



TARARUA COLLEGE

**NEW ZEALAND QUALIFICATIONS HANDBOOK
FOR SENIOR STUDENTS**

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PURPOSE

Welcome to study for NCEA

The purpose of this booklet is to inform you and your caregivers of the rules, procedures and information you will need for National Qualifications this year.

It is important you read and understand what you are required to do, and follow the procedures outlined in this booklet. If you are unsure about anything, it is important that you approach the Principal's Nominee who will answer any queries you may have.

NCEA

National Certificate of Educational Achievement (NCEA) is the main qualification for secondary school students in New Zealand. It will be the main qualification you will be working towards in Years 11-13.

NCEA and other nationally recognised certificates are accepted by employers and used for selection into courses by universities and other tertiary institutions.

Independent research has shown that if you do well in NCEA, you are likely to do so well in your first year at university.

How do I get NCEA?

NCEA is achieved by building up credits. Credits are awarded for each standard you achieve in a course you are studying.

Standards are the skills and knowledge that you are expected to achieve or know in a course. For example, an English standard is Explain Significant Connections across Texts using supporting evidence.

Assessments measure how well you meet these standards. These can be **internal** (a test, essay, assignment) or **external** (end-of-the-year exam or portfolio).

When you achieve a standard, you also achieve a number of **credits** for that standard.

How will my work be assessed?

Most **external** assessments are by end-of-the-year exam in November but for some subjects such as Technology and Visual Arts you will need to submit a portfolio of your own work.

Many standards are **internally** assessed by your teachers during the year. NZQA checks that there is consistency in assessment across all schools.

For **Achievement Standards** you get:

Not Achieved requirements of the standard not met

Achieved satisfactory performance

Merit very good performance

Excellence excellence performance

For **Unit Standards** most award Achieved or Not Achieved with a few offering Merit and Excellence. Please check to confirm what the Unit Standard is offering.

Reporting a Not Achieved

You will receive a Not Achieved if:

- You fail to reach the standard
- You have not handed in work (when you have been given an adequate assessment opportunity)
- You have breached the assessment conditions

Recognising High Achievement

NCEA can be endorsed to reflect high achievement. It is worth trying to gain Merit and Excellence for standards you are good at which may result in an endorsement. There are two types of endorsements; **Certificate Endorsement** and **Course Endorsement**.

Certificate Endorsement

If you gain 50 credits at Excellence, your NCEA will be endorsed with Excellence. If you gain 50 credits at Merit (or a mix of Merit and Excellence), your NCEA will be endorsed with Merit. Credits must be gained at the level of the certificate or above.

Course Endorsement

If in a single year you gain **14** or more credits at Merit and/or Excellence in a course, you will gain endorsement in that course. From these credits, at least **3 credits** must come from externally assessed standards and **3 credits** from internally assessed standards.

The exceptions are Physical Education and L3 Visual Arts. Both courses have an exemption due to being either all internally assessed such as Physical Education or externally assessed such as L3 visual arts. If the course you are taking has standards from other subject areas the exemptions may not apply. Please see your teacher regarding this.

What happens if I don't achieve a standard?

For **internally** assessed standards, Tararua College may allow you and others in your class to be assessed one more time. See **Further Assessment Opportunities**.

How do I complete a qualification?

NCEA qualifications

NCEA Level 1 requires 80 credits at Level 1 or above.

From these 80 credits, 10 credits must be from the prescribed literacy standards and 10 credits must be from the prescribed numeracy standards.

Literacy Requirements

Minimum of **10 credits** through either:

- Achievement Standards – specified achievement standards available through a range of subjects. See your Course Information handouts.
- Unit Standards – package of three literacy Unit Standards – **all three required**

Numeracy

Minimum of **10 credits** through either:

- Achievement Standards – specified Achievement Standards available through a range of subjects. See your Course Information handouts.
- Unit Standards – package of three numeracy Unit Standards – **all three required**

NCEA Level 2 requires 60 credits at Level 2 or above, plus 20 credits at any level.

NCEA Level 1 Literacy and Numeracy requirement must be met to achieve NCEA Level 2

The literacy requirements can be fulfilled in either English or Te Reo, but not a combination of both.

NCEA Level 3 requires 60 credits from Level 3 or above, plus 20 credits at Level 2 or above.

NCEA Level 1 Literacy and Numeracy requirements must be met to achieve the NCEA Level 3 qualification. The requirement can be met by the specified Achievement Standards from a range of subjects in Levels 1, 2 and 3.

New Zealand Scholarship

Scholarship is a monetary award to recognise top students. It will not attract credits nor contribute towards a qualification but the fact that you have gained a scholarship will appear on your Record of Achievement.

Scholarship will enable you to be externally assessed against challenging standards, and will be demanding for the most able student in each subject. You will be expected to demonstrate high-level critical thinking, abstraction and generalization, and to integrate, synthesise and apply knowledge, skills and understanding and ideas to complex situations.

If you are considering entering for New Zealand Scholarship you should discuss this with your teachers.

The content assessed for New Zealand Scholarship will be the same as that covered for **Level 3** achievement standards.

Your performance will be assessed against an assessment schedule that ensures a ranking of students is produced using marks or grades.

NB: If you still wish to gain credits you must enter for both Level 3 NCEA and Scholarship as there are no credits gained if you fail Scholarship.

Entrance to a New Zealand University

The standard for entrance to university (for those under 20 years of age) will be expressed in terms of credits on the New Zealand Qualification Authority

You will qualify for entrance to a university in New Zealand if you have achieved:

1. Achievement of NCEA Level 3 (60 credits at Level 3 or higher and 20 credits at Level 2 or higher).
2. 14 credits in each of **three subjects** from the list of approved subjects.
3. The remaining credits to achieve NCEA L3 may come from either Achievement or Units Standards.
4. **UE numeracy – 10 credits** at Level 1 or higher from specified Achievement Standards or three specific numeracy Unit Standards.
5. **UE Literacy – 10 credits** (five in reading and five in writing) from:
 - Specific Level 2 and higher Achievement Standards or specific Te Reo Maori Level 2 standards

APPEALS

You have the right to lodge an appeal within 5 days of receiving an assessment back if you believe you have been disadvantaged in the assessment process. Grounds for appeal include:

- Correct school procedures were not followed (e.g. school policies and/or assessment statements)
- Incorrect recording or transfer of results
- Being denied a further assessment opportunity, where applicable
- A mistake by the marker
- Inconsistent assessment conditions
- Any assessment related decisions such as those relating to authenticity, misconduct or any other breaches of the rules

Details of the appeal process can be found in the flow chart at the back of this booklet.

VERIFYING ASSESSMENTS

Each department will have formal systems for checking assessment decisions. This will mean there will be a delay in receiving your marked work.

AUTHENTICITY

The school acknowledges that it is appropriate for you to learn from others at home and process information from a number of sources such as books, internet etc...The final copy which is to be handed in for assessment, though, must be your own work, not copied from resources, except for direct quotes which must be acknowledged.

- You and your caregivers will have signed an Authenticity Declaration at the time of your enrolment.
- The school will investigate any case in which they believe the work you have handed in is not your own.
- In some cases where there is doubt, staff may request you to confirm that the work submitted is your own by showing that you can attain the standard in a controlled situation e.g. in front of the teacher or subject HOD or Principal's Nominee.
- If you are found to submit work which is not your own, you will receive a Not Achieved for the assessment.
- Similarly, if you allow another student to knowingly copy your work and submit it for assessment, your work will also become ineligible for credit.

DERIVED GRADE PROCESS (EXTERNAL STANDARDS)

You may apply for a derived grade if you suffer from a temporary illness; non-permanent disability or an event close to or during an assessment if you feel that your performance has been impaired. Derived grades for achievement standards can only be granted where there is evidence from a formal assessment you have achieved to a particular level. This means that you need to hand in **all** the required work for assessment during the year or have sat the formal school exams in Term 3.

- Applications for derived grades must be made by you with the assistance of the Principal's Nominee.
- Keep in mind that the grade you achieve in school formative assessments will be the grade given to NZQA.

COURSE INFORMATION

You will be given course information for each subject at the beginning of the year which will include:

- An outline of the course
- Information regarding the standards being offered
- whether or not they will be internally or externally assessed
- Credit value
- Literacy/numeracy standards
- Course Endorsement eligibility
- Registered standard number and version number
- Approximate timing of assessments. Remember, though that these may change depending on the students' readiness to sit assessments
- Information on a further assessment opportunity
- Pre-requisites for studying at the next level
- Form of assessment e.g. test, practical, speech, seminar, portfolio etc...
- Information about other National Certificates that can be gained from the course e.g. National Certificate of Mathematics Level 2

If you do not receive a Course Information handout, make sure you approach your subject teacher and ask for one.

FURTHER ASSESSMENTS

A maximum of one further opportunity for assessment of a standard can be provided within a year

It is up to each individual curriculum area to decide if a further assessment opportunity will be made available to students and the nature of this opportunity.

When you do not achieve the standards, a teacher may choose one of the following strategies:

- Have you complete a new assessment opportunity after further learning is undertaken
- Continue teaching the skill and offer another assessment opportunity activity later
- Use evidence from work during the teaching programme, where this is valid, authentic and meets the criteria
- Use evidence from a range of activities outside the classroom, where this is valid, authentic and meets the criteria e.g. kapa haka, sports event, drama production, debating, public speaking, music festival etc...

You must check your Course Information handouts carefully to find out if a further assessment opportunity exists.

RESUBMISSIONS

A resubmission opportunity may be offered where a teacher judges that a mistake has been made by you, which you should be capable of discovering and correcting on your own. A resubmission opportunity can only be applied when a student has gained a Not Achieved and can only allow the student to correct a mistake to gain Achieved. It can not be applied to gain a grade above Achieved.

It can only be limited to specific aspects of an assessment and no more than one resubmission opportunity can be provided per assessment.

- Talk to you to draw out evidence that may not have been provided in the activity
- Have you provide further written evidence from the same task e.g. develop an answer further

LATE WORK/MISSED ASSESSMENTS

Except for circumstances clearly beyond your control, late work will not be assessed for NCEA purposes.

The case for late work or missed assessments may be made when:

- You have been ill to such an extent that you could not reasonably have completed the work in time, or been able to send it to school on time
- Bereavement
- Extreme home circumstances

In almost all of the above cases these reasons will need to be supported by evidence from an independent source (e.g. medical certificate) or personal negotiation between the caregiver and the Principal's Nominee. Staff will indicate deadlines for the handing in of work in their Course

Information handouts at the beginning of the year. Some of these deadlines may change depending on the students' readiness to sit an assessment. If a deadline has been changed, the teacher will ensure that all parties are advised.

SPECIAL ASSESSMENT CONDITIONS

The school can apply to NZQA for special assessment conditions such as reader/writer or separate accommodation for externally assessed achievement standards for students with the following conditions:

- Physical disability
- Sight impairment
- Hearing impairment
- Medical condition (eating disorder, depression, diabetes, epilepsy)
- Significant reading or writing difficulty

Digital Assessment

Some external assessments may offer a digital opportunity. Check with your teacher or see the Principals Nominee to be entered into the digital version.

MISCONDUCT

Misconduct is treated seriously. All incidents will be investigated. Where misconduct is proven, you will receive no credit for the assessment and will not be given a further assessment opportunity. Examples of misconduct are:

- Submitting work that is not your own
- Impersonation
- False declaration of authenticity
- Using notes in a test or exam
- Communicating with others, disruption or dishonestly assisting or preventing others from sitting the assessment during an exam or test
- Lying about reasons for submitting late work
- Altering answers prior to seeking an appeal
- Copying from another student, or deliberately allowing work to be copied by others

PRIVACY

The school will protect your privacy regarding the collection, use and disclosure of personal information, assessment grades and use of your work as exemplars by others.

REPORTING

Your progress will be reported to you and your caregiver in the following ways:

- Verbal reports
- Interim Report in Term 1
- Formal written reports in Terms 2 and 4.
- Learning Conversations in Terms 1 and 3.
- A print out from KAMAR outlining the standards achieved/not achieved to date. This can also be obtained at any time from the college through the Principal's Secretary, Mrs Challis.
- Each term a print out from KAMAR will be given to your caregivers
- Your caregivers are welcome to contact subject teachers at any stage throughout the year to discuss their child's progress
- You and your caregivers can view internally assessed results once they have registered online at 'Secondary Learners' (www.nzqa.govt.nz).

REPORTING OF RESULTS

The Learner login is the main area for publishing results.

If you need a printed Result Notice to be sent to you because you do not have computer access, you must order one in the "Order documents" area of your Learner login. This facility is available on NZQA.

When you log in, you will be able to access NCEA information to assist with:

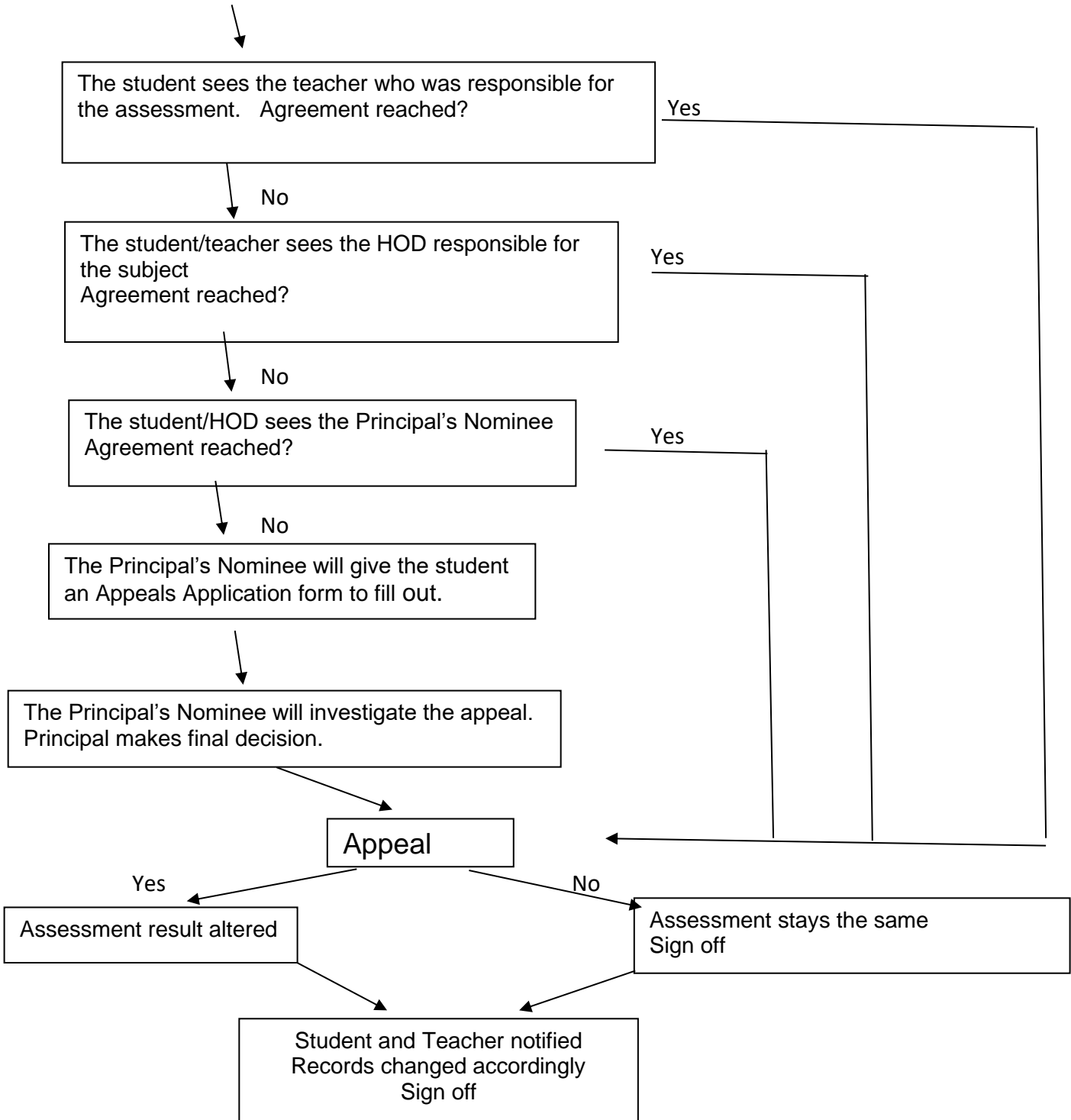
- What to do if there is a possible problem with your results
- Return of answer booklets
- How to apply for reviews or reconsiderations
- Grade score marking (GSM)
- Access to judgement statements (those for L1 standards will contain the cut scores used for GSM)
- New endorsements
- Credit inclusion
- Ordering your Record of Achievement, School Results Summary and NCEA Certificate(s).

Scholarship candidates will be able to access from their Learner login:

- Scholarship results and cut scores for each subject
- Details of any monetary awards you have gained
- The application process for monetary awards gained
- How to apply for reviews or reconsiderations
- When answer booklets/portfolios will be returned.

ASSESSMENT - APPEALS PROCEDURES

A student has a concern about an assessment received.
 Appeal must be lodged within 5 days of the assessment being returned.



Note: If the assessing teacher is either the HoD or Principal's Nominee then contact the Year level Dean of a Deputy Principal to begin the process.