Katikati College
Internal Assessment Procedures

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Internal Assessment Procedures

Student/Whānau Information

Deadlines, Absences, Authencity

- Deadlines will be clearly stated by subject teachers when the assessment is issued. If a student is absent on the deadline day, they must ensure that the assessment is submitted to the teacher by the deadline.

Missing Deadlines

- Internal assessment tasks for Achievement Standards and/or Unit Standards must be submitted on the due date.
  No allowance will be made for work which is handed in late without prior arrangements being made with the subject teacher or without an acceptable reason.

Planned Absences

- If a student can foresee an absence, e.g. sport, school trip, Spirit of Adventure, a family commitment, etc., then the student must apply for an extension with the teacher at least three school days prior to the absence. The granting of an extension is at the discretion of the subject teacher with guidance from the Head of Faculty.

Resubmission Opportunities

- A resubmission is an opportunity for a student to resubmit a completed assignment with minor changes after receiving a Not Achieved grade.

Students must use their NZQA login frequently to check credits and updates.

- Only students who are sitting on the grade boundary of Not Achieved and Achieved may do a resubmission, at the discretion of their teacher.

Illness/Unplanned Absences

- Any absence from school must be explained. If a student is absent due to illness on the day of an assessment a medical certificate may be required. An extension of time may be given.
- In the case of an unplanned absence for reasons other than illness an explanation must be provided to the Head of Faculty. Each case will be dealt with on its merit.
- In the case of absence from an external assessment such as the NCEA examinations the student needs to apply to the Deputy Principal in charge of external examinations for a Derived Grade if this is applicable.
- Students should be aware that if they are absent from a Derived Grade Exam they may not have evidence to apply for a Derived Grade if they are absent from the final external assessment/examination.

A Derive Grade could be applied for as a result of:

  ◦ Temporary illness, injury, trauma or serious event
  ◦ Significant conditions or events occurring after 1 October
  ◦ Portfolio subjects
  ◦ Outbreak of notifiable disease such as measles, mumps or whooping cough
  ◦ Injuries to arm or hand
  ◦ Long-term illness, ongoing conditions or trauma
  ◦ National Representation Selection

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Appeal System

If a student believes that the mark or result, they have received for an assessment is unfair they have the opportunity to appeal the decision.

- Students should make an initial response in the first instance to their subject teacher.
- If the issue remains unresolved between the student and teacher, then an appeal should be made within three days of the return of the assessment to the Head of Faculty.
- If the student is still dissatisfied with the outcome, the written appeal should be taken to the Deputy Principal.

Authenticity

- All assessed work must be the individual's own work. It must also have not been previously submitted.
- Students will be informed in advance of requirements to ensure the authenticity of assessed work within each Faculty.

This could include:

  ◦ Asking students to complete tasks in class.
  ◦ Collecting work at the end of each lesson and returning it for the next lesson.
  ◦ Ask students to hand in all draft material (including google doc version history or logbook).
  ◦ Expect students to meet checkpoints/milestones before final deadlines.
  ◦ Discuss ideas and findings with students.
  ◦ Asking students to work independently and/or in formal assessment conditions.

Students must use their NZQA login frequently to check credits and updates.

- If a student's work is found to have been substantially copied from another source, the student will receive no credits for that standard. Where a teacher feels that a piece of work is not that of the student this will be referred to the Head of Faculty and the relevant Senior Leadership person who will make the final judgement.
- If a student's work is found to have been in part copied from another source, the student's assessment will be based on the portion of the work that is their own.
- Fabrication of student work, if suspected, will be investigated and may incur the same penalties.
- To ensure that a student is not suspected of plagiarism or fabricating work all student work must be referenced according to the school procedures (as required by the standard).
- Student work which has been submitted for assessment will be considered to be owned by Katikati College.
- Other breaches of authenticity may include impersonation, collusion and false declaration.
- Any use of A.I. must be discussed with the teacher prior to commencing the assessment and must be referenced.

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Use of Artificial Intelligence (AI

The use of AI tools to perform a range of tasks has grown rapidly recently. The best known of these is ChatGPT. Others include Google Bard, Microsoft's AI-enhanced search engine, Bing, DALL-E 4 (images), CLIP (captions for images), Musenet (music), Dukedeck (music), and Wavenet (speech and music). The growth and availability of these tools presents many ethical, social, economic and environmental issues.

As a college, we aim to educate students about generative AI and how to use it ethically, critically and creatively. We want to ensure students are well-prepared for the workplace and for lifelong study. We know that generative AI has the potential to become a highly used tool in both the academic sphere and the future workplace. Our aim is to prepare you for the ethical and effective use of these tools in a way that prepares you for a workplace in which their use is commonplace, without compromising the integrity of your learning.

It is important for staff to speak with students around what is acceptable use of A.I. within their subjects. Frequent checkpoints throughout an assessment period should also prevent plagiarism. Use AI as a supplement, not a substitute.

Use the information below to guide students:
1. Maintain Originality and Creativity

- Use the insights provided by AI as inspiration to develop your own unique perspectives and ideas.
- Do not simply copy and paste content generated by AI and pass it off as your own.
- Use AI tools to enhance your understanding, validate your ideas, and improve the quality of your work.

2. Be honest and transparent

- Be transparent about the role of AI in your assignment and acknowledge its contribution appropriately. This means:
- List the AI platform you used.
- List the prompts you used and
- Include how you checked this information using reliable sources.
- You are welcome to harness the potential of AI tools while upholding ethical standards of academic integrity. The goal is not to bypass the learning process but to leverage technology responsibly to enhance your learning.

As Professor Richard Baldwin from Switzerland said:
"AI won't take your job, It is somebody using AI that will take your job"

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Level of AI used and how to disclose/reference:

No AI use:
This assessment is completed entirely without AI assistance. AI must not be used at any point during the assessment. This level ensured that student rely solely on their own knowledge, understanding, and skills.
- ***No AI disclosure required.***

AI-Assisted idea generation and structuring:
No AI content is allowed in the final submission. AI Can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work.
- ***AI disclosure statement must be included disclosing how AI was used.***
  Link(s) to AI chat(s) must be submitted with final submission.

AI - Assisted editing:
No new content can be created using AI. AI can be used to make improvements to the clarity or quality of student created work to improve the final output.
- ***AI disclosure statement must be included disclosing how AI was used.***
  Link(s) to AI chat(s) must be submitted with final submission.
  Reference using the date the AI was used.

AI for specified task completion:
AI is used to complete certain elements of the task, as specified by the teacher e.g. planning. This level requires critical engagement with AI generated content and evaluating its output. You are responsible for providing human oversight and evaluation of all AI generated content.
- ***Any AI created content must be cited using proper citation.***
  Link(s) to AI chat(s) must be submitted with final submission.

Full AI use with human oversight:
You may use AI throughout your assessment to support your own work in any way you deem necessary. AI should be a 'co-pilot' to enhance human creativity. You are responsible for providing human oversight and evaluation of all AI generated content.
- ***You must cite the use of AI using proper citation.***
  Link(s) to AI chat(s) must be submitted with final submission.

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