School

Related Policies

Timetabling, Attendance, EOTC,

Related Information:

- Nelson College Curriculum Booklet, updated yearly.
- New Zealand Curriculum (2007)
- Nelson College Student and Parent Guide to NCEA, updated yearly
- Handbook Procedures and Practises – information for teaching staff – updated yearly

REPORTING

Policy Statement

Nelson College will provide feedback to parents/guardians and students on students' learning, achievement, attitude, effort and on the participation in cultural and co-curricula activities.

Policy Rationale

Students' reports are a vital part of monitoring achievement and the primary method of providing meaningful feedback on student development and achievement to parents/guardians and teachers.

Responsibility for implementation

Board of Trustees

- will be responsible for ensuring that an appropriate system of reporting on student learning and achievement is present at Nelson College.
- delegates responsibility for the systems implementation to the Headmaster

Leadership Team

- will be responsible for approving all changes to the reporting systems as recommended by the Leadership Team and SPG Academics.

Deputy Principal (Academics)

- will be responsible for overseeing the reporting system and will ensure that parent/teacher report discussions occur at appropriate times in the academic year

Student Achievement Manager

- will be responsible for distributing, collating, duplication, and storage of reports.
- He/she is also responsible for maintaining the pupil database and all aspects of student records

SPG Academics/Leadership Team

- will be responsible for the overview of the reporting process and will review all aspects on an annual basis in consultation with the community, staff and students

HOFs, HODs and Subject Teachers

- are responsible for the accurate recording of student achievement details and writing student reports.
- They are expected to enter these records in KAMAR.

Guidelines

1. School reports are to be stored electronically in J:Drive. Files are to be secure and not accessible to unauthorised personnel (as required by the Privacy Act.).
The Homeroom teacher or Dean will arrange a family/teacher conference on an individual student's learning progress as requested by parents or as identified by staff.
2. The Deputy Principal (Curriculum) will schedule and organise parent/teacher interviews at the start of Term 2 and Term 3 (working with the Leadership Team). A timetable will be circulated by the end of Term 4 for the following year that sets both the interview and report timelines.
3. Teachers who resign or leave during the year within 1 month of a reporting period will be required to complete interim reports for their classes before they leave.
4. HODs are also responsible for completion of reports for teachers who are absent during the reporting cycle. For teachers who resign or leave during the year with more than 1 month from a reporting period then HODs will provide a letter insert for reports which are not able to be completed by a relieving or newly appointed teacher
5. Housemasters are responsible for the checking and distribution of reports for Homeroom teachers who are absent through the reporting cycle.