Macleans College

A Guide to Reports for Parents

Rationale:

The Macleans College School Board will make available to students, parents and caregivers honest and open feedback on students' progress through a clearly identified reporting system.

PURPOSES:

1 To provide formative assessment feedback to students as they progress.

2 To provide summative assessment feedback to students and parents/caregivers at regular intervals.

3 To provide information to parents/caregivers on students' extra-curricular participation.

4 To provide a summative record of students' achievements for school archives to:

- Assist in future placement of students in appropriate courses.
- Provide records of achievement for student leavers.
- Provide a testimonial for senior student leavers.

Contents

Reporting Sessions **2**
1. NCEA (National Certificate of Educational Achievement) 2
2. CIE (Cambridge International Examinations) 2
3. MCERT (The Macleans Certificate Year 11) 3
4. JUNIOR REPORTS (Year 9 and 10) 3
Reporting on Attainment **3**
NCEA 3
Cambridge International Examinations 4
MCert (Year 11) and Junior Reports 4
Reporting on Diligence Grades **5**
SUBJECT DILIGENCE GRADES 5
Accessing Reports **6**
Parent - Teacher Interviews **6**

Reporting Sessions

All reports include attendance rate as a percentage, up to the day of the report being sent.

1. NCEA (National Certificate of Educational Achievement)

Report Term	Attainment	Diligence Grades	Other
1 . Milestone 1 report	NCEA Progress Grade based on current standard/ coursework	YES	
2. Milestone 2- Mid year report	NCEA Progress Grade based on current standard	YES	NCEA Summary of internals Form Teacher grades Extracurricular page
3. Practice exams	No report Term 3 - Practice exam grades only		
4. End of year report	NCEA Internal results + External Derived Grades	YES	NCEA Summary of internals Extracurricular page Form Teacher grades

2. CIE (Cambridge International Examinations)

Report Term	Attainment	Diligence Grades	Other
1 . Milestone 1	Percentage	YES	
2. Milestone 2/ Mid year report	Mid Year % exam result	YES	Extracurricular page Form Teacher grades
3. End of year report	End of Year % practice exam result	YES	Extracurricular page Form Teacher grades

All CIE reports include a median.

3. MCERT (The Macleans Certificate Year 11)

Report Term	Attainment	Diligence Grades	Other
1 . Milestone 1	Progress Grade	YES	
2. Milestone 2/ Mid year	Progress Grade	YES	Extracurricular page Form Teacher grades
3. Milestone 3	No report		
4. End of year	End of year Exam Grade Coursework Grade	YES	Extracurricular page Form Teacher grades

4. JUNIOR REPORTS (Year 9 and 10)

Report Term	Attainment	Diligence Grades	Other
1 . Milestone 1	Progress Grade	YES	
2. Milestone 2	Progress Grade + Coursework grade for Semester subjects only	YES	Extracurricular page Form Teacher grades
3. Milestone 3	No report		
4. End of year	End of year Exam Grade +Coursework Grade all subjects	YES	Extracurricular page Form Teacher grades

Reporting on Attainment

NCEA

Until a student has sat an internal, the marks on reports are a progress grade only. To help students and parents gauge how close they are to a grade boundary. **We use a 8 point scale for progress grades.**	**Official NZQA Internal and External grades are recorded as the following**
High Excellence ***Excellence*** ***High Merit*** ***Merit*** ***High Achieved*** ***Achieved***	**Achieved with Excellence (E)** **Achieved with Merit (M)** **Achieved (A)** **Not Achieved (N)** Official grades can be accessed using the student's NSN on the report and logging into NZQA or on the Parent portal NCEA Summary. Note: Unit standard course (subjects marked with * on the report) can only be awarded Achieved or Not Achieved.

Near Achieved ***Not Achieved***	

Cambridge International Examinations

For CIE the attainment is reported as a percentage mark, note the raw marks are subject to scaling and grade boundary adjustments. There is also a median which is calculated across the whole subject.

MCert (Year 11) and Junior Reports

The Macleans Certificate and Junior Reports are graded in 2 ways: Using an 8 point grade scale.

Grade	Descriptor	Percentage boundaries	
A+	An Outstanding Performance	90% - 100%	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. The student consistently demonstrates originality and insight and always produces work of high quality.
A	An Excellent Performance	85% - 89%	
A-	A Very Good Performance in most respects	80%-84%	
B+	A Good Performance	70% - 79%	A good understanding of the required knowledge and skills, and the ability to apply them to most situations. The student usually shows evidence of analysis , synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
B	A Commendable Performance	60% - 69%	
C	A Satisfactory performance	50% -59%	A general understanding of the required knowledge and skills and the ability to apply them effectively in some situations. There is occasional evidence of analysis, synthesis and evaluation.
D	Adequate evidence of learning	40% - 49%	Incomplete understanding and achievement against most of the expectations, or clear difficulties on some areas. The student demonstrates a partial understanding of the required knowledge and skills and is only able to apply them with support.
E	Working towards the required standard.	1%-39%	Inadequate achievement against all the expectations. The student had difficulty understanding the required knowledge and skills and is unable to apply them.
U	Ungraded.	0	The student was at the test but did not attempt to do the work or achieved a 0.

Reporting on Diligence Grades

Diligence grades measure the effort a student exudes in their attitude to their studies; in class and independently. There are four areas of this which are reported on.

SUBJECT DILIGENCE GRADES

The four diligence grades reported on are:

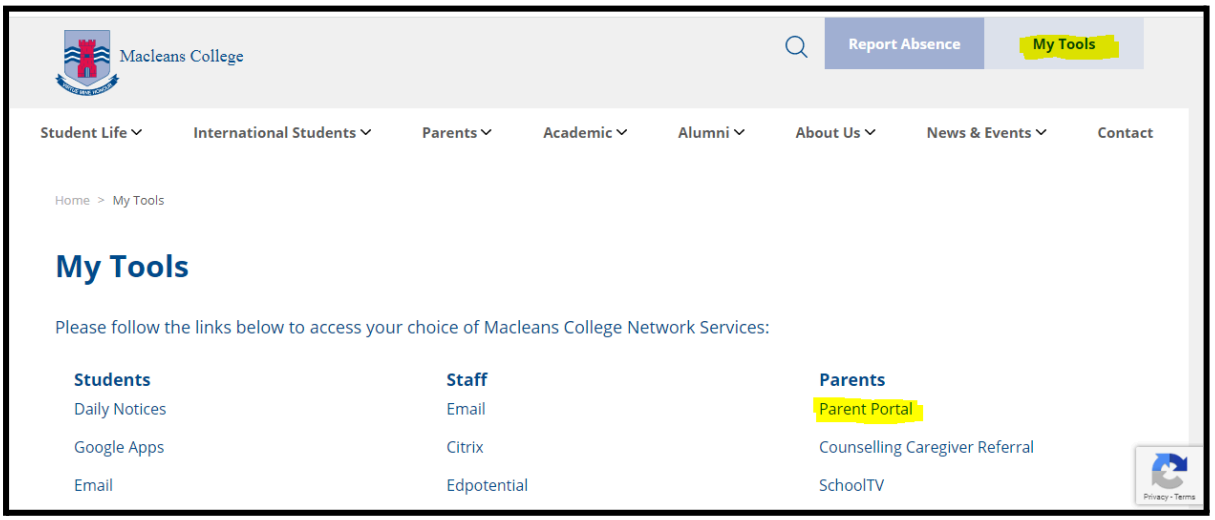
Participation & contribution	Readiness to learn	Homework & assignments	Record of learning
How actively is the student participating and contributing in lessons and to their learning?	**How prepared, ready and focussed is the student to learn?**	**How well does the student complete homework and assignments on time?**	**How well does the student complete class(book)work and how well do they present it?**
STANDARD			
Standard of positive participation in class	**Standard of preparedness for learning**	**Standard of completeness**	**Standard of completeness**
Standard of positive contribution in class	**Standard of focus in class**	**Standard of meeting deadlines**	**Standard of presentation**

Standard Grades	Descriptor
Outstanding	The student always does their best and consistently strives to reach their potential. The student is well organised, has a high level of self-discipline and sets themselves clear goals.
Very good	The student is motivated and well organised. They have a positive and purposeful approach to their studies and eagerly look for ways to improve their performance.
Satisfactory	The student is generally motivated and organised. They mostly have a positive approach to their study but should ensure more consistency in their performance. Usually self-disciplined.
Needs improvement	The student is inconsistent in academic studies and needs to improve their attitude, punctuality and work output. A lack of self-discipline is spoiling their chances of reaching their potential.
Causing concern	The student seldom engages with their academic studies and/ or has unacceptable behaviour in class. Erratic engagement and participation in lessons and does not exhibit any self management.

Accessing Reports

Reports are available through the parent portal for parents and students to view. They require their ID number and password to view. Parents will be notified of the dates reports will be available on the portal.

The parent portal can be accessed through the Macleans Website > My Tools> Parent Portal



Parent - Teacher Interviews

These are held in Term 1 and Term 3 after the report is issued.

Interview dates and instructions will be emailed to you when the reports are issued.

HOW TO BOOK INTERVIEW TIMES:

Bookings will be **OPEN** at 3:30pm at least one week prior to the event. Dates to be as advised
Bookings will **CLOSE** at 3:30pm on the day before the interviews

To access the booking system, go to https://www.schoolinterviews.co.nz- enter the booking number which is given to you in the email (sent at the time of the report being issued) and press GO

Step 1 - Enter your name, email address and the student's name/s and press GO. Please make sure you use the full name of your child so as to avoid confusion for the teacher.
Step 2 - Choose the teacher/s you want to see for each student and press GO
Step 3 - To choose an interview time, click the check boxes. Missing check boxes mean that time has already been booked by someone else. Press GO to confirm interviews.
Your interview is confirmed - on this page, you will see your interviews listed.
You can cancel, update, add, reschedule and print.
Click 'Finished' when completed.

If you need interviews for more than one child, we suggest that you do not make bookings in consecutive time slots as you would need to leave your first interview early in order to be on time for the second one - the system does bring up a warning about this if you try to do it.

Interviews are 5 minutes in duration.

If a teacher does not show up once entered, then they are not available on the interview afternoon or they are fully booked. We encourage parents to book interviews is your child has RED grades on their report.

Your child is encouraged to attend the interview and can choose to wear uniform or not.