

YOUR GUIDE TO

**N C**  
**E A**

The National Certificate of  
Educational Achievement

## **1 An introduction: Level 1, 2 & 3 NCEA**

- **Course Outlines**
- **Types of Assessment**
- **SACs - Special Assessment Conditions**

## **2 The Rules**

- **Submitting work on time & extensions**
- **Resubmissions**
- **Reassessments**
- **Appeals**
- **Authenticity of work**
- **Breaches of assessment rules**

## **3 Other Information**

- **Endorsements**
- **University Entrance**
- **Moving schools**
- **Course expectations**
- **Help & Support**

## INTRODUCTION

### **NCEA = The National Certificate of Educational Achievement**

is New Zealand's national qualification for school learners and forms one part of the National Qualification framework.

#### **LEVEL 1 NCEA**

The award of the Level 1 NCEA Qualification to a candidate is based on a minimum of 80 applicable credits at Level 1 or higher, and of those the candidate must have:

1. In **Literacy** achieved either:
  - a. 10 credits from the specified literacy achievement standards published on the NZQA website, or
  - b. 10 credits from the literacy assessment standards published on the NZQA website, or
  - c. 10 credits from unit standards 32403 and 32405 or 32414     **and**
  
2. In **Numeracy** achieved either:
  - a. 10 credits from the specified numeracy achievement standards published on the NZQA website, or
  - b. 10 credits from the numeracy assessment standards (published on the NZQA website), or
  - c. 10 credits from unit standards 32406 or 32412

#### **LEVEL 2 NCEA**

The award of the Level 2 NCEA Qualification to a candidate is based on a minimum of 60 applicable credits at Level 2 or higher. Twenty credits from Level 1 are carried forward so the Level 2 certificate equates to 80 credits.

#### **LEVEL 3 NCEA**

The award of the Level 3 NCEA Qualification to a candidate is based on a minimum of 60 applicable credits at Level 3 or higher. Twenty credits from Level 2 are carried forward so the Level 3 certificate equates to 80 credits.

Students are assessed against either Achievement Standards or Unit Standards. These standards prescribe the work required to meet three separate levels of achievement - Achieved, Merit & Excellence\*. Each standard is worth a set number of credits.

*\* Unit Standards may be assessed at either Achieved or Not Achieved.*

#### **COURSE OUTLINES**

Students will be provided with a course outline in each course studied. The outline, which is identical in structure in each subject offered, provides a list of all Achievement Standards / Unit Standards with their credit values in the course. Additionally, approximate assessment dates along with information on any further assessment opportunities is included.

In most cases the course outline will be provided in an electronic format.

## TYPES OF ASSESSMENT

### External Assessments

Examinations are held and administered by NZQA in Term 4 and form the 'External Assessment' backbone of many courses at High School.

In some subjects such as Visual Arts and Technology, for example, students do not sit an examination but instead have a **portfolio** requirement as their external assessment. Students complete these portfolios of work during the year and these grades are externally verified.

Whanganui High School examinations are held prior to the November NCEA examination period. They are written and moderated to the same standards as the 'externals' (as required by NZQA). Their results can be used for 'derived grades' if needed.

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
- has attended an NZQA external examination session and their performance has been significantly impaired

Approved reasons include:

- unable to attend an external assessment because of selection for national representation in a sport, academic or cultural event
- a temporary acute non-recurring illness
- trauma – a significantly disturbing or distressing experience
- misadventure – an event beyond a student's control
- a sudden and significant change to a long-term illness occurring at the time of the examination

Talk to the NCEA Coordinator/Principal's Nominee if you wish to apply for a derived grade.

### Internal Assessments

All other assessment tasks completed toward a NZQA qualification are described as internal assessments. These include, but are limited to, written assessments or 'tests', assignments, oral presentations or portfolio work. Some assessments are 'open book,' meaning students are able to access any material prescribed by their teacher and the assessment conditions.

## SACs = SPECIAL ASSESSMENT CONDITIONS

Any student who has a significant physical or learning difficulty which impacts on their ability to demonstrate their academic ability may apply for Special Assessment Conditions by seeing the school SAC coordinator in the Learning Support Centre.

A student granted support may receive assistance from a Reader &/or Writer, extra time, or use of ICT equipment etc.

# THE RULES

## Consistency & Fairness

It is important that all assessment opportunities at school adhere to the following guidelines:

### SUBMITTING WORK ON TIME / EXTENSIONS

- Dates for assessments are set - so if for any reason a date is extended, the extension applies to all candidates.
- Assessment tasks electronically submitted through Google Classroom must be in by 10pm on the date work is due. Physical submissions must be handed to either the subject teacher or to a member of the Student Centre prior to 4pm.
- Extensions of work for special circumstances\*: The Principal's Nominee / NCEA Coordinator may grant additional time (up to 10 days) for work to be completed. The Principal has discretion to grant a longer period of time if necessary. *Students apply for such extensions by filling in an 'Extension Form' available at the Student Centre.*  
*\* Special Circumstances include illness (Medical Certificate required), bereavement etc. Non-urgent medical, dental, hair, driving, holiday, music or counselling appointments are NOT accepted as reasons for extensions*
- Teachers will wait until all work is submitted before returning graded work. No extensions will be approved after this time. All assessed work will be retained by the teacher after students have had an opportunity to review graded tasks.  
*If a student misses an in-class assessment through an approved absence, where **possible & when practical**, an assessment opportunity will be provided.*

### RESUBMISSIONS

- If after an assessment has been marked, your teacher believes your work sits on the boundary between Not Achieved & Achieved **and** they believe you can improve the grade, you will be offered an opportunity to improve your work without additional teaching.
- Notes:
  - Your teacher is unable to assist you to 'find the error'
  - You will be allowed access to the generic marking guide (not the answers).
  - Only a grade of 'Achieved' is available.

### REASSESSMENTS

- The course outline provided at the start of the year will inform you if an assessment task has a 'reassessment opportunity'. If a reassessment opportunity exists:
  - The reassessment task will be available to all students in the course.
  - All grades [ Achieved, Merit & Excellence ] are available in the reassessment.
  - Students who do not improve on their original grade retain their best grade.

## APPEALS

If a student believes that the grade awarded for their work does not reflect the assessment's marking schedule, they must immediately discuss this with their teacher.

If this does not resolve the issue:

- The student must, on the appropriate form available at the Student Centre, make a written appeal to the teacher within two school days of receiving their grade. On the same form, the teacher will respond in writing to the student.
- If the student is still not satisfied, they have one further school day to appeal to the Head of Faculty, who will investigate the matter and provide written feedback to the student.
- Should this not settle the matter, the student has a further school day to decide whether to appeal to the Principal's Nominee.
- If the student decides to appeal, the Principal's Nominee will interview the student and the teaching staff. If necessary, an independent expert may be approached to verify the assessment decision. The Principal's Nominee will then make a final decision on the appeal and advise both the student and their parents/guardians.

## AUTHENTICITY OF STUDENT WORK

- All work submitted by students for NCEA assessments must be their own. Any student who breaches the guidelines outlined below is guilty of plagiarism and will receive a grade of 'Not Achieved' for that assessment task.

*Guidelines:*

- *Your work must be your own*
- *Sometimes you will work in groups - in this case you might have the same aim, method and results as your partner / group BUT ...you must write your own summary or conclusion*
- *If you 'look stuff up', write down where you find it. When you do internet searches, record the links you used if you 'copy' or 'rewrite' what you are reading. For books / magazines, write down the title, author and page. For quotes, write down who said it and when (at least the year).*

**If unsure, ask your teacher.**

## BREACHES OF ASSESSMENT RULES

- If a student breaks the rules of an assessment, they will receive a Not Achieved grade. Should this occur, there will no opportunity given to re-sit the assessment.
- Breaches may include (but are not restricted to):
  - Communicating with others during an assessment.
  - Using notes in a closed book assessment.
  - Using equipment that is not allowed - including cell-phones.
  - Poor or disruptive behaviour during the assessment.

## OTHER INFORMATION

### ENDORSEMENTS:

#### Subject Endorsements

A subject endorsement provides recognition for students who perform well or exceptionally well in a subject by:

- achieving 14 credits or more within a single subject within one school year
- including at least three credits in both external and internal assessments at an Achieved, Merit or Excellence level.

Notes:

- a) A student can gain endorsement in a subject regardless of gaining achievement in the overall certificate at a particular NCEA level.
- b) Physical Education and Visual Arts are exempt from receiving a subject endorsement.

#### Certificate Endorsements

When students perform consistently above the 'Achieved' level, their result(s) can be 'endorsed' to reflect that high achievement.

- To gain a Level 1 Certificate endorsed with Merit, students must gain 50 or more credits at Merit (or Merit & Excellence).
- To gain a Level 1 Certificate endorsed with Excellence, students must gain 50 or more credits at Excellence.

### UNIVERSITY ENTRANCE [UE]

University Entrance (UE) is the minimum requirement for being able to go to a New Zealand university. To be awarded UE you will need:

- NCEA Level 3
- Three subjects - at Level 3, made up of:
  - 14 credits in each of three approved subjects\*
  - Numeracy - 10 credits at Level 1 or above
  - Literacy - 10 credits at Level 2 or above made up of:
    - 5 credits in reading
    - 5 credits in writing

\* Approved subjects are listed on the NZQA website

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

### MOVING SCHOOLS?

Please advise the Principal's Nominee/ NCEA Coordinator so arrangements can be made to forward your results to the new school.

### **COURSE EXPECTATIONS**

- Students enrolled in a course are expected to complete all coursework associated with the subject and enter all relevant Achievement or Unit Standards.
- Students who are provided with the opportunity to complete an assessment as part of their course and choose not to complete it will receive a 'Not Achieved' grade.

### **HELP & SUPPORT.**

- Other than in-class support from your teacher, Whanganui High School offers a myriad of support, including peer tutoring, tutorials close to examination times and our wonderful counsellors.
- *Need to talk? Need help in devising strategies to cope with school or life? Our School Counsellors are available for confidential counselling. You can make an appointment at any time through their bitly - [bit.ly/whssupport](https://bit.ly/whssupport) - or by going to the Student Centre and requesting an appointment.*
- If you have any questions about NCEA which your teacher cannot answer, please contact the Student Centre and make an appointment to see the NCEA Coordinator/Principal's Nominee (currently Mr Turner).

**Good Luck for the Year**