
NCEA Assessment Handbook for Students

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Introduction

This handbook is designed to provide both student and caregiver with important information about the assessment policies and procedures within the senior school.

Please read this information carefully to ensure that you understand your rights and responsibilities. These assessment procedures apply to all subjects.

Some courses/subjects may have additional policies or procedures. Subject teachers will provide this information separately in their **Course Information Booklets**.

The National Certificate of Educational Achievement

NCEA (National Certificates of Educational Achievement) are New Zealand's national qualifications for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications.

In order to achieve NCEA, you need the following:

Level 1:	80 credits required at any level (1, 2 or 3) including 10 credits in literacy (reading and writing) and 10 in numeracy.
Level 2:	60 credits at level 2 or above plus 20 credits from any level AND Level 1 Literacy and Numeracy requirements
Level 3:	60 credits at level 3 or above plus 20 credits from level 2 or above. Student must have the Level 1 Literacy and Numeracy requirements as well.

Note that credits can be gained over more than one year.

Credits can also be used for more than one qualification.

NCEA Certificate Endorsement

If you gain 50 credits at Merit or Excellence level at the level of the Certificate or higher, your certificate will be endorsed "**Certificate with Merit**".

If you gain 50 credits at Excellence level, your certificate will be endorsed "**Certificate with Excellence**".

Credits can be gained over more than 1 year.

Course Endorsement

If you gain 14 or more Excellence level credits in one of your courses you will receive an Excellence endorsement for this course.

If you gain 14 or more credits at Merit (or Merit and Excellence) level, you will gain a Merit endorsement.

Note: For these endorsements, at least 3 of the 14 credits must be from internally assessed standards and at least 3 credits from external assessments.

Exempted from this rule are courses that include 14 or more credits in Physical Education, Religious Studies and Level 3 Visual Arts

University Entrance

Level 3 NCEA including 14 credits each in three approved subjects (see approved subject list on NZQA site).

Students must also have 10 Literacy credits at Level 2 or above made up of 5 writing and 5 reading credits. These can be awarded in many subjects.

Scholarship

Scholarship is an external examination (independent of NCEA) for top secondary students in which they can gain monetary awards. These examinations cost \$30 per paper.

NCEA Factsheet

Minimum for NCEA Level 1		Minimum for NCEA Level 2		Minimum for NCEA Level 3		Minimum for University Entrance	
<p>80 credits at Level 1 or above</p> <p>+</p> <p>10 literacy credits from specified Achievement Standards or 10 literacy credits from the 3 Literacy Unit Standards</p> <p>+</p> <p>10 numeracy credits from specified Achievement Standards or 10 numeracy credits from the 3 Numeracy Unit Standards</p>		<p>60 credits at Level 2 or above</p> <p>+</p> <p>20 credits at Level 1 or above</p> <p>+</p> <p>Literacy at Level 1 (see Level 1)</p> <p>+</p> <p>Numeracy at Level 1 (see Level 1)</p>		<p>60 credits at Level 3 or above</p> <p>+</p> <p>20 credits at Level 2 or above</p> <p>+</p> <p>Literacy at Level 1 (see Level 1)</p> <p>+</p> <p>Numeracy at Level 1 (see Level 1)</p>		<p>NCEA Level 3 Certificate</p> <p>+</p> <p>14 credits in each of 3 approved subjects</p> <p>+</p> <p>10 Literacy credits at Level 2 or above made up of...</p> <p>5 Reading Credits (selected Achievement Standards) and 5 Writing Credits (selected Achievement Standards)</p> <p>+</p> <p>10 Numeracy Credits at Level 1 or above (as for Level 1)</p>	
Certificate Endorsement		Subject/ Course Endorsement		L2 Vocational Pathway Award			
<p>Students will gain a certificate endorsed with merit (or excellence) if they achieve 50 or more credits at merit or above (or excellence).</p> <p>Credits towards a certificate endorsement must be at or above the level of the certificate.</p> <p>Students can achieve the credits over more than one year, but can only achieve ONE certificate endorsement in a single year.</p>		<p>Students will gain an endorsement for a course if, in a single school year, they achieve: 14 or more credits at merit or excellence level with at least 3 internal credits and 3 external credits (exception is Physical Education)</p>		<p>Students will gain a Vocational Pathway in a particular pathway if they achieve: NCEA Level 2 and 60 credits from the recommended pathway of which 20 must be from sector related standards</p>			
						<ul style="list-style-type: none"> Construction & Infrastructure Manufacturing & Technology Primary Industries Service Industries Social & Community Services Creative Industries 	

Fees and Financial Assistance

The NZQA fees for 2018 are \$76.70(GST incl) for one child (domestic student). Payments can be made in instalments to avoid the problem of having to pay a large amount later in the year.

Financial assistance is also available for families, beneficiaries or Community Services Card holders. Please go to the NCEA website for full details of this assistance

<http://www.nzqa.govt.nz/ncea/entry-into-ncea/fees-for-ncea/financial-assistance/>

Application forms are available at the Accounts Office or can be accessed on the NZQA website.

Scholarship fees are \$30 per paper.

All fees are due 28 August. Contact the Accounts Office if you have any queries.

The school collects the fees on behalf of NZQA. We do not set the fees.

Documentation

The school makes every effort to provide clear documentation of assessments and procedures for each course.

Departments provide:

1. An outline of each course which will include:
 - subject name, level and year
 - course description
 - course requirements
 - Assessment Schedule
 - A description of each standard assessed as part of the course including the registration number and version, the full title, the number of credits, the mode of assessment (Internal or External), the form of assessment (test, portfolio, etc.), the approximate timing of assessment and due dates, whether a further re-sit opportunity is available and any mechanism used to establish authenticity (if appropriate).
2. Any specific departmental assessment policies or procedures
3. Reference to other national certificates if appropriate.

Please read the documents carefully and keep them safely filed for future reference.

Internal Assessment Deadlines

Assessments handed in after the deadline will not be accepted unless there are valid reasons. Students who have a valid reason for their absence may be given further opportunity for assessment provided they provide satisfactory evidence (doctor's certificate, hospital appointment letter etc) to the subject teacher concerned. Students may be asked to attend an interview with the Head of Department to discuss the details.

Students who are absent on the day of an internal assessment, **without a valid reason**, may be denied the opportunity for any further assessment of that particular standard. In which case the grade will be reported as NA. Students are encouraged to plan their time carefully so as to meet deadlines.

Extensions

In special circumstances, extensions to deadlines for work due may be granted. Students must apply to their subject teacher as soon as they are aware an extension is needed. Where possible 3 or more School days **before** the due date. Supporting evidence may be required.

Further Assessment Opportunities

In most cases, students will be given adequate opportunity to improve their grade. However, students must check each standard carefully to see whether a further assessment opportunity is available. Teachers will provide clear instructions with each standard.

Read these carefully!

Resubmission	Involves the student improving their already submitted work. No more than one resubmission can be provided. A resubmission is limited to specific aspects of the assessment and the student must be capable of discovering and correcting this without further teaching and on their own. Resubmissions are at the suggestion of the teacher and will be done close to the actual assessment date. Students cannot request a resubmission.
Further Assessment (resit)	Involves the student completing a new task after further teaching and learning. Only one further assessment of a standard can be provided each year.

Moderation

All departments are required to comply with NZQA and Thames High School moderation procedures. The internal moderation procedure ensures that student work is of the required standard. External moderation procedures also take place every year. NZQA controls this procedure and reports back to the school annually. This is to ensure that the quality of the marking is acceptable to NZQA.

Students can expect to receive their grade for an internal assessment within two weeks of the assessment. This should give the teacher and department sufficient time to mark the papers and complete the moderation. For some subjects an external moderator is required due to no one being available within the school. This process may take longer. Students will be advised if this is the case.

Verification of Grades

Students are required to verify each grade by signing an assessment record sheet after completing each internal assessment. This is also signed by the teacher. The record sheet provides evidence for both student and staff of the standards achieved and the grades and credits obtained.

Students are encouraged to use their student learner log in to check their Record of Achievement on the NZQA website.

Authenticity

All assessment work completed must be the student's own work. Student and caregivers may be asked to sign authenticity declarations and, where appropriate, submit working drafts. Where evidence shows that the work presented is not the student's, an NA will be awarded and the student may face disciplinary action.

Breaking the Rules (Breaches)

A breach of the rules may include:

- Plagiarism (submitting work that is not your own).
- Impersonation (pretending to be someone else).
- False declarations of authenticity.
- Using notes in a test or exam.
- Collusion (communicating with others, disruption or dishonestly assisting or hindering others during a test or exam).
- Dishonesty (lying about reasons for submitting late work; altering answers prior to seeking an appeal; copying from another student, or deliberately allowing your work to be copied by others).

If the school is satisfied that there has been a breach of rules, the school may take one or more of the following actions:

- The student meets formally with the subject teacher, HOD and Dean.
- The Principal's Nominee (PN) is notified, in writing, of the breach and outcome (obligatory).
- The school imposes a penalty (eg. detention).
- Report NA for the assessment
- In some cases, the student may be prevented from further assessment in that standard for that year.

If there is need to take the matter further, the final decision will be made by the Principal.

Appeals

If a student is considering an appeal they are to raise the issue with the subject teacher within **three school days** of receiving the result, mark, report or assessment.

If the issue is not resolved the student is to lodge an appeal in writing with the Principal's Nominee (Mrs Baker or Mrs Fletcher). In these cases, the Principal's Nominee in consultation with the HOD, is to consider the appeal made by the student. These issues and the outcome are to be signed by the student and Principal's Nominee, and dated and filed by the HOD.

Students also have the right to appeal other decisions, including matters concerning misconduct, authenticity issues or where they feel they are being treated unfairly.

Privacy

Thames High School will store the results of student assessment work digitally on the school database. This information will be shared with students, parents and caregivers and NZQA regularly. This information will also be sent on to schools where a student is transferring and shared with other government organisations as required by the Privacy Act (1993).

Special Assessment Conditions

Special assessment conditions can be arranged for internal and external assessments for students who have special needs because of a permanent or long-term disability. These could include a physical disability, a visual or hearing impairment, or a reading or writing difficulty (such as dyslexia). Special conditions may allow for additional time in assessments, the use of a reader or writer, enlargement or modification of papers, etc.

In most cases, students who qualify for Special Assessment Conditions are identified upon enrolment at school. However, if there are any concerns, or if you require further information, please see the Special Needs Co-ordinator. New applications must be filed by 13th April 2017 and special assessment conditions for external examinations close 23rd August 2017

Derived Grades Process for External Assessment

Students can apply for Derived Grades for external assessments if they believe that their performance in an assessment activity has been, or is likely to be impaired, because of illness, injury, family bereavement, trauma, or any other unforeseen circumstance.

Derived Grades are based on a student's prior performance, and requires valid, authentic, and standard specific evidence from other related work or skills provided during that year. This evidence must be recorded in our student database, KAMAR. Derived Grade examinations are sat during the year for every External Examination. These grades are sent to NZQA in the case of a derived grade application. Students who do not sit the derived grade examinations are not able to apply for a final Derived Grade.

To apply for a Derived Grade in an External Examination see Mrs Baker or Mrs Fletcher.

Glossary

Achievement Standard

A nationally registered, set of [learning outcomes](#) and associated [assessment criteria](#), together with technical and management information that supports [delivery](#) and assessment. Students can attain: N (not yet achieved), A (achieved), M (achieved with merit) or E (achieved with excellence).

Assessment

The collection and evaluation of [evidence](#) to establish the level of a student's performance.

Assessment criteria

Statements against which the standard of performance of an [element/outcome](#) is assessed.

Authenticity (of evidence)

Relates to [assessment](#), where the teacher must be confident that the work assessed is the student's own work.

Credit

A numerical value assigned to a [standard](#) awarded when a student demonstrates that the specified outcomes have been met.

Derived Grades

A process that generates a result for [an external assessment](#) if the assessment has been missed due to illness or other reasons beyond their control.

The derived grade will be taken from the student database where results for a derived grade examination has been recorded.

Evidence

Refers to [assessment](#). Evidence can include any valid, authentic, output which demonstrates that the student has met the [assessment criteria](#) of the standard.

Exemplar

An example of student work, annotated to illustrate learning, achievement and quality. Students are provided with N, A, M and E exemplars for achievement standards. If you copy these, your work will not be authentic.

External Assessment

[Assessments](#) where the assessment judgement is made by persons outside of the school (such as in the case of end-of-year examinations).

Internal Assessment

[Assessments](#) where the assessment judgement is made within a school.

Learning Outcome

An expected result of learning.

Internal Moderation

A term that broadly covers processes used for assuring the consistency of [assessment](#) with the required standard across a number of classes and across schools.

National Certificate

A qualification on the [National Qualifications Framework](#) that recognises skills and knowledge that meet nationally endorsed standards ([unit](#) and [achievement standards](#)).

National Certificate of Educational Achievement

A national qualification on the [National Qualifications Framework](#) based on [credits](#) from all [unit](#) and [achievement standards](#).

Performance Criteria

Performance criteria specify the quality of the critical [evidence](#) required to meet the outcomes in the elements. Collectively, they provide the standards against which [elements](#) are assessed.

Record of Achievement

A student's transcript of [unit standards](#) and [achievement standards](#) credited and national qualifications completed, provided by NZQA from a national database. It does not include NA results or absences. Students are encouraged to use their learner log in to the NZQA website to check results during the year.

Result Notice

A list of all the standards entered by a candidate and how well they did in each of them. It is available online to all candidates in January. Results are no longer posted out to students. Students can use their NSN number to access their results. They will need to create a login. It will report a result for all standards that the student was entered in e.g. Abs, SNA as well as N, A, M or E grades.

Scholarship

An external examination (independent of NCEA) for top secondary students in which they can gain monetary awards. Candidates usually enter in year 13, which is their last year of schooling.

Standards

Defined [learning outcomes](#), together with [performance](#) or [assessment](#) criteria, examples of their interpretation and application, and associated [quality assurance](#) processes.

Unit Standard

A nationally registered, set of [learning outcomes](#) and associated [performance criteria](#), together with technical and management information that supports [delivery](#) and [assessment](#). Students can attain either N (not yet achieved) or A (achieved).

University Entrance

The common educational standard established as a prerequisite for entrance to university for students. Ref appendix B

Need help?

All work-related issues	Speak to your subject teacher or Head of Department.
Personal concerns	Speak to your whanau teacher, Dean or Mrs Susan McInnes the Guidance Counsellor.
Special needs / Special Assessment Conditions	See Mrs Ruth Howes, Special Needs Co-ordinator.
Issues relating to NCEA policy, rules or procedures	See Mrs Sue Baker or Mrs Jen Fletcher (Principal's Nominee).
Information about fees or financial assistance	See Mrs Sharyn Baker (Accounts office).
Careers advice / tertiary planning	See Mrs Debbie Driver (Careers Adviser).
Work experience	See Mrs Debbie Driver.
Study support / study tips	See Mrs Debbie Driver
Issues relating to course options and changes	See your Dean/s: Yr11 - Mrs Petro Jager Yr12 - Mr Ewan Grant-Mackie Yr13 - Mr Dave Harrison
Application forms and documentation	Available at the Accounts office.

Setting out a Bibliography

When doing research, writing a report or whenever you quote or paraphrase anyone else's work, it is always necessary to name the source(s) of your information. This list of sources is called a **bibliography**. Failing to acknowledge using someone else's ideas is called **plagiarism** and whether you do it deliberately or unwittingly, it is a serious offence. If you are found to have plagiarised, you will be in breach of the rules and you will not be awarded credits for that standard.

FOR A BOOK:

Author's last name, first name. Title of book. Place of publication: Publisher, copyright year.

example:

Fogle, Bruce. Dairy Farming in the South Island. Auckland: DK Publishing, 2001.

If you only used part of a book:

Fogle, Bruce. Diary Farming in the South Island. Auckland: DK Publishing, 2001, pp. 50-55.

FOR AN ENCYCLOPEDIA ARTICLE:

Article author's last name, first name. "Title of article." Name of encyclopedia. Copyright year. Volume number, page(s).

example:

Clark, William W. "Fly Fishing in New Zealand." World Book Encyclopedia. 2002. Volume 8, pp. 277-278.

Where there is no author, simply leave those details out.

FOR A MAGAZINE OR NEWSPAPER ARTICLE:

Article author's last name, first name. "Title or headline of article." Name of magazine or newspaper. Date of magazine or newspaper, page(s).

example:

McGill, Kristy. "The Binge Culture." The New Zealand Herald. May, 2003, p. 4.

FOR AUDIOVISUAL MATERIALS: (VIDEO; DVD; ETC)

Title of material. Type of material. Place of publication: Publisher, copyright date.

example:

Forgotten Past. Videotape. New York: Sony Wonder, 1998.

FOR A CD-ROM:

"Article title." CD-ROM title. CD-ROM. Copyright date.

example:

"Titanic Disaster." Encarta 99 Encyclopedia. CD-ROM. 1999.

FOR AN INTERVIEW:

Name of person interviewed (last name first). Kind of interview. Date.

example:

Ngarimu, Hemi. Personal interview. July 29, 2007.

2017 External Examination Timetable

The examination period for 2018 has been confirmed as follows:

2018 Examinations

Start Wednesday 7th November

End Friday 30th November

See the following page for the NCEA External Examination Timetable

Keep this booklet in a safe place.

**It contains valuable information about your rights and
responsibilities with regard to assessments.**

2018 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Wed 7 Nov	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
	2.00 pm		French		Drama
Thurs 8 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm	Sāmoan / Spanish	Japanese	Te Reo Rangatira / Social Studies / Psychology	Sāmoan
Fri 9 Nov	9.30 am		Physics	Business Studies	Calculus
	2.00 pm	Geography	German	Dance	Agricultural & Horticultural Science
WEEKEND					
Mon 12 Nov	9.30 am	English			
	2.00 pm		Media Studies	Home Economics	Statistics
Tue 13 Nov	9.30 am	French	Business Studies	Calculus	English
	2.00 pm	Economics		Accounting	Media Studies
Wed 14 Nov	9.30 am		Mathematics & Statistics		Classical Studies
	2.00 pm	Music	Accounting	History	French
Thurs 15 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Chemistry	Geography	Chemistry	Te Reo Rangatira
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 19 Nov	9.30 am		English		
	2.00 pm	History	Te Reo Māori	Biology	Economics
Tue 20 Nov	9.30 am	Mathematics & Statistics			Biology
	2.00 pm		Drama	Physics	Art History
Wed 21 Nov	9.30 am	Japanese		English	
	2.00 pm	Home Economics	Economics		Geography
Thurs 22 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Chinese	Spanish / Health	Earth & Space Science	
Fri 23 Nov	9.30 am	German	Biology	Geography	Physics
	2.00 pm	Physics	Home Economics	Classical Studies	Japanese
WEEKEND					
Mon 26 Nov	9.30 am	Drama	Chemistry	Music Studies	Spanish
	2.00 pm	Health	Sāmoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
Tue 27 Nov	9.30 am	Biology	Music	Media Studies	Accounting
	2.00 pm	Business Studies	Social Studies	Agricultural & Horticultural Science / German / Chinese	
Wed 28 Nov	9.30 am	Te Reo Rangatira / Latin	Agricultural & Horticultural Science	Sāmoan	Te Reo Māori / Latin
	2.00 pm		History	Health	Music
Thurs 29 Nov	9.30 am	Accounting	Te Reo Rangatira / Latin	Japanese	German
	2.00 pm	Dance	Classical Studies	Spanish	
Fri 30 Nov	9.30 am	Te Reo Māori / Art History	Chinese	French	
	2.00 pm	Classical Studies		Economics	

Student Exam Expectations:

- Arrive 20 minutes before your exam is due to start.
- You will not be allowed to enter an exam after 30 minutes of it commencing.
- You will not be allowed to leave an exam during the first 45 minutes or last 15 minutes.
- You must be in correct uniform to enter the exam.
- Your admission slip must not have any marks/comments etc on it.
- Should you lose/damage your admission slip in any way, report to front office to have another one printed off and signed.
- If you do not have your admission slip, you cannot enter the exam.
- If you did not get your exam admission slip, see your Whanau Kaitiaki, Mrs Fletcher or Mrs Baker ASAP.
- Cell phones are not allowed in exam room at all.
- All exam equipment...pens, pencils, calculators etc must be in a **clear plastic bag**.
- All morning exams begin at 9.30am, and afternoon exams at 2.00pm.
- If you need assistance in an exam, put up your hand and wait for a supervisor to come to you.
- **Water only** to be consumed. **No food** allowed.