

JOHN MCGLASHAN COLLEGE

ENGLISH DEPARTMENT

LEVEL 3 English 2014

Course and Assessment Handbook

**JOHN MCGLASHAN COLLEGE**

**LEVEL 3 ENGLISH ASSESSMENT 2014**

This is a full year course that enables students to work towards gaining credits for Level Three NCEA.

There are three external achievement standards and three internal. They follow a pattern similar to the standards at Level Two. There is one internal assessment per term in terms one, two and three.

Here are the Achievement Standards against which students will be assessed.

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| **AS** | **Achievement Standard Title** | **Credits** | **Mode** | **Notes** |
| 3.1 | Respond critically to specified aspect(s) of studied written text(s), supported by evidence. | 4 | External | See the NZQA website for examples of past exam papers and exemplars of student work. |
| 3.2 | Respond critically to specified aspect(s) of studied visual or oral text(s), supported by evidence. | 4 | External | See the NZQA website for examples of past exam papers and exemplars of student work. |
| 3.3 | Respond critically to significant aspects of unfamiliar written texts through close reading, supported by evidence. | 4 | External | See the NZQA website for examples of past exam papers and exemplars of student work. |
| 3.4 | Produce a selection of fluent and coherent writing which develops, sustains, and structures ideas. | 6 | Internal | The deadline for this is week two of term three.  |
| 3.5 | Create and deliver a fluent and coherent oral text which develops, sustains, and structures ideas. | 3 | Internal | This assessment will take place in the final week of term three. No reassessment opportunity available for this AS. |
| 3.8 | Develop an informed understanding of literature and/or language using critical texts. | 4 | Internal | The deadline is the end of term one.  |

Specific criteria for each standard will be issued to students well in advance of each assessment but students can view this information any time on the NZQA website: <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-subject-resources/english/level-3/>

Students should also consult the NZQA website for past exam papers, exemplar material and exam specifications.

For a plan of the year, see the course information page on the weebly.

**SUMMARY OF IMPORTANT ASSESSMENT POLICIES**

Students should also refer to the college’s “NZQA Assessment Reference Booklet 2014” for more comprehensive information.

1 Missed assessments

(a) All deadlines must be met.

(b) Work which is late will not be accepted unless an extension has been agreed with the HoD before the due date.

(c) In the case of legitimate absence due to illness, an assessment opportunity will still be provided.

2 Reassessment

 (a) Reassessment opportunities will be offered during the after-school tutorial programme.

 (b) Students will be permitted one reassessment opportunity for 3.4 and 3.8.

(c) **No reassessment will take place in Term 4.** This is to allow students to focus on the upcoming exams.

 (d) No reassessment will be offered unless the first assessment has been attempted and completed.

 (e) No reassessment is offered for 3.5.

3 Appeals

Appeals against grades are to be made immediately the grades are awarded, in accordance with the school policy.

4 Storage of student work

 Student work will be retained for two years for moderation and authenticity purposes.

5 Authenticity

(a) All work submitted must be your own. Cheating either by plagiarism or collusion will result in no grade being awarded and no reassessment opportunity.

(b) Each piece of work submitted for assessment must have a completed and signed “Statement of Authenticity” attached.

(b) Where practicable, all assessment work will take place in the classroom under supervised conditions. Some planning and preparation may be done at home.

 (c) Students may be requested to submit evidence of authenticity eg plans, drafts, notes.

(d) Any student who is proved to be academically dishonest by either plagiarism, collusion, or other academically dishonest means, will not be awarded a prize at the senior prize-giving.

6 Quality assurance

It is vital that assessment decisions are fair and an accurate reflection of the standards. To ensure this, a number of practices exist.

(a) Internal moderation. Student work is team assessed by a number of teachers in the English Department to ensure consistency with the standard.

 (b) One teacher assesses one standard for all classes. This is important for school exams.

(c) The national moderation system checks the school’s assessment decisions for a specified number of standards each year.

**JOHN MCGLASHAN COLLEGE**

**STANDARDS OF PRESENTATION**

**If you want constructive feedback on your work, make sure you present it well.**

* **Handwriting must be easily legible.**
* **It must demonstrate some effort has been put in.**
* **Use blue or black pen only unless your teacher asks you to do otherwise: eg word processed.**
* **It must be suitably labelled: eg with a title, date, your name.**
* **It must be in the required format: ie you have followed your teacher’s instructions.**
* **It must have been proofread for errors: eg spelling, punctuation, capital letters.**
* **No torn paper; no doodles, no scribbles.**

**Remember: your work represents you. Show some pride in what you do.**