

# NCEA – Student Assessment Information Booklet 2019

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## 1. How do I get NCEA?

- NCEA is gained by building up credits. Credits are awarded for each standard you achieve in the course you are studying.
- Standards indicate the skills or knowledge that you are expected to know in a course.
- Assessments measure how well you meet these standards. Assessments can be internal (a test, activity or assignment) or external (an end-of-year exam or portfolio).
- When you achieve a standard, you achieve a number of credits for that standard.
- When you achieve a certain number of credits, you gain NCEA. There are three different levels of NCEA you can get, depending on the difficulty of the standards you achieve.

## 2. How do I enter for NCEA?

- The school will enter you for NCEA and tell you when to check your entries and pay your fees (\$76.70 each year, or \$20 with financial assistance). You have your own National Student Number (NSN). You cannot pass an NCEA Certificate if you do not pay your fees.

## 3. How do I achieve each standard?

- When you study a programme or course, your work is measured against standards using assessments. As you study a new topic your teachers will explain to you what is going to be assessed. Teachers will tell you if you are on the right track or help you to improve your work.

## 4. Credits and NCEA

- One credit represents about ten hours of learning and assessment. This includes teaching time, homework and assessment time.

## 5. How will I be graded in each standard?

- Your grade will depend on the type of standard being assessed.
- For achievement standards you can get:
  - Achieved (A) for a satisfactory performance
  - Merit (M) for very good performance
  - Excellence (E) for outstanding performance or;
  - Not Achieved (N) if you don't meet the requirements of the standard.
- For most Unit Standards you can only get Achieved (A) or Not Achieved (N). Merit and Excellence are possible in a small range of Unit Standards.

## 6. What if I miss out on NCEA this year?

- It is possible to study at level 2 before achieving a level 1 certificate. Any credits you earn at level 2 will count towards level 1 as well. You may study some subjects, or standards, at a higher level than others. Speak with your teachers or mentor for advice on what to study.
- You may need to meet course prerequisites to study at a higher level. This means you will have to have achieved a certain number of credits, or have passed certain standards in order to carry on in a subject.

## 7. How will I get my results?

- Your teachers will tell you the results of your internal assessments as they are completed. Once they have reported these results to NZQA you will be able to see them by logging in to your learner home page on the NZQA website [www.nzqa.govt.nz/login/](http://www.nzqa.govt.nz/login/), using your National Student Number (NSN) and school password. If you lose your number or password, ask for help at

school. You can also use the KAMAR portal to see your up-to-date results. If anything looks wrong, let us know.

- The results of external assessments for NCEA are released in January. You will be able to see these results on your learner home page and you can ask to receive a printed School Results Summary, a Certificate, and a Record of Achievement. You won't be sent anything unless you request it online.
- If you complete an assessment at a course outside the school, the course providers will tell us your grades and we will enter them as soon as we get them.

#### 8. Literacy and Numeracy

- To complete the literacy and numeracy requirements for a Level 1 certificate, students must have achieved a total of 10 literacy and 10 numeracy credits, either all achievement standard or all unit standard credits. These may be gained in a range of subjects.

#### 9. NCEA Requirements

<b>Level 1</b> = 80 credits at Level 1 or higher. Must include: 10 literacy and 10 numeracy credits
<b>Level 2</b> = 60 credits at Level 2 or higher, + 20 credits from any level, including L1 Lit & Num
<b>Level 3</b> = 60 credits at Level 3, + 20 credits from Level 2 or 3, including L1 Lit & Num
<b>NCEA Endorsed with Excellence</b> 50 credits at Excellence
<b>NCEA Endorsed with Merit</b> 50 credits at Merit or Excellence
<b>NCEA Course Endorsement</b> 14+ credits at Excellence = Excellence Endorsement 14+ credits at Excellence or Merit = Merit Endorsement Must include at least 3 internal credits and 3 external credits – except in PE and Art

#### 10. How Internal Assessment works:

##### ***Collection of Work:***

- Internal assessments will be handed in or completed on the due date, to your teacher.
- If you are away from school for an assessment, a 'Missed Assessment Application Form' needs to be completed. This form is available from your subject teacher and Team Leaders.
- Speak to a teacher as soon as possible, if you think you may need an extension.
- Family holidays or other planned events are not valid reasons for an extension. If you take time off school during term time you will either be withdrawn from the standard or receive a Not Achieved grade.
- Complete a Planned Absence Form if you wish to be absent from school during term time for a planned holiday, sports event, or family occasion. Leave may or may not be granted, depending on the likely impact on your learning and assessment. It is always best to attend school every day during every term.

##### ***Reassessment and resubmission***

- You will usually have one assessment opportunity for each internally assessed Achievement Standard or Unit Standard. Resubmissions may be provided for some standards, decided by your teacher. If a further assessment opportunity is provided, it will be offered to all students in the class after further learning, and the conditions will be the same as for the original assessment.

- A resubmission is offered to an individual student on a case-by-case basis. A resubmission will only be offered where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves. Teachers will only give general advice, and ensure the resubmission is done quickly, with no further teaching or learning time. If there's a lot to be fixed, then a resubmission is not possible.
- For both reassessments and resubmissions, students have access to any grade, from Not Achieved to Excellence (for Achievement Standards).

**11. Notice of changes/extensions:**

- You will be given at least 1 week notice of due dates and deadlines and at least 3 days' notice of extended dates and deadlines.

**12. Appeals:**

- If you think that your work has been graded unfairly, you can appeal the decision.
- Appeals should be made within one week of receiving your work back, following the school's procedures booklet. An Appeal form is available from the office.

**13. Moderation:**

- All assessment tasks and completed work is moderated by at least one other teacher. This means that another teacher (usually within our school) will check that the task and grades awarded are fair, and that you have been marked against the national standard.

**14. Storage and return of work:**

- All of your internal assessment work may be kept by your teachers until it is no longer required for moderation or other purposes. You have the right to request a copy of your work at any time.

**15. Authenticity:**

- All of the work you hand in for assessment must be your own. Authenticity procedures are explained in the instructions for each assignment.

**16. Breach of Rules:**

- If you are involved in cheating or disrupting others, or handing in any work that you did not complete yourself (plagiarism), you will receive 'Not Achieved' for that assessment. The Team Leader and your parents or caregivers will be informed. Any breach of rules will be recorded on your school record.

**17. Getting help:**

To help you to do your best, you should:

- Attend all classes, on time, and be ready to learn
- Ask and answer questions in class, and out of class if needed

To help you understand assessment requirements, you should do the above, and:

- Read assessment task instructions carefully, including marking schedules and exemplars of what Achieved, Merit, and Excellence work looks like
- Find and use these things by following subject links or searching on the NZQA website: Standards, Clarification documents, Exemplars, previous years' examination questions and answers, other resources

Take advantage of any extra study sessions, reassessments, tutorials, Google classrooms and other learning and skills development opportunities offered by your teachers.

## 18. To help you aim for Excellence:

### Course endorsement

- NCEA with Merit – a completed NCEA qualification with at least 50 credits at Merit or better.
- NCEA with Excellence – a completed NCEA qualification with at least 50 credits at Excellence.

### Certificate endorsement

- 14 or more credits at Merit and/or Excellence within a school course.
- There must be a mix of internally and externally assessed credits where this is possible.

Top students may enter New Zealand Scholarship examinations. These are mostly suitable for Level 3 students, and require a lot of study at a very high level. Successful students get at least \$500 for each exam passed, from NZQA. It costs \$30 per subject to enter unless you qualify for NCEA financial assistance, in which case it costs nothing.

## 19. University Entrance

- This is the minimum standard students need to reach to apply for entrance to university and to some other tertiary courses. Many New Zealand universities require a higher level of achievement than UE for students to have guaranteed entry to a course.
- You should find out what the requirements are for what you want to do when you leave school. Talk to your teacher, the Careers Advisor, your mentor teacher, your family, and do your own research.

## 20. The approved subjects for University Entrance offered at Kuranui College (in 2019) are:

*Art (one or a combination of Photography, Design, Painting, Sculpture),  
Statistics, Mathematics, Calculus (combination or one subject),  
Physics, Biology, Chemistry, Science (combination or one subject),  
Dance, Drama, English, Physical Education, Music, History, Geography, Social Studies,  
Technology – DVC, Technology, Digital Technology (combination or one subject).*

Check your NCEA entries and check with your teacher to see if you can gain UE in your courses.

## 21. Only **Achievement Standards** can be counted towards the 14 credit requirement in any approved subject.

- The **minimum** requirements in **2019** for entry into a Bachelor Degree at University are:
  - NCEA Level 3 (60 credits at L3), that include:
  - 14 credits in one approved subject, AND
  - 14 credits in another approved subject, AND
  - 14 credits in another approved subject, AND
  - 10 credits in numeracy at Level 1 or higher AND
  - 5 credits in literacy – reading - at Level 2 or 3 AND
  - 5 credits in literacy – writing - at Level 2 or 3

## Any concerns or questions? Ask someone!

Your subject teachers, mentor teacher, senior dean, other senior students, or member of the senior leadership team. We're all here to help.

*The school values will inform policy and its implementation -*

***Respect, Determination, Empathy, Integrity, Creativity  
Manaakitanga, Te Hiringa, Aroha, Mana Tangata, Auahatanga***

### Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to your subject teacher or Team Leader

Name:	Mentor Class:
Date of application:	
<b>Missed assessment details:</b>	
Subject:	Name of teacher:
Standard number and title:	
Type of assessment ( <i>practical, assignment, test, etc.</i> )	
Date of assessment or due date:	
Reason for missing assessment: <b>(please tick one)</b>	
<ul style="list-style-type: none"><li>• Illness: <i>medical certificate must be attached for summative assessment / note from home for formative assessment</i></li><li>• Family/personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor, or mentor teacher / head of school)</i></li><li>• School sporting/cultural activity: _____ Signature of teacher in charge of activity: _____</li></ul>	

Decision by Team Leader/Principal's Nominee:
<ul style="list-style-type: none"><li>• <b>Extension granted. New due date:</b> _____</li><li>• <b>New assessment date granted. New date:</b> _____</li><li>• <b>Application denied. Comment:</b> _____</li></ul>
<b><i>The reason for this decision has been explained to me and I accept the decision.</i></b>
<b>Signed:</b> _____ <b>(student)</b>
Signed: _____ <i>(Team Leader / Principal's Nominee)</i> Date: _____

**Kuranui College  
Planned Absence Form**

Please use this form if you plan to be absent from school for a non-school event. This could include absences for events such as holidays, regional sports competitions, weddings etc.

Name:	Mentor Class:
Date of application:	Dates that you will be absent:
Brief reason for absence:	
<p><b>It is the student's responsibility to inform each of his/her teachers of the planned absence and to catch up on any work that is missed. Senior students need to be aware that the leave may not be approved. This means that assessments scheduled during the time of the absence may not be offered. This form should be submitted well in advance of the leave taking place.</b></p>	

Do you wish to apply for approved leave? Yes                  No

Have you attached a signed note from your parent/caregiver? Yes                  No

Subject:	Teacher:	Work to catch up on:	Assessments due:

Signatures: (all required before the application can be processed)

Student:		Mentor teacher:	
Parent or Caregiver:		Senior Leader:	

**Please give this completed form to Ms Wards.**

### Appeal Application Form (for Internal Assessment)

Fill in the top section and hand in to Ms Wards or to your teacher/Team Leader within 3 days of getting your marked work back.

Name:	Mentor Class:
Date of application:	
Subject:	
Name of teacher:	
Standard number and title:	
Grade awarded:	
Date assessment returned to student:	
Reason for appeal: <ul style="list-style-type: none"><li>• I have discussed my grade with my subject teacher in the first instance.</li><li>• I would like the Team Leader/Principal's Nominee to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i></li></ul>	
Team Leader's Decision: <ul style="list-style-type: none"><li>• The grade awarded by the teacher stands: Y / N</li><li>• The grade awarded has been changed to _____.</li></ul> <p><b><i>The reason for this decision has been explained to me and I accept the decision.</i></b></p> <p><b>Signed: _____ (student)</b></p>	
Signed: _____ (Team Leader) Date: _____	
Principal's Nominee's Decision/Comment: Signed: _____ (PN) Date: _____	