



NCEA Assessment Information Booklet for Students



2022



Introduction:

Congratulations! This year you will be working towards achieving the National Certificate of Educational Achievement (NCEA).

NCEA is overseen by the New Zealand Qualifications Authority (NZQA) and is New Zealand's main secondary qualification. Because assessment for NCEA carries high stakes (meaning it is important because it contributes to a national qualification) there are strict rules that you and the school must obey. This is to ensure that NZQA will allow us to assess for these qualifications. This booklet covers the rules that must be followed. **It is important that you read through this information and that you refer to it throughout the year. You must follow the correct procedures to ensure that any issues that arise for you are dealt with quickly and appropriately.**

Assessments: Key points

In the senior school each course is assessed using a number of Achievement or Unit Standards at a particular level. Each standard has a number of credits assigned to it and you will be required to complete an assessment of some kind to show that you can understand or do what is required for that standard. Some of these standards will be assessed internally and others externally. When you have successfully completed the assessment you will be awarded a grade (Achieved, Merit or Excellence) and you will receive the credits available towards your NCEA.

At the start of the year you are given a course and assessment outline for each subject studied. This tells you the standards you will be assessed against, the type of assessment (internal or external) you will have, the approximate dates when this assessment will occur and whether there is an opportunity for a further assessment.

You will be informed of any changes to this.



What is the difference between internal and external assessment?

Internal assessment is assessment that is carried out by the school. It includes assignments, portfolios and practical activities and will be marked by teachers within the school. All internal assessment is checked by NZQA to ensure that what students are required to do is similar in schools throughout New Zealand. Each year NZQA look at a sample of assessments and student work from all schools in a process known as moderation. When teachers hold onto your assessments after they are completed, it is so they will be available for moderation. Teachers record the marks for assessments in their electronic markbooks. At various times throughout the year these grades will be sent to NZQA to appear on your record of learning.

External assessment is assessment that is marked by NZQA. The most common form of external assessment is by examination. NCEA examinations are sat in November each year. Some subjects, such as Technology and Art, will require you to complete a portfolio throughout the year which is sent away to NZQA for marking. Throughout the year you may have practice assessments for externally assessed standards (eg. Parallel exams). These will give you an indication as to how you are going in these standards but the grades you receive will not be the final ones.

Certificate Endorsement

For an NCEA certificate to be endorsed with Excellence a student must gain 50 credits at Excellence at the level of the certificate or above. So, if a student has 50 Level 1 credits at Excellence they may have their Level 1 certificate endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or Merit and Excellence) at Level 1 their NCEA Level 1 certificate may be endorsed with Merit. Endorsement awards show on the Record of Achievement.

Course Endorsement

Course endorsement provides recognition for a student who has performed exceptionally well in an individual course. Students will gain an endorsement for a course if, in a single school year, they achieve:

- 14 or more credits at Achieved, Merit or Excellence, and
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and level 3 Visual Arts.

- *Achieve endorsements were created in 2021. This now allows you to gain a course endorsement at Achieved level. This means 14 credits at Achieved, including one external. Prior to 2021 this was not available.*

What qualifications am I aiming for?

Generally speaking, if you are in Year 11 you will be working to achieve Level 1 NCEA, in Year 12 you will be working towards Level 2 and in Year 13 you will be working towards Level 3. However this can vary. The requirements for each level are outlined below:

Level 1 NCEA	80 credits at Level 1 or above. Literacy (10 credits) and Numeracy (10 credits) at Level 1 or above
Level 2 NCEA	80 credits. At least 60 of these must be at Level 2 or above.
Level 3 NCEA	80 credits. At least 60 must be at Level 3 or above. 20 may come from Level 2.

As At 26.11.202



What else can I get?

University Entrance.

See detailed information later in this booklet.

Some subjects may offer some other certificates/qualifications.

When are assessments due?

Large assignments (eg research) are usually due by 8.45am on the due date.

Personally handing your assignment to your teacher on the due date helps avoid lost or misplaced assignments.

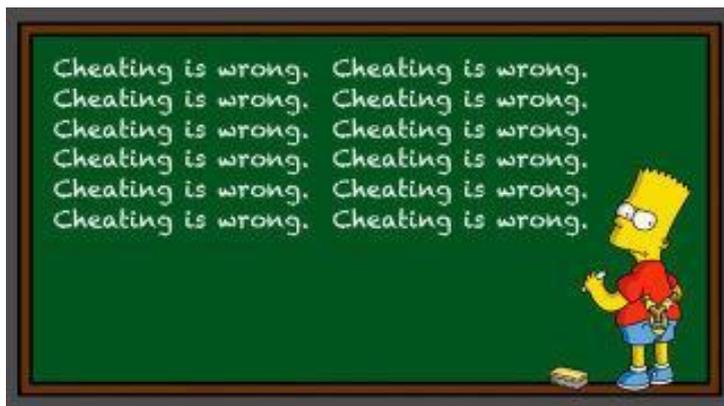
It is your responsibility to get the work in on time. Late work will not be accepted.

Other assessments will be carried out in class time or during field trips. Check your subject assessment outline.

Authenticity

Otago Girls' High School follows the procedures laid out by NZQA for NCEA assessments.

All work you submit must be your own and it is your responsibility to provide evidence that it is. If you use someone else's work without acknowledging it, this is plagiarism and is a form of cheating. This includes information copied from the internet. Using someone else's work as your own is a serious breach of assessment procedures.



You must meet all deadlines for milestones and drafts, as outlined in your task. If these have not been met, then authenticity cannot be confirmed and a Not Achieved grade may be awarded.

Safeguard yourself by discussing and sharing your work with your teacher along the way in assessments. Use Google Classroom and Google Docs to share and submit work with your teacher as it is progressing.

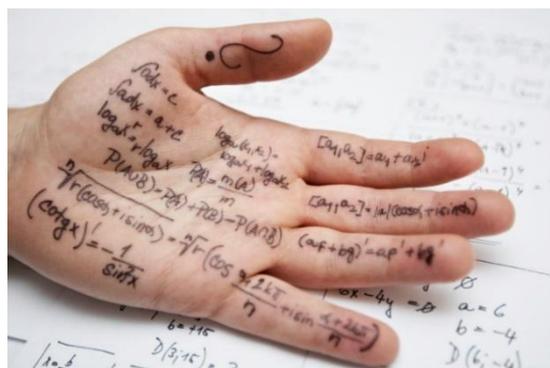
Assignments typically require you to sign an Authenticity Declaration stating that the work is your own.

Always be very mindful of the school value of integrity!

Rule breaches

If your behaviour or actions affect the equality and fairness of an assessment for any other student this is considered to be a rule breach. If you are suspected of disruption, communication with others, cheating or interfering with other students' assessments, you will be referred to your Dean. The Head of House, in consultation with the Assessment Appeals Panel, will make a decision whether to grant a catch up assessment opportunity. You will be required to outline your case in writing and this will be considered in making the final decision.

The decision will be final and if your appeal is declined, a Not Achieved result will be recorded for that standard. Breaches of rules during external examinations may result in you being unable to enter for any NZQA qualification.



Absence from assessment (*Blue assessment form – available from office*)

If you are absent on the day an internal assessment is due for handing in ask a family member to bring it to the office by 8.45am with the name of the subject teacher on the front.

If you are absent on the day an internal assessment is being held in the classroom you are not automatically entitled to catch up this assessment. For practical or fieldtrip assessments there may be no catch up opportunity.

A catch up assessment would **not** be available if:

- You went on holiday
- You chose not to turn up (willful absence)

You need to supply evidence and a completed blue assessment form (available from the office). The blue assessment form needs to be given to your subject teacher who will pass it on to your Dean, who will in turn give it to Ms Dick for processing. You can find the online form on the School-Wide Classroom. Look for “Classwork” then click on Assessment. You can do complete the form online [HERE](#)
An NCEA evening for Year 11 and your whānau is on Tuesday the 8th of March to find out all about NCEA.

Each case is considered on its own merit.

Assessment dates may change so it is inadvisable to book holidays/activities during term time.



Appeals Policy

All internal assessments undergo moderation each year by either another subject teacher or NZQA.

You are able to lodge an appeal within three school days of receiving a result if you consider the work has been unfairly marked against the standard or marking schedule.

Talk to your subject teacher first and discuss the issue. They may refer you to another teacher if they did not mark the assessment.

If there is still an issue you can then approach the appropriate HOD and appeal the decision. The HOD will investigate and will seek an independent result from the Assessment Appeals Panel. You will be advised of the outcome in writing.

The Appeal Panel's decision is final.

Derived Grades

Derived grades are available for candidates who suffer from an illness, trauma or misadventure that happens at the time of the NZQA external assessments in November.

A derived grade is available for a candidate who for an approved reason:

- has been unable to attend an NZQA external examination or submit a completed externally assessed portfolio
- attended an NZQA external examination session and their performance has been significantly impaired
- has been unable to attend an external assessment because of selection for National Representation in a sport, academic or cultural event.

Approved reasons include:

- a temporary acute non-recurring illness
- trauma – a significantly disturbing or distressing experience
- misadventure - an event beyond a student's control an exceptional circumstance
- a sudden and significant change to a long-term illness occurring at the time of the examinations



or

The school provides a grade based on (or derived from) **pre-existing, standard-specific evidence** produced during the year by the candidate (such as from the parallel examinations or formal tests).

Candidates should sit the examination wherever possible. Where the candidate's derived grade application is approved, and they sit the examination, the better result will be awarded. the examination, the better result will be awarded.

Who do I talk to about a derived grade?

Talk to your school's Principal's Nominee (Miss Dunn) in the first instance. They will be able to advise you on the eligibility criteria, who to see to support your application, and provide you with an application form.

Who makes the decision?

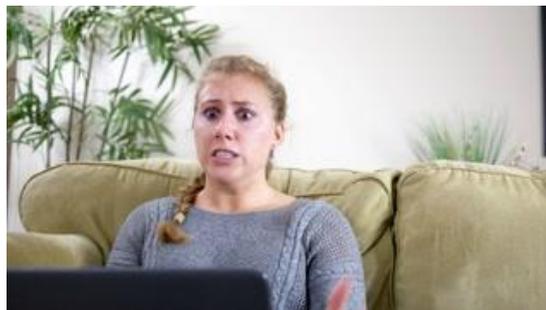
NZQA approves derived grades based on the information provided in a candidate's application.

Will NZQA accept late applications?

Under very exceptional circumstances NZQA may accept a late application (made after the closing date in early December) but not after the release of results in January.

Technology Problems?

Problems with your computer or other technology are no excuse for not submitting your work on time. Always save your work regularly. You are expected to keep all materials you have used to complete your assignment so you can demonstrate that you had been working on it



Often teachers will require you to submit work at various times during the longer assignments. These milestones help you manage your workload and assist you in completing large assignments on time. Your options on the day your work is due if you have technology problems:

- If you can't print it out at home, bring the memory stick into school and print it out at school
- If you can't print it out at home, email it to your school account and print it at school
- If you can't print it out at school, email it or share it with your teacher or submit via Google Classroom. It is your responsibility to ensure they have received it.

Communicate any issues to your teacher before the due date and time.

Resubmissions

If you have made a minor error, the opportunity to shift your grade from Not Achieved to Achieved in an internal assessment without sitting a new assessment is called a resubmission. Your teacher will tell you if you are eligible for resubmission and will give you your assessment back. You need to discover and correct the small mistake yourself. There is only one opportunity for this for each assessment.

Further Assessment Opportunities

Many internal assessments will have the opportunity for a further assessment opportunity, where it is practical. This will involve completing a whole new assessment task. The course and assessment outline issued at the start of the year states whether internals will have a second assessment opportunity or not.

Use of Dictionary/translators in assessments

Dictionaries and translators of any type (including electronic) are not to be used in any assessment (internal or external and school examinations) unless the standard specifies that they can be used.

Special Assessment Conditions (SAC)

Some students will require Special Assessment Conditions for their assessments. Examples are: breaking their writing hand before the external examinations, enlarged papers for visual difficulties and the use of a reader/writer. Some conditions are temporary, some are permanent. Some require considerable medical records and assessments by educational psychologists. If you want to make an application you need to discuss this with Mrs V. Millar (SAC Co-ordinator). Never assume that your SACs will be approved.

External examinations

Examinations for NCEA are run by NZQA and all information regarding the rules and procedures are covered during Term 4.



University Entrance

Requirements for Students in Year 13 in 2022:

A **minimum** of:

- NCEA Level 3 – 60 credits at level 3 + 20 credits at level 2 or above
- 14 credits at Level 3 or above in **three approved subjects**.

The remaining credits to achieve NCEA Level 3 may come from either achievement or unit standards.

And the following specific credits are also required:

- 10 credits in Mathematics at Level 1 or above.
- 10 credits in Literacy at Level 2 or above, made up of 5 reading credits and 5 writing credits gained in English or Te Reo Māori and Te Reo Rangatira (but not a combination of both).

Summary of the minimum University Entrance Requirements for EVERY New Zealand University



We recommend students take at least four approved subjects to ensure they gain entrance into their chosen university course.

For further information about approved subjects for University Entrance go to:

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

In addition, the following information should be considered:

Most universities have now added entry score requirements to the minimum requirements outlined above. All Year 13 students should be aiming for at least 140 points (refer to the following information) in up to 5 **approved** subjects to secure preferential entry.

University of Otago Entry Score Table

Each credit at an Achieved grade gains 2 points, a credit at Merit grade gains 3 points and a credit at an Excellence grade gains 4 points. The following table gives you an example of how points can be accumulated:

Subject	A	M	E
English	12	4	-
Classics	18	-	-
Geography	15	5	-
Statistics	14	6	-
Art – Paint	24	-	-
Subtotal	83	15	0
Best 80 credits (Otago University only looks at the top 80 credits)	65 65 x 2 = 130	15 15 x 3 = 45	

Entrance score for this student: 175 – well above the 140 points required

Summary

The Assessment Appeal Panel consists of: Principal's Nominee; Assistant Principal and Heads of House.

Blue Assessment Forms are available from the office. A copy of which is on the back page.

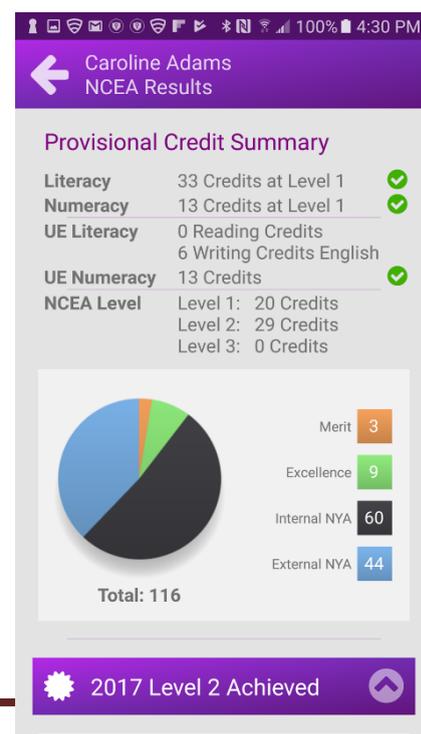
Who to see:

- NZQA related issues – Miss Dunn (Principal's Nominee)
- School assessment – subject teachers, HOD, Year Level Dean, or Ms. Dick
- Special Assessment Conditions – Ms L Taylor

Tracking your progress

Record all your assessment grades in your diary to keep track of your progress in NCEA. Organise yourself in advance of deadlines using your diary and term planners. Your mentor will be keeping an eye on your progress and will talk to you about any failure to complete or pass assessments. We all want you to achieve success in your studies.

The Edge App helps you to see progress in your assessments. Download this from the App or Play Store.



TIPS FOR EXAMINATION SUCCESS

1. Establish a routine

Set aside a particular time each day for study and revision and stick to it. Limit time spent in part-time work to less than eight hours per week. It is perfectly acceptable to ask for time off to study during examinations.

2. Create a study environment

This should be away from interruptions and household noise, such as the television. Ensure there is adequate lighting and ventilation, a comfortable chair and appropriate desk. Make your study area interesting and inviting. Remove distracting phones and ipods.

3. Set a timetable

With a timetable you can plan to cover all your subjects in an organised way, allotting the appropriate time for each without becoming overwhelmed.

4. Look after yourself

Drink plenty of fluids, especially water, and eat healthy foods. Keep sugary foods to a minimum. Make sure you get enough sleep each night. Regular physical exercise makes you feel great, boosts your energy and helps you relax. So try to keep up regular sporting activities or at least fit in some regular exercise as often as you can.

5. Reward yourself for studying

Watch your favourite television program, spend time with your friends, walk to the park and play sport throughout the week.

6. Have variety in your study programme

Study different subjects each day and do different types of work and revision in each study session. Use different kinds of thinking skills to help you study.

7. Avoid interrupting your concentration

Have all the appropriate materials with you before you start a session of study to minimise distractions.

8. Test yourself on what you have studied

Ask your parents or family members to quiz you on what you have learnt, use draft questions from books, past assessments or major exam papers. Put study notes, mnemonics and diagrams on your walls, mirror, toilet door, phone, ipod. Use sticky notes.

9. Don't panic at exam time

If you have followed a study routine and have been revising your class work, there should be no need to worry. Try to keep yourself calm, positive and confident.

10. Ask your teachers for guidance and attend Term 4 tutorials

Especially if you're having trouble - whether it's grasping a new concept or understanding something you learnt earlier in the year. They will be happy to help.



ASSESSMENT OPPORTUNITY APPLICATION

Complete this form if you have been absent for an assessment due to illness or bereavement or if there have been extenuating circumstances that have made you unable to hand in your assignment by the due date and time. Make sure you have completed all sections of the form and attached the necessary documentation.

The Assessment Appeals Panel and your Dean will then decide whether or not your application warrants the granting of an assessment opportunity.

Hand this completed form to your **subject teacher** who will then pass it on for consideration to **Ms Dick the Assessment Appeal Officer** (with any necessary documentation such as a Medical Certificate). Your teacher will be notified whether or not your application has been successful. You will be notified of the outcome of your application if approved.

Period of Absence:

Reason for Absence:

Assessment
number

Date of
Subject

Attached Information (tick and attach securely):

- Medical Certificate
- Letter
- Other _____

This section
subject

Subject

Subject

Level of Study (circle):

LEVEL ONE

LEVEL TWO

LEVEL THREE

[An ASSESSMENT OPPORTUNITY APPLICATION can be completed online here](#)