



2019 NCEA Assessment Student & Parent Handbook

- Please read and understand the contents of this booklet thoroughly
- Ask your subject teacher for clarification and advice if required.
- Please keep this booklet in a safe place in your Digital Files so you can refer to it if required.
- The Principal's Nominee (PN) for NZQA matters is Mr Murray: amu@shgcnp.school.nz

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GENERAL INFORMATION**2019 Term Dates & Public Holidays**

Term Dates			
Term 1	Monday 29 January	to Friday 12 April	(11 weeks)
Term 2	Monday 29 April	to Friday 05 Jul	(10 weeks)
Term 3	Monday 22 July	to Friday 27 September	(10 weeks)
Term 4	Monday 14 October	to Wednesday 11 December	(8 weeks)
Statutory Holidays			
Waitangi Day	Wednesday	6 February	
Taranaki Anniversary	Monday	11 March	
Daylight Saving Ends	Sunday	07 April	
Good Friday	Friday	19 April	
Easter	Monday & Tuesday	22 & 23 April	
ANZAC Day	Thursday	25 April (in school holidays)	
Queen's Birthday	Monday	03 June	
Daylight Saving Starts	Sunday	29 September	
Labour Day	Monday	28 October	
School Examination Dates:			
Te Kura Examinations	12 August – 16 August		
Mock Examinations	12 September - 18 September		
NZQA Examination Dates:			
The calendar can be found here .	8 November – 03 December		
NZ Scholarship/ NCEA Exams			

NCEA General Information

NCEA (the National Certificate of Educational Achievement) is the main secondary school qualification in New Zealand.

NCEA is three certificates: it can be awarded at Levels 1, 2 and 3.

Students usually begin studying for their NCEA Level 1 in Year 11 and continue through Years 12 and 13 (from ages 15 through to 18).

Many vocational qualifications are also offered in secondary schools. NCEA factsheets can be found on the [NZQA website](#)

NCEA Levels 1 -2

Level 1 80 credits are required at any level (Level 1, 2 or 3) [including 10 literacy and 10 numeracy](#) credits. Schools can explain the literacy and numeracy standard pathways they are using.

Level 2 60 credits at level 2 or above
+ 20 credits from level one
The Level 1 [literacy and numeracy](#) requirements must also be met.

Level 3 60 credits at level 3 or above
+ 20 credits from level 2 or above
The Level 1 [literacy and numeracy](#) requirements must be met.

Credits gained at one level can be used for (or count towards) more than one certificate. They may also be used towards other qualifications. For example, unit standards in the domain 'generic computing' might be used towards a Level 2 NCEA certificate, as well as towards a National Certificate in Computing (Level 2); or 20 credits gained at Level 1 can also count towards a Level 2 NCEA certificate.

Certificate Endorsement

To gain Level One, Two or Three NCEA with Merit:

- 50 Merit or Excellence credits at the certificate level or higher.

To gain Level One, Two or Three NCEA with Excellence:

- 50 Excellence credits at the certificate level or higher.

Course Endorsement

To gain a course endorsement with Merit:

- 14 credits at Merit level (or a combination of Merit and Excellence credits) including at least 3 internal and three external credits at Merit or Excellence level.

To gain a course endorsement with Excellence:

- 14 credits at Excellence level including at least 3 internal and three external credits at Excellence level.
- Exceptions include Religious Studies, PE and Level 3 Visual Art

This must be gained in a single year

University Entrance

University Entrance (UE) is the minimum requirement to go to a New Zealand university. To qualify you will need:

- NCEA Level 3
- Three subjects - at **Level 3**, made up of:
 - 14 credits each, in three [UE Approved Subjects List](#)
- Literacy - [10 credits at Level 2 or above](#), made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - [10 credits at Level 1 or above](#), made up of:
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all** three required).

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

Universities and other tertiary providers in New Zealand sometimes have other specific requirements for entry to particular programmes or courses. If you have a particular university programme in mind, check the entry criteria as soon as possible, to ensure that you are entering for the right standards at Level 3.

New Zealand Scholarship

New Zealand Scholarship is designed to extend the very best students and to financially reward very able students who are going on to tertiary study. It is not a qualification.

Students entered for New Zealand Scholarship are assessed on their ability to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations. The examinations or portfolios cover the same content as level 3 achievement standards, but the standard of performance required is much higher.

[Read about NZ Scholarship here](#)

Vocational Pathways

The Vocational Pathways provide new ways to achieve NCEA Level 2. These pathways let you see how learning and achievement is valued in the workplace. They also suggest the types of study options and job opportunities available to learners.

To find out more visit the Vocational Pathways page on the NZQA website [Read more about Vocational Pathways here](#)

Level 1 literacy and numeracy requirements

The literacy and numeracy requirements for NCEA Level 1 are Literacy requirement Minimum of 10 credits through either:

- Specified assessment standards - specified assessment standards available through a range of subjects and [English for Academic Purposes unit standards 22750 and 22751](#) (minimum total of 10 credits), or
- Unit standards - package of three [literacy unit standards](#) (total of 10 credits (**all** three required)).

Numeracy requirement

Minimum of 10 credits through either:

- Achievement standards - [specified assessment standards](#) available through a range of subjects - (minimum total of 10 credits), or
- Unit standards - package of three [numeracy unit standards](#) (total of 10 credits - **all** three required).

The UE Approved Subject List

You can access the approved subject list by clicking on the link below:

[View the Approved Subjects](#)

Providing NCEA Information to Parents/Students

1. All students will be issued with a Course Outline at the commencement of each course. This will be handed out no later than March 1.
2. The Course Outline will provide specific information relating to that course – and will include:
 - o each standard being offered
 - o the standard title, standard number, credit value of whether the standard counts towards Level 1 or 2 literacy and/or numeracy
 - o whether the standard counts towards UE literacy (Level 2 or 3)
 - o if a further assessment opportunity is available
 - o if the course is UE approved; and
 - o if the course is endorsable
3. For internal achievement standards – students should receive the marked work and the awarded grade within an appropriate timeframe from the due date of the assessment activity. At this time, students will have the opportunity to view their work.
4. A course selection book will be available via the school website
5. Reports are issued to parents/caregivers at least twice a year including a NCEA print-out showing all assessment standard results.

Appeals

1. The student, upon the return of his work, should seek clarification of the marking procedures and grade awarded.
2. If the student has any concerns they should discuss the matter with their subject teacher within **three school days** of receiving back their work.
3. Students can **appeal** any assessment decision **within two school days** of reviewing their work and the marking cover sheet.

Steps for appealing your grade:

Step 1:

Approach the teacher within two days of receiving the assessment regarding your grade to discuss why you are appealing it.



Step 2: Approach the LEADER OF LEARNING regarding your appeal (use the Appeal Form).



Step 3: Approach Mr Murray, Deputy Principal, within two school days of the meeting with the Leader of Learning (use the Appeal Form). Mr Murray will discuss the matter with the Leader of Learning.

- Mr Murray will then arrange for an independent assessment of the disputed work. This may mean the work being sent to a teacher from another school.
- The advice from the independent assessor will be used to guide the decision making process to determine the final grade.
- Mr Murray, in consultation with the Leader of Learning, will be the final arbiters on the grade.

If you have used TWINK or PENCIL in your assessment task you cannot appeal the grade awarded.

Copies of Appeal Forms can be found on the [school website](#).

This is under the **Curriculum** link.

Resubmissions

1. A resubmission opportunity should only occur when the teacher judges that a mistake has been made which the student should be capable of discovering and correcting themselves and/or if a student is sitting on a grade boundary and could improve the grade with a minor adjustment to their script.
2. Can only be offered after final submission of a grade awarded. (Feedback can be given before that grade is awarded)
3. Should only be offered where a teacher judges the student should be capable of discovering and correcting a mistake themselves in a timely fashion
4. Should be limited to specific aspects of the assessment
5. Can be offered after either the first or further assessment opportunity, or after both.
6. Teachers may give only general advice.
7. A student must have access to any grade - Not Achieved, Achieved, Merit, and Excellence.
8. No more than one resubmission can be provided per assessment event.
9. A resubmission must take place before the teacher gives feedback to the class and/or to any student on the work done.
10. If more teaching relating to the assessment has occurred after the assessment resubmission is not possible.

Further Assessment Opportunities

1. A Further Assessment Opportunity may occur when a new assessment is provided for students after their first assessment opportunity and after further teaching and learning has taken place.
2. The teacher will determine whether an opportunity for further assessment is practicable
3. Students **may** be offered a maximum of one further opportunity for assessment against an assessment standard within a year, regardless of the grade obtained in the earlier assessment.

Attendance

1. Students are expected to attend all classes and any absences from class **must** be reported to the School Office via a note or phone call from the parent/caregiver. (This note is required the day the student returns to school.)
2. Leave applications should be made by students in all circumstances when they are to be away from classes for reasons other than illness or bereavement.
3. This informs the teacher in advance and also the parents/caregivers are informed about learning and/or assessments, which may be missed.
4. Failure to meet an assessment deadline will be noted, the Dean will be notified and the subject teacher will send a letter home. The students will be awarded a Not Achieved grade.

Extensions/Alternative Assessment Dates

1. Students should present all material for assessment on the due date.
2. Assignments received after the due date will receive Not Achieved, N.
3. The exception is if an extension or alternative assessment date has been granted
4. In exceptional circumstances, e.g. acute illness, bereavement, national representation etc., an extension to the due date may be granted by the Leader of Learning.
5. Copies of the application form for an Extension can be found on the school website.

Copies of Extension Forms can be found on the [school website](#).
This is under the **Curriculum** link.

Medical Certificates

6. If a student misses any internal assessment task through illness (or is away longer than three school days) a Medical Certificate is required.
7. The Medical Certificate is to be given to the Dean on the student's return to school.
8. Even when a Medical Certificate is supplied by the student, the opportunity to sit the assessment may be lost. In this instance, an application for an alternative assessment date must be sought through the Leader of Learning. If an alternative assessment date cannot be arranged, then the student will be withdrawn from the standard.

School Representation/School Event

9. It is the student's responsibility to inform the Dean and subject teacher in advance of the absence.
10. It is generally expected that work be handed in before the event. If this is impractical an application for an extension or an alternative assessment date must be sought through the Leader of Learning.

Family Holidays in School Time

11. Sacred Heart Girls' College does not condone/recommend holidays during term time.
12. Students must submit their assessment work prior to leaving. Students should also be told that they must see their Dean.

Other Reasons

13. All other applications for an Extension or Alternative Assessment Opportunity will go through the Leader of Learning and the Deputy Principal, Andrew Murray.
14. Copies of the application form for an Extension can be found on the [school website](#).

This is under the **Curriculum** link.

Authenticity

1. All work submitted by a student for credits towards a NZQF qualification must be authentic and must be completed by the student involved.
2. Students should not share their work with others or allow others to copy their work.
3. Students should use a bibliography (or Endnotes/Footnotes) to acknowledge all sources of information.
4. All students will be asked to sign an Authenticity Form on the completion of their work. This will be handed in with their assessment work.
5. The Authenticity Form can be found on the school website. This can be found on the [school website](#). This is under the **Curriculum** link.

Misconduct

For example: dishonest practice, concerns of authenticity, influencing, assisting, or hindering another candidate, accessing a cellular phone or other unauthorized electronic device during any examination or and failure to follow instructions.

Where it is decided a student has committed a breach of the assessment conditions whether knowingly, fraudulently or unwittingly, and the breach undermines the credibility of the assessment, the Principal will be informed. The following actions will take place:

- A formal letter will be sent home and the matter will be noted on the student's official KAMAR record.
- The student will be awarded a Not Achieve for that standard and no further assessment opportunities for that standard will be available.
- The student may also face any of the consequences employed in the school discipline system.

At all times the principles of natural justice, transparency and a shared understanding of the processes to be followed will apply.

Reporting Not Achieved

Reporting a Not Achieved grade will result when:

- The student does not pass the assessment
- There is a proven breach of authenticity
- Adequate assessment opportunity has been provided yet the student has not submitted the required work

Derived Grades

1. A derived grade is available to candidates who are entered for an externally assessed standard and for an approved reason, the student is unable to attend an external exam OR whose performance is impaired in preparing for, or during, an exam session(s).
2. The Sacred Heart Girls' College **Mock Exams** will be used for a Derived Grade.

Special Assessment Conditions (SAC)

1. SAC are approved in advance so that entitled candidates can demonstrate their knowledge, skills and understanding, without providing unfair advantage over other candidates.
2. An application to NZQA will be made by the school for candidates identified as having permanent or long-term conditions such as a:
 - physical disability
 - sight impairment
 - hearing impairment
 - medical condition
 - specific learning disability
3. Evidence of need can be established by a current report from an independent, registered professional, or school based collected evidence, recommending special assessment conditions to address the candidate's specified needs.
4. NZQA approves eligibility for SAC.
5. The report should be completed in time for the first year of assessment for NCEA, and remains valid for three years.
6. SAC is used for internal standards and external (exams) standards. Examples of SAC are use of a writer or computer, rest breaks, Braille or enlarged papers, or reader. If a person is providing support with reading or writing, they may not guide the student or explain the assessment.

Withdrawal from Internal and External Assessments

1. If the student shows insufficient sign of being prepared for an internal or external assessment subject teachers will communicate with the parents/caregivers to discuss alternative strategies to support the student's learning.
2. In some circumstances, it may be recommended that the student is withdrawn from the assessment. In this case, the Dean will complete a Withdrawal Approval Form and inform the parents/caregivers of the decision to withdraw.
3. Parent/caregiver approval must be sought before the withdrawal can take place.

Privacy (Privacy Act 1993)

Teachers will:

- Maintain the privacy of individual student's personal data at all times.
- Ensure student's grades are not communicated to other parties.
- Seek permission from the student before the student's work is used as an exemplar.

Financial Assistance

Financial assistance is available to assist with the payment of entry fees for National Secondary Schools qualifications (i.e. NCEA).

To be eligible to apply you must be the fee-payer ("Fee-Payer" is normally the parent or guardian of the student, and must be the person paying the NZQA fees) and meet at least one of the following criteria:

- a. be currently receiving a Work and Income or Study Link benefit, or have a current Community Services Card (benefit-based applications)
- b. are not currently receiving a benefit, or do not have a current Community Services Card, but do have a joint family¹ income that would entitle you to receive a Community Services Card (income- based applications)
- c. have two or more children who are candidates, irrespective of family income, and the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum (multiple candidate applications).
- d. You cannot claim financial assistance for international fee-paying students.
- e. The Application Form for applying for Financial Assistance can be downloaded from the [NZQA website](#) . Students, parents/caregivers can also get the Application Form from the school office.
- f. Applications for Financial Assistance must be submitted to the school office no later than **1 December 2019.**

Further information for parents/caregivers can be found on the NZQA website under [Financial Assistance.](#)

NCEA Fees

	GST Exclusive	GST Inclusive
Domestic student entry for all NCEA standards	\$66.70 per year	\$76.70 per year
Domestic student entry for a Scholarship subject	\$26.08 per subject	\$30.00 per subject

NCEA fees are to be paid to the school office. Fees may be paid in a lump sum or with installments over the term or year. Please discuss the payment options with the school office.

The final date for NCEA payment to the school office is Friday 30 August. After this date, NCEA payments will need to be paid directly to NZQA using the NCEA payment form.

Further information can be found on the [NZQA website](#)

NZQA App for Students

NCEA Student will help students plan their NCEA study programme, set goals and track their progress.

[APP for Students](#)

NZQA App for Parents & Employers

NZQA has launched a new mobile App called NCEA Guide written for parents, whānau and employers. The App provides quick and easy access to key information about NCEA.

Content can be viewed in English and Te Reo Māori.

[APP for Parents/Family/Whanau & Employers](#)



Authenticity Declaration 2019

Authenticity is the assurance that evidence of achievement produced by a learner is their own.

In particular:

- ❑ Students must not copy from another person or source (plagiarism) without appropriate referencing. This includes copying another student's work (past or present) and copying from a website or book.
- ❑ Students must not accept too much guidance from any other person. This includes other students (past and present), caregivers, teachers or tutors.

By completing this form I acknowledge that:

- Any information and materials that are the work of others and included as part of my internal assessment submission(s), will be appropriately referenced.
- All other work submitted by me for internal assessment purposes is entirely my own.
- I understand that if authenticity is breached it will result in a Not Achieved grade for the assessment and I will be ineligible for further assessment in that particular standard.

This form covers all NCEA assessments in the current academic year.

Student Name:	
NSN:	
Student Signature:	Date:
Caregiver's signature:	Date:

Students will not be able to have assessments graded unless this form has been returned.

This form will be retained and stored on the student's file.

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NCEA Assessment Extension Request

All extensions to assessments must be submitted at least one week before the due date

Student Name:	
NSN:	
Subject:	
Teacher:	
Assessment Number:	
Reason for extension: (attach relevant evidence)	
Student Signature:	Date:

Fill in the details above and hand to Mr Murray:

<input type="checkbox"/> EXTENSION GRANTED or <input type="checkbox"/> EXTENSION DENIED	New Due Date:
Reason:	
Teacher sign:	Date:
Leader of Learning sign:	Date:
Student sign:	Date:
PN sign:	Date:

This form must be attached to the assessment.

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NCEA Assessment Appeal

(For students disputing an allocated grade)

Step 1:

Any appeal must be lodged with the Principal's Nominee within 7 days of the return of an assessment. ***Attach this form to your assessment and hand to Mr Murray.***

Student Name:	
NSN:	
Subject:	
Teacher:	
Assessment Number:	
Reason for appeal:	
Student Signature:	Date:

STEP 1 OUTCOME:

<input type="checkbox"/> APPEAL GRANTED or <input type="checkbox"/> APPEAL DENIED	Grade Awarded: Reason:
Teacher sign:	Date:
Leader of Learning sign:	Date:

<input type="checkbox"/> "I accept this decision" <input type="checkbox"/> "I do not accept this decision"... go to Step 2.	
Student signature:	Date:

STEP 2 OUTCOME: *The Principal Nominee's decision is final*

<input type="checkbox"/> APPEAL GRANTED or <input type="checkbox"/> APPEAL DENIED	Grade Awarded: Reason:
PN sign:	Date:
Leaders of Learning sign:	Date:
Student sign:	Date:

This form must be stored on the student's file and a copy attached to the assessment.