

## PARENT NIGHT QUESTIONS AND ANSWERS

- Ω **How do we login to the NZQA website and review our son/daughter's grades?**
- Ω If your son or daughter is in year 12 or 13 then they will already have access to the website. If your son or daughter is in year 11 then at some time in early May you will be sent out their unique NSN number. This is the number that NZQA will use for all correspondence and examinations. They will then use their NSN and their date of birth to login into the NZQA site and access their progress within the NCEA framework.
- Ω **How do we know if they have assessments?**
- Ω All students will be told of any assessments at least **five** days before the assessment is due/sat. Each subject teacher should have also given your son/daughter a year planner that includes all standards that are being assessed and approximate dates for assessments.
- Ω **What happens if my son/daughter is sick for an assessment?**
- Ω The most important thing to do in this situation is to get your son/daughter to a doctor/school nurse/guidance councillor **on the day of the assessment**. We treat internal assessments as we would external assessments, and being absent for an assessment is serious and requires a doctors certificate (or similar) on the day.
- Ω **How about going on holiday?**
- Ω This is **not** an acceptable reason for absenteeism from either a school internal assessment or your final examination at the end of the year. A not achieved grade will be given.

The school policy is below:

### 1. EXTENSIONS AND ASSESSMENT DUE DATES

The deadline for all work will be advised when the assessment is set. It is recommended that the collection time is 8.45 am on the due day. Late work will receive a Not Achieved grade unless an extension has been obtained from the Principal's Nominee or a delegated HOD.

Work not handed in before the specified time and date will only be accepted for assessment if the Principals Nominee has granted the student a formal extension. Forms are available from the Principal's Nominee.

Applications for extensions must be made **at least 5 school days before the assessment is due**. If an extension is required because of unexpected illness, a medical certificate must be obtained on the day and the application must be made on the day the student returns to school. Failure to do so will result in a 'Not Achieved' grade being awarded.

Extensions will be granted for illness (with a medical certificate), school sanctioned cultural and sports trips as well as provincial or national sports teams.

The Principal may also approve an extension under special circumstances. An extension is unlikely to be granted for non-urgent medical, dental, driving and counselling appointments. A holiday is also unlikely to qualify for an extension.