

**OTUMOETAI COLLEGE**  
**NCEA DIRECTIONS YEAR 12 & 13 – (DIRECTN) 2019**

DIRECTIONS – DIRECTIONS YEAR 12 & YEAR 13					
<i>Course Relationship to the National Vocational Pathways</i>					
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries
Standards taken from all areas of the curriculum dependent on students' needs					
<b>Course Entry</b>	Students are recommended by SLT / Deans / Learning Centre / Pathways Staff This course is primarily for numeracy and literacy.				
<b>Course Overview</b>	Those students who require an intensive programme to facilitate the gaining of literacy and numeracy skills, this will be backed up by relevant classes where possible. (DIRECTN Y13: Credits gained in this course align to one or more national qualification.)				

**Standards vary owing to the student's needs and come from all aspects of the curriculum. There are no set program.**

## ASSESSMENT PROCEDURES

### 1. ASSESSMENT OPPORTUNITIES

Students are expected to complete assessment activities on or before the date they are due. Students who fail to achieve an internally assessed standard may be given a further assessment opportunity. A further assessment opportunity will only be offered (a) to students who submitted work but failed to achieve the standard, (b) to students who unavoidably missed a scheduled internal assessment opportunity, and (c) only where practicable. The final decision as to whether a student will be offered a further assessment opportunity lies with the Head of Faculty.

In some instances, it may be that a further formal assessment opportunity may not be possible or may not be needed, as the ongoing collection of evidence by the teacher of the students' knowledge or skills may provide sufficient evidence. Such evidence, for example, may be collected by the teacher conferencing with the student. The collection of such evidence will be recorded by the teacher.

### 2. WORK DEADLINES AND LATENESS

All work must be handed in ***before the end of the school day*** on the date set. Work ***must be personally delivered*** to the teacher concerned. Work is ***not*** to be placed in teacher's pigeonhole or left on the teacher's desk.

All internal assessments must be completed on the set day, unless ***prior approval*** has been obtained from the Pathways teacher.

Assessment tasks handed in late, without prior approval, will not necessarily be accepted for marking. The decision to accept or not accept a late assessment task rests with the teacher. Students who fail to submit work for assessment will be recorded as "not submitted" and can expect to receive a "Not Achieved" for that standard.

Students entered in a Careers course are entered in all standards being assessed as part of that course, unless they negotiate at the beginning of the year to be removed from particular standards. Students will need written parental permission to be removed from any standard.

### **3. APPEALS**

Appeals against grades awarded should be made following the procedure outlined in the school policy on appeals. Students wishing to appeal a grade must do so within 48 hours of receiving notification of their assessed grade.

### **4. STORAGE OF STUDENT WORK**

The Pathways Department will retain student assessment material until such time as it is no longer required for moderation purposes.

### **5. AUTHENTICITY**

Except where specified for some group tasks, all work is to be your own work. Assessment tasks will require a signed statement of authentication from students.

### **6. MARKING & MODERATION**

Student's work will be marked by their subject teacher following NCEA assessment schedules. For marking consistency, some assessment tasks may be marked by the same teacher for all classes, or two or more teachers may be each given a different section of the assessment to mark for all students. Moderation will take place at the beginning and end of marking to ensure consistency between classes.

### **7. RESOURCES & TEXTS**

Texts can be loaned to students but remain the property of the Pathways Department. Lost materials will be replaced by the student responsible at his/her own cost.

### **... AND FINALLY**

The staff of the Pathways Department are here to help you make the most of your learning opportunities.

*If in doubt, please ask!*