



2023 NCEA Assessment - Student & Parent Handbook

- Please read the contents of this booklet thoroughly.
- Ask your subject or Manaaki 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 Ms Goodey: kgo@shgcnp.school.nz

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GENERAL INFORMATION**2023 Term Dates & Public Holidays**

Term Dates			
Term 1	Thursday 02 February	to Thursday 06 April	(10 weeks)
Term 2	Monday 24 April	to Friday 30 June	(10 weeks)
Term 3	Monday 17 July	to Friday 22 September	(10 weeks)
Term 4	Monday 09 October	to Friday 08 December	(9 weeks)
Statutory Holidays			
Waitangi Day	Monday	6 February	
Taranaki Anniversary	Monday	13 March	
Daylight Saving Ends	Sunday	02 April	
Good Friday	Friday	7 April	
Easter	Monday	10 April (in school holidays)	
ANZAC Day	Tuesday	25 April	
King’s Birthday	Monday	05 June	
Matariki	Friday	14 July	
Daylight Saving Starts	Sunday	24 September	
Labour Day	Monday	23 October	
School Examination Dates:			
Te Kura Examinations	01 July – 31 August		
Practice Examinations	15 September - 21 September		
NZQA Examination Dates:			
The calendar can be found here NZ Scholarship/ NCEA Exams	07 November – 01 December		

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 – 3

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 or more Merit or Excellence credits at the certificate level or higher.

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

- 50 or more Excellence credits at the certificate level.

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 and PE.

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

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.
 - 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
2. 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 (not before internal moderation has been completed). At this time, students will have the opportunity to view their work.
3. Course selection information will be available via the school website.
4. Progress reports are issued to parents/caregivers at least twice a year including a NCEA print-out showing all assessment standard results. These can also be accessed via the web portal on the school website.

Appeals

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

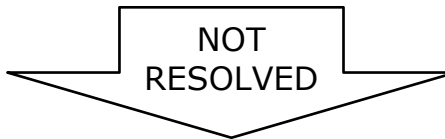
Steps for appealing your grade:

Step 1:

Meet with the teacher within five days of receiving the assessment grade to discuss why you are appealing it.



Step 2: Meet with the Leader of Learning regarding your appeal (use the Appeal Form).



Step 3: Meet with the Principal's Nominee, within two school days of the meeting with the Leader of Learning (use the Appeal Form). The Principal's Nominee will discuss the matter with the Leader of Learning.

- The Principal's Nominee may 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.
- The Principal's Nominee, 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

A resubmission:

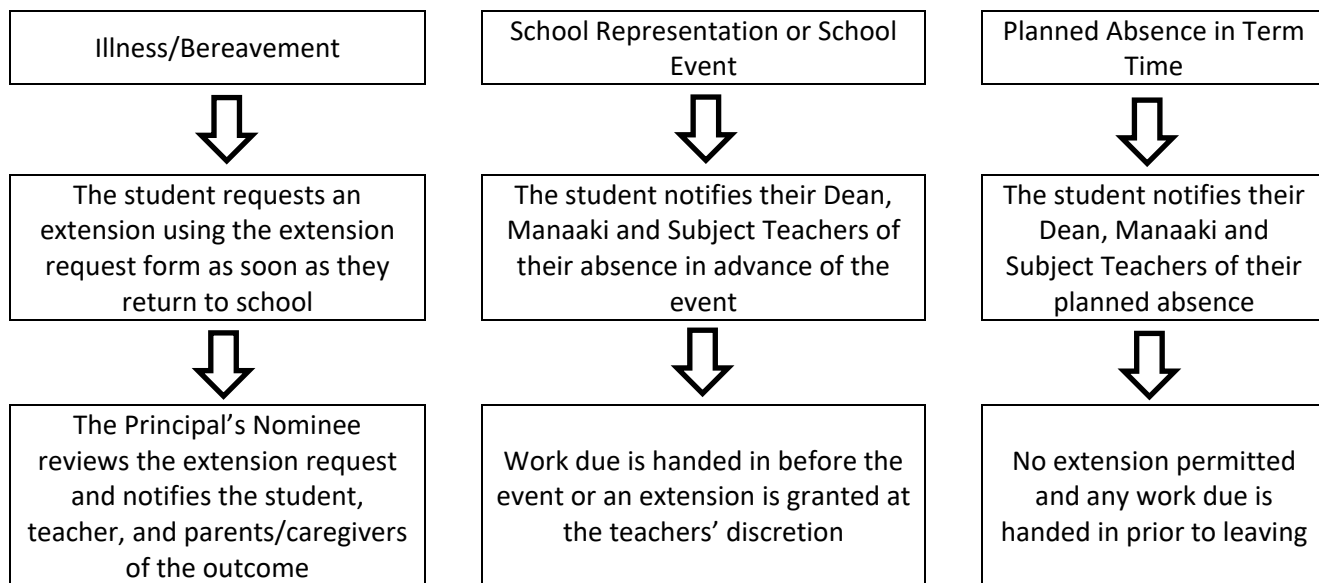
1. may be offered when a student can gain an Achieved grade, if they correct errors or omissions in their work in a short period of time.
2. must be limited to specific aspects of the assessment and no more than one resubmission may be provided.
3. must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible.
4. should be closely supervised to manage authenticity.
5. may be offered only where a teacher judges that a mistake has been made by the student, which the student has been capable of discovering and correcting themselves.

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, e-mail or phone call from the parent/caregiver.
2. Failure to meet an assessment deadline will be noted, the Dean and Manaaki teachers will be notified and the Subject Teacher will contact home. The student will be awarded a Not Achieved grade.
3. If an absence may prevent a student from meeting an assessment deadline, the following process should be followed:



Note: The Principal's Nominee can make discretionary decisions on a case-by-case basis.

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](#) at the beginning of the academic year.

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 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's Nominee 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 Achieved 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 restorative practice will be followed when dealing with incidents of misconduct.

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 **Practice Examinations** and any other authentic assessment grade will be used for a Derived Grade.

Special Assessment Conditions (SAC)

1. SAC applications 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. In consultation with their Manaaki and subject teacher, each student should develop a study plan and identify the assessments that they wish to attempt during the year.

2. 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.
3. In some circumstances, it may be recommended that the student is withdrawn from the assessment. Subject teachers will inform the student's Manaaki teacher and parents/caregivers of the decision to withdraw.
4. 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.

NCEA App for Students

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

[APP for Students](#)

NZQA has a webpage that contains an NCEA Guide and video produced for parents, whānau and employers. Content can be viewed in English and Te Reo Māori.



Authenticity Declaration 2023

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 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.



NCEA Assessment Extension Request

Extension requests must be submitted no later than five school days after returning from absence

Student Name:			
NSN:			
Subject/s:			
Teacher/s:			
Achievement Standard Number/s:			
Reason for extension:			
Student sign:		Date:	
Parent/caregiver sign:		Date:	
Teacher endorsement:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Reason if no:	
Teacher sign:		Date:	

<input type="checkbox"/> EXTENSION GRANTED or <input type="checkbox"/> EXTENSION DENIED	New Due Date: <div style="height: 40px;"></div>
Reason:	
PN sign:	Date:

Note: The Principal's Nominee will notify the Student/Parents/Dean/Manaaki and Subject Teachers of the outcome.

This form must be attached to the assessment.

Sacred Heart Girls' College



NCEA Assessment Appeal

(For students disputing an allocated grade)

Any appeal must be lodged with the Principal's Nominee within 5 days of the return of an assessment. ***Attach this form to your assessment and hand to Mr Taylor.***

Student Name:	
NSN:	
Subject:	
Teacher:	
Achievement Standard 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 signature:	Date:
Leader of Learning signature:	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 signature:	Date:
Leaders of Learning signature:	Date:
Student signature:	Date:

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