



NCEA Information
for
Students and Caregivers 2022

NCEA Assessment Information Booklet 2022

This booklet is designed to provide you with information to help you succeed in the national qualifications.

Take time to read this information, as knowledge of the requirements could prevent many problems from developing later in the year. Students, parents and caregivers are welcome to contact any of the Deputy Principals to discuss any matter raised by this information throughout the year.

The National Certificate of Educational Achievement (NCEA) is New Zealand's national school leaver qualification. It is a qualification on New Zealand's National Qualifications Framework (NQF) that sits alongside more than 900 other national qualifications used throughout tertiary education and industry training.

The aim of this booklet is to provide an overview of how NCEA works at WAS

Abbreviations used throughout this booklet include:

NZQA New Zealand Qualifications Authority

UE University Entrance

NQF National Qualifications Framework

FAO Further Assessment Opportunity (Re-assessment)

How will I be assessed?

The skills and knowledge you gain when you study subject areas like English, Science and Maths are made up of component "standards". Qualifications are gained by building up credits, awarded for each standard you achieve. The standards offered in each course (or subject) are listed in your course outlines.

Under NCEA students can be assessed through both externally assessed standards and internally assessed standards. For further information go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea>

How many credits are needed for NCEA?

To gain NCEA Level 1: Achieve 80 credits at any level (Level 1, 2 or 3).

This must include a minimum of 10 credits in literacy and 10 in numeracy.

To gain NCEA Level 2: Achieve a minimum of 60 credits at Level 2 or above; and 20 credits at any level including Level 1 literacy and numeracy credits.

To gain NCEA Level 3: Achieve a minimum of 60 credits at Level 3 or above; and 20 credits at Level 2 or above including Level 1 literacy and numeracy credits.

For further information on NCEA levels go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/ncea-levels-and-certificates/>

Course Endorsements and Certificate Endorsements

How do I gain a course endorsement with Merit or Excellence?

Students will be able to have their strengths in individual courses recognised with a course endorsement at Achieved, Merit or Excellence. Students will gain an endorsement for a course where, in one year, they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement for example:
 - Endorsement with Merit in English with 4 merit credits and 10 excellence credits in English
 - Endorsement with Merit in English with 14 merit credits in English
 - Endorsement with Excellence in Science with 14 excellence credits in Science
2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards
3. Sufficient credits in a single school year.

How do I achieve NCEA Level 1,2 or 3 endorsed with Merit or Excellence?

1. Merit endorsement = 50 credits at Merit (or Excellence) at the same level, or higher.
2. Excellence endorsement = 50 credits at Excellence at the same level, or higher.
3. Credits can be accumulated over more than one year for the purposes of certificate endorsement.

University Entrance

How do I gain University Entrance?

Students will need all of the following to be awarded UE:

1. Attain NCEA Level 3
2. Achieve 14 credits at level 3 in each of the three subjects from the list of approved subjects
3. Achieve UE numeracy – 10 credits at Level 1 or above from specific achievement standards, or three specific numeracy unit standards
4. Achieve UE literacy – 10 credits (five in reading and five in writing) at Level 2 or above in specific achievement standards, or specific Te Reo Māori achievement standards.

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

General Assessment Procedures for Internal Assessment

Internal Assessment Work

Students complete assessments which are marked by their teachers. Each school's marking standards are moderated by the New Zealand Qualifications Authority to ensure students around the country are being assessed to the same standard.

Missed and Late Assessments

If extensions are required for NCEA internal assessments, they need to be applied for at least seven days before the due date. Be aware that extensions are not automatically granted. You know in advance what your other commitments are and it is your responsibility to get assessments in. Students should also be aware that it is not always possible to offer internal assessments of a practical nature at other times as these involve considerable planning, resources and preparation time.

Absences due to Illness, Bereavement or Trauma

1. When a student has missed an assessment or deadline due to illness a medical certificate signed by a New Zealand registered medical practitioner must be brought to the relevant course teacher(s). The TiC will determine the appropriate action to be taken in consultation with Associate Principal/Principal's Nominee, Mr T Middleton.
2. If another assessment opportunity is offered for the standard, the student will use that opportunity.
3. If appropriate, recorded standard-specific evidence from other comparable authentic work is to be used to demonstrate achievement of the Standard.

4. If a student is absent for a significant period of time prior to an internal assessment as a result of the reasons above then the student may apply for an extension if appropriate. This application must be made **at least 7 days** before the day of the assessment taking place.

- 5. In the case of bereavement or other trauma a letter is to be taken to the Associate Principal Mr T Middleton outlining the nature of the trauma with the NCEA Absence and Extension Application Form.

6. If no adequate opportunity is possible the entry will be withdrawn.

Absences for Approved Activities

- For absences due to official representative commitments sanctioned by the school, recorded standard-specific evidence from other comparable authentic work will be used to demonstrate achievement of the Standard where possible.

- For any school trip that necessitates a student missing a period from another course the student must gain permission for their absence from that class on the permission slip provided. Students should anticipate assessment clashes and notify the course teachers concerned immediately.

- Students should advise the Associate Principal of the absence using the NCEA Absence and Extension Application Form – with supporting documentation attached.

Absences for other reasons

When a student is absent from an assessment for any other reason, special leave can only be granted by the Principal ahead of time. In cases of absence for self-interest leave (e.g. holiday) students will either:

- Complete internal assessments due during the leave period or prior to the leave date if possible

- Use other authentic evidence where applicable at the discretion of the Associate Principal/Principal's Nominee.

- Undertake a late or another assessment at the appropriate time if it is offered for the standard.

- Have Not Achieved reported to NZQA.

- Students should advise the Associate Principal of the absence using the NCEA Absence and Extension Application Form.

Parents must apply for special leave from school in writing to the Associate Principal. This letter/email should be handed to the School Office for processing. A decision will be made by the Principal/Associate Principal.

All other Absences

An absence not covered by a medical certificate or by special leave permission is 'non legitimate' and will result in Not Achieved reported to NZQA for that assessment.

Late Submission of Assessment Work

Students will submit work on the due date to be considered for the awarding of internally assessed Achievement Standards. This includes meeting checkpoint deadlines during an assessment over a period of time.

1. If students choose to complete work electronically it is important that they plan their assessment time-line to allow for the possibility of computer problems. These could include computer/disk/printer problems and **students must understand that these are their responsibility and may not be considered legitimate grounds for reconsideration or extension.**
2. If computer problems do occur, in the first instance the teacher must be contacted immediately. If the teacher is not available, the HoD must be contacted immediately. It may be possible by arrangement with the HoD to hand in electronic files at the due time. It is necessary to bring supporting material (e.g. a draft or working notes) in case the files are non-recoverable. A letter from the Parent/Caregiver giving detailed verification of the computer problem experienced and a daytime contact phone number must accompany the electronic files.
3. The Associate Principal will decide whether an extension or other assessment opportunity will be provided.

Note: Externally assessed portfolio work (Technology, Graphics and Visual Arts) must be handed in on the set date – no extensions are granted under any circumstances.

Student Procedures and Responsibilities

1. Students should keep and update Assessment Statements for each subject and record key dates in their diary.
2. Students should manage available time to complete assessments in all subjects. WAS will provide support and guidance to help all students plan their time effectively.
3. Students should, where applicable, meet checkpoint deadlines or milestone deadlines during the preparation of an assessment activity.
4. Failure to submit assessment work by the due date without approval will result in Not Achieved reported to NZQA.

Extensions

Students may apply in writing to the teacher for an extension in limited circumstances using the NCEA Absence and Extension Application Form. If a student has been prevented from working towards an internally assessed standard for valid reasons such as illness or a family bereavement an extension may be applied for:

- Students must discuss the issue with their class teacher at the earliest opportunity
- Students will be granted an extension where the reasons are deemed valid

Where an extension involves checkpoints during the preparation period, an extension is highly unlikely to be granted if prior checkpoint deadlines for the task have not been met.

Further Assessment Opportunities (FAO) or Reassessment

A **maximum of one** further opportunity for assessment of a standard **may** be provided within a year. A maximum of one further opportunity for assessment means none or one. It does not mean one **must** be offered.

Further assessment opportunities, if offered, are available to all students. Students can decline a second opportunity. It will occur after further learning has taken place and the higher of your two grades for that standard will be awarded.

Resubmission

It is possible to get **one opportunity** for resubmission of work against a certain standard. A resubmission will be limited to specific aspects of the assessment. A re-submission will only be offered where a teacher judges that a mistake/omission has been made by a student, which the student should be capable of discovering and correcting themselves. **Re-submission does not need to be provided.** You should be advised of this at the start of the year by your course teacher and/or in assessment details. If a resubmission is offered, it must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible. The highest grade that can be awarded as a result of a resubmission of an internal assessment is limited to 'Achieved'.

If there is a lot to be completed/corrected, then it is not a resubmission.

Assessment Methods

The National Qualifications Framework has a variety of standards that assess a wide range of skills and knowledge, this leads to a variety of assessment conditions to reflect the skills or knowledge being assessed. At WAS assessments may:

- involve practical work
- involve presentations, speaking to groups
- involve individual written components
- involve group work
- involve research, reading or viewing of materials
- involve portfolios of material accumulated over the year

Each assessment task will clearly outline the assessment conditions that the student will be expected to adhere to for the task. Some assessments take place over a longer period of time and there are a number of opportunities to reach the standard. You may do a portfolio of work and select the best pieces of work for submission towards the end of the course. The teachers give you feedback and you have the opportunity to improve your performance before the final submission date. This is different from a formal resubmission opportunity. It is part of the normal teaching and learning process. In some cases additional evidence for an assessment may be gathered from recorded standard-specific evidence from other comparable authentic work to demonstrate achievement.

Authenticity and Breaches of Assessment Rules

1. All work submitted for assessment must be genuinely the student's own work.
2. Authenticity requirements may include a combination of:
 - Submission of draft notes/research notes/sketches etc.
 - Supervision/monitoring/check-pointing of in-class work towards an assessment
 - Completion of assessment work in class
 - Completion of assessment under test conditions
 - Staff/student conferences to establish a student's understanding of content and process relating to an assessment activity
 - Acknowledgement of all sources used in a bibliography
 - Teacher knowledge of individual student strengths and weaknesses
3. All NCEA students (Y10-13) must sign and return an **WAS 2022 NCEA Authenticity Declaration**.

Submitting information or material without acknowledgement is plagiarism, a serious form of cheating, and will result in Not Achieved reported to NZQA for the assessment

Breaches of Assessment Protocols (including test/exam conditions)

All students are expected to fully adhere to examination and assessment conditions set by their teachers. All verbal and written instructions must be followed. Failure to follow the assessment/examination conditions will be reported to the Associate Principal. Allegations will be investigated under the leadership of the Associate Principal. Documentation will be retained by the Associate Principal. The final decision will be made by the Associate Principal based on all the evidence / submissions provided. Breaches may result in a student being removed from the assessment/examination and a Not Achieved grade being reported to NZQA for the assessment. All students will receive written instructions prior to school and external examinations. These instructions will clearly outline the expected protocols and behaviour.

Appeals

Any student has the right to appeal any internal assessment decision within five school days of the return of the assessment. These include, but are not limited to their awarded grade/mark, an allegation that they have breached the rules or a decision affecting their access to assessment. In the first instance the student should try to resolve the issue directly with the TIC (teacher in charge of the course). If this does not produce a satisfactory outcome for the student they should lodge a formal appeal to the Principal's Nominee / Associate Principal, Mr T Middleton. If a student is absent at the time that the assessment is checked, it is the student's responsibility to make an appointment to check the results of their assessment. Detailed assessment schedules will be available to the student for all summative assessments.

Appeal process:

- If a student intends to appeal an assessment decision he/she should make a photocopy of the assessed assignment/work. The course teacher should keep the original student assignment after student checking has taken place.
- Submit a completed Appeal Form to the Associate Principal. The form can be found at the end of this booklet.
- The Associate Principal will investigate the issue. The investigation could involve the school receiving input from a subject specialist outside the school.
- The decision of the Associate Principal is final and she/he will communicate the outcome to the student in writing.

Documentation and Recording of Results

Students are required to verify the sighting and acceptance of the grade awarded by signing the result print out provided by the TIC or the result slip attached to each piece of internally assessed work. Students will maintain their own records of results and can check these regularly via the Portal. Students can also check their NCEA results via the NZQA website using their own NSN login.

Privacy of Student Information (refer to Privacy Act 1993)

In keeping with the school's policy on confidentiality of student information, student confidentiality will be respected throughout all assessment procedures. Students will see only their own details, work and results, unless they have the express permission of the other student concerned.

External Assessment

Many courses offer students the opportunity to be assessed against external achievement standards. External assessments take place in November-December on the dates set by NZQA for national assessment. Students are taught the content for external standards and offered 'practice' assessments in examination conditions in the term 3 assessment week. Teachers make final decisions on entry to external standards based on student performance and achievement in the term 3 'practice' assessments. Students are advised to take the 'practice' assessments seriously, as external exams offer important credits for overall NCEA achievement and subject endorsement. 'Practice' assessment grades are also used for awarding derived grades. If entered, students MUST attend their external assessment exams.

Derived Grades

If a student is injured, unwell or suffering from trauma to the point that they are unable to attend their external examinations in November-December they may be eligible to apply for a derived grade. Parents must contact Mr T Middleton as soon as possible to begin the application process. One part of the form must be completed by GP or medical/counselling professional. Applications close early December. Derived grades are based on student achievement in the term 3 'practice' assessments.

Special Assessment Conditions

1. Students with a permanent or long term disability or a professionally identified learning difficulty may need special conditions to allow them to do their best in assessments including examinations.
2. If students require special conditions notification from parents or previous school is needed along with the appropriate documentation supplied to support such an application. This documentation should be provided in Year 10 for appropriate interventions to be made and to allow time for the application process to NZQA. Please make contact the school's Learning Support Co-ordinator, Mrs Bronwyn Baxter.
3. Students approved for special assessment conditions for externally assessed achievement standards will have access to these conditions where appropriate in internal assessments.
4. Reader/writers are to abide by school and NZQA rules.
5. Special assessment conditions commonly approved for internal/external assessment include:
 - Extra time allowance
 - Modifications to examination question and answer booklet format
 - Use of computers and other equipment
 - Examination assistance by reader and/or writer
 - Special assessment conditions for the hearing impaired
 - Separate accommodation.
6. Rules and procedures for Special Assessment Conditions are published at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/special-assessment-conditions/>

Accessing Record of Learning

Students may access their Record of Learning and order certificates through the NZQA website

1. Students can access www.nzqa.govt.nz
2. Click on "Login – Student and Learners – etc"
3. Students enter their National Student Index Number (NSN) and PIN. Students new to the National Qualifications Framework can create their PINs in mid-May once the first data file has been sent to NZQA. Please note that the assessment results are only updated once a month, therefore please check the KAMAR Parent Portal for up to date results.

Printed NCEA certificates are not issued by the school. Students must order printed certificates directly from NZQA using their NZQA Log In.

NB parents and students can access their NSN and also view NCEA assessment results via the KAMAR Parent Portal.

NCEA Fees for 2022

There are no fees for Domestic Candidates

If you are an international fee paying student (generally a non-resident of New Zealand), fees will apply. The International Department will communicate with you regarding these fees.

When you enter for qualifications, you agree to abide by the rules and procedures for these qualifications. The rules and procedures are available on the NZQA web site.

Contact Details

General NCEA Enquiries

Associate **Principal/Principal's Nominee**: Mr T Middleton

Email: timmm@whangamata.school.nz

Special Assessment Condition Enquiries

LSC: Mrs Bronwyn Baxter

Email: bronwynb@whangamata.school.nz

2022 EXAMINATION TIMETABLE

Exams available digitally shown in blue

Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 7 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies	Dance	Calculus
Tue 8 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Te Reo Rangatira Cook Islands Māori	Drama
Wed 9 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 10 Nov	9.30 am	Mathematics & Statistics		Making Music Japanese	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 11 Nov)					
WEEKEND					
Mon 14 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	
Tue 15 Nov	9.30 am	Science	Social Studies		History
	2.00 pm	Samoan Gagana Sāmoa Spanish	Geography	Accounting	
Wed 16 Nov	9.30 am	Cook Islands Māori Reo Māori Kūki 'Āirani	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 17 Nov	9.30 am	English	Lea Faka-Tonga Cook Islands Māori		English
	2.00 pm	Drama	Chemistry	Health	Physics
Fri 18 Nov	9.30 am	Business Studies	History	Chemistry	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 21 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 22 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Geography
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies		Economics
Wed 23 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 24 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 25 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					

WESTLAND ANNIVERSARY DAY (Mon 28 Nov)

Tue 29 Nov	9.30 am	Japanese	Latin	Te Reo Māori	
	2.00 pm		French	Spanish	Latin
Wed 30 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Thu 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Fri 2 Dec	9:30 am	Social Studies	Dance	Art History	Earth & Space Science

Digital Technology, Technology, DVC, Painting, Photography and Design L1-3 external portfolios and boards are due in as per dates set by teachers – please check your Course Outlines and Assessment Statements.



Authenticity Declaration

Authenticity means that all assessment work submitted must be your own.

It is your responsibility to:

- keep all drafts and working documents, and hand them into your teacher, if required;
- keep a record of all sources you used, including handwritten plans and websites;
- acknowledge the source of all material in your assignment, citing whether it is from text, electronic material or people;
- ensure your data is accurate;
- be prepared to discuss your work with your teacher, if required; and
- sign an authenticity statement, if required, verifying that it is your own work.

You must not:

- copy another student's work;
- quote material from written or electronic sources without acknowledging the source;
- inappropriately help another student with any part of their work;
- allow someone else to copy your work;
- allow someone else to do your work for you.

Name _____

I understand that if I am suspected of having submitted work that is copied (not my own) or have given my work to another student I will be investigated for a breach of the school's and NZQA's rules, my family informed, and that I may receive a Not Achieved for the assessment with no chance to resubmit or be offered a second assessment opportunity in the standard.

If I have been found to have breached the rules and knowingly, fraudulently or unwittingly gained an advantage, a 'Not Achieved' grade must be reported for the assessment of the standard.

I have the right to an appeal to the Principal's NZQA Nominee, of any decision made relating to a possible breach of the rules under the school's appeal process. I have read the statement above and understand that the work I hand in for assessment purposes must be my own.

Student signature: _____ Date: _____





Application for Appeal

Use this form when appealing a grade decision for an achievement standard.

Name:

Subject:

Level:

Standard No:

Date:

Teacher:

Reasons for appealing the grade decision:

Please detail reasons below (attach a separate sheet if necessary.)



NCEA Absence and Extensions Application Form

In special circumstances, extensions to deadlines for assessments may be granted under the following conditions:

- Students must apply **before** the due date of assessment.
- There may be special circumstances where students may be granted extensions **after** a due date.
- Complete this document and submit it, together with supporting evidence, to the subject teacher.
- The subject teacher will make the final decision on extensions after consultation with the HOD and notify the student of the outcome. They will also make a Pastoral entry on KAMAR under Guidance – Extension requested.

Name:		
Subject:	Level:	Standard:
Teacher:	Date assessment is due:	
Reason for asking an extension of time:		
Student signature:		Date:
Subject teacher's decision:		
Assessment is due:		
Teacher signature:		Date:

Students are advised to continue working while a decision is being made



Permission to use Student Work

Where student work is retained for the use of benchmarks, and particularly where such work is used as samples for other students, signed permission must be obtained from the student who owns that work.

This document gives Whangamata Area School permission to use works created by students in the course of their studies for educational purposes. This does not mean that the student loses ownership rights over their works – simply that Whangamata Area School has permission to use these work samples. It also gives Whangamata Area School permission to use pictures, sound and video of students in the course of the educational process.

Student Name _____ NSN Number: _____

Subject _____ Level _____ Standard _____

Description of piece of work for which permission is sought

Student signature _____ Date _____

Teacher's signature _____ Date _____

