

Onewhero Area School Senior Student Assessment Guide



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What is NCEA?

The National Certificate in Educational Achievement (NCEA) is the major Senior School qualification. Students achieve credits towards this qualification, through both Unit Standards and Achievement Standards.

Achievement Standards

In many subjects, student achievement is assessed through **Achievement Standards**. Some are internally assessed by subject teachers during the year and others are assessed by external examination at the end of the year. There are four possible grades students can be awarded: Not Achieved, Achieved, Merit or Excellence (not all standards). Each Achievement Standard is typically worth about 2 – 6 credits.

Unit Standards

Subjects that do not have Achievement Standards are assessed through **Unit Standards**. Some subjects have a mix of both Achievement Standards and Unit Standards. The two possible grades students can be awarded through Unit Standards generally are either Not Achieved or Achieved, although a few do have Merit and Excellence also. Like Achievement Standards, Unit Standards have a credit value that counts towards the NCEA. Unit Standards are all internally assessed.

Student Course Outline & Assessment Statements

All students will receive a course outline & assessment statement at the start of the year for each individual course that they are studying. This will contain a general course overview, the Achievement and/or Unit Standards being offered, their credit value and level. It will also outline the assessment methods for each assessment and give approximate dates for the assessment. This will also be available for parents on the school website and will be updated termly.

Guidelines For NCEA Qualifications

NCEA Level 1	NCEA Level 2	NCEA Level 3
You need a minimum of 60 NCEA credits AND must gain 10 Literacy and 10 Numeracy credits.	You need a minimum of 60 NCEA credits, at Level 2 or above. You must have met the Literacy and Numeracy requirements for L1	You need a minimum of 60 NCEA credits at Level 3 or above. You must have met the Literacy and Numeracy requirements for L1
View the list of Literacy and Numeracy standards here		

Notes:

- Credits may be gained over more than one year.
- Credits can also be used for more than one NCEA Level Qualification.

Course Endorsement

To gain a course (subject) endorsement, 14 credits at Achieved, Merit or Excellence must be attained in that subject in one academic year, and must have at least 3 External and 3 Internal credits.

Certificate Endorsement

If you gain 50 credits at Achieved, your overall certificate will be endorsed 'Certificate with Achieved'

if you gain 50 credits at Merit, your overall certificate will be endorsed. "Certificate with Merit"

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

University Entrance

Minimum Requirements to Qualify:

- NCEA Level 3
- 14 credits in three [approved subjects](#)
- Literacy requirements - 10 literacy credits at L2 or above made up of:
 - 5 reading specific credits
 - 5 writing specific credits
- Numeracy - 10 numeracy credits at L1 or above

Once you have met the requirements for University Entrance, it will appear on your Record of Achievement.

Individual Universities set their own minimum requirements as well as University Entrance. You should check your specific university and course for those requirements.

Other National Certificate Qualifications

In addition to the NCEA, there are a wide variety of other National Certificates students can achieve at Levels 1, 2 and 3.

At Onewhero Area School, it is possible for students to gain credits towards other National Certificates e.g.

- Employment skills
- Hospitality
- Tourism
- First Aid

Vocational Pathway Award

To achieve the Vocational Pathways Award, a learner must:

- Achieve NCEA Level 2 which includes literacy (10 credits) and numeracy (10 credits) at Level 1 or above, and
- Achieve 60 x Level 2 credits from the Recommended Assessment Standards for a Vocational Pathways, including 20 x 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 Pathway e.g Primary Industries.

A learner can achieve more than one Vocational Pathways Award if they complete more than one Vocational Pathway.

A learner can see any Vocational Pathways Award they have achieved through the learner [login](#). Achievement is recorded on the learner's Record of Achievement.

Planning your year

Based on the last 5 years of student achievement at OAS, we know that on average students need to be enrolled in more credits than they need to pass their qualification. We also know that OAS students do better on internal assessments. To give yourself the best chance of achieving your goal and getting Merit or Excellence endorsements we recommend that you aim to achieve your NCEA certificate before you sit any exams. To do this:

Year 11: You should be enrolled in **60 Internal** credits + any externals

Year 12/13: You should be enrolled in **60 Internal** credits + any externals

This means that when it comes time to do the exams, you can go into the process knowing you have passed NCEA and can focus on the challenge of the exam alone.

NZQF/NCEA Results

In January, NZQA issues students with a Report for each subject. On it is recorded:

- The Achievement Standards and/or Unit Standards the student entered
- The credit value of each
- Whether they are Internally or Externally assessed
- The grade achieved
- The number of credits gained in each standard

If students do not achieve internal assessments for Unit or Achievement Standards, this will be reported on their annual Result Notices.

Record of Achievement

As well as issuing a Report for each subject and any certificates achieved, NZQA also provides students with a Record of Achievement. It lists all Standards achieved, along with levels, credits and dates, as well as any certificates gained.

NZQA Learner Login Link

This web page gives instructions on how to log on to your RECORD of ACHIEVEMENT. This allows students to track their own progress and attainment of NCEA results.

Web Page - <http://www.nzqa.govt.nz/login/>

You will need to register first, and will need your NSN (National Student Number) in order to do this (this number can be obtained from the school office staff, or on your NZQA candidate card that arrives at school mid-year).

View your results and progress

Submit digital files, request your Record of Achievement and more in MyNZQA.

New user? You'll need your NSN to create an account.

Learner log in

Create or activate account

Under the NCEA heading of this website you will also be able to find out other information to do with NCEA, and even be able to look at past external examinations.

Further Assessment Opportunities

Students may have one further assessment opportunity for an Internally Assessed Standard. Students will be notified at the start of the year if an Achievement Standard is to have only one assessment opportunity. This information is in the course outline which is posted on the school website.

It does not mean one must be offered. It is the school's decision whether a further opportunity will be offered for any standard. If it is not manageable to offer a further opportunity, then students should be advised from the outset that there is only one opportunity to be assessed against that standard.

Resubmission

A resubmission may be offered when a student can gain an Achieved grade, if they correct errors or omissions in their work in a short period of time.

- must be limited to specific aspects of the assessment and no more than one resubmission may 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
- may be offered only where a teacher judges that a mistake has been made by the student, which the student has been capable of discovering and correcting themselves. For example, the student has handed in the assessment, but hasn't 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...." However, the teacher would not say, "there is a problem with your use of brackets in this calculation."

Authenticity of Student Work

Your subject teacher needs to be assured that the work you submit is your own work.

Class time will be used for assessments when practicable.

Where assignments cannot be completed in class time, some class time will be allocated to enable the teacher to check on progress being made. All students will be expected to complete an authenticity form.

The use of chatbots, generative AI, paraphrasing tools, or other tools that can automatically generate content is not permitted and material generated by these tools should not be submitted as part of the student's work.

Students need to be aware of plagiarism. The schools policy towards plagiarism is as follows:

When using the work of some other person (student or published author) such usage is limited to maps and diagrams or succinct quotations to support your own statements. All such use must be acknowledged in either footnote or bibliography and preferably both.

Breaches of the Rules

Breaches 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)

Students who submit work that is not authentic will lose any credit that they may have received for the assessment in question. Furthermore, those who are involved in activities that compromise the authenticity of internally assessed work also risk losing any credit that they have received for the assessment in question.

Students who are suspected of submitting work that is not authentic will have the script directed to the appropriate Head of Department for consideration. If the Head of Department, as a teacher, receives work that they suspect is not authentic they will direct the script to the Deputy Principal for consideration.

Misconduct during assessment tests/exams will also follow the same process.

For all breaches of the rules the student's parents/caregivers will be informed.

If the student is not satisfied that the decision reached is fair, they can formally appeal that decision using the NZQF School Appeals form, and follow the procedure set out in the Appeals section.

Where it is proved beyond a reasonable doubt that the assessment submitted is not the student's own work, a 'Not Achieved' grade will be awarded.

For all breaches of the rules, the student's parents/caregivers will be informed.

Procedures for Assessments

Students must follow these procedures for Internal Assessments that count towards a qualification.

Missed Assessment Procedures

1. Students absent on the day of an assessment, or a day on which the assessment was due to be completed must contact the subject teacher to discuss any possibility of completing the assessment at a later date.
2. The parent/caregiver should phone the school on the day of the assessment to explain the absence. In every case the absences **MUST** be formally explained in writing and accompanied by a doctor's certificate where appropriate. This should be given to the subject teacher on the day the student returns to school.
3. If the student does not present the formal explanation to the teachers concerned, either before the assessment event or on the first day of the student's return, there may be no further assessment opportunities for the missed assessment.

Extension Procedures

1. Any application for an extension to any task used for assessment must be made at least 24 hours before the deadline. Late applications will be considered in special circumstances.
2. This extension must be sought from the subject teacher in writing or using the form found on the school website and at the bottom of this document.
3. Generally, an extension will only be granted when the reason for lateness is beyond the control of the student.
4. Work submitted for an assessment will be assessed, provided it meets any new deadline set.
5. See the last page of this document for the [extension form](#).

Mitigating Circumstances

1. Students with a genuine, unavoidable reason may be given an opportunity for completing the assessment where that is possible. However, this will be at the discretion of the HOD, Principal's Nominee, or Senior Management and genuine reasons must be those that are unavoidable e.g. sickness, accident requiring medical treatment, bereavement. Reasons that are avoidable such as planned holidays or drivers licence appointments for which the student or parent has some control are insufficient reasons to be granted an alternative assessment date.
2. If the work is late and an extension has not been requested, or requested and not granted, then it will not be assessed.

Appeal Procedures

1. A classroom teacher will give students the opportunity to check the marking of an assessment when it is handed back.
2. Either party may refer a dispute about the marking of an assessment to the teacher in charge of the course and/or the HOD within 2 school days.
3. Either party may refer an unresolved dispute about the marking of an assessment to senior management, who will make the final decision.

Students may also appeal a decision to decline an application for an extension, breach of the rules or a decision made regarding authenticity. This must be made on the Appeals form within 2 days of the decisions being made. See a Deputy Principal or the Principal's Nominee for the [Appeals form](#).

Notes:

1. Before any appeal is made, the student must have approached the subject teacher and if the matter is still unresolved the Head of Department / Teacher in Charge.
2. When an extension is being applied for it should have been sought 24 hours prior to the due date of the assignment (except in exceptional cases).
3. An appeal of a grade must be made within two days of the work being returned to the student.
4. Any new evidence needs to be included with the appeal.

Special Assessment Conditions

Students with permanent or long-term conditions or learning difficulties, which they believe will significantly impair their performance in assessments may apply for special assessment conditions (for example, a time allowance, modifications to question and answer booklets, or the use of an examination assistant such as a reader/writer or computer). Examples of permanent or long-term conditions that qualify are; physical disability, sight or hearing impairment, medical conditions which are long-term illnesses such as eating disorders, depression, diabetes and epilepsy. Also included in this are learning difficulties; dyslexia, ASD and ADHD.

If you believe you have a problem that may affect your ability to sit an internal test or examination you need to see the Principals' Nominee so that an application may be made to NZQA on your behalf.

Privacy of Information

It is the policy of Onewhero Area School that the recording and release of student results and the use of student work will be managed in accordance with the Privacy Act 1993.

Storage of Student Work

All work assessed at the school will be stored securely until it is no longer required for moderation.

Assessment Strategies used at Onewhero Area School

Assessment of student progress and achievement will be measured in a variety of ways. Each subject teacher will develop assessments in their courses that best suit the course material and the standards being assessed.

Possible strategies include:

- A practical assignment/assessment
- A project
- A field trip
- A speech/presentation
- An interview
- A test or examination

Students are advised to check with their teachers so that they know exactly what is being assessed, when and how it will be done. This information will be provided for you, but if you are unsure, you must ask.

Derived Grades

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

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

Approved reasons include:

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

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

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

You should see the Principal's Nominee (Gayle Bovill) for an application for derived grades.

NZQA makes the final decision about derived grades, not the school.

For more information please access the NZQA website section of [derived grades](#).

Internal assessment and External assessment

Internal assessment is assessment that is completed in school and marked by our teachers. You could be asked to do a project or report etc. External assessment is usually an exam at the end of the year (photography and art are exceptions to this).

There is no difference in the value of the credits received from the different styles of assessment. What we have observed is that students at Onewhero Area School tend to perform better in internal assessment.

Submitting work for marking

Once you submit work to your teacher you can expect the work to be marked and returned to you within three weeks.

Work should be submitted in accordance with the teacher's request and assessment instructions.

Timetable

The timetable may change throughout the year if there is a need. Any students affected will be notified.

You may change your semester options during week 1 of semester only. After this you must have permission from Mrs Ritchie in order to change.

Study Leave

There is no guaranteed study leave for students in Term 4. Students are required to complete a study leave application and have this signed by their teachers and parents before study leave is approved. This allows for time to complete all internal assessments and give students the opportunity to discuss directly with their teachers any issues related to their revision.

If you have any queries or questions regarding NCEA please speak to your subject teacher or to the school's Principal's Nominee -Mrs Bovill - Gayle Bovill



Application for Extension of Deadline

Teacher:

Student:

Date of assessment:

Reason for extension (please include evidence if appropriate):

Signed: (Student)

Date (Today)

Approved/Not Approved

New Deadline:



School Appeal Form

Student Name:

Year Level:

Date of Application:

Subject and Standard:

Please tick the reason for the appeal. Read the relevant notes as part of the application procedure.

Appeal of a declined application for an extension

☐

[Note 2](#)

Appeal of a grade

☐

[Note 3](#)

Authenticity

☐

[Note 4](#)

Breach of Rules

☐

[Note 4](#)

Is the teacher aware of your application

Yes

☐

No

☐

[Note 1](#)

Reason for the appeal:

Student Signature

Parent Signature

Impact on Reporting – Result being reported is

N/A ☐ A ☐ M ☐ E ☐