



Onewhero Area School

School Assessment Guide for Students

What is NCEA?

The National Certificate in Educational Achievement (NCEA) is the major Senior School qualification. Students achieve credits towards this qualification, through both Unit Standards and Achievement Standards.

Achievement Standards

In many subjects, student achievement is assessed through **Achievement Standards**, which identify the national standards students must achieve. Some are internally assessed by subject teachers during the year and others are assessed by external examination at the end of the year. There are four possible grades students can be awarded: Not Achieved, Achieved, Merit or Excellence (not all standards). Each Achievement Standard is typically worth about 2 – 5 credits.

Unit Standards

Subjects that do not have Achievement Standards are assessed through **Unit Standards**. Some subjects have a mix of both Achievement Standards and Unit Standards. The two possible grades students can be awarded through Unit Standards are either Not Achieved or Achieved. Like Achievement Standards, Unit Standards have a credit value that counts towards the NCEA. Unit Standards are all internally assessed.

Student Course Outline & Assessment Statements

All students will receive a course outline & assessment statement at the start of the year for each individual course that they are studying. This will contain a general course overview, the Achievement and/or Unit Standards being offered, their credit value and level. It will also outline the assessment methods for each assessment and give approximate dates for the assessment. This will also be available for parents on the school website and will be updated termly.

Guidelines For NCEA Qualifications

NCEA Level 1 (Year 11)

You need a minimum of 80 NCEA credits in total, and at least: **10** must be in Literacy (English or other approved standards), and **10** must be in Numeracy (Mathematics or other approved standards)

NCEA Level 2 (Year 12)

You need a minimum of 80 NCEA credits, of which 60 credits must be at Level 2 or above
(with Numeracy & Literacy requirements met, as per Level 1)

NCEA Level 3 (Year 13)

You need a minimum of 80 NCEA credits, of which 60 credits must be at Level 3 or above
(with Numeracy & Literacy requirements met, as per Level 1)

Notes:

- Credits may be gained over more than one year.
- Credits can also be used for more than one NCEA Level Qualification.
- To gain a subject endorsement, 14 credits at Merit or Excellence must be attained in that subject in one academic year, with a minimum of 3 External and 3 Internal credits.

If you gain 50 credits at Merit or above, your overall certificate will be endorsed

“Certificate with Merit”

If you gain 50 credits at Excellence, your overall certificate will be endorsed

“Certificate with Excellence”

University Entrance

Minimum Requirements to Qualify:

- NCEA Level 3
- Three approved subjects - at **Level 3**:
 - 14 credits in each
- Literacy - 10 credits at **Level 2 or above**, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy – as per that required for all NCEA Levels - 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.

Individual Universities may set their own minimum requirements on top of this for each course they offer; however, attainment of NCEA Level 3 will be required.

Other National Certificate Qualifications

In addition to the NCEA, there are a wide variety of other National Certificates students can achieve at Levels 1, 2 and 3.

At Onewhero Area School, it is possible for students to gain credits towards other National Certificates e.g.

- **Employment skills**
- **Hospitality**
- **First Aid**

NQF/NCEA Results

In January, NZQA issues students who have paid the NCEA entry fee with a Report for each subject. On it is recorded:

- The Achievement Standards and/or Unit Standards the student entered
- The credit value of each
- Whether they are Internally or Externally assessed
- The grade achieved
- The number of credits gained in each standard

If students do not achieve internal assessments for Unit or Achievement Standards, this will be reported on their annual Result Notices.

Record of Learning

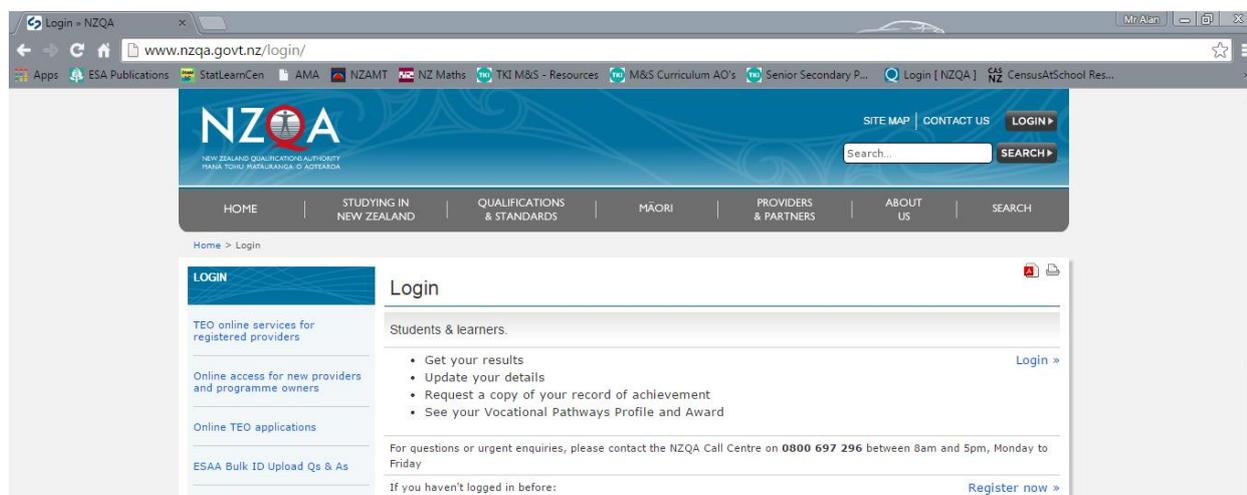
As well as issuing a Report for each subject and any certificates achieved, NZQA also provides students with a Record of Achievement. It lists all Standards achieved, along with levels, credits and dates, as well as any certificates gained.

NZQA Learner Login Link

This web page gives instructions on how to log on to your RECORD of LEARNING. This allows students to track their own progress and attainment of NCEA results.

Web Page - <http://www.nzqa.govt.nz/login/>

You will need to register first, and will need your NSN (National Student Number) in order to do this (this number can be obtained from the school office staff, or on your NZQA candidate card that arrives at school mid-year).



Under the NCEA heading of this website you will also be able to find out other information to do with NCEA, and even be able to look at past external examinations.

NCEA Mobile Phone Applications

1. NCEA Student App – Planning and Tracking NCEA Progress

www.nzqa.govt.nz/audience-pages/students/ncea-app/

Use the above website address, and then follow the link to your App Store.

2. NCEA Guide – to help with understanding how NCEA works

www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/mobile-app/

Use the above website address, and then follow the link to your App Store.

Assessment Strategies used at Onewhero Area School

Assessment of student progress and achievement will be measured in a variety of ways. Each subject teacher will develop assessments in their courses that best suit the course material and the standards being assessed.

Possible strategies include:

- A test or examination
- A practical assignment/assessment
- A project
- A field trip
- A speech/presentation
- An interview

Students are advised to check with their teachers so that they know exactly what is being assessed, when and how it will be done. This information will be provided for you, but if you are unsure, you must ask.

Further Assessment Opportunities

Students may have one further assessment opportunity for an Internally Assessed Achievement Standard. Students will be notified at the start of the year if an Achievement Standard is to have only one assessment opportunity.

Authenticity of Student Work

Your subject teacher needs to be assured that the work you submit is your own work.

Class time will be used for assessments when practicable.

Where assignments cannot be completed in class time, some class time will be allocated to enable the teacher to check on progress being made. Students completing work out of class time will be expected to sign an authenticity document, which will also be signed by your parents/caregiver.

Students need to be aware of plagiarism. The schools policy towards plagiarism is as follows:

When using the work of some other person (student or published author) such usage is limited to maps and diagrams or succinct quotations to support your own statements. All such use must be acknowledged in either footnote or bibliography and preferably both.

Breaches of the Rules

Breaches of the Rules may include:

- Plagiarism (submitting work that is not your own)
- Impersonation (pretending to be someone else)
- 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 your work to be copied by others)

Students who submit work that is not authentic will lose any credit that they may have received for the assessment in question. Furthermore, those who are involved in activities that compromise the authenticity of internally assessed work also risk losing any credit that they have received for the assessment in question.

Students who are suspected of submitting work that is not authentic will have the script directed to the appropriate Head of Department for consideration. If the Head of Department, as a teacher, receives work that they suspect is not authentic they will direct the script to the Deputy Principal for consideration.

Misconduct during assessment tests/exams will also follow the same process.

For all breaches of the rules the student's parents/caregivers will be informed.

If the student is not satisfied that the decision reached is fair, they can formally appeal that decision using the NQF School Appeals form, and follow the procedure set out in the Appeals section.

Where it is proved beyond a reasonable doubt that the assessment submitted is not the student's own work, a 'Not Achieved' grade will be awarded.

Procedures for Assessments

Students must follow these procedures for Internal Assessments that count towards a qualification.

Missed Assessment Procedures

1. Students absent on the day of an assessment, or a day on which the assessment was due to be completed must contact the subject teacher to discuss any possibility of a future assessment opportunity.
2. The parent/caregiver **should** phone the school on the day of the assessment to explain the absence. In **every** case the absences **MUST** be formally explained in writing and accompanied by a doctor's certificate where appropriate. This should be given to the subject teacher **on the day the student returns to school**.
3. If the student does not present the formal explanation to the teachers concerned, either before the assessment event or on the first day of the student's return, there may be no further assessment opportunities for the missed assessment.

Extension Procedures

1. Any application for an extension to any task used for assessment must be made at least 24 hours before the deadline. Late applications will be considered in special circumstances.
2. This extension must be sought from the subject teacher in writing.
3. Generally, an extension will only be granted when the reason for lateness is beyond the control of the student.
4. Work submitted for an assessment will be assessed, provided it meets any new deadline set.

Mitigating Circumstances

1. Students with a genuine, unavoidable reason may be given an opportunity for completing the assessment where that is possible. However, this will be at the discretion of the HOD, Principal's Nominee, or Senior Management and **genuine** reasons must be those that are unavoidable e.g. sickness, accident requiring medical treatment, bereavement.

Reasons that are avoidable such as planned holidays or drivers licence appointments for which the student or parent has some control are insufficient reasons to be granted a future assessment opportunity.

2. If the work is late and an extension has not been requested, or requested and not granted, then it will not be assessed.

Appeal Procedures

1. A classroom teacher will give students the opportunity to check the marking of an assessment when it is handed back.
2. Either party may refer a dispute about the marking of an assessment to the teacher in charge of the course and/or the HOD within 2 school days.
3. Either party may refer an unresolved dispute about the marking of an assessment to senior management, who will make the final decision.

Students may also appeal a decision to decline an application for an extension, breach of the rules or a decision made regarding authenticity. This must be made on the Appeals form within 2 days of the decisions being made. See the Deputy Principal or the Principal's Nominee for the Appeals form.

Special Assessment Conditions

Students with permanent or long-term conditions or learning difficulties, which they believe will significantly impair their performance in assessments may apply for special assessment conditions (for example, a time allowance, modifications to question and answer booklets, or the use of an examination assistant such as a reader/writer or computer). Examples of permanent or long-term conditions that qualify are; physical disability, sight or hearing impairment, medical conditions which are long-term illnesses such as eating disorders, depression, diabetes and epilepsy.

If you believe you have a problem that may affect your ability to sit an internal test or examination you need to see the Principals' Nominee so that an application may be made to NZQA on your behalf.

Recent evidence (i.e. within 2 years) of a particular learning difficulty from a registered practitioner must be made available to the school upon request.

Privacy of Information

It is the policy of Onewhero Area School that the recording and release of student results and the use of student work will be managed in accordance with the Privacy Act 1993.

Storage of Student Work

All work assessed at the school will be stored securely until it is no longer required for moderation.

If you have any queries or questions regarding NCEA please speak to your subject teacher or to the school's Principal's Nominee.