

Section 20: Managing Missed and Late Submissions of Assessment

[NZQA Link: Managing missed assessment opportunities and late submission of student work:](#)

[Assessment opportunities in schools](#)

Definition of a missed or late assessment

A missed assessment opportunity is one where a student has been a participant in the learning but has not been able to complete or submit the assessment on the due date. The late submission of an assessment occurs where this student requests the ability to submit after the due date.

How to manage a missed or late assessment

When deciding whether the reason for a missed assessment or late submission is acceptable or not, principles to consider are:

- Equity
- Fairness to other students and to the individual
- Assuring the authenticity of the work submitted
- What proof the school requires as evidence.

Examples of acceptable reasons

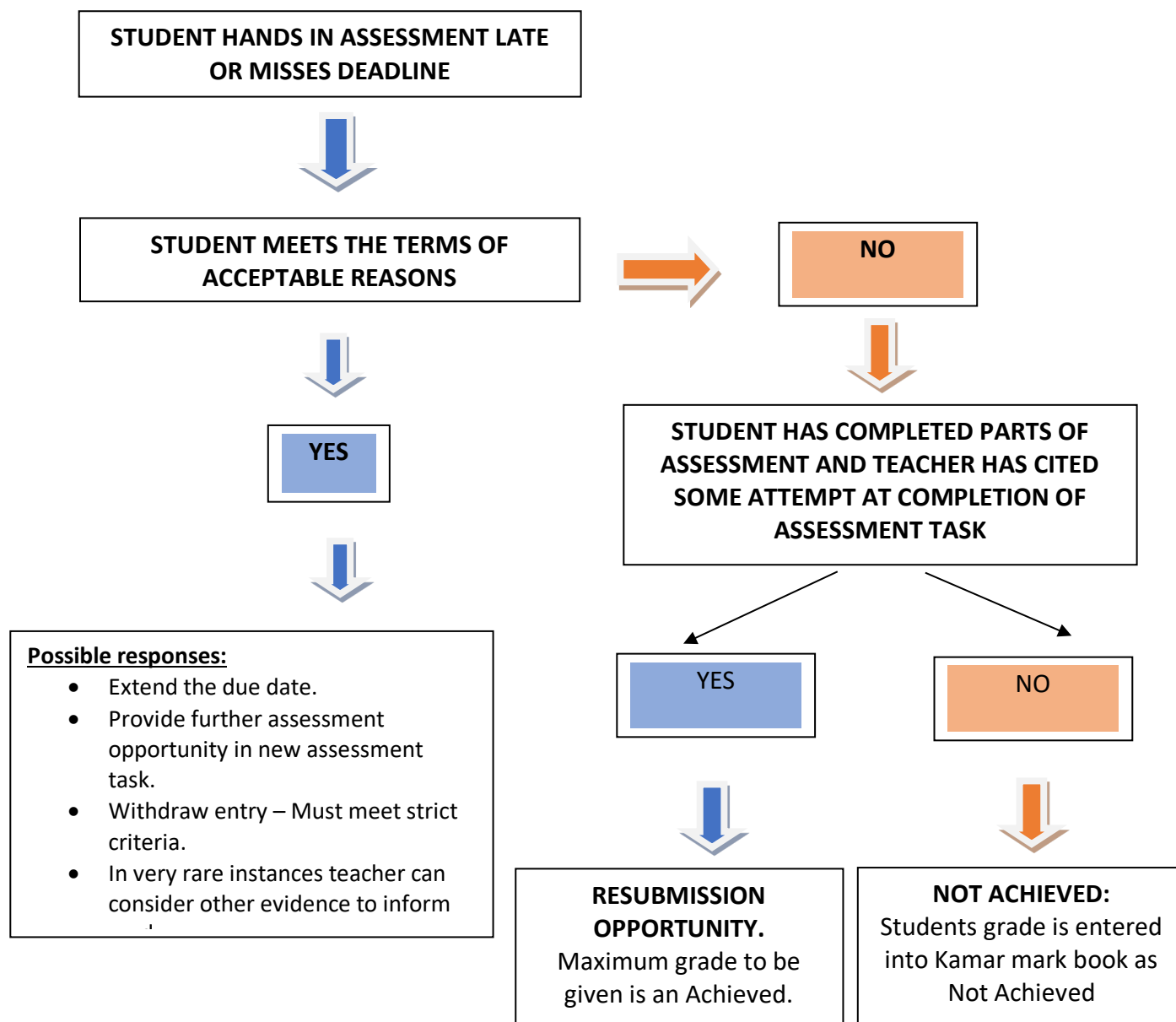
- Illness, accident, bereavement, or family crisis
- Timetabled school activities, such as, school camps, field trips, etc.
- Sporting or other fixtures where a student is required to represent the school.
- National or regional representation in sport or other activities
- At the school's discretion where approval is sought and given at an appropriate time prior to the due date.

Possible responses if there's an acceptable reason.

- Extend the due date or negotiate an earlier date for submitting the work.
- Provide the student with a further assessment opportunity where practicable.
- Withdraw the entry.
- Consider students accumulated evidence for the specific standard being assessed can be used to determine a grade, if the **absence or missed deadline is justified**.
OR – **(Withdrawn) No award** can be given if sufficient evidence is not available.

If the reason is unacceptable, our rules require that the school report a Not Achieved result to NZQA.

Section 21: Teacher Procedure of Managing Missed or Late Assessments



Application Change of Assessment Date (Late, Extension, Missed Assessment)

Appendix

- Change of Assessment Date Form.....Back of Handbook

BE AWARE STUDENTS CANNOT REQUEST AN EXTENSION FOR AN ASSESSMENT IF THEY ARE GOING ON A FAMILY HOLIDAY

Section 22: Rules for Change of Assessment Date Form (Late/Extension/Missed/Assessment)

All Sancta Maria College Application for Change of Assessment Date Policy is produced under the NZQA Managing missed assessment opportunities and late submission of student work guidelines:

[NZQA Guidelines for Missed Assessment and Late Submissions](#)

Appendix: Change of Assessment Date Form..... (See back of booklet)

**BE AWARE STUDENTS CANNOT REQUEST AN EXTENSION
FOR AN ASSESSMENT IF THEY ARE GOING ON A FAMILY
HOLIDAY**

If a student cannot hand in an assignment on time or do an in-class test then they must apply to the Principals Nominee as soon as they know they will be late, absent, or as soon as they return to school.

VALID REASONS FOR REQUESTING A CHANGE OF ASSESSMENT DATE:

- **Illness/Sickness:** Student who is sick at home on the day of the due assessment or students missing class time prior to due date. The missed class time must be directly related to the assessment due. This includes student MISSING teaching and learning applied to the assessment, instruction about assessment and/or in class time where students who could attend were working on their assessment, or in class time where students missed opportunities for feedback from the teacher.
- **Family trauma/Accident/bereavement/family crisis:** a note from the caregiver, counsellor, dean, navigator teacher must be supplied.
- **Timetabled school activities, such as school camps, field trips, Sporting, cultural activities:** This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.
- **National or regional representation and sport or other activities**

STUDENT APPLICATION CHANGE OF ASSESSMENT DATE MUST CONTAIN:

1. Completed Change of Assessment Form signed by Teacher, Student and Principals Nominee
2. Written letter by Parent, Dean, Deputy Principal, Teacher, or Counsellor explaining the reason for change of assessment date.

ASSESSMENT LATENESS AND ABSENCE:

Students are expected to submit assessments on time. Students unable to do so must liaise with the relevant Teacher/HOD prior to the deadlines to determine whether an extension will be granted (see Change of Assessment Form).

All internal assessments must be completed and submitted at the specified day and time. Otherwise, a Not Achieved grade must be awarded.

If a student is absent for a valid reason (e.g. illness) on the day an assessment is due, then it is the responsibility of the student to either:

- upload it digitally, if that is an agreed submission method, or.
- arrange for the assessment to be handed in to the school office on the due date, and clearly marked to the attention of the appropriate staff member.

A student unable to fulfil this requirement must complete the Change of Assessment Date Form: (Ticking Extension). You must also provide a medical certificate or letter of explanation together with the assessment on the day of return to school and give this to your teacher or HOD.

ABSENCES FOR TESTS / LIVE ASSESSMENT:

Derived grades are not available for internal assessments. Notes from parents explaining a student's absence on an assessment day must be given directly to their teacher by the student, who will discuss the absence with the HOD. If the absence may be excused on medical or compassionate grounds the student may be required to sit a test of comparable difficulty. If it is not possible to offer another assessment opportunity, then previous evidence collected can be used or further evidence can be collected.

The student may be awarded a grade based on evidence already recorded only if this evidence is sufficient and equivalent to what the NCEA standard requires. If the absence cannot be satisfactorily explained, a Not Achieved grade will be given.

BE AWARE YOU CANNOT REQUEST AN EXTENSION FOR AN ASSESSMENT IF YOU ARE GOING ON A FAMILY HOLIDAY

WHEN DO STUDENTS NEED TO APPLY FOR THIS CHANGE OF ASSESSMENT DATE:

In all cases **where possible, this form should be completed prior to an assessment.** An 'Application Change of Assessment Date form must be filled in and given to the Teacher and then the Principal's Nominee. Requests for extension of time must be made before the due date.

POSSIBLE RESPONSES BY PRINCIPALS' NOMINEE IF THEIR REASON IS ACCEPTABLE:

- Grant the Extension
- Set a new assessment date or negotiate an earlier date permitting the work.
- Provide the student with a further assessment opportunity where practicable.
- Withdraw the entry.
- Consider other student evidence that could inform a grade.

POSSIBLE RESPONSES IF THE REASONS APPLICATION IS UNACCEPTABLE:

- Deny the application and normal school submission rules apply
- If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by the Principal's Nominee and Deputy Principal- Curriculum

EXTERNAL ASSESSMENT MOCK DERIVED EXAMS CHANGE OF ASSESSMENT DATE PROCEDURES:

- If a student misses the External Derived Grade Exam due to any of the above reasons. All effort by the teacher and student should be made for the student to sit an assessment that is similar to the NZQA external assessment. An example is if the external standard is assessed by NZQA through an exam then the teacher must make all effort to assess the student in the same manner.
- Candidates for externally assessed achievement standards who have suffered from the above reasons and their performance has been significantly impaired they may apply for compassionate consideration. Compassionate Consideration can only be approved by the Principal's Nominee. Teachers keep records of student progress toward externally assessed standards and this grade will be entered into the Kamar Derived Grade column against the student's name.

Section 23: Procedure Steps for applying for a Change of Assessment Date (Late/Extension/Missed/Assessment)

Change of Assessment Date form can be found:

- At the back of the NCEA Student and Parent handbook
- From the student centre
- Principal's Nominee
- School Website - [Link Change of Assessment form bottom of Website page](#)

Student and Teacher Steps!

1. Student will obtain a change of assessment date application form.
2. Student completes form and attaches necessary documentation (E.g.: Medical Certificate, letter from guardian, Dean, Teacher or counsellor)
3. Student gives Change of Assessment application form to their Course/subject Teacher.
4. The Teacher and student collectively discuss the change in assessment date form.
5. Teachers Tick and Sign whether they approve or decline the student's application.
6. If Teacher Approves, they complete date for extension, and completes recommendation section and gives back to student who is applying for extension.
7. Student hands in fully completed form and meets with the Principals Nominee.
8. Principals Nominee will decide within a short period (3 working days).
9. Copy of Application Change of Assessment Date (Late, Extension, and Missed Assessment) form will be signed by student and a copy given to the student.
10. Student must show this form to their course / subject teacher with the decision/date made by the principal's nominee.

PLEASE NOTE NO EXTENSION CAN BE GIVEN TO A STUDENT GOING ON A FAMILY HOLIDAY