



UNLIMITED DISCOVERY

Assessment and the National
Qualifications Framework

Student / Parent Handbook
Update November 2015

Where to find information

If you have any questions about NCEA, the first place to look is the NZQA website, student section. If you have no luck there, then try your Homebase LA. If they are unsure, you should ask Brent Silby (Principal's Nominee)

This is the search order you should follow to find information:

1. www.nzqa.govt.nz/audience-pages/students
2. Homebase Learning Advisor
3. Brent Silby (Principal's Nominee)

To ensure that the standards achieved by students working towards NCEA are equivalent to those in all other New Zealand Secondary Schools, a number of systems have been put into place. Ao Tawhiti Unlimited Discovery reviews this booklet annually to reflect changes in NZQA and/or school policy.

INTERNAL ASSESSMENT

Senior classes offer Internal NCEA assessments. These take place at the completion of a course of learning. Internal assessments take the form of in-class tests or assignments. Tests carried out in class are submitted to the classroom Learning Advisor at the end of the session.

Assignments

Assignments are carried out both within and outside of the classroom. NZQA require a guarantee that student work is authentic. This means that all work must be your own. In order to ensure that student work is authentic, a percentage of assignment work must be completed in the classroom.

Submitting Assignments

Completed assignments must be printed by the student and placed in the drop box located at the office. All assignments must have a cover sheet attached. Cover sheets are located next to the drop box. Large scale items, such as those produced in Technology, Visual Art, and Music will likely be produced in the classroom and can be submitted directly to the classroom LA.

Assessments are marked by groups of Learning Advisors during curriculum meetings. Your grade will be made available to you within 3 weeks of the assignment due date.

Due Dates

Assignments must be submitted by the due date. Late assignments will not be marked. Extensions are possible but will require a written application and parent signature.

Late Work / Extensions

Work not completed on the due date is unable to be submitted under standards based assessment. In exceptional circumstances students who have had a significant part of their preparation/work time interrupted before an assignment deadline may apply for an extension of time. The application must be made in writing using the *extension form* located at the office.

Students who are ill, or absent from school for an assessment

If you miss an assessment opportunity due to illness or another legitimate reason, you will have the opportunity to sit the assessment at another time. Evidence supporting your reason for missing the assessment may be required. This could take the form of a doctor's certificate or letter from caregiver. Please talk with your subject LA about this.

Incompletion:

If a student submits an incomplete internal assessment, they must apply for an extension (see above) if they wish to be granted time to finish the assessment activity.

Further assessment opportunities

When a student has not provided evidence of achievement for any grade from previously assessed work, following NZQA guidelines, Ao Tawhiti Unlimited Discovery may offer **a maximum of one further opportunity** for assessment of a standard within a year.

- A **further assessment opportunity** occurs when a new, quality-assured assessment is provided for students after their first opportunity and after further learning has taken place.
- A maximum of one further opportunity for assessment means none or one. *It does not mean one must be offered.* It is the school's decision whether a further opportunity will be offered for any standard.
- Any further opportunity conditions must be consistent with those for the first opportunity.

Manageability of a further opportunity

It is the school's decision whether a further opportunity will be offered for any standard. Students should be advised from the outset that there is a single opportunity to be assessed against that standard if it is not manageable to offer a further opportunity.

Resubmission

A **resubmission** can be offered when the student could achieve a grade if they correct errors or omissions in their work in a short period of time.

Resubmission:

- will be limited to specific aspects of the assessment and no more than one resubmission should be provided
- 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.
- should be closely supervised to manage authenticity
- should be offered only where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves. For example, the student may have handed in the assessment, but may not have made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment. The amount of information a teacher provides to a student in identifying the error is important in this context. In the case above, the teacher might say "your method is fine but there is a problem with your calculations...." The teacher would not, however, say "there is a problem with your use of brackets in this calculation."

Moderation of Internally Assessed Work

All subjects have well developed systems of moderation to ensure student work is fairly marked and the standard in a school matches with national standards. These systems include sending away samples of students work.

Appeals

Students have the right of appeal as to the mark they have been awarded. If a student wishes to appeal a grade, they should initially talk to the subject learning advisor about the marking process immediately after the marked assessment task is shown to them. If still dissatisfied the student should make an appointment and discuss grades with the Principal's Nominee who will check that the correct procedures have been followed as outlined in the school and subject policies taking into account any special circumstances.

Reporting results to students

Students will receive updated information at regular intervals on their results during IEP meetings and 1:1 meetings with their Homebase Learning Advisor. Class Learning Advisors will also report results back to students in a timely manner after work has been marked. Full student results are also available from the NZQA website through the student log in area.

Authenticity

Students may be required to sign an authenticity statement, perform certain parts of assessment tasks under close supervision, or show through interview and the existence of notes and supporting material that the work submitted by the student is genuinely his/her own work.

Plagiarism and Dishonest Practice

Plagiarism occurs when passages of text are copied into an essay without being included in quotation marks and without sufficient acknowledgement of the source for the quotation. Minor variations to the wording of the original are not sufficient to avoid the charge of plagiarism. Plagiarism is regarded very seriously by NZQA and Ao Tawhiti Unlimited Discovery, and may result in disciplinary action. Any student assessment in which plagiarism occurs will not be given a passing grade. Ao Tawhiti Unlimited Discovery's policy is as follows: Under no circumstances may you copy the words of an article or book without acknowledging it as a quotation. Nor may you copy or borrow from the work of other students, or have any other person produce the assessment for you. Be aware that we view these forms of cheating very seriously, and that we regularly take steps to detect plagiarism in work submitted by students. If we find that that you have engaged in dishonest practice, you may be subject to disciplinary action.

External Exams

In addition to Internal Assessments, subjects prepare students for External Exams. These take place in November under strict exam conditions. The exams are administered by NZQA and are hosted at our school. You may view the exam timetable directly on the NZQA website. This is published early in the year. Further information about exams are made available to students during the year.

Derived Grade

It is possible to apply for a derived grade for a missed externally assessed exam if the student cannot attend the exam due to illness or another situation that will impact on their performance. The student will need to demonstrate competency through performances in mock exams or formative testing held through the year.

Provisional result notices

In January, students will be able to access their results on NZQA's website. Their record of achievement will include details of standards passed and credit value of each pass. *Students who believe their results contain errors (e.g. missing credits) must contact the Principal's Nominee as soon as possible. Errors must be reported to the Principal's Nominee within 6 months.*

Please check your results carefully in January. Errors are rare, but not impossible. Report errors to the Principal's Nominee ASAP. Errors become extremely difficult to correct if left unresolved for an extended time.

Numeracy and Literacy

In order to obtain level 1, 2, or 3 NCEA, students will need to meet certain literacy and numeracy standards.

Literacy requirement

Minimum of 10 credits through either:

- Unit standards - Package of three literacy unit standards (total of 10 credits - all three required); or

- Achievement standards - Specified achievement standards available through a range of subjects (minimum total of 10 credits)

Numeracy requirement

Minimum of 10 credits through either:

- Unit standards - Package of three numeracy unit standards (total of 10 credits - all three required); or
- Achievement standards - Specified achievement standards available through a range of subjects - (minimum total of 10 credits)

For more information, please visit www.nzqa.govt.nz/audience-pages/students

National Certificate of Educational Achievement

When students have earned sufficient credits, they will be issued with a NCEA Certificate at the relevant level. For the level one Certificate students will need to have gained 80 credits as well as meeting the numeracy and literacy requirements mentioned earlier.

Entries and fees

Year 9 and 10 students will have all NCEA results 'banked' on our school system. This means they are held on our database and transferred to NZQA when the student is in Year 11. Because credits are banked, there are no fees to be paid by Year 9 or 10 students. From Year 11, all students attempting any number of standards will need to pay the NZQA fee, and their credits will be included on their NZQA record of achievement.

Please note: If credits are being banked, students cannot sit external exams. Year 9s or 10s who wish to sit external exams must contact the Principal's Nominee (Brent Silby) to arrange for the NCEA fee to appear on their account, and to transfer to NZQA credits earned in that year.

NZQA set the level of fees at the start of each year.

Fee structure for domestic candidates

Entry for all NCEA standards: \$76.70

Entry for each NZ Scholarship subject: \$30.00 per subject

Fee structure for foreign fee paying candidates

Entry for all NCEA standards: \$383.30

All Scholarship entries: \$102.20 per subject

Financial assistance

The Government has provided funding for financial assistance for students enrolled in New Zealand secondary schools who are entering national qualifications. The following information provides all you need to know.

Who can apply for financial assistance?

Financial assistance is available to assist with the payment of entry fees to National Secondary Schools Qualifications. To be eligible to apply you must be the fee payer and meet at least one of the following criteria:

- Be receiving a Work and Income or Study Link benefit.
- Have a joint family* income below the threshold for receipt of a Community Services Card.
- Have more than one child in the family* undertaking these qualifications in the same year, irrespective of income.

You cannot claim financial assistance for foreign fee paying students.

Ao Tawhiti Unlimited Discovery processes financial assistance applications. Talk to office staff if you need any help or have any questions about the application process.

Summary of NCEA Level 1, 2 and 3 Requirements

For a student to be awarded NCEA Level 1 they must achieve 80 credits at Level 1 or above and satisfy the Level 1 Literacy and Numeracy requirement (as outlined on page 7).

For a student to be awarded NCEA Level 2 they must achieve 80 credits, of which a minimum of 60 credits is at level 2 or above, from anywhere on the National Qualifications Framework (NQF). Students must also satisfy the Level 1 Literacy and Numeracy requirement (as outlined on page 7).

For a student to be awarded NCEA Level 3 they must achieve 80 credits, of which a minimum of 60 credits is at level 3 or above. Students must also satisfy the Level 1 Literacy and Numeracy requirement (as outlined on page 7).

University Entrance (FROM 2014)

University Entrance (UE) will continue to be the minimum requirement to go to a New Zealand university. From 2014, to be awarded UE you will need:

- NCEA Level 3
- Three subjects - at Level 3 or above, made up of:
 - 14 credits each, in three approved subjects
- Literacy - [10 credits at Level 2 or above \(XLS, 403KB\)](#), made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - 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 this will appear on your Record of Achievement. Please note that NCEA Level 3 does not necessarily entitle a student to University Entry.

The above statement concerning University Entry is the minimum requirement. Courses may require additional entry requirements based on specific achievement standards or higher levels of achievement (merit, excellence) in certain standards. Students will need to know details of entry requirements as soon as possible so that they can ensure that their course choices meet these requirements. Homepage and Subject LAs will assist students in obtaining this information.

For more info (including a list of Approved Subjects), please visit:

www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/