



Sacred Heart Girls' College

NCEA An information Session for Students

Some Terms

All standards are registered on the New Zealand Qualifications Framework (NZQF). This includes Achievement Standards and Unit Standards. These standards can be used by schools, tertiary institutes, private providers and industry once the provider has met the Quality Management Systems set out by the New Zealand Qualification Authority (NZQA).

National Certificate of Educational Achievement (NCEA): When a student gains sufficient credits they receive a National Certificate of Educational Achievement. This can be gained over several years.

Record of Achievement (RoA): Each student has an individual record of all their achievements. This builds up over the years and can be accessed by the student through the NZQA website.

Achievement Standards

- These are graded Achieved, Merit or Excellence.
- Some Achievement Standards are externally assessed in an examination at the end of the year.
- Other Achievement Standards are internally assessed by teachers during the year.
- In subjects such as Mathematics the questions in an assessment vary in difficulty to reflect Achieved through to Excellence requirements.
- In other subjects the response a student makes to a question could be graded Achieved, Merit or Excellence.

National Certificate in Educational Achievement (NCEA)

Level One

- A minimum of 80 credits are required.
- These credits can come from Unit Standards and/or Achievement Standards.
- The 80 credits must include 10 credits in Literacy and 10 credits in Numeracy.

Level One Numeracy and Literacy

- **Literacy** Unit Standards – a package of three Literacy Unit Standards (total 10 credits – all three required) Achievement Standards – Specified Achievement Standards available through a range of subjects
- **Numeracy** Unit Standards – a package of three Numeracy Unit Standards (total 10 credits – all three required) Achievement Standards – Specified Achievement Standards available through a range of subjects. The Literacy and Numeracy Achievement Standards are listed on the NZQA website.
- **Reporting** The results notice will clearly state whether the literacy requirement and the numeracy requirement have been met through the Achievement Standards or the Unit Standards package. This is because the Unit Standards packages are not at the same curriculum level as the Achievement Standards. At Sacred Heart Girls' College our goal will be for all students to achieve Literacy or Numeracy through Achievement Standards by the end of Year 11.

NCEA Level 2

- A minimum of 80 credits are required. At least 60 of these credits must be at Level 2.
- There are no English or Mathematics requirements.
- Credits can be re-used for different qualifications.
- A student who has achieved NCEA Level 1 can use 20 of the same credits towards NCEA Level 2. In reality Year 12 students only need to get 60 credits at Level 2 during the year to get NCEA Level 2.
- Students coming from overseas or new to NCEA would need to get the full 80 credits.

NCEA Level 3

- A minimum of 80 credits are required
- At least 60 of the credits must be at Level 3.
- The other 20 credits can come from Level 2 or higher.
- There are no English or Mathematics requirements.

Endorsed NCEA Certificates

- These endorsed certificates show an overall level of achievement that is easily recognised by tertiary institutes and employers. These can be achieved over more than one year.
- A NCEA Level 2 certificate endorsed with Excellence from Year 12 is often used as a prerequisite when applying for University academic scholarships in Year 13.
- **NCEA Level 1 Endorsed with Merit**
- 50 Merit or Excellence credits at Level 1 or higher
- **NCEA Level 1 Endorsed with Excellence**
- 50 Excellence credits at Level 1 or higher
- **NCEA Level 2 Endorsed with Merit**
- 50 Merit or Excellence credits at Level 2 or higher
- **NCEA Level 2 Endorsed with Excellence**
- 50 Excellence credits at Level 2 or higher
- **The same pattern occurs at Level 3.**

Course Endorsements

- Course endorsements must be achieved in one year.
- **Course Endorsement with Merit:** 14 credits at Merit level or above including 3 credits from internal standards and 3 credits from external standards
- **Course Endorsement with Excellence:** 14 credits at Excellence level including 3 credits from internal standards and 3 credits from external standards.
- Each **course** will be defined by the school offering it i.e. the 18 to 24 credits attached to a specific course

University Entrance

- Student must have Level 3.
- These must consist of at least 14 credits in each of three “approved subjects” (subjects such as Chemistry or History)
- Some subjects use standards from several domains. Students taking Chemistry and/or Biology have to be very careful when checking how close to gaining University Entrance they are at any stage.

Additional Requirements for University Entrance

- Literacy - 10 credits at Level 2 or above
- 5 credits from the reading standards and 5 credits from the writing standards.
- Numeracy - 10 credits at Level 1 or above
- Literacy and Numeracy credits are available through a range of subjects.

University Requirements for 2018

- NZ Universities are applying different requirements for entry in 2017. Just getting 3 X 14 credits in three approved subjects and one or more non-approved subjects **does not guarantee entrance to some NZ Universities in 2017.**
- For example, to be automatically accepted into any degree course at Victoria University (other universities and individual courses of study may have different requirements) you will need to have the following:
 - Achieved University Entrance
 - Achieved the **Guaranteed Entry Score (GES) of 120 points from approved subjects**
 - Fulfil any other degree specific requirements e.g. performance audition
 - The GES is calculated based on your **best 80 credits**. A maximum of 24 credits can come from each subject. GES can be based on fewer than 80 credits. Where: Excellence = 4 points, Merit = 3 points, Achieved = 2 points
 - Be aware of Auckland University's literacy requirement

STUDENT GUIDELINES FOR INTERNAL ASSESSMENT OF UNIT AND ACHIEVEMENT STANDARDS

Expectation of Teachers

- A course outline, including an assessment plan, is provided at the start of the year
- Copies of the standards offered will be provided.
- Instructions for assessment of internal standards will be in writing and meet NZQA and school standards.
- Marked work will be checked with students.
- Student work is retained as required by NZQA

STUDENT GUIDELINES FOR INTERNAL ASSESSMENT OF UNIT AND ACHIEVEMENT STANDARDS

Expectation of Students

- Know what is required and when.
- Hand work in on time.
- Attending assessments comes before other commitments.
- The only class time that can be used for internal assessment is the time allocated to the subject
- Test procedures such as no cell-phones must be adhered to. Work submitted for assessment must be entirely your own.
- At the end of the year check, and sign as correct, an individual computer printout of grades to be submitted to NZQA. This is the verification process.

Appeals Procedures

- Once the grading of work has been explained you will be asked to sign that you understand and accept the grade.
- If you think your grade is not correct fill in an appeal form from your teacher or the relevant Leader of Learning.
- The teacher or Leader of Learning will go through your concerns with you.
- If you still feel unfairly treated see Mr Murray within 5 school days.
- This will be the second phase of the appeal process.

Extension for an Internal Standard

- If you miss an assessment you may not need to apply for Extension. This is only essential if there is only one assessment for the Standard.
- If you need an extension fill in the application form. Special arrangements can be made for approved activities such as school sports.
 1. Get ***permission before you go way.***
 2. You may be asked to do the assessment before you leave.
 3. For sickness. A ***medical certificate*** is required.
 4. For a close bereavement ***check whether you are eligible for Special Consideration before you go.***
 5. For difficult personal circumstances, ***some evidence*** is needed, see Mr Murray
Achieved, Merit or Excellence can only be awarded if there is evidence of the standard reached.

Derived Grade Process for Standards assessed in the External Examinations

- If you think you are eligible for derived grades for standards assessed in the external examinations see Mr Murray. You will be given a form for you to complete. If you meet requirements the school will provide NZQA with derived grades based on your performance in our school.
- Please note these grades are often based on school examinations, this means school exams are important. If your teacher gives you your exam paper to have at home for study you may need to bring it back to school if you apply for a derived grade so keep it safe.

Special Assessment Conditions

- Special Assessment Conditions such as reader/writer or extra time are available for students who are identified as meeting certain criteria. If you have queries about this contact Mrs Avery or Mr Murray.