

[A Guide to Reports for Parents](#)

RATIONALE:

The Macleans College Board of Trustees 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:
 - a) Assist in future placement of students in appropriate courses.
 - b) Provide records of achievement for student leavers.
 - c) Provide a testimonial for senior student leavers.

[Reporting Sessions](#)

SENIOR REPORTS

Senior Reports include years 11, 12 and 13.

NCEA and CIE

Milestone Report Term 1: Attainment level (Milestone test) + Diligence Grades.

Mid-year Report Term 2: Attainment Level (Mid-year exam mark) + Diligence Grades +NCEA Summary.

End of Year Report Term 3 /4: Attainment Level (End of Year Exam) +Diligence Grades + Subject Comment
+Form Teacher Attitude Grades + Extracurricular + Awards Page.

(Year 13 students also receive a testimonial in their final report.)

The Macleans Certificate (MCert) for year 11

Milestone Report Term 1: Attainment level (Milestone test) + Diligence Grades.

Mid-year Report Term 2 : Attainment Level (Mid-Year Exam mark) + Diligence Grades

Term 3 Report : Attainment Level (Mock Exam mark) +Diligence Grades + Subject Comment

End of year Exam Report Term 4: Attainment Level (Final Exam Mark and internal grade) + Form Teacher
Attitude Grades + Extracurricular + Awards Page.

JUNIOR REPORTS

Junior Reports include year 9 and 10.

Milestone Report Term 1: Attainment level (Milestone test) + Diligence Grades.

Mid-year Report Term 2:- Attainment Level (Mid-year examination mark) + Diligence Grades.

Milestone Report Term 3: Attainment Level (Milestone Test) + Diligence Grades.

End of Year Report Term 4: Attainment Level(End of year examination mark) + Diligence Grades + Subject Comment +Form Teacher Attitude Grades+ Extra curricular + Awards Page.

All reports include an absent check and a median where appropriate.

Reporting on Attainment

CIE

For CIE the attainment is reported as a percentage mark. Sometimes the mark on the report is not the raw mark a student received in a test or exam. There is also a median which is calculated across the whole subject.

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 7 point scale for progress grades.

Excellence

High Merit

Merit

High Achieved

Achieved

Near Achieved

Not Achieved

Note: Unit standard course (marked with *) can only be awarded Achieved or Not Achieved.

Official NZQA Internal and External grades are recorded as:

Achieved with Excellence

Achieved with Merit

Achieved

Not Achieved

Official grades can be accessed using the students NSN number and logging into NZQA.

Official grades are also available on the parent portal.

[M Cert \(Year 11\) and Junior Reports](#)

The Macleans Certificate and Junior Reports are graded in 2 ways: Either using an 8 point scale or a 5 point scale. Subjects using a 5 point scale are marked with *.

The grading system is shown below:

Grade descriptors - 8 Point Scale for M.cert and Year 9 and 10			
Percentage	Grade	Descriptor	
100% - 90%	A+	An Outstanding Performance	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.
89% - 85%	A	An Excellent Performance	
84% - 80%	A-	A Very Good Performance in most respects	
79% - 70%	B+	A Good Performance	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.
69% - 60%	B	A Commendable Performance	
59% - 50%	C	A Satisfactory performance	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.
49% - 40%	D	Adequate evidence of learning	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.
39% - 0%	E	Working towards the required standard.	Inadequate achievement against all the expectations. The student had difficulty understanding the required knowledge and skills and is unable to apply them.
Grade descriptors - 5 Point Scale for M.Cert and Year 9 and 10			
	Grade	Descriptor	
	A	An Excellent Performance	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.
	B	A Good Performance	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.
	C	A Satisfactory performance	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	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.	Inadequate achievement against all the expectations. The student had difficulty understanding the required knowledge and skills and is unable to apply them.

[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.

- *Attitude - Attitude to Learning,*
- *Homework - Homework and Assignments.*
- *Preparedness for learning.*
- *Record of learning - Standard of Bookwork.*

There are 4 levels: Gold, Silver, Bronze and Red.

The full Diligence criteria is available on our website or via this link:<https://www.macleans.school.nz/parent/parent-information/diligence-criteria-student-parent-guide>

Diligence Grade Summary.	
GOLD - Exemplary	Exemplary – 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.
SILVER – Highly Commendable	Highly Commendable - The student is motivated and well organised. They have positive and purposeful approach to their studies and eagerly look for ways to improve their performance.
BRONZE – Working Well	Working Well - 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.
RED – Improvement Needed	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.

[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



Home > My Tools

My Tools

Please follow the links below to access your choice of Macleans College Network Services:

Students

Daily Notices

Google Apps

Email

Staff

Email

Citrix

Edpotential

Parents

Parent Portal

Counselling Caregiver Referral

SchoolTV



[Parent - Teacher Interviews](#)

These are held in Term 1 and Term 2. Instructions on how to book for these is on our website, but will be emailed to you a few weeks before each date.

We recommend that parents whose students received RED grades on their reports attend parent interviews.