
Francis Douglas



Memorial College

Francis Douglas Memorial College

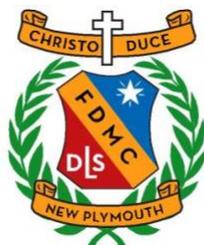


2020 NCEA Assessment Student & Parent Handbook



Table of Contents

2020 TERM DATES & PUBLIC HOLIDAYS	3
NZQA EXAMINATIONS	3
DIGITAL EXAMS	5
NCEA GENERAL INFORMATION	6
NCEA LEVELS 1 -2	6
UNIVERSITY ENTRANCE	7
NEW ZEALAND SCHOLARSHIP	8
VOCATIONAL PATHWAYS	8
LEVEL 1 LITERACY AND NUMERACY REQUIREMENTS	8
THE UE APPROVED SUBJECT LIST	9
PROVIDING NCEA INFORMATION TO PARENTS/STUDENTS	9
APPEALS	10
RESUBMISSIONS	11
FURTHER ASSESSMENT OPPORTUNITIES	11
ATTENDANCE	12
EXTENSIONS/ALTERNATIVE ASSESSMENT DATES	12
AUTHENTICITY	14
MISCONDUCT	14
DERIVED GRADES	15
SPECIAL ASSESSMENT CONDITIONS (SAC)	15
WITHDRAWAL FROM INTERNAL AND EXTERNAL ASSESSMENTS	16
PRIVACY (PRIVACY ACT 1993)	16
NZQA APP FOR PARENTS & EMPLOYERS	16



GENERAL INFORMATION

2020 Term Dates & Public Holidays

TERMS	START DATE	END DATE	HOLIDAYS
Term 1 10 weeks	Monday 3 February	Thursday 9 April (92 half days)	Public holidays: Waitangi Day 6 February. School holiday: Saturday 11 April - Sunday 26 April (includes Easter and Easter Tuesday and ANZAC day).
Term 2 10 weeks	Tuesday 28 April	Friday 3 July (96 half days)	Public holiday: ANZAC day, Queen's Birthday 1 June School holiday: Saturday 4 July – Sunday 19 July
Term 3 - 10 weeks	Monday 20 July	Friday 25 September (98 half days)	School holidays: Saturday 26 September – Sunday 11 October
Term 4 – 9.2 weeks	Monday 12 October	Thursday 15 December (94 half days)	Public holidays: Labour Day 26 October

NZQA Examinations

The NCEA and New Zealand Scholarship examination period for 2020 is as follows:

- Start – Friday 6 November 2020
- End – Wednesday 2 December 2020 .

The first examinations will take place on Friday 6 November 2020 .

There will be no examination on Friday 15 November – Canterbury Anniversary Day. This will be the College Orientation Day.

The [Managing Examinations](#) page on the NZQA website provides a range of valuable information about the external exams. This includes: Special Assessment Conditions, Sitting exams, Getting ready for digital exams, Breaches of exam rules, Grade Score Marking, Managing exam pressure and Applying for a grade reconsideration.



2020 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Fri 6 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Calculus
	2.00 pm	Chinese	German	Dance	Agricultural & Horticultural Science
WEEKEND					
Mon 9 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm		Classical Studies		German
Tues 10 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Earth & Space Science	Drama
Wed 11 Nov	9.30 am		Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thurs 12 Nov	9.30 am	Mathematics & Statistics			Classical Studies
	2.00 pm		Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 16 Nov	9.30 am	French	Te Reo Māori	Calculus	
	2.00 pm	Economics		Accounting	
Tues 17 Nov	9.30 am		English		Religious Studies
	2.00 pm	History	Chinese	Biology	Economics
Wed 18 Nov	9.30 am	English			Te Reo Rangatira
	2.00 pm	Drama	History	Health	Physics
Thurs 19 Nov	9.30 am	Business Studies	Chemistry	Agricultural & Horticultural Science / German / Chinese	English
	2.00 pm	Biology	Music	Media Studies	Accounting
Fri 20 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Samoan / Spanish	Geography	Chemistry	
WEEKEND					
Mon 23 Nov	9.30 am	Te Reo Māori / Art History	Japanese	Te Reo Rangatira / Social Studies / Psychology	Samoan
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
Tues 24 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics		Media Studies
Wed 25 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance		Physics	
Thurs 26 Nov	9.30 am	Physics	Home Economics	Classical Studies	Japanese
	2.00 pm		Media Studies	Home Economics	Art History
Fri 27 Nov	9.30 am	Chemistry	Business Studies	French	Te Reo Māori
	2.00 pm	Classical Studies	Health	Economics	
WEEKEND					
Mon 30 Nov	9.30 am	Japanese	Te Reo Rangatira / Latin	Japanese	
	2.00 pm		French	Spanish	Latin
Tues 1 Dec	9.30 am	Health	Samoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
Wed 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
	NO EXAMS				



Digital Exams

NZQA has introduced digital exams that students can sit using a computer. A walk through of the digital interface and activities to become familiar with it is available [here](#)

Francis Douglas will be providing all senior students the opportunity to sit a range of NCEA external examinations in a digital format.

Some of the examinations available in digital format include: English, Media Studies, Education for Sustainability, History,

If you are considering sitting one of your external exams in digital format you must:

- Provide your own laptop (your laptop must have at least 3 hours battery life)
- Trial logging onto the school wifi and accessing the NZQA website
- Become familiar with the NZQA exam software (this means working through the familiarisation tasks and practise papers provided via the NZQA website)

NOTE: the link to access the familiarization activities is given above

Students sitting digital exams must be able to:

- read and navigate webpages;
- type an answer in the boxes provided (within the practise past digital exams); and
- move your cursor to locate and select information on a page.

Visit the [Student Exam Hub](#) to find out more about Digital Exams.

NZQA's [Digital exams device check](#) to make sure you're using an approved browser to practice past digital exams and you are 'NZQA Exam Ready'.

Make sure you're prepared for the exams by using NZQA's [digital exams student checklist](#). The link to the check list can be found by scrolling to the bottom of the webpage.

Late Term Two / early Term Three you will be asked by your teacher if you are interested in sitting an exam in the digital format. You will be entered for the external assessment as per standard procedure and your NCEA Admission Slip will signal you are sitting the exam digitally. You **may** change your mind on the day and sit the exam in paper format.

Further information about digital exams and the familiarization tasks can be found on the [Digital Exams page](#) on the NZQA website.



NCEA General Information

NCEA (the National Certificate of Educational Achievement) is the main secondary school qualification in New Zealand.

NCEA is actually 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](#)

Further information pertaining to NCEA can be found on the [NCEA Information page](#).

NCEA Levels 1 -2

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 Merit or Excellence credits at the certificate level or higher.

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

- 50 Excellence credits at the certificate level or higher.

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, PE and Level 3 Visual Art

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

The literacy and numeracy requirements for NCEA Level 1 are:

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 / Assessment Statement](#) at the commencement of each course. This will be handed out no later than 28 February 2020
- 2 The Course Outline will provide specific information relating to that course – and will include:
 - each standard being offered
 - the standard title, standard number, credit value of whether the standard counts towards Level 1 or 2 literacy and/or numeracy
 - whether the standard counts towards UE literacy (Level 2 or 3)
 - method of assessment
 - if a further assessment opportunity is available
 - if the course is UE approved; and
 - if the course is endorseable
- 3 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. At this time, students will have the opportunity to view their work.
- 4 A course selection book will be available via the school website
- 5 Reports are issued to parents/caregivers at least twice a year including a NCEA print-out showing all assessment standard results.



Appeals

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

Steps for appealing your grade:

Step 1:

Approach the teacher within two days of receiving the assessment regarding your grade to discuss why you are appealing it.



Step 2: Approach the HOD regarding your appeal (use the Appeal Form).



Step 3: Approach Mrs Stevenson, Deputy Principal, within two school days of the meeting with the HoD. (use the Appeal Form). Mrs Stevenson will discuss the matter with the HoD.

- Mrs Stevenson will 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.
- Mrs Stevenson, in consultation with the HoD, 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. <http://www.fdmc.school.nz/>
(under the **for students** link)

Resubmissions

- 1 A resubmission opportunity should only occur when the teacher judges that a mistake has been made which the student should be capable of discovering and correcting themselves and/or if a student is sitting on a grade boundary and could improve the grade with a minor adjustment to their script.
- 2 Can only be offered after final submission of a grade awarded. (Feedback can be given before that grade is awarded)
- 3 Should only be offered where a teacher judges the student should be capable of discovering and correcting a mistake themselves in a timely fashion
- 4 Should be limited to specific aspects of the assessment
- 5 Can be offered after either the first or further assessment opportunity, or after both.
- 6 Teachers may give only general advice.
- 7 A student must have access to any grade - Not Achieved, Achieved, Merit, and Excellence.
- 8 No more than one resubmission can be provided per assessment event.
- 9 A resubmission must take place before the teacher gives feedback to the class and/or to any student on the work done.
- 10 If more teaching relating to the assessment has occurred after the assessment resubmission is not possible.

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 or phone call from the parent/caregiver. (This note is required the day the student returns to school.)
- 2 Leave applications should be made by students in all circumstances when they are to be away from classes for reasons other than illness or bereavement.
- 3 This informs the teacher in advance and also the parents/caregivers are informed about learning and/or assessments, which may be missed.
- 4 Failure to meet an assessment deadline will be noted, the Year Level Dean will be notified and the subject teacher will send a letter home. The students will be awarded a Not Achieved grade. A comment will also be added to the Markbook which will appear on the parent portal for parent/caregiver reference.

Extensions/Alternative Assessment Dates

- 1 Students should present all material for assessment on the due date.
- 2 Assignments received after the due date will receive Not Achieved, N.
- 3 The exception is if an extension or alternative assessment date has been granted
- 4 In exceptional circumstances, e.g. acute illness, bereavement, national representation etc., an extension to the due date may be granted by the Head of Department (HoD).
- 5 Copies of the application form for an Extension or Alternative Assessment Opportunity can be found on the school website.

<http://www.fdmc.school.nz/> (under the **for students** link)



Medical Certificates

- 6 If a student misses any internal assessment task through illness (or is away longer than three school days) a Medical Certificate is required.
- 7 The Medical Certificate is to be given to the Dean on the student's return to school.
- 8 Even when a Medical Certificate is supplied by the student, the opportunity to sit the assessment may be lost. In this instance, an application for an alternative assessment date must be sought through the HoD. If an alternative assessment date cannot be arranged, then the student will be withdrawn from the standard.

School Representation/School Event

- 9 It is the student's responsibility to inform the Dean and class teacher in advance of the absence.
- 10 It is generally expected that work be handed in before the event. If this is impractical an application for an extension or an alternative assessment date must be sought through the HoD.

Family Holidays in School Time

- 11 The College does not condone/recommend holidays during term time.
- 12 Students must submit their assessment work prior to leaving. Students should also be told that they must see their Dean.

Other Reasons

- 13 All other applications for an Extension or Alternative Assessment Opportunity will go through the HoD and the Deputy Principal, Melinda Stevenson.
- 14 Copies of the application form for an Extension or Alternative Assessment Opportunity can be found on the school website.

<http://www.fdmc.school.nz/> (under the **for students** link)



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 on the completion of their work. This will be handed in with their assessment work.
- 5 The Authenticity Form can be found on the school website. <http://www.fdmc.school.nz/> (under the **for students** link)

Misconduct

For example: dishonest practice, concerns of authenticity, influencing, assisting, or hindering another candidate, accessing a cellular phone or other unauthorised electronic device during any examination or and failure to follow instructions.

- 1 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 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. A comment will also be added to the Markbook which will show on the parent portal. This is for parent/caregiver reference.
 - The student will be awarded a Not Achieve 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 natural justice, transparency and a shared understanding of the processes to be followed will apply.



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 College Prelim Exams will be used for a Derived Grade.

Special Assessment Conditions (SAC)

- 1 SAC's 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 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.
- 2 In some circumstances, it may be recommended that the student is withdrawn from the assessment. In this case, the Dean will complete a Withdrawal Approval Form and inform the parents/caregivers of the decision to withdraw.
- 3 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.

NZQA App for Parents & Employers

NZQA has launched a new mobile App called NCEA Guide written for parents, whānau and employers. The App provides quick and easy access to key information about NCEA.

Content can be viewed in English and Te Reo Māori.

[APP for Parents/Family/Whanau & Employers](#)