

Taumata Matauranga a Motu Kua Taea

# **ASHBURTON COLLEGE**



## **NCEA Information for Students and Caregivers 2019.**

Individual Excellence in a Supportive Learning Environment

# **The National Certificate of Educational Achievement (NCEA)**

This is New Zealand's national school leaver qualification. It is a qualification on New Zealand's National Qualifications Framework (NQF) that sits alongside more than 900 other national qualifications used throughout tertiary education and industry training.



## **HOW WILL I BE ASSESSED?**

The skills and knowledge you gain when you study subject areas like English, Science and Maths are made up of component “standards”. Qualifications are gained by building up credits, awarded for each standard you achieve. The standards offered in each course (or subject) are listed in your course outlines.

Under NCEA, students can be assessed through both externally assessed standards and internally assessed standards. For further information go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea>

## **HOW MANY CREDITS ARE NEEDED FOR NCEA?**

To gain NCEA Level 1: Achieve 80 credits at any level (Level 1,2 or3)

This must include a minimum of 10 credits in literacy and 10 credits in numeracy.

To gain NCEA Level 2: Achieve a minimum of 60 credits at Level 2 or above; and 20 credits at any level

To gain NCEA Level 3: Achieve a minimum of 60 credits at Level 3 or above; and 20 credits at Level 2.

Further information on NCEA levels go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/ncea-levels-and-certificates/>

## **VOCATIONAL PATHWAYS**

<http://youthguarantee.net.nz/vocational-pathways/>

The Vocational Pathways provide a framework for students to show how their learning and achievement is valued in the workplace by aligning learning to the skills needed for industry.

The six Vocational Pathways are:

1. Primary Industries
2. Services Industries
3. Social & Community Services
4. Manufacturing & Technology
5. Construction & Infrastructure
6. Creative Industries

To receive a Vocational Pathways Award students must first

- Achieve NCEA Level 2, and
- Achieve 60 Level 2 credits from the Recommended Assessment standards for a Vocational Pathways, including 20 Level 2 credits from **sector related** standards for the same sector. *Credits from the Recommended Assessment Standards and Sector-Related Standards must come from the same Vocational Pathways EG: Primary Industries.*

## **COURSE ENDORSEMENT**

Students will gain an endorsement for a course where they achieve both of the following criteria in a single school year:

- 14 or more credits at Merit or Excellence, and
- At least 3 credits from externally assessed standards and 3 credits from internally assessed standards.
- Sufficient credits in a single school year.

## **EXCELLENCE OR MERIT ENDORSEMENT**

Merit Endorsement = 50 credits at Merit (or Excellence) at the same level.

Excellence Endorsement = 50 credits at Excellence at the same level.

Credits can be accumulated over more than one year for the purposes of certificate endorsement. Further information can be found at <https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/endorsements/>

## **UNIVERSITY ENTRANCE**

To qualify for entrance to a New Zealand University and some other tertiary course providers, University Entrance is required:

Students will need all of the following to be awarded University Entrance:

- NCEA Level 3
- Achieve three subjects at Level 3, made up of 14 credits each, in approved subjects.
- Achieve UE Numeracy – 10 credits at Level 1 or above.
- Achieve UE Literacy – 10 credits (five in reading and 5 in writing) at Level 2 or above in specific achievement standards.

<https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance>

## **SCHOLARSHIP**

Scholarship is externally assessed. It is designed to extend the very best students and to financially reward very able students who are going on to tertiary study. It is not a qualification.

Students sitting Scholarship will be assessed on their ability to think laterally and in the abstract. The exams cover the same knowledge and skills as level 3 achievement standards but the standard of performance required is much higher. Please discuss Scholarship requirements with your teachers.



# General Assessment Procedures for Internal Assessment

## INTERNAL ASSESSMENT WORK

Students complete tasks which are marked by their teachers. Each school's marking standards are moderated by the New Zealand Qualifications Authority to ensure students around the country are being assessed to a similar standard.

## MISSED AND LATE ASSESSMENTS

When applying for an extension of time for a NCEA internal assessment –

- The student should discuss the reason with their subject teacher.
- If the subject teacher agrees the student needs to complete the form which is located outside NCEA Co-ordinator - Mrs Shore-Taylor's office.
- This form needs to be completed and returned to the subject teacher **three days** or more before the due date. *Form page 11*
- The subject teacher will discuss this with the Head of Faculty

Beware that extensions are not automatically granted.

*You know in advance what your commitments (eg: work experience, off site course, school activities) are and it is your responsibility to get assessments in on or before the due date.*

## ABSENCES DUE TO ILLNESS, BEREAVEMENT OR TRAUMA

- When a student has missed an assessment or deadline due to illness, a medical certificate signed by a New Zealand Registered practitioner must be brought to the relevant course teacher(s). The course teacher will determine the appropriate action in consultation with Head of Faculty.
- If a student is absent for a significant period of time prior to an internal assessment as a result of illness then the student may apply for an extension if appropriate.
- In the case of bereavement or other trauma, a letter / email / phone call to the Principals Nominee outlining the nature of the trauma.

## ABSENCES FOR OTHER REASONS

When a student is absent from an assessment for any other reason, special leave can only be granted by the Principal ahead of time. In cases of absence for self-interest (eg: holiday students will either:

- Complete the internal assessments during the leave period or prior to the leave date if possible.
- Undertake another assessment at the appropriate time if it is offered.
- Have 'NOT ACHIEVED' reported to NZQA

## **SUBMISSION OF ASSESSMENT WORK**

Students will submit work on or before the due date to be considered for the awarding of internally assessed Achievement and Unit standards.

## **FURTHER ASSESSMENT OPPORTUNITY**

A **maximum** of **one** further opportunity for assessment of a standard **may** be provided.

- A further assessment opportunity occurs when a **new** assessment is provided for students. It is the school's decision whether a further opportunity will be offered for any standard. For some tasks, offering a further assessment opportunity will not be possible e.g.: field trips, practical.
- If a further opportunity for assessment is offered to any student, it must be made available to all students entered for that standard. This is regardless of their performance on the first opportunity
- Students must be awarded the highest grade they have achieved over both opportunities':

## **RESUBMISSION**

It is possible to get **one opportunity** for resubmission of work against a certain standard

- A resubmission opportunity should only be offered where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and quickly correcting themselves.
- Resubmission does not need to be provided.
- If there is a lot to be completed or corrected, then it is not a resubmission.

## **AUTHENTICITY OF ASSESSEMENT**

Authenticity means that the work a student presents for assessment must be his or her own work. It must not be copied from information sources such as books, other students, or from information downloaded from the internet. It is quite acceptable for students to discuss aspects of their assignment with friends, parents etc., and to access any information source such as the Web, books or other resources, as long as when it comes to actually writing their assignment, it is all their own work.

Authenticity requirements may include a combination of:

- Submission of draft notes / research notes / sketches etc.
- Supervision / monitoring/ check pointing of in class work towards an assessment
- Completion of assessment work in class
- Completion of assessment under test conditions
- Staff/student conferences to establish a student's understanding of content and process relating to an assessment activity
- Acknowledgment of all sources used in bibliography
- Teacher knowledge of individual student strengths and weakness

## **BREACH OF ASSESSMENT RULES**

Cheating in research work, projects, tests and examinations could include:

- bringing in subject material to a test or examination either in hard copy or electronically
- verbal, written communication and/or texting, with another student during the assessment
- copying of other students' work
- sharing work with other students'
- hindering the work of others.

Submitting information or material that is not your own is PLAGIARISM – a serious form of cheating and will result in NOT ACHIEVED reported to NZQA for the assessment.

### ***Procedure if breach of achievement rules suspected:***

- The subject teacher will refer the case to the Principals Nominee - Mrs Shore-Taylor.
- An interview with the student will be held and they may be asked to offer proof of authenticity – draft copies if appropriate.
- If the case is 'proven' the students results will be 'Not Achieved'. The student may not be eligible for further reassessment.
- If the work has been copied from another student, the students involved will be interviewed. If the activity is deemed inappropriate help to their peers all students involved will get a 'Not Achieved' grade. The student will not be eligible for further assessment opportunity.
- A formal letter will be sent to the student's parents /caregivers informing them of the plagiarism and outcome.
- The subject teacher will refer the case to the Head of Faculty in consultation with the NCEA Co-ordinator.
- Students have the right of appeal. *(as outlined in the Appeals section)*

## APPEALS

- A student will indicate that they agree with a grade by signing off their results **within five school days** of the return of their result.
- If a student has a **concern**, they may discuss it with the subject teacher, Head of Faculty and/or the Level Dean and resolve the problem **informally within the five school days**.
- If the result is not signed off and the concern is not resolved, the student must obtain an **'Application for an Appeal' form** from the NCEA Co-ordinator.
- The form should be complete, and returned to the NCEA Co-ordinator, within **seven school days** of the return of the result.
- Consultation will occur with the subject teacher, the marker, the Head of Faculty, NCEA Co-ordinator and the Principal.
- A decision on an Appeal Form will be forwarded to the Head of Faculty, Principal and parents/caregivers.
- Students may appeal any other aspect of assessment that they are not able to resolve informally.
- A student may not appeal to NZQA any decision the school makes on an internal assessment.

## DOCUMENTATION AND RECORDING OF RESULTS

Students are required to verify the sighting and acceptance of the grade awarded by signing the result print out provided by the Teacher in charge of the course or the result slip attached to each piece of internally assessed work.

Students will also be required to verify the final grades submitted to NZQA later in the year.

Students can check on their NCEA progress by using the learner-login facility on the NZQA website. Go to <http://www.nzqa.govt.nz/> and click on LOGIN near the top right, then click on Login, just under "Students and learners". Students need to know their **National Student Number** to access this facility. The student office, any teacher or NCEA Co-ordinator can give students their NSN. It is found in KAMAR under "NSID".

## PRIVACY

Ashburton College endeavours to make an individual student's results available only to that student, their parent/caregiver and the staff who need the information.

If a student's work is to be used for an exemplar, names will be removed before using in class.



## **EXTERNAL ASSESSMENT**

Most courses offer students the opportunity to be assessed against external achievement standards. External assessments take place in November to December on the dates set by NZQA for national assessment. Students are taught the content for external standards and offered 'practice' assessments in examination conditions in term 3 examination week.

'Practice' exams are also used for awarding Derived grades.

## **DERIVED GRADE FOR EXTERNAL ASSESSMENTS**

1. A derived grade may apply when students miss external assessments in November or externally assessed standards such as those with portfolios.
2. Significant conditions or events in the month prior to the start of the examination period that interfere with preparation for the examination might be accepted, as well as temporary illness or trauma occurring during the actual examination period.
3. Candidates suffering a temporary illness, trauma or other serious event should be encouraged to sit the examination and apply for a derived grade if they consider their performance was compromised. If the application is approved, the best result will be awarded.
4. Students prevented from sitting examinations or presenting materials for external assessment or who consider that their performance in an external assessment has been seriously impaired should apply for a derived grade as soon as possible.
5. A candidate must contact the NCEA Co-ordinator (Mrs Shore-Taylor) and make an application on an approved form according to the NZQA procedures. This information will be well publicised to students and parents at the appropriate time.
6. The NCEA Co-ordinator will require evidence from a formative test done under summative conditions (e.g.: school internal examinations). The assessment must be authentic, valid and standard specific. This means that the student must have sat at least one practice assessment during the year for each external standard affected.

## **SPECIAL ASSESSMENT CONDITIONS**

- Special assistance is managed through the SENCO, Mrs Juliet Johnstone who help to identify the students in need of Special Assistance at the beginning of each year.
- Parents/caregivers may advise the school on the need for special assistance where a diagnosis is made by an assessor independent of Ashburton College. Application for assistance must be made by the end of February each year.
- Provision is made for these students to have valid and fair assessment. Community people who volunteer to act as reader-writers give the assistance.

This is provided, for Internal Achievement and Unit Standard Summative (Final) Tests where appropriate and for School practice examinations where possible.

Applications are forwarded by the NCEA Co-ordinator to NZQA for the same assistance to be given for External Achievement examinations at the end of the year.

# **CONTACT DETAILS**

## **General NCEA Enquires**

**Deputy Principal / Principals Nomine:** Helen Shore-Taylor

**Email:** [sh@ashcoll.school.nz](mailto:sh@ashcoll.school.nz)

**Phone:** 03 3084193 ext 830

**Head of Middle School:** Ryan Wilson

**Email:** [wr@ashcoll.school.nz](mailto:wr@ashcoll.school.nz)

**Head of Senior School :** Claire Bubb

**Email:** [bz@ashcoll.school.nz](mailto:bz@ashcoll.school.nz)

## **SPECIAL ASSESSMENT CONDITION ENQUIES**

**SENCO:** Juliet Johnstone

**Email:** [je@ashcoll.school.nz](mailto:je@ashcoll.school.nz)



# Ashburton College

Individual Excellence in a Supportive Learning Environment

## Application For An Assessment Extension

An application for an extension must be given to Head of Faculty, three full school days before assignment due date.

**Student's Name:** \_\_\_\_\_ **AKO Group:** \_\_\_\_\_

Email contact: \_\_\_\_\_@student.ashcoll.school.nz

### Assessment Information

Subject - Year Level	Teacher	Unit / Achievement Standard number	Due Date

I wish to apply for an extension to this assignment because:

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**Student's Signature:** \_\_\_\_\_

**Parent/Caregiver Signature:** \_\_\_\_\_

**New assignment due date:**

\_\_\_\_\_ (day) \_\_\_\_\_ (date) at \_\_\_\_\_ pm.

**Teacher Signature:** \_\_\_\_\_ (if agreeing to a time extension)

**Date Received by Head of Faculty:** \_\_\_\_\_

