



TE KAUWHATA COLLEGE

NCEA STUDENT HANDBOOK 2023



NAME: _____ MENTOR CLASS: _____

1. THE NCEA AWARD

NCEA (National Certificate of Educational Achievement) is administered by the New Zealand Qualifications Authority (NZQA) as part of the National Qualifications Framework. To complete the National Certificate of Educational Achievement students must earn credits. Most full year courses offer about 16-20 credits. Year 11 and 12 students taking six subjects will probably be entering for about 120 credits. Year 13 students taking five subjects at Level 3 will be entering for about 100 credits.

2. STANDARDS

A standard describes what a student must know and be able to do. When the student meets all the requirements of the standard, credits are awarded. There are two types of standards: **Unit standards** (competency based) and **Achievement standards** (New Zealand curriculum based).

For **unit standards** all grades may be available, but usually there are just two grades:

- Not achieved (N)
- Achieved (A)

For **achievement standards**, there are four grades:

- Not achieved (N)
- Achieved (A)
- Merit (M)
- Excellence (E)

For more info: <https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/standards/>

3. COLLECTION OF EVIDENCE / ASSESSMENT

Your teachers will gather evidence that shows you have gained Achievement or Unit standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios e.g. in Visual Art and DVC

4. THE QUALIFICATIONS

NCEA qualifications are offered at three levels. The criteria for these qualifications at the different levels are summarised in the table below:

NCEA level	Requirements
Level 1	80 credits are required at any level (level 1, 2 or 3) including literacy and numeracy . Schools can explain the literacy and numeracy standard pathways they are using.
Level 2	60 credits at level 2 or above + 20 credits from any level 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 From 2014 the Level 1 literacy and numeracy requirements must also be met.

University Entrance (UE)

To gain UE to a New Zealand university the minimum requirement is:

1. **NCEA Level 3**
2. **Three subjects** - at **Level 3**, made up of:
 - 14 credits in each of three **approved subjects**
3. **Literacy** - **10 credits at Level 2 or above**, made up of:
 - 5 credits in reading
 - 5 credits in writing
4. **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).

NCEA Level 3 Certificate Total 80 Credits 60 Credits at Level 3 + 20 Credits at Level 2)	Approved Subject 1 (14 credits)	Approved Subject 2 (14 credits)	Approved Subject 3 (14 credits)	At least 38 further credits (18 credits at Level 3 or above and 20 credits Level 2 or above)
Literacy Level 2 (or above) 10 credits	Reading (5 Credits)	Writing (5 Credits)		
Numeracy Level 1 (or above) 10 credits	Mathematics/Numeracy (10 credits)			

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

Certificate endorsement

Students will gain a NCEA certificate endorsement with Excellence where they achieve 50 credits at Excellence at the level of the certificate or above.

Students will gain a NCEA certificate endorsement with Merit where they achieve 50 credits at Merit (or Excellence) at the level of the certificate or above.

Course Endorsement

Students will gain an endorsement for an individual course where they achieve, in a single school year:

1. 14 or more credits at Achieved, Merit or Excellence at the lower level that supports the endorsement.
 - (Achieved Course Endorsement available from 2021 onwards)
2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards.
3. A course endorsement can be awarded even if a qualification for that level is not achieved.
 - **Note:** Physical Education, Religious Studies and level 3 Visual Arts will be exempt from (2) above

Scholarship awards

New Zealand Scholarship assessments enable candidates to be assessed against challenging standards and are demanding for the most able candidates in each subject. Assessment is by either a written/spoken examination or by the submission of a portfolio or report of work produced throughout the year.

For more info on the monetary Awards follow these links: [New Zealand Scholarship: Monetary Awards](#)

5. COURSE INFORMATION / ASSESSMENT STATEMENTS

Within three weeks of the start of the year you will be provided with information about every NCEA subject course you take. An assessment statement will be provided that will include important information about your course, credits available, whether they are internal or external standards and other crucial information.

It will also allow you to record the standards you achieve and keep track of your credits total.

It is recommended you attach them to this booklet and keep them secure.

6. AUTHENTICITY OF STUDENT WORK

Appropriate conditions for assessment can include:

- students completing work outside of class time
- students receiving feedback from others about their work
- open book assessment
- students working as a group.

In all situations, however, students must be able to attest to the authenticity of their work. Work presented for assessment that is not authentic will not be considered as part of the body of evidence on which an assessment decision is based and may result in consequences from the Deputy Principal in charge of NZQA.

7. BREACHES OF RULES

Examples of a breach of the rules include, but are not limited to, the following:

- Plagiarism (submitting work that is not the student's)
- Impersonation
- False declarations of authenticity
- Using notes in a test or exam
- Collusion (communicating with others, disruption or dishonestly assisting or hindering others during a test or exam)
- Dishonesty (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

If a breach of the rules is suspected

- The teacher will retain the evidence of the breach and discuss the situation with the Principal's Nominee
- The parent/guardian will be notified of the alleged breach of the rules by the PN
- The PN will investigate the matter, keep a written record of the investigation and consult with other relevant specialists as required.
- The PN will make the final decision and notify the student and the parent/guardian in writing of the outcome of the investigation
- The school will report 'Not Achieved' if the breach is proven.

8. MISSED AND LATE ASSESSMENTS

Work that is submitted for marking after the stated deadline will not be included in the body of evidence used to make an assessment decision.

Wilful absence

A wilful absence will be considered as intent to avoid assessment. A further assessment opportunity will not be provided to a student who wilfully misses an assessment. If other valid, authentic standard specific evidence is not available a result of Not Achieved will be reported.

Extensions

1. When an assignment has been set on a subject it must be handed to the teacher during the class period of the due date.
2. Any student who envisages being unable to complete an assignment on time through circumstances beyond her/his control (sickness, family trauma) should request an extension of time from the teacher. Valid reasons for requesting an extension of time or a new assessment date are:
 - Sickness: a medical certificate or a note from a parent/caregiver must be supplied
 - Family trauma: a note from the parent/caregiver, Guidance Counsellor, Dean, or mentor group teacher must be supplied
 - School sporting/cultural activity: the teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is only valid if the student informs the teacher in advance of the assessment or due date.)
 - NOTE – family holidays are not classed as a "valid reason".
3. An application for an extension must be made on the [Assignment Extension/Missed Assessment Form](#) at least three school days before the due deadline. (Link to form is <https://bit.ly/Extensionplease>)

9. RETURN OF WORK AND APPEALS

- All assessment results will be returned to the students within three weeks of the assessment (unless in extenuating situations, and this will be communicated).
- When the assessment is handed back students must have the opportunity to hear an explanation of the judgement statements and how judgement decisions were made. They should compare their responses with the judgement decisions and ask for clarification of decisions about their responses. They can seek reconsideration of a judgement decision (see Appeals Procedure).
- Teacher takes any requests for reconsideration of judgement decisions to the moderator/ assessor/Head of Department/Principal's Nominee.
- Students may appeal decisions regarding the outcomes of internal assessment.
- The appeals pathway is from students to their class teacher, to the Head of Department, and then to the Principal's Nominee.

- A student does not forfeit their right to appeal by acknowledging the return of their work or by sighting their grade.
- If a student is unhappy with the teacher's explanation, they may ask the Learning Area Leader for a decision, using an [appeals form](#). This must be done within five school days of the work being handed back. (Link to form is <https://bit.ly/appealplease>)
- Students sign (eg on assessment coversheet or printout from Kamar) to indicate that they accept the grade awarded.

10. Resubmission and Reassessment

A resubmission may be offered to a student who did not achieve the standard if the teacher judges the student has made a minor error or omission that they should be capable of discovering and correcting on their own. No more than one resubmission must be provided. The result of a resubmission is limited to an Achieved grade (as of 2021).

When a student has not provided evidence of achievement for any grade from previously assessed work, schools can offer a maximum of one further opportunity for assessment of a standard within a year. This will require a new assessment or a new context. It is the school's decision whether a further opportunity will be offered for any standard. Students should be advised from the outset if there is only one opportunity to be assessed against that standard.

11. DERIVED GRADE PROCESS

Candidates who have been prevented from sitting examinations or otherwise presenting materials for external assessment, or who consider that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, may apply to the New Zealand Qualifications Authority for a derived grade

1. Advice to candidates:

- impairments must be of a serious nature. This excludes claims on the basis of stress due to examinations, family disturbances, and minor illness.
- medical certificates supporting the claim must be provided if the impaired performance is for a medical reason.
- The impairment must have affected the student during the examination period or have occurred within the month preceding exams.
- impairment candidates should sit the external exam wherever reasonable and practical.

2. A derived grade is possible where:

- the school has recorded a grade in its Student Management System from a valid end-of topic-test or practice exam
- the schools' quality assurance process for internal assessment has been applied to the assessment materials (including completion of an Internal Moderation Cover Sheet)
- the school retains a copy of the assessment used to generate the evidence.
- A derived grade cannot be awarded if there is no grade from practice assessments for an external standard because a student was absent, did not complete an assessment, or because the timing of the teaching has meant no practice assessment was given.

3. Other

- students need to be made aware that practice assessments may be used to generate a derived grade. Therefore, greater consideration may need to be given by students to achieve to the best of their ability in all school based assessment.

12. NATIONAL SECONDARY EXAMINATIONS TIMETABLE 2023

The 2023 Examination Timetable for current NCEA standards and New Zealand Scholarship will run from Monday 6 November until Thursday 30th November.

The exam sessions start at either 9.30 am or 2.00 pm.

The Timetable is accessible from the NZQA website;

<https://www.nzqa.govt.nz/timetable>

Students are assessed against up to three external achievement standards in a three-hour session for each subject. Examinations have traditionally been paper-based but NZQA is introducing digital exams that students can sit using a computer. These have been done for English and Health at Te Kauwhata College.