



13 October 2021

Dear Parents, Caregivers and Students

As outlined in Tuesday's communication, the decision to remain in Alert Level 3, for another week means that our College will remain closed and Distance Learning will remain online for at least the first week of Term 4.

This does impact our College Practice Examinations, but it is important that we continue with the planned examinations because these provide a valid and reliable set of results for Derived Grades. While NZQA has required all schools to produce Derived Grades for students over the years, in the current climate, these grades will be crucial for Auckland students if the NZQA examinations are later cancelled.

We are fortunate, that our College has established a leading association with NZQA's Digital Examinations for many years. This means, that many of our subjects are already set up for digital assessments.

For Online Digital Examinations, the procedure will be:

1. The College Practice Examination Timetable will remain as planned. This means, that if we can go back to school in Week 2, then we can easily adapt with back to onsite instructions.
2. **Attendance is compulsory** and considering the current climate, we cannot stress enough, that students should use the full examination time given. *'Leaving an examination early'* could impair their overall Derived Grade.
3. At the start of the examination, each student will log into their Teams Class or designated Teams meeting, where instructions will be given.
4. A teacher will be available on Teams for the duration of the examination to assist with procedural questions. If a student has ICT issues, they should contact the supervising teacher via Teams.
5. Authenticity is crucial and our digital platforms are able to monitor our student work for plagiarism. Any breach in Assessment rules will result in an investigation and could result in a Not Achieved grade.
6. Students will be given a 15 minutes window at the start of the examination to print off work- **this is not compulsory component**. During this time, students may also retrieve some blank or refill paper- for planning, drafts or to show mathematical working.
7. If the examination paper is not on Education Perfect (most subjects are using Education Perfect) students will be given a 15 minutes window to upload their papers onto the OLE.
8. While these Practice Examinations are important, the final Derived Grade can be determined by the consideration of other qualitative work by students and overall teacher judgment. All Derived Grades and their components are reviewed by the Head of Faculty.
9. Finally, all work needs to be completed by the student. Any assistance from other individuals, would result in a breach of assessment and could result in a Not Achieved grade.
10. It will be difficult to organise a catch-up exam in the current Covid levels. Therefore, if a student is unexpectedly sick or injured, please contact the student's Head of House as soon as possible. Please note a formal Medical Certificate is still required.
11. For SAC Students, we have been in communication with our Enhanced Learning team. For students who have been allocated a 'Reader' for their examinations, papers will provide students with Text to Speak options. Students who require a 'Writer', can continue to type their responses via a laptop or use the Dictate function in Microsoft Word.

COLLEGE

For Boys and Girls in Years 7-13
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BOYS' SCHOOL

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PRESCHOOL

For Boys and Girls aged 3 and 4
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A reminder, it is crucial for authenticity, that each student complete the work themselves and that no assistance is given by another member of the family. Any assistance or plagiarism would be a breach of NZQA rules.

While this change of examination format to online is understandably unsettling for some of our students, please be assured that we have supportive measures in place to assist and guide our students during this time. Ultimately the purpose of the practice exams are to give the students the opportunity to show what they know and to identify what they are yet to master as we prepare for the formal NZQA exams in late November/December.

Your sincerely



Angee Robertson
Deputy Principal – Curriculum

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