

# GLENDOWIE COLLEGE

## NCEA Student Handbook

Assessment guidelines and information for students enrolled in the National Certificate of Educational Achievement (NCEA).

# 2023



*"It is all about Excellence"*  
*Quality Education      Preparation for Life*

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Please read and check that you understand the contents of this booklet thoroughly.

Ask your subject teacher for clarification and advice if required.

Please store this booklet where you can refer to it.

The Principal's Nominee (PN) for NZQA matters is Mr Worsnop: [wnp@gdc.school.nz](mailto:wnp@gdc.school.nz)



# UNDERSTANDING NCEA

## What is NCEA?

NCEA stands for the National Certificate of Educational Achievement. It's the main qualification for secondary school students in New Zealand and it's available at Levels 1, 2 and 3 on the New Zealand Qualifications Framework (NZQF). NCEA is for everyone, whether you want to do an apprenticeship, go to university, or be ready to get a job when you leave school.

## Planning your study

The courses you choose to take at school can affect what you do when you leave. Science, Technology, Engineering and Mathematics (STEM) related courses, as well as English and/or Te Reo Māori, help keep your options open to a wide range of careers. There are also many other courses available to study that will help you achieve NCEA. If you have a particular career in mind, find out what courses you will need from your school (careers advisors, Deans or teachers) or the place where you intend to study.

## Why should I work towards NCEA?

NCEA and other nationally recognised certificates are regarded by employers and used for selection into courses by universities and other tertiary institutions. NCEA is also accepted by employers and universities overseas. Independent research has shown that if you do well in NCEA, you are likely to do well in your first year at university.

## Achieving NCEA

You can watch a short animation on [How NCEA Works](#)

## Levels

Glendowie College does not offer NCEA Level 1, apart from numeracy standards.

NCEA Level 2 is the **minimum** qualification you will need for some jobs and tertiary programmes.

NCEA Level 3, along with the University Entrance (UE) award, is what you will need to enter most university and tertiary programmes.

Most students work at Level 2 in Year 12 and Level 3 in Year 13. It's not unusual to study at a mix of different levels, depending on your learning programme. For example, Year 12 students may do most of their courses at Level 2, but study another course at Level 3 because they are good at it.

## Credits and Standards

You need to gain a total of 80 credits to achieve your NCEA Level 2 or 3. You can gain these credits by being assessed against standards. Standards assess different areas of knowledge and skills within each subject. A standard might require you to analyse a text, give a speech, or develop a business case. Included among the standards available are also specific standards that recognise Mātauranga Māori (Māori knowledge). Schools decide what courses to provide, and which standards to make available in those courses.

You can gain credits by showing that you know something or can do something. For example, the Level 1 standard 'Apply algebraic procedures in solving problems' will give you 4 credits when you are assessed against that standard and can show you have learned that skill.

You can also gain credits from some activities away from the classroom. For example, getting your driver licence, completing work or study programmes, and studying through a trades academy can all help you gain credits.

Your **school** offers **courses** to gain NCEA at Level 1, 2 or 3



## COURSES

Each **course** is made up of **standards**



ENGLISH



Produce creative writing (90052)



Produce formal writing (90053)



Create a visual text (90855)

## STANDARDS

Each **standard** is worth a certain number of **credits**



Create a visual text (90855)



3 credits

## CREDITS

**Credits** count towards NCEA at Level 1, 2 or 3

You must also meet the Level 1 literacy and numeracy requirements to achieve Level 2 or 3

LEVEL 1  
80 credits



60 credits at Level 1 or above

+10 credits Level 1 literacy  
+10 credits Level 1 numeracy

LEVEL 2  
80 credits



60 credits at Level 2 or above

+20 credits at any level

LEVEL 3  
80 credits



60 credits at Level 3 or above

+20 credits at Level 2 or above



## Literacy and Numeracy Credits

You will need a minimum of 10 literacy credits (reading, writing, speaking and listening skills) and 10 numeracy credits (number, measurement, statistics, or other mathematical skills) to achieve each level of NCEA. You only need to gain these credits once. This means that once you have gained the credits, you have already met the literacy and numeracy requirements for NCEA Levels 1, 2 and 3. There are many standards that will allow you to demonstrate your literacy and numeracy skills. These can be completed in a range of different courses and can be achievement standards or a specified group of unit standards (achievement and unit standards are explained here). If you're unsure which standards you can take to gain your literacy and numeracy credits, talk to your school.

## Assessment

All the work you do for NCEA will be assessed by either **internal** assessment or **external** assessment. Internal assessment is when your work is assessed throughout the year by teachers at your school.

External assessment is when your work is assessed by NZQA. This includes your end-of-year examinations, the Mathematics Common Assessment Task (MCAT), and portfolios of work for some courses – for example, Visual Arts and Technology courses.

There are two types of standard you can be assessed on: **unit** standards and **achievement** standards. Unit standards are only assessed internally, and usually assess a skill.

There are two possible grades for most unit standards:

- Not achieved (N) for not meeting the criteria of the standard
- Achieved (A) for meeting the criteria of the standard

Achievement standards can be assessed internally or externally. Your grade will show how well you did in completing the standard. There are four possible grades:

- Not achieved (N) for not meeting the criteria of the standard
- Achieved (A) for meeting the criteria of the standard
- Merit (M) for meeting the criteria of the standard to a very good level
- Excellence (E) for meeting the criteria of the standard to an outstanding level.

## Examinations

Around November and December each year, NCEA examinations take place. This is where you will be assessed against up to three external achievement standards in a three-hour session for each subject. Examination results are normally released in mid-January, and you will be able to check your final NCEA results and qualifications on the NZQA website.

NZQA is developing digital NCEA examinations. A number of examinations are already digital, with the aim of having all examinations available online soon.

What you need for NCEA certificates:

Level 3	60 credits at Level 3 or above	<b>plus</b> 20 credits at Level 2 or above
Level 2	60 credits at Level 2 or above	<b>plus</b> 10 credits in literacy and 10 credits in numeracy.

**Level 3:** 80 credits – a minimum of 60 credits at level 3 or above and 20 credits at level 2 or above.

**Level 2:** 80 credits – a minimum of 60 credits at level 2 or above, 10 credits in literacy and 10 credits in numeracy.

## ENDORSEMENTS

To reflect higher achievement, you should aim to earn endorsements for your NCEA courses and qualifications. There are two types of endorsement: course endorsement and certificate endorsement.

### Course endorsement

Course endorsement shows high achievement in a particular **course** or courses.

When you gain 14 or more credits at Merit (or a mix of Merit and Excellence) in a course **in a single year**, you will be awarded a Merit endorsement for that course. For example, if you gain 14 or more credits at Merit in your Cook Islands Māori course, you will be awarded Merit for Cook Islands Māori.

When you gain 14 or more credits at Excellence in a course in a single year, you will be awarded an Excellence endorsement for that course.

To be awarded an endorsement, in most courses you need three credits from internal assessment and three from external assessment. Exceptions are Physical Education, Religious Education and Level 3 Visual Arts.

Not all subjects will have a course endorsement and each course is set by your school. They decide which standards make up the course.

### Certificate endorsement

Certificate endorsement shows high achievement in the **qualification**.

When you gain 50 or more credits at Excellence at the level of the certificate or above, your NCEA certificate will be endorsed with Excellence.

If you gain 50 or more credits at Merit at the level of the certificate or above, or if you gain 50 or more credits at a mix of Merit and Excellence, your NCEA certificate will be endorsed with Merit.

You can also get endorsement at Achieved level, by gaining 50 or more Achieved (or higher) credits.

Credits for an endorsed NCEA certificate (Levels 1, 2 and 3) can be gained over more than one year.

## UNIVERSITY ENTRANCE

University Entrance (UE) is the minimum requirement to attend a New Zealand university. To qualify for UE, you will need all of the following:

- NCEA Level 3
- 14 credits in each of three approved subjects at Level 3. Check the NZQA website for the list of approved subjects.
- UE Literacy – 10 credits at Level 2 or above, made up of:
  - 5 credits in reading
  - 5 credits in writing
- UE Numeracy – 10 credits at Level 1 or above (the same as the requirement for NCEA numeracy).

Check the NZQA website for the list of standards that meet these requirements.

Universities have their own requirements for admission to programmes. Check with the university you wish to attend what its requirements are.

University Entrance is usually awarded in January. More information is on the [NCEA University Entrance](#) page.



## NEW ZEALAND SCHOLARSHIP

New Zealand Scholarship offers recognition and monetary reward and provides a further challenge for particularly able students. If you enter for New Zealand Scholarship, you will be assessed against a standard by either a written and/or spoken examination, or by submitting a portfolio or report of work from throughout the year. Glendowie College has, over the years, had great success preparing our students for these rigorous examinations. More information is on the [NCEA Scholarship](#) page.

<b>Premier Award</b>
For the very top 7 to 12 candidates in New Zealand. The minimum eligibility requirement to be considered for this award is achievement of at least three Scholarships at "Outstanding" level in the same year. The number of recipients for this award is restricted and achieving the minimum requirement will not guarantee an award. Award: \$10,000 each year for up to three years as long as candidates maintain a 'B' grade average each year of their tertiary study.
<b>Outstanding Scholar Award</b>
For the next 40-60 top Candidates. The minimum eligibility requirement to be considered for this award is achievement of three Scholarships including at least two at "Outstanding" level in the same year, or more than three Scholarships including at least one at "Outstanding" level in the same year. The number of recipients for this award is restricted and achieving the minimum requirement will not guarantee an award. Award: \$5,000 each year for up to three years as long as candidates maintain a 'B' grade average in tertiary study.
<b>Scholarship Award</b>
For Candidates who achieve New Zealand Scholarship in three or more subjects in the same year and for Candidates who achieve two Scholarships at "Outstanding" level in the same year. Award: \$2,000 each year for up to three years for as long as the recipient maintains at least a 'B' grade average each year of their tertiary study.
<b>Top Subject Scholar Award</b>
For the top Candidate in each one of the New Zealand Scholarship subjects. Award: \$2,000 each year for up to three years for as long as the recipient maintains at least a 'B' grade average each year of their tertiary study.
<b>Single Subject Awards</b>
For Candidates who achieve New Zealand Scholarship in one or more subjects. Award: A 'one-off' award of \$500 per subject, for up to two subjects, (maximum payment \$1000).

### How do I enter for NCEA?

Your school will enter you for NCEA and for domestic students there are no fees.

NCEA is administered by the New Zealand Qualifications Authority (NZQA). You can use your unique National Student Number (NSN) to look up information NZQA holds about you sent in by your school, including your entries, results and *Record of Achievement*. For more information see [www.nzqa.govt.nz/ncea](http://www.nzqa.govt.nz/ncea) or phone NZQA on 0800 697 296.

## RESULTS AND CERTIFICATES

### Getting your NCEA Results

Secondary school students will receive results for all internal or external standards that are assessed as part of NCEA. For more information, see [Assessment of standards](#).

During the school year, students receive results for internally assessed work. These results are sent by the school to NZQA throughout the year. At any stage, students can log in via the [Student login](#) and view the results that NZQA holds for them.

### External assessment results

Students can access results of their externally assessed standards in January, through their [Student Login](#).

Students have the right to request:

- a review, if a processing error has occurred or
- a reconsideration, if they believe an error in marking has occurred.

For more information, see [Reviews and reconsiderations](#). Please note that the application forms for reviews and reconsiderations will not be available until after papers have been returned to candidates.

### Return of examination material

NZQA returns examination material to schools and students. For information on the return process and for what to do about missing booklets or portfolios, see [Return of examination material](#).

For information on viewing exam answers for students who completed an exam digitally can be found [here](#).

### NCEA Certificate

Certificates for NCEA and University Entrance will be available from January. For more information, see [NCEA levels and certificates](#). For a fee, additional certificates can be printed on request.

### School Results Summary (SRS)

A SRS is an unofficial transcript of all results a student has gained for both internally and externally assessed standards while at senior secondary school, including those not achieved. It also lists any national qualifications, endorsements and awards gained while at school, and has a summary of credits by course and level. Students can print a copy of their SRS themselves, anytime, by:

- Logging in to the NZQA [Student login](#)
- Clicking on the pdf icon in the "My School Entries and Results" screen
- Printing the School Results Summary pdf.

For an official transcript of results, students will need to order their Record of Achievement.

For information on how NCEA results can be used for entrance to tertiary study or employment, see [Using NCEA after leaving school](#).

### Record of Achievement (ROA)

A [Record of Achievement](#) is an official transcript of all the national qualifications and standards that a person has ever achieved.

### NCEA Results released to universities

In January, NZQA will send all NCEA level 2, level 3 and university entrance results that have been authorised for release to all New Zealand universities. This helps these institutions to process pre-enrolments. If you do not want this to happen, you must tell your school.

## VOCATIONAL SUBJECTS

Vocational subjects provide alternative pathways to achieve NCEA Levels 2 and 3, and enhance progress to further study, training and employment.

In choosing subjects for their NCEA Level 2 qualification, students must remember that these **vocational subjects are NOT University Approved subjects**. Consequently, **credits earned in these subjects will not contribute to university entrance requirements** (only contributes to respective NCEA qualification).

Vocational courses available at Glendowie College vary from year to year, but may include

Building Construction (BCATS)

Hospitality

Outdoor Education

New Zealand Tourism

Skills for Life

### More information

NCEA	<p>Talk to your teachers or contact the New Zealand Qualifications Authority (NZQA): Phone 0800 697 296 <a href="http://www.nzqa.govt.nz/ncea">www.nzqa.govt.nz/ncea</a> Links for students: <a href="http://www.nzqa.govt.nz/students">www.nzqa.govt.nz/students</a> The exam timetable: <a href="http://www.nzqa.govt.nz/timetable">www.nzqa.govt.nz/timetable</a> Past exam papers and other subject resources: <a href="http://www.nzqa.govt.nz/&lt;subject&gt;">www.nzqa.govt.nz/&lt;subject&gt;</a> (e.g. English, Science, Mathematics) To view your Record of Achievement and get your results: <a href="http://www.nzqa.govt.nz/learner-login">www.nzqa.govt.nz/learner-login</a></p>
CAREERS ADVICE	<p>Talk to your school careers advisor or contact Careers New Zealand: Phone 0800 222 733 <a href="http://www.careers.govt.nz">www.careers.govt.nz</a></p>
QUALIFICATIONS	<p>See what qualifications are available: New Zealand Qualifications Framework <a href="http://www.nzqa.govt.nz/nzqf">www.nzqa.govt.nz/nzqf</a></p>
STUDY SKILLS	<p>Find NCEA study tips and skills: <a href="http://www.studyit.govt.nz">www.studyit.govt.nz</a></p>

## ASSESSMENT RULES AND PROCEDURES

### ATTENDANCE

Regular attendance is critical to achievement. As a student, you are required to complete class tasks and homework for each subject. You must also submit work for each assessment in the course, unless you have an individualised programme approved by the Faculty Leader. Prolonged absence could seriously affect your ability to cover the course requirements and you may be unable to fulfil authenticity requirements for the course.

A student will not be excused from school to work on or complete assignments at home.

### COURSE OUTLINES

Students will receive a course outline for each course they are enrolled in. The course outline gives an overview of the programme content and indicates the approximate timeframe for assessments. Students should use this information to help plan their year. The online **assessment calendar** and diary in SchoolPoint will assist with planning and will include up-to-date assessment dates for each term.

### ACADEMIC RECORD KEEPING

Results for each assessment you complete are stored in each teacher's electronic mark book. Your results can be viewed on the online portal. Once an assessment has been marked, you should check that the mark you have been awarded matches the grade on the portal. If you think there has been a mistake, please let your teacher know.

You should keep your own record of your results for each subject as the year progresses and calculate how many credits you have earned and how many you need. You should check this against your progress reports.

You should also check your achievement progress on the NZQA website. All students have a NSN (National Student Number) which can be used to register on the NZQA site. Once you register, you can check all your records and ensure your details are up to date. Registration also allows you to access digital exams (including practice exams) and request copies of documents. You should check that you are entered correctly for your external assessments (including NZ Scholarship exams) too. If there are any issues you should tell your teacher as soon as possible, as cutoff dates are well before exams start.

### MODERATION

Internal moderation supports the credibility of assessment by ensuring that assessment is valid, and grade judgements are verified.

To ensure that work is marked fairly and consistently, all NCEA internal assessments are subject to a moderation and verification process. This involves each faculty sampling a suitable range of work to check that the decisions made are consistent with the standard.

A selection of graded student internal assessment work is also submitted to NZQA each year for external moderation.

### AUTHENTICITY

Authenticity means that all work that students submit must be their own. The following will apply to **ALL** work presented for internal assessment for national qualifications:

You must:

- submit work that is entirely your own
- sign an authenticity form for each internal assessment that you submit
- acknowledge the source of all material in your assignment, including texts, electronic sources and other source material, and the name and status of any person who provided assistance, together with the type of and extent of assistance received.
- ensure your data is accurate;
- attend classes regularly to allow teachers to see you working on assignments and to discuss the work with you.

It is your responsibility to:

- keep all drafts and working documents, and hand them into your teacher, if required;
- keep a record of all sources you used, including handwritten plans and websites;
- be prepared to discuss your work with your teacher
- use Google Originality Reports to check your work before it is submitted

You must not:

- copy the work of another student, or allow someone else to copy your work;
- quote material from written or electronic sources without acknowledging the source;
- inappropriately help another student with any part of their work;
- allow someone else to do your work for you;
- use unauthorised technology in a test or exam (e.g., non-approved calculator, cell phone etc).
- knowingly present material which is incorrect or misleading

### **Breaches of the rules**

Where a breach of rules is suspected the following process will take place:

1. The subject teacher will collect and document the evidence of a breach of rules and present it to the Faculty Leader.
2. The Faculty Leader will interview the student to establish their side of the story and document this.
3. If a breach of the rules is established, a conversation between the teacher or Faculty Leader and the student is required, outlining the reasons for the breach. There is a Not Achieved awarded to this assessment, or a 'no grade' awarded for that component of the assessment (if it is a multi-part assessment).
4. If there has been collusion with another student and work has been deliberately shared, that student will also receive a Not Achieved, 'no grade' or zero grade.
5. When the rules are breached in NCEA assessment submissions, no Resubmission or Further Assessment Opportunity is allowed.
6. If a student disagrees with the decision, they may appeal to the Deputy Principal (Curriculum) whose decision will be final.
7. The parents are informed by the FL. The Deputy Principal (curriculum) is informed.
8. For serious or repeated misconduct, the student and a parent may be required to meet with a Deputy Principal or the Principal.

Teachers should not set work for internal assessment which cannot be authenticated.

All digital submissions should be uploaded to Google Classroom. Originality Reports will be used to check for plagiarism.

A register of **all breaches** of the rules will be maintained by the Deputy Principal (Curriculum).

### EXTENSIONS

All work must be handed in on time. Students must have a valid reason for missing an assessment to be eligible for an extension or Further Assessment Opportunity (if offered).

An extension can only be requested and approved on the **Missed Assessment / Extension form**. Students must not negotiate any extensions verbally with teachers. Extension requests must be made as early as possible, but no later than 48 hours before the assessment due date/time. For College sport and cultural trips, you should apply for an extension at least one week in advance.

Self-interest leave is not a valid reason for an extension.

Late work will not be accepted if the correct approval process is not followed.

### ASSESSMENT LATENESS AND ABSENCE

Students are expected to submit assessments on time. Students unable to do so must liaise with the relevant HOD/FL prior to the deadlines to determine whether an extension will be granted (see Extensions).

All internal assessments must be completed and submitted at the specified day and time. Otherwise, a **Not Achieved grade must be awarded**.

If a student is absent for a valid reason (e.g. illness) on the day an assessment is due, then it is the responsibility of the student to either:

- upload it digitally, if that is an agreed submission method, or;
- arrange for the assessment to be handed in to the school office on the due date, and clearly marked to the attention of the appropriate staff member.

A student unable to fulfil this requirement must complete the **Missed Assessment / Extension form** – you may need to provide a medical certificate together with the assessment on the day of return to school and give this to the HOD/FL.

### Absences for Tests / Live assessment

**Derived grades are not available for internal assessments.** Notes from parents explaining a student's absence on an assessment day must be given directly to their teacher by the student, who will discuss the absence with the HOD/FL. If the absence may be excused on medical or compassionate grounds the student may be required to sit a test of comparable difficulty. If it is not possible to offer another assessment opportunity, then previous evidence collected can be used or further evidence can be collected. The student may be awarded a grade based on evidence already recorded only if this evidence is sufficient and equivalent to what the NCEA standard requires. If the absence cannot be satisfactorily explained, a Not Achieved grade will be given.

### Computer Issues

For digital assignments, missing an assessment due to technical difficulties will be considered **only in exceptional circumstances**. Students are required to make backup copies of their work regularly to reduce the chance of loss. Possible options include regular printing, saving to alternative locations or emailing the work to themselves. Teachers might suggest that students email work to them on a regular basis, both as a backup and to authenticate the work.

Network failure in school during a computer-based, in-class school assessment is not the students' responsibility so the teacher will make equivalent time available to the class.

***If a student fails to submit or participate in two or more assessments on time in a subject, then the HOD/FL will inform the parents/caregivers.***

If a student wishes to have a decision on an overdue or missed assessment reviewed, the student must complete the Appeal form and submit it to the Deputy Principal (Curriculum) who will make a decision in consultation with the relevant HOD/FL.

### ASSESSMENT GRADE APPEALS

Before an appeal, students should ask their teacher for detailed feedback about the reasons for the assessment decision. The teacher should explain the grade and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted.

If students are not happy with the explanation, they should complete an **Assessment Grade Appeal form** and submit it to the HOD/FL. This must be **within three school days** of the return of the assessment result. The teacher and HOD/FL will discuss the result. If required, the marked work may be sent to an external marker for an independent verification. The HOD/FL will make a decision and advise the student of the result.

If the student disagrees with the decision, the student may appeal to the Deputy Principal (Curriculum) whose decision will be final.

Student results and the use of student work will at all times comply with the Privacy Act.

### RESUBMISSION

Schools may offer a resubmission opportunity to students when a minor error prevents them from reaching an 'Achieved' grade.

The **only** change in grade boundary available for resubmissions is from **'Not Achieved' to 'Achieved.'** On this basis, the highest grade that can be awarded as a result of a resubmission of an internal assessment is limited to 'Achieved'.

- Only one resubmission can be provided for each assessment of a standard.
- Teachers decide which students at the Not Achieved grade boundary meet the criteria for a resubmission.
- No further teaching or learning can take place.
- Teachers must ensure that the student's work is authentic, by only giving non-specific feedback and taking care not to over-direct them.
- The amount of time provided for a resubmission depends on the nature of the assessment and should ensure teachers can confidently assure authenticity.
- If there is a substantive or significant change to be made to the student work, a resubmission cannot be offered.

### FURTHER ASSESSMENT OPPORTUNITY

A maximum of one Further Assessment Opportunity may be offered to students where it is practicable and manageable to do so.

- Only one further assessment opportunity for each standard can be offered in a year.
- Schools can decide whether a further assessment opportunity is offered for any standard. It must be a manageable and practical decision for the school and it can be on a standard by standard basis. Students must be told upfront whether a further assessment opportunity is available for a standard.
- The further assessment opportunity can only be offered after further learning has taken place.
- A different activity or task must be offered for the further assessment opportunity.
- The further assessment opportunity must be offered to all students entered for that standard in that course, regardless of the grade that they achieved. Students do not need to take up the opportunity.
- A student must have access to all grades – Not Achieved, Achieved, Merit or Excellence - whether it is their first or subsequent attempt at the standard.
- The highest grade from either assessment opportunity is reported.

A maximum of one further opportunity for assessment means none or one. It does not mean one must be offered.

If students do not sit the first assessment, and do not have an acceptable excuse for an absence, they will not be permitted a second assessment opportunity in that standard. A 'Not Achieved' must be reported if they had an adequate first assessment opportunity but failed to take that opportunity.

If a further opportunity for assessment is offered to any student, it must be made available to **all students** entered for that standard, including those who did not complete the original assessment for a **reason acceptable under the School's policy** on missed and late assessment. This is regardless of their performance on the first opportunity. Therefore, further assessment opportunities need to be carefully planned

Any further opportunity conditions must be consistent with those for the first opportunity.

### WITHDRAWING FROM A STANDARD

Withdrawing from a standard requires the permission of your family, recommendation of your subject teacher, and, preferably, a three-way parent/student/teacher conversation. A **Withdrawal form** must be completed and approved by the Faculty Leader and Deputy Principal (Curriculum).

Withdrawal from a standard is designed to enable you to focus more on passing other standards in a course, especially if you are having difficulty coping. If you wish to withdraw from an internal or external standard you should seek the guidance of your subject teacher and/or Dean. Similarly, a teacher wishing to recommend a withdrawal from a standard must discuss the situation with you before any recommendation can be made.

You must continue to attend classes and meet course requirements even though you may have withdrawn from one or more standards.

Students may not withdraw from a standard if they have been present for the teaching of the topic. Withdrawal should take place before a topic begins, unless a student's attendance and participation throughout the topic has been impacted.

### ADDITIONAL ASSESSMENT INFORMATION

**Approaches to assessment that involve collection of evidence must be documented**



- Care must be taken to ensure that teachers do not assist students to complete an assessment. The work must be the work of the student.
- Evidence used to make a grade decision must be recorded and verifiable. For example if no video of a performance is practicable or the evidence has come from conferencing with students, teachers need to provide a checklist or an annotated file note with a standard-specific description of the evidence which the teacher viewed to justify the judgements made. This annotated file note could be added to the mark sheet/results notice which is returned to the students. A copy must be retained by the teacher for moderation purposes and for future reference.

### **Separate elements of a standard**

When assessing aspects of a standard separately, teachers must be confident that students can demonstrate competency for the standard as a whole.

- In the case of a standard that has separate elements, if it is acceptable to assess each element through a different task and submit an overall result, the assessor must be satisfied that the student can demonstrate an understanding of or competency against the standard as a whole.

### **Collecting evidence over time**

It may be appropriate, in some standards, for the teacher to gather achievement evidence over time. In this case there is no specific “assessment event.”

This would apply when the standard assesses a skill or piece of knowledge that students could demonstrate over the course of their normal class work or outside the classroom in controlled contexts for example, safe practice in a workshop, public speaking, performing arts, or appropriate use of technical equipment.

### **Feed forward and feedback**

Some assessments build over a period of time up to a final submission. For example, a teacher will provide feedback over a period of time in the case of a performance task, a writing assessment or a portfolio of a year’s work. In general feedback (comment on progress) and feed forward (suggestions for next steps) should become less specific the closer the student is to the submission date, in order to avoid the teacher effectively doing the assessment for the student.

## **SPECIAL ASSESSMENT CONDITIONS (SAC)**

Students with a permanent or long-term sensory, physical, medical or learning difficulty that directly impacts on their access to fair assessment for national qualifications may be eligible for SAC.

If you have applied for a Special Assessment Condition (SAC), and it has been approved by NZQA, you may be given assistance with internal and external assessment.

For further information, parents should contact the Learning Support Director.

### **PRIVACY OF INFORMATION**

In line with the Privacy Act 2020, your personal information, work and results will remain confidential throughout all assessment procedures. No other student may see your personal information or results without your permission.

You will be required to check that your results are accurate. You must inform your teacher if you think a mistake has been made.

A teacher must ask your permission to use samples of your assessment work as exemplars for other classes. Any exemplars used should be anonymised.

### **REPORTING TO FAMILIES**

Students will receive progress reports each term, updating families about students' achievement levels and learner expectations. The Term 2 report will include a written comment.

Parent/Subject Teacher/Student conferences will be held twice a year. This is an important opportunity to have a focused discussion about the learning progress of students and to discuss goals and strategies for success. Students and families should prioritise attendance at these conferences.

### **EXAMINATIONS**

The college practice exams occur in Term 3 and are important as preparation for the external examinations in November and December.

The Term 3 exams may be used to decide derived grades if students suffer an illness, injury or bereavement of a close family member during or immediately prior to the final NCEA external exams. Therefore, these exams will be moderated and check marked. It is essential that students complete the exams to the best of their ability.

In the case of illness, a parent should telephone the office on the day of the examination to leave a message for the Dean. A medical certificate from a Doctor should be produced as soon as practical and given to the Dean.

## REVIEWS AND RECONSIDERATIONS

### Return of examination material

The return process has changed as most examination material is now submitted in a digital format or scanned. Details about the return of examination material can be found [here](#).

Information on viewing exam answers for students who completed an exam digitally can be found [here](#).

An example of a results record and marks for a learner can be found [here](#).

### Reviews and reconsideration

Students may wish to get a [review or reconsideration](#) of their results for NCEA and Scholarship external assessments. This includes exams, submitted subjects, and portfolios.

If you wish to apply, we strongly suggest that once you have your paper, your **share it with your teacher** from last year or the Faculty Leader so that they can advise you on the best course of action. But **you** need to make the application.

The reviews and reconsiderations links appear in the Learner login late in **January**, and early February for Scholarship.

Financial assistance to waive the fee for reconsideration is available for eligible students. Go to your NZQA student login for details.

### NCEA Reviews

In a review all sections of a booklet or portfolio are checked to make sure they have been marked and results correctly recorded and transferred. A review does not involve re-marking.

There is no charge for a review.

### NCEA Reconsiderations

If you think your answer booklet has not been assessed (or 'marked') correctly, you can apply for a reconsideration.

A reconsideration involves reassessing all answers in the answer booklet using the original assessment schedule, in other words, re-marking it. It also involves checking mechanical processes, like transferring grades.

A review or reconsideration may take up to six weeks to process. If the outcome of your application might affect University Entrance, please let your chosen university know it may take six weeks for any updated results to become available.

You can monitor the status of your reconsideration request using the My Orders link in the [Learner Login](#) main menu.

### Related links

For information about New Zealand Scholarship reconsiderations and reviews, such as the closing date for applications, costs and instructions on how to apply, see [Scholarship Results Publication](#).

Refer to [Assessment and Examination Rules](#) for information regarding review and reconsideration rules and procedures.

## ADDITIONAL INFORMATION FOR UNIVERSITY BOUND STUDENTS

### Guidelines for Entry into Tertiary Programmes

In general, **minimum** entry requirements are as follows:-

Certificate Courses: Open Entry or NCEA Level 1 or 2

Diploma Courses: Successful completion of a Certificate Course or NCEA Level 2

Degree Courses: **Common Entrance Standard for all NZ Universities**

For university entry, students will need to meet all of the following requirements:

- attain NCEA Level 3
- achieve 14 credits at Level 3 in each of three (3) subjects from the list of approved subjects
- achieve UE numeracy – 10 credits at Level 1 and above from specific achievement standards or 3 specific numeracy unit standards
- achieve UE literacy – 10 credits (5 in reading and 5 in writing) at Level 2 and above from specific standards

The University of Auckland will offer a student an unconditional place if the applicant gains a minimum of 17 credits in English at Level 2 or 3. This is in addition to the UE requirement and other entry and programme requirements. Students not meeting the 17 credit English requirement will be required to take (and pass) an academic English paper in their first year of university study.

### Entrance to University Courses and Unit Standards Qualifications

Although Universities will recognise credits in subjects offering Level 3 Unit Standards, such recognition will be limited, and students intending to study for any Degree at University Level are strongly recommended to take 5 subjects in Achievement Standards at Level 3 in Year 13.

### New Zealand Scholarship

An External Assessment at Level 4 worth 72 credits gained across at least 3 subjects. This will be based on content within the Level 3 Achievement Standards, but will be a broader and more substantial challenge for students.

### LIST OF APPROVED SUBJECTS FOR UNIVERSITY ENTRANCE

List of approved subjects for the entrance to university as approved by NZQA.

(\* Offered at Glendowie College)

Accounting *	Home Economics *
Agriculture and Horticulture	Indonesian
Biology *	Japanese (Second Language)
Business Studies*	Korean
Chemistry *	Latin
Chinese (Second Language) *	Mathematics *
Classical Studies *	Calculus *
Construction & Mechanical Technologies	Statistics *
Cook Island/ Māori	Media Studies *
Dance*	Music Studies *
Design (Practical Art)*	Painting (Practical Art) *
Design & Visual Communication *	Photography (Practical Art) *
Digital Technologies *	Physical Education *
Drama *	Physics *
Earth & Space Sciences	Printmaking (Practical Art)
Economics *	Processing Technologies *
Education for Sustainability	Religious Studies
English *	Samoan
French (Second Language)	Science *
Geography *	Sculpture (Practical Art)
German (Second Language) *	Spanish (Second Language)
Health Education*	Social Studies *
History *	Technology *

History of Art *	Te Reo Rangatira or Te Reo Māori *
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## **ADDITIONAL UNIVERSITY SCHOOL LEAVER ADMISSION REQUIREMENTS**

To be admitted into an undergraduate Bachelor degree, you must gain the **University Entrance Standard** (as detailed earlier). Furthermore, universities may consider a **rank score** based on your 80 best credits at Level 3 or higher over a maximum of five approved subjects, weighted by the level of achievement attained in each set of credits. If you achieve fewer than 80 credits, the rank score will be based on those credits you have gained at Level 3 over a maximum of five approved subjects and weighted by the level of achievement. You are strongly encouraged to take achievement standards as preparation for University studies.

The rank score will be calculated by awarding four points for Excellence, three for Merit and two for Achieved for up to 24 credits in each approved subject taken at Level 3 in the last two years. The maximum available score is 320.

Some programmes offered by universities may request a **portfolio of work, interview, referees report and/or audition** as part of their admission process.

For more information about university admission requirements, see the Course Information booklet or speak to the Careers department.

## **STUDY OVERSEAS**

### **Study in Australia**

Please check carefully the application requirements of your selected universities, particularly the requirements for completing an English course at an appropriate level. Some Australian universities require equivalent final secondary year study in English.

### **Study in Canada**

<http://studyincanada.com>

### **Study in United Kingdom**

[www.ucas.com](http://www.ucas.com)

### **Study in the United States**

The process of applying to study in the United States takes far longer to organise than the application process for study in New Zealand. It is recommended that you start 12-18 months before you plan to begin study in the United States.

Standardised tests are a requirement for entry into most United States universities. SAT tests are widely recognised for undergraduate college admissions.

[www.collegeboard.com](http://www.collegeboard.com)

SAT's

[www.ncaa.org](http://www.ncaa.org)

Sports Scholarships, Rankings

Students who intend applying to the United States for a **Sporting Scholarship** need to make sure that they study the required core subjects as requested by the NCAA, as only core courses are used in the calculation of the grade-point average.

## FORMS

Forms that you may require include:

- Appeal Form
- Extension Request / Missed Assessment Form
- Withdrawal from Standards Form

To access the correct forms, [please follow this link](#)