



Kerikeri High School

NCEA

2018 Student Handbook



National Certificate of Educational Achievement
TAUMATA MĀTAURANGA Ā-MOTU KUA TAEA

How do I pass my NCEA Certificates?



NCEA Literacy



NCEA Numeracy



NCEA Level 2

- **NCEA Level 1**

80 credits at Level 1 or higher

10 of these credits must be from standards that count for numeracy and;

10 other credits must be from standards that count for literacy.

Literacy and numeracy credits can be from Math and English, but other standards count too – check with your subject teacher.

- **NCEA Level 2**

80 Credits – at least of **60 credits** at Level 2 or above and **20 credits** at any other level. You must have met the requirements for Level 1 Literacy and Numeracy

- **NCEA Level 3**

80 credits – at least **60 credits** at Level 3 or above and **20 credits** at Level 2 or above. You must have met the requirements for Level 1 Literacy and Numeracy.

Credits can be used for more than one qualification so whatever you earn stays in your credit “bank”.

Credits may also be used towards other qualifications; for example unit standards in ‘computing’ might be used towards your Level 2 NCEA as well as towards your National Certificate in Computing (Level 2); or 20 credits you gained at Level 1 can also count towards your Level 2 NCEA.

How can I get a Certificate Endorsement?

If you gain 50 credits at Merit (or a combination of Merit and Excellence), your NCEA will be endorsed with Merit

If you gain 50 credits at Excellence at a level, your NCEA certificate will be endorsed with Excellence.

How do I get Course Endorsement?

If you get 14 or more credits in one subject at Merit (or a combination of merit and excellence) you will get a merit endorsement for that subject. Remember though:

- At least 3 of the credits must be from externals (unless it is a subject like PE where there are no externals)
- The credits must be achieved in one year

If you get 14 credits at excellence, including 3 external credits, in one year then you will get Excellence Course Endorsement

How do I get University Entrance?

University Entrance is the minimum qualification requirement to be able to study at a New Zealand university. To get UE, you have to:

- Pass NCEA Level 3
- Achieve 14 credits at Level 3 or higher in achievement standards each of three subjects from the “approved subject” list (see the course guide for the current list of approved subjects offered)
- Pass at least 10 numeracy credits at Level 1 or higher in Mathematics
- Pass at least 10 literacy credits at Level 2; five credits must be in reading and five must be in writing. These are usually covered in English but lots of other standards count too – check with your subject teachers.
- Auckland University require that you have passed 17 Credits in *English* at Level 2 or above in addition to this

Remember that this is the minimum requirement – lots of different universities and courses have specific requirements, and these change regular – if you are interested in a particular course or university, check with Mrs Crawford in Careers.

University Entrance Rank Score

Many universities will use a rank score to rank students nationally for courses where entry is competitive, or courses are oversubscribed. Across your best 80 credits at Level 3 in approved subjects, you will be given points for every credit:

Excellence	4 Points
Merit	3 Points
Achieved	2 Points

As a guideline only, the following are examples of approximate rank scores – these may change from year to year, so check in with Mrs Crawford for the most up to date information

Bachelor of Arts (BA)	150 points*
Health Science	250 points*
Engineering	260 points*

What are Vocational Pathways?

Vocational Pathways help you see how your learning and achievement is valued in the 'real world' by aligning the NCEA Level 2 Assessment Standards including specific 'sector-related' standards with six industries:

- Primary Industries
- Services Industries
- Social & Community Services
- Manufacturing & Technology
- Construction & Infrastructure
- Creative Industries

The award enables employers to assess whether your skills align with their industry requirements more easily.

To receive a Vocational Pathways Award, you must pass NCEA Level 2. A minimum of 20 Level 2 credits must be from sector related standards, with the remaining from the recommended standards in one or more pathways to make up 60 pathway credits Award(s) will show on your NZQA Record of Achievement.



What other Certificates can I get at School?

It is possible for students to gain additional certificates on the National Qualifications Framework. Some that you may be able to achieve at Kerikeri High School include Tourism, Computing and Barista

What is Scholarship?

Scholarship provides recognition and monetary reward to top students in Year 13. Scholarship exams enable you to be assessed against challenging standards, and are demanding for the most able students in each subject.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

Year 13 Students can enter a separate scholarship exam in some subjects. Entries will be called for later in the year. Each Scholarship exam costs \$30.00. Talk to your Level 3 subject teacher about this.

How much does it cost to sit NCEA?

It costs \$76.70 per year to be able to access your NCEA qualifications. You can pay this to the School before the 1st of September each year, or if after the 1st of September through your NZQA Student Login. For international students the fee is \$383.30.

If you are sitting Scholarship exams, these cost an extra \$30.00 each (or \$102.20 if you are an international student).

If your family meets the criteria, you can apply for financial assistance – this brings the cost down to \$20.00 for one student, or \$30.00 for more than one, including Scholarship exams. Applications should be made to the school before the 1st of September.

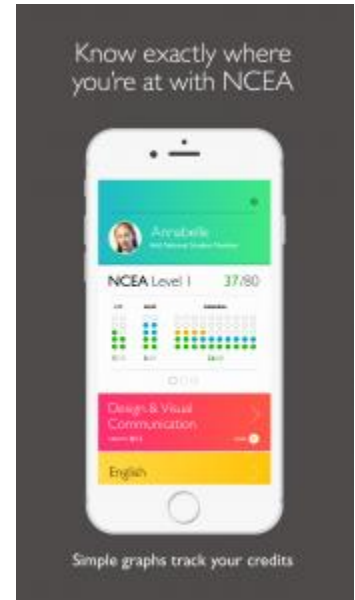
If fees are not paid by the 1st of December, NZQA will add a \$50.00 late fee.

How can I track my NCEA results?

You can download the NZQA Student App from the app store. This allows you to enter credits as you achieve them and keep an eye on your progress.

How can I check my official NCEA results?

You will get access to your NZQA Learner Login in the middle of your Level 1 year. You can login at any time at www.nzqa.govt.nz. Use this login to check your results (very important in January!), order results notices, pay fees and keep an eye on your progress. Remember that there can be a lag time between getting your results at School and these appearing on the NZQA site.



What course information should my teachers give me?

At the beginning of each year your teacher must give you an assessment statement for the course. This will tell you all about the assessments what will happen during the year, and how each standard will be assessed. This must include the following information:

- A list of standards offered in the course requirements
- the registration number and version
- full title
- number of credits
- mode of assessment – internal or external
- approximate timing of assessment
- whether or not a further assessment opportunity is available.
- Literacy, numeracy and UE information

You will receive the following written notification of tasks:

- for extended tasks requiring homework time and for completion out of school time a due date will be given when the task is issued
- for tasks completed in class, you will receive one week's notice before the commencement of the task

What happens if I miss an assessment or a deadline?

If you are absent from an assessment because of illness, bereavement or serious family reasons, you must provide their subject teacher with a signed absence note, giving a reason for your absence. If the teacher is unhappy with the reason given, Mr Wise, the Principal's Nominee will make a decision. For justified absences another assessment opportunity will be made available if possible.

If you are away due to representing the school for sporting, cultural, academic or leadership reasons, you will have another assessment opportunity if possible – however sometimes this is not possible – make sure you talk to your teacher well in advance.

Family holidays are not considered a reason for missing an assessment deadline.

Some assessment opportunities that are very difficult to reschedule, eg field trips or titration: you need to signal any conflicts with their teacher in time for a resolution to be found.

Hand in dates for an assessment completed out of class will be Monday in the timetabled period for that class or if that class does not occur on a Monday hand in is to be at a well-advertised place 9am on Monday morning.

Work that is submitted for marking after the stated deadline may not be included in the body of evidence used to make an assessment decision. A willful absence will be considered as intent to avoid assessment. A further assessment opportunity will not be provided to a student who willfully misses an assessment. If other valid, authentic standard specific evidence is not available a result of Not Achieved will be reported.

How do I apply for an Extension?

When an assignment has been set on a subject it must be handed to the teacher during the class period of the due date.

If you think that you are unable to complete an assignment on time through circumstances beyond your control (sickness, family trauma), you should request an extension of time from the teacher.

An application for an extension must be made on the Extension Form at least 3 days before the due deadline.

At that time of the request, some work done to date must be displayed along with a signed explanation for the request from your parent/caregiver.

Failure to submit sufficient and satisfactory evidence of work done so far will result in no extension being granted.

Any extension will not normally exceed 3 days beyond the original deadline, unless the circumstances are continuing, and the student will be given credit for completed work. This means work due on a Friday, with an extension, becomes due the next school day.

What is a Derived Grade and how can I apply for one?

If you are prevented from sitting examinations or presenting materials for external assessment (eg: an art folio), or think your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control (eg: sickness), you can apply to NZQA for a derived grade.

Some advice:

- Impairments must be of a serious nature. This excludes claims on the basis of stress due to examinations, family disturbances, and minor illness.
- Medical certificates supporting the claim must be provided if the impaired performance is for a medical reason.
- The impairment must have affected you during the examination period or have occurred within the month preceding exams (or a longer period may apply in some circumstances).
- You should sit the external exam wherever reasonable and practical.

A derived grade is possible where:

- the school has a grade recorded in its Student Management System which is based on standard specific evidence from a valid assessment(s) in the current year
- the School's quality assurance process for internal assessment has been applied to the assessment materials.
- the School retains a copy of the assessment used to generate the evidence.

It is important that you sit and work hard towards your practice exams because of this.

A derived grade cannot be awarded if there is no grade from practice assessments for an external standard because a student was absent, did not complete an assessment, or because the timing of the teaching has meant no practice assessment was given.

As with internal assessment grades a derived grade must be based on standard specific evidence; ie from actual performance and not 'expected' performance.

Resubmission and Further Assessment Opportunities

A feature of internal assessment is that opportunity for further assessment can be provided to you if you wish to improve your grade – however this is not always possible. Your teacher will let you know what standards may have a further assessment opportunity.

Resubmission involves you improving your already submitted work.

- A resubmission opportunity may be offered where a teacher judges you have made a mistake which you need to be able to discover and correct quickly yourself without specific guidance or further teaching. You will get a maximum of one resubmission opportunity – but not in all cases.
- Any resubmission must not compromise the authenticity or the validity of the work

Further assessment involves you completing a new task or the same task in a different context (or on a different topic)

- One further assessment opportunity for a standard can be provided each year. If one is offered, it must be offered to all students, and all assessment grades must be available.
- A further assessment opportunity is only appropriate after additional teaching and learning has taken place.
- The highest grade gained by a student will be reported to NZQA.

Appeals

You have the right to appeal any assessment decision. This includes, but is not limited to, the awarded grade, an allegation that they have made a Breach of the Rules or a decision affecting their access to assessment.

In the first instance you should talk to your teacher. If you are not happy with the outcome, you can lodge a formal appeal within five school days of being notified of the initial assessment decision.

Appeals need to be made on the official appeal form – see Mr Wise if you want to proceed with an appeal and he will talk to you about what to do.

Authenticity of your submitted work

You may be assessed for NCEA credits in lots of different ways, for example research assignments outside of class, tests, assignments in class, presentations, speeches.

In all situations, all work that is presented for assessment must be your own. Work presented for assessment that is not your own will not be considered as part of the body of evidence on which an assessment decision is based.

If you submit work that is not your own, for example copy and pasted material from the internet, copying someone else's work, using source material or ideas without referencing, your work will be investigated as a possible breach of the rules due to plagiarism.

Your teacher will refer the submitted work to the Principal's Nominee who will investigate further. If you are found to have submitted work that is not your own, you will likely lose the opportunity to gain credits for that standard. You may not be given a further assessment opportunity. Multiple breaches of the rules may result in further consequences.

Examples of a breach of the rules include, but are not limited to, the following:

- plagiarism (submitting work that is not yours)
- impersonation
- false declarations of authenticity

- Using notes in a test or exam
- collusion (communicating with others, disruption or dishonestly assisting or hindering others during a test or exam)
- dishonesty (lying about reasons for submitting late work)
- altering answers prior to seeking an appeal
- copying from another student, or deliberately allowing work to be copied by others

Authenticity Statements

At the beginning of each year, you and your parents/caregivers will be required to sign an authenticity statement. The use of authenticity statements alerts students and parents/caregivers to the issue of authenticity. Authentication sheets must be signed by you and your parents/caregivers to attest that the work is your own in the following situations:-

- external achievement standards where a project, workbook or similar is compiled and submitted for assessment
- internal achievement/unit standard where the work is submitted for assessment that has not been completed in front of the teacher.

Additional authenticity statements may need to be completed in individual subjects, for example Art.

Entries and Withdrawals

The School enters you for the standards you will be assessed for in each subject. This is then sent on the NZQA and they will appear on your Learner Login after the 1st of April.

If you would like to withdraw from an internally assessed standard, you must do so by 1 December – please not though if you have had the opportunity to be assessed for the standard or have submitted work, you cannot withdraw.

If you want to withdraw from an externally assessed standard, you must do so by the 1st of September. You need to talk to your teacher about this first.

Withdrawals will only be made with parental approval.

Special assessment conditions

Some students may qualify to have Special Assessment Conditions. This is where, as a result of specific learning difficulty, you may qualify to have a reader, writer or be able to use a computer during an NCEA assessment. The application process is carried out by the School for NZQA.

1. Students with special learning needs are, in most cases, identified prior to Year 11. Unless a student is new to the school, it would be unlikely that a student requiring Special Assessment Condition would be identified for the first time in Year 11, 12 or 13.
2. Referrals may come from teachers, parents or outside agencies. You may not self-refer.
3. On receipt of a referral, the Special Needs Learning Department will contact the parents assist them to arrange for the student to be assessed by a Level C assessor or other suitably qualified assessor. The assessment should be undertaken towards the end of Year 10. Testing will also be carried out by the School as well as or instead of external assessment.
4. Once the assessors report is received, the school will decide and approve the level of assistance required, if any.
5. In February, the relevant teachers will be notified of the approved special assessment conditions. Parents will also be informed.
6. The approved conditions will be made available for all relevant internal assessment.
7. The PN will apply to NZQA for special assistance for external assessment before 31st July each year or by whichever date NZQA designates. The application must be for the same conditions as were approved by the school for internal assessment.
8. Application must be made each year and supporting documentation must be renewed every three years.

Special assessment conditions will not be provided for students who are not approved for special assessment conditions. If this occurred, the assessment is invalid and the student work cannot be included in the body of evidence used by the teacher to make an assessment decision.

Verifying and reporting student results

The school is required to submit to NZQA accurate results of student achievement.

The following steps outlines the process by which this happens.

1. Teachers must keep detailed records of all assessments. A paper copy of assessment results is to be provided to the PN when the verification process is complete. These results will be entered into PC School.
2. Student work is returned promptly and so that they can see clearly the outcome of the assessment.
3. Students to record their assessment results in their Student Handbook, or use the NZQA app.
4. The PN should remind teachers and students whenever a results file is submitted to NZQA (usually at the beginning of the month, May – December) so that they can use their respective log-in facility on the NZQA website to check entries and reported results.
5. Student should regularly use their learner log-in facility on the NZQA website to check entries and reported results and to inform their teacher if there are omissions or errors.
6. As near to the end of the year as possible, students will be given the opportunity to check their results as they have been recorded in the school's student management software. Errors or omissions should be reported to the PN.

The Legal Stuff

Schools are required to comply with the Privacy Act 1993.

Teachers can comply by

- Keeping student information confidential. No student is entitled to view the results of another student without their permission. Teachers should take care when handing back assessments or when getting students to check final results.
- Seeking permission from student before using their work as an exemplar.