



Assessment Procedures and Guidelines for Students

1. What is the NCEA?

NCEA = National Certificate of Educational Achievement – this is the national qualification. There are 3 Levels:

- Level One is normally Year 11,
- Level Two is normally Year 12,
- Level Three is normally Year 13

2. How many credits do I need to gain an NCEA?

To gain a Level 1 Certificate you need to collect

- a minimum of 80 credits including 10 credits that meet the literacy requirement and 10 credits that meet the numeracy requirement for NCEA Level 1..

To gain a Level 2 Certificate you need to collect

- a minimum of 60 Level 2 credits plus 20 other credits from any level (you can use 20 Level 1 or Level 2 credits from last year or this year)

To gain a Level 3 Certificate you need to collect

- a minimum of 60 Level 3 credits plus 20 other credits at Level 2 or higher.

To gain entry to a New Zealand university (UE) you MUST have

- NCEA Level 3 and
- at least 10 Level 2 English or Te Reo credits or higher (5 in Reading and 5 in Writing) and 10 Level 1 Mathematics credits and.
- at least 14 credits in three approved subjects at Level 3 on the NZ Qualification Framework.

3. How many credits should I aim for?

There are entry requirements to get into different courses in Year 12 and Year 13, and many university courses are looking for a minimum number of credits in particular subjects. You MUST aim to get more than the minimum requirement to pass your certificates so that you have plenty of choices available to you when it comes to choosing courses next year.

4. Assessments – what and when?

You gain credits by meeting standards in assessments which take place during the year (INTERNALS) and also in exams (EXTERNALS) in November/December. Some Visual Arts, Graphics and Technology external standards are assessed by portfolio submissions (practical work).

You will be given a course outline at the start of the year in each of your subjects which will tell you which standards are being assessed each term, how many credits they are worth, give you a guideline as to the time of assessment and give you the method of assessment. Your teachers will confirm for you the actual dates of each assessment – some assessments may be ongoing, while others will take the form of practicals, speeches, tests etc.

5. Why should I work hard all year?

You must treat each assessment as an opportunity to gain credits towards your certificate. There is also the opportunity to gain a Certificate endorsement or the possibility of sitting Scholarship exams at the end of the year.



6. What is a Certificate endorsement?

Students studying NCEA will be able to achieve qualifications with Merit or Excellence endorsements. For a certificate to be endorsed with Merit, 50 credits at Merit or Excellence will be required at the same level, or higher than the level which you are studying at. For a certificate to be endorsed with Excellence, 50 credits at Excellence will be required at the same level, or higher than that in which you are studying. The credits needed for endorsement will be able to be gained over more than one year.

Course (Subject) Endorsement:

From 2011, students can also gain Course Endorsement, which is recognition for students who perform exceptionally well in individual courses. A course endorsement can be gained independently of a qualification. For example, a student may gain a Merit endorsement for their Level 2 Mathematics course without achieving the NCEA Level 2 qualification.

For course endorsement, students must gain 14 credits or more at Merit level or higher (for Merit endorsement) or 14 credits or more at Excellence level (for Excellence endorsement) in one school year. These credits must consist of at least three internal credits and three external credits (with the exception of Physical Education, Religious Education and Level 3 Visual Arts).

7. Can Unit Standards count towards endorsement?

For the most part, credits gained for unit standards will not contribute to endorsement of certificates, as they do not have grades of Merit and Excellence.

8. What is Scholarship and can I apply to sit it?

Scholarship is a monetary award to recognise top students. It does not attract credits or contribute towards a qualification but the fact that a student has gained a Scholarship appears on the Record of Achievement. The Scholarship exams enable students to be assessed against challenging standards, and are demanding for the most able students in each subject.

9. Can I have another go if I don't achieve the first time?

A few standards will be assessed more than once. Many other standards will be assessed from your classwork, so you should complete all of your work to the best of your ability. Students may be allowed the opportunity for resubmission and/or reassessment. You should talk to your teacher or the subject HOF about this.

10. What if I miss a deadline?

If you fail to meet a deadline for an assessment your parents will be notified by the dean and you will still have to complete all of the work associated with that assessment.

11. What if I know that I will be away on an assessment day?

If you know that you are going to be away when an assessment is on or when an assignment is due you MUST talk to your teacher before the date of the assessment. In some cases you may be able to sit the assessment at another time, you may be asked to sit a similar assessment or you may be given an extension. If you are absent because you are on holiday with your family, wagging or attending a non-medical appointment you will NOT be given another opportunity.

12. What if I cannot help being absent on an assessment day because I am sick, or attending a funeral or have another serious reason for being away?

You should get a parent to phone the school in the morning to let the office know that you will be absent. You must bring a note from your parents or a doctor's certificate to explain your absence. The HOF will consider the matter and decide if you should be given an extension, a late or another



assessment opportunity, a grade based on assessment already recorded. If the HOF is not certain that you should be given special consideration because of your absence they must speak to the Principal's Nominee about the matter.

13. What if I am sick or away for exams?

Practice external exams are VERY important because if you are sick at the end of the year the grades you gained in the practice exams will be used to determine if you can be granted a derived grade for NCEA, based on evidence from a practice assessment during the year. If you are sick during the NCEA exams in November you must contact the Principal's Nominee URGENTLY– this may mean that you can get a grade based on your mock exams. The Principal's Nominee will contact NZQA on your behalf to organise this. A doctor will need to fill in part B of the form.

14. It's my work

It is important that the work that you submit for assessment is all your own. Copying large chunks of information from the internet is considered to be cheating. You must include a Bibliography with your work which lists the sources that you have used in your assessment. If your teacher believes that the work is not yours you will be asked to produce your draft work and will have to discuss the work with your teacher. If the teacher is still not sure that the work was done completely by you, you may have to discuss the matter with the HOF and the Assistant Principal. If it is found that your work is not your own, you will be given a 'Not Achieved' grade for that standard and the Principal's Nominee will contact your parents to explain to them what steps have been taken by the school in investigating the matter.

The following are some steps that a Head of Faculty may use to ensure the work is your own:

- ensuring that a proportion of the work is completed in the classroom
- changing the context of the assessment from year to year
- supervising the research process by including regular checkpoints
- requiring plans, resource material and draft work to be submitted with the final product
- keeping on-going work on site
- oral questioning to confirm a student's understanding
- requiring a repeat part performance where there is doubt
- being familiar with or controlling the resources available
- controlling group work by breaking the assessment into group and individual components
- controlling the conditions during the assessment
- requiring a signature on an authenticity statement to highlight the importance of authenticity to both parents and students.
- asking students to submit a bibliography which meets the school guidelines for bibliographies

15. It's not fair?

If you believe that a grade you receive during the year is not correct, or that a ruling on the breach of the rules is unfair you have a right to appeal it. You, or your parent, must talk to your teacher about it within five days of getting your marked work back. If you are still not happy you should complete an Appeals Form which can be obtained from the Principal's Nominee. You can then refer the matter to the HOF who may consult with the Principal's Nominee. You or the school may consult with an outside subject expert for an independent opinion. You will be notified in writing, by the Principal's Nominee of the final decision.

16. Exam Procedures

Students must bring their own pens, pencils, calculators, rulers etc. to the exam room in a clear plastic bag. Water in clear plastic bottles will be permitted to be brought into the exams. No food is allowed in the exam room. Mobile phones must be switched off and left in your bags at the back of the room. Students will be notified of the times during which they are allowed to leave the exam room. If students are caught communicating during the exam or bring subject materials into the



exam which are not permitted, the student will be given a 'Not Achieved' grade as the student will be considered to have been cheating. Parents will be notified. You may appeal the decision using the Appeals Procedure. If there is a breach of the exam rules during NCEA exams in November, NZQA will investigate the matter and report their findings to the school and the affected students.

17. What if I miss deadlines and fail standards?

If you are failing to meet deadlines, or struggling to produce work of the required standard the school may withdraw you from some of your subjects or individual standards so that you concentrate on the ones that you are likely to be successful in. Your parents will be notified.

18. What if I have a special learning need?

If you have a special learning need which has been identified and documented you may be entitled to some extra help with your assessments. Some students may require enlarged examination papers because they have poor eyesight, they may require extra time to complete papers or be assigned a Reader/Writer for external standards. If you think that you might require extra assistance you **MUST** speak to the Assistant Principal at the start of Term 1 so that a proper assessment of your needs can be carried out by the school or other outside experts.

19. How much does NCEA cost?

The cost for NCEA is \$75 per student. An invoice for the NCEA fees will be sent to your parents at the beginning of Term 2 and the money needs to be paid by the end of July. All students will be sent the information about applying for Financial Assistance to have their fees reduced to \$20 if your parents have a Community Services Card or on a Benefit. There is also a reduction in fees available for families that have more than one student sitting NCEA even if they are at different schools eg De La Salle, McAuley, and Otahuhu College. If NCEA fees are not paid, NZQA will not release your results until they are paid with the \$50 late fee

20. How do I keep track of my credits?

You must keep track of your credits using the 'Brick Wall' in your diary. Your Homeroom teacher and Dean can check how many credits you have gained. A results summary will be printed out for you to check once a term.

You can also access your results, check on progress to date and check on the accuracy of your results by logging in to the NZQA website: www.nzqa.govt.nz. You can gain access by using your learner log in, which is your NSN number - results are sent to NZQA by the school at the beginning of each month from May onwards. You must let your teacher or the Principal's Nominee know if you think there has been a mistake with any of your results so the matter can be investigated and the results amended if necessary. Your results will be kept private as in the Privacy Act: no student's personal details, entry or results data or work should be shown to anyone who does not need to see them without the student's express permission.

21. When will I get my results?

Your Results notice and exam papers are returned to you in late January. Final grades and your NCEA National Certificates, and Record of Achievement are sent to you in early May, but you must request them online (www.nzqa.govt.nz). It is important you do not lose these Certificates and results as many Universities and employers require original copies not print-offs from the internet.

22. What if I lose my Record of Achievement?

You are entitled to receive one free copy of your Record of Achievement if you have gained some credits in the previous year. You must request this ROA via the NZQA website or by calling the NZQA Call Centre on 0800 697 296. This facility is available from 1 February to 30 June each year. You can order additional copies of your ROA at a cost of \$15



Bibliographies

A bibliography is the 'trail' of reading that you did to inform your thinking for your essay or assignment. A bibliography is organised alphabetically by the author's last name.

Setting up a bibliography

(a) Books

- Author's last name and initial
- Date published – in brackets
- Name of book underlined
- Place of publication
- Publisher

Single Author

Eg. Ward, M. (1995) Celebrating Women Cambridge, University Press

More than one author

Eg Edwards, B., Horrocks, N. (1992) Reporting for Television Palmerston North, Dunmore Press

(b) Journals, Magazines, Newspapers

- Author's name and initial
- Date published – in brackets
- Title of the article in quotation marks
- Name of paper or magazine –underlined
- Place of publication
- Volume (if applicable)
- Page number

Eg Booth, P. (1986) "The Arthur Thomas Case Revisited" NZ Herald Feb 11, 2: 13

(c) Internet

- Author's name and initial if available
- Article name if appropriate
- Full date of resource if available
- Date of access
- Site address

Eg Midbon, M (2000), Jan 13 2004 A Day Without Yesterday: George Lemaitre and the Big Bang
<http://catholiceducation.org/articles/science/sc0022.html>