



Student guidelines for national assessment.

Welcome to NCEA 2018. This document is designed to help you understand how NCEA works. *Read it carefully.*

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National Certificate of Educational Achievement (NCEA)

So what is it?

- Level 1: 80 credits (including 10 literacy and 10 numeracy credits)
- Level 2: 80 credits (60 at Level 2 plus 20 at any other level).
The Level 1 literacy and numeracy requirements must also be met.
- Level 3: 80 credits (60 at Level 3 plus 20 at Level 2 or above) .
The Level 1 literacy and numeracy requirements must also be met.

NOTE: Literacy and Numeracy at Level 1 and University Entrance Literacy can be gained in certain standards in a variety of subjects. Check your assessment statement.

OK– so how do I gain these credits?

- Every subject offers a number of standards
- Each standard is worth a number of credits
- Credits can be gained through a combination of internal and external standards. What you have depends on your course
- Internal assessment is carried out throughout the year and is marked by teachers in the school
- External assessment is carried out in November and is marked by an external panel



- In Mathematics Level 1 there is ONE external standard assessed during the year. This is known as the MCAT (Mathematics Common Assessment Task). This assessment will be assessed during the school exam period in Term 3. The same rules that apply in November external examinations apply to the MCAT.

Recognising high achievement

NCEA acknowledges high achievement in a number of ways. You can gain an overall endorsement, a subject endorsement, or Scholarship.

NCEA endorsed with Merit is gained by achieving 50 or more credits with Merit or higher at the level of the certificate or above.

NCEA endorsed with Excellence is gained by achieving 50 or more Excellence credits at the level of the certificate or above.

Subject endorsements are gained by achieving 14 credits at Excellence level in a subject with at least three of these credits from externally assessed standards and three credits from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and Level 3 Visual Arts.

Scholarship is gained through sitting and achieving in a separate examination. Students doing Level 3 courses have the opportunity to enter for a Scholarship in a variety of university approved subjects. Ask your subject teacher for more details. Entries are usually taken by your teacher or Mrs Campion in June.

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 [approved subjects](#)
- 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).

Important:



- Some universities have specific entry requirements. You should ensure you know what these are for your intended university.

Other qualifications

National Certificates

There are many national certificates available through the New Zealand Qualifications Framework. These include Business Administration, Tourism, and Computing. Some students often have credits that count toward these that they are not aware of. If you are interested, ask your teacher or go on the NZQA website for further information.

Practical things.

Official NZQA information

All NZQA information is available through the NZQA website: www.nzqa.govt.nz. There is also an NCEA app which can be downloaded through iTunes or Google Play.

Learner log-in

You need to log in through the learner log in section of the NZQA site at <https://secure.nzqa.govt.nz/for-learners/records/login.do> Important information is found through the learner log in including your examination results which are released in January. You need to have your NSN number to access your learner log in. You can see this on KAMAR or ask your form teacher or the student office.

Fees/financial assistance

Every student in Year 11-13 must pay NZQA fees. In 2017 these were set at \$76.70, and are likely to be the same this year. If you are doing any standards, internal or external, these must be paid or you will not have your results released, external results visible to you, or qualifications awarded. Non-payment after the due date will result in a \$50 penalty fee imposed by NZQA. You may be eligible for financial assistance to help pay fees. Information about this will be signalled in *Coming Events*.

Assessment statements

At the start of the year, you will receive an assessment statement for each of your courses. The assessment statement will show:

- A statement about the course
- The standards offered
- The number of credits the standards are worth
- Whether the standard counts for literacy or numeracy credits
- The week of the assessment



- The number of opportunities you have to attempt that standard. Note that one reassessment MAY be offered if practicable. Reassessments are with a new task or context. You can achieve any grade range with a reassessment.
- A space for you to record your grade and have the teacher sign
- Reference to the school policy and procedures document, the *Cambridge High School Referencing of Work* document, and authenticity procedures.

- You should also have other important course information available, which includes
 - Subject specific assessment practice
 - Vocational pathways information
 - Endorsement information
 - If the course is UE approved and what standards count for UE reading and writing literacy

Assessment guidelines.

Procedures

- You will receive relevant information such as the specific task and due dates at a reasonable time prior to the due date of any assessment. The task may be given to you in hard copy, on Camnet and / or on OneNote
- Your work will be assessed and moderated according to school and faculty policies.
- You must complete all assessments under strict guidelines as outlined by your subject teacher. Internal standards must be treated in a similar way to external standards to ensure authenticity of your work.
- Your work will be retained and stored by the school usually for one year, and in some cases samples of student work will be retained for moderation purposes.
- Your teacher should return work to you within three weeks of the due date.
- If you fail to submit an assessment before the final deadline, or are absent and have not filled out an extension form, you will not have achieved the standard and in addition, will be ineligible for a resubmission. If no reassessment opportunity is available, then you will not achieve the standard. In addition, you cannot be withdrawn if you have been taught the material but have chosen not to submit. See also the section on **Absences and extensions**.

THE PRIVACY ACT 1993

Schools are required to comply with the Privacy Act 1993. In informing students about their grades, and making decisions re exemplars, please remember the following:

Teachers must

- keep student information confidential. For example, you are not allowed to see other students' results without their permission
- get your permission before using your work as an exemplar



RESUBMISSIONS

- You are not automatically entitled to a resubmission. Resubmissions must only be offered **if you are at a grade boundary**. You should be able to discover and correct errors yourself with no further teaching taking place. Resubmissions must be completed within a specified time frame, usually ranging between 30 minutes and 24 hours. Due dates for resubmissions should be indicated on the cover sheet.
- Teachers will NOT accept any late resubmissions. However, make sure you tell the teacher about any relevant circumstances (eg work commitments that night) before he or she sets the due date.
- Check out the [NCEA mythbusters](#) sheet on this issue

Special assessment conditions

If you have a special learning need, this should have been identified prior to Year 11 by the Special Needs Co-ordinator. Provision will be made for you to have valid and fair assessment conditions, consistent with the assistance they would normally have as part of their learning environment and in accordance with the school's Special Needs policy. If the Special Needs Co-ordinator is unaware of the students special learning needs he/she should be approached by you or your parent / caregiver. **You need to take responsibility for reminding teachers about your SACs. You also need to be aware that if you choose not to use your SACs, you may lose them.**

For external exams, the Principal's Nominee will apply to NZQA for the appropriate assistance. In the first instance, parents/caregivers should check with the Special Needs Co-ordinator that you will qualify. To assist NZQA's acceptance of your application, it is important that you have an ongoing history of special assistance at the school, hence the point at the end of the previous paragraph.

Deadlines, lateness and extensions

Assessed work is due at the time and date stated in the assessment statement that has been given to you.

Work submitted after this time is deemed to be late and will not be accepted for marking unless an extension has been granted. Valid reasons for requesting an extension are sickness and family trauma. If you have a school trip for sporting or cultural events, you will in the first instance be expected to complete your work **prior to departure**.

- If you require an extension, you must apply to Mrs Champion for consideration **before the assessment is due** (except in exceptional circumstances). Based on the information presented in the application, an extension may be granted, a new assessment date set, or the application denied and no credit for the standard awarded.
- Note the following situations where **you MUST provide a medical certificate** to gain an extension
 - For a Drama, Dance, Music or other performance-based assessments
 - For the M-Cat



- If you have missed three or more periods of an assessment, when the assessment is being completed in class
 - Mrs. Campion's decision is final
- In some cases, a further assessment opportunity may not be able to be offered (if, for example, you needed an extension on a test). In this instance it may be possible, if authentic accumulated evidence for that particular standard can be provided, for you to still achieve the standard.
- If you are on a family trip, for which the school has not given permission, it is unlikely you will be able to make up the assessment.

Derived grades

Derived grades are only for external assessments. If you cannot sit your exam due to medical or trauma-related reasons, you need to contact the Principal's Nominee, Mrs. Campion, immediately. She will give you the appropriate form which must be completed by a medical professional or a counsellor (not from school) / psychologist or similar. You must see one of these professionals as soon as possible, as a delay may compromise your chance of your application being successful. This form must also be returned as soon as possible (ideally within days of receiving it; if the exam is on the last day of examinations, it must be in the next working day) as the deadline for making the online submission closes within days of the examinations being complete.

NOTE: Teachers will be asked to suggest a grade based on SPECIFIC evidence. This means your performance in the Term 3 examinations is likely to be used. It is therefore very important that you try your best in these examinations.

AUTHENTICITY

When you submit your work for assessment, teachers must be confident that the work was done by you, not your parents or another student. You are asked to sign an authenticity statement at the beginning of the year that states this. To ensure authenticity, you must follow the guidelines and procedures that are set in place by their teachers. The following are examples of practices that may be used:

Work completed at home

You may be asked to hand in all your research materials with the completed task, meet regular deadlines to show how your assessment is progressing, bring other evidence to class such as a USB, and / or keep a journal or log.

Work completed in class time

You may be required to work in silence and in single desks with bags and phones left at the front of the room.

Note passing, phone use, copying, whispering, and so on may be investigated and may result in loss of credits.



Plagiarism – some examples

- Copying of other student's work – this will also affect those students who allow this to happen. Both students will lose the credits for that assessment
- Copying from the internet without using a referencing system (use the CHS referencing system which is APA 6th)
- Claiming teacher's notes as your own

If it seems authenticity may be compromised, there will be an investigation by the subject teacher, HOF and Principal's Nominee. If your work is found to have breached the rules i.e. not be deemed as authentic work, then your parent/caregiver will be notified and no credits can be awarded for that standard. There is a right of appeal in this case. Appeals must be made to the Principal's Nominee within seven days of receipt of notification that credits will not be awarded.

If there is a reassessment opportunity for that standard, you will have the chance to attempt this.

Appeals process

If you wish to seek reconsideration of your results/Breach of Rules decision by appealing, you must request this, with reasonable grounds, within fourteen days of the event.

- The subject teacher will be the start of the process.
- If the matter is not resolved, an appeal form will be issued and the Head of Faculty will investigate.
- If you are still not satisfied, then the form passes to the Principal's Nominee who will make a decision within seven days of receipt of the appeal.
- The Principal's Nominee's decision is final