



Ōtaki College

NCEA

**Student and Caregiver
Information**

Ōtaki College Contacts:

Subject teachers can answer most questions and handle most issues related to NCEA, yet for more complex matters you and/or your caregiver may like to speak with Mr. Wood (DP) or Mrs Hirschberg (Principal's Nominee & CL= Curriculum Leader)

Mr. Hamish Wood

Ōtaki College

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Ōtaki College

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INFORMATION

New Zealand's national qualification for school learners is NCEA – the National Certificate of Educational Achievement. NCEA is internationally recognized. There are other qualifications available as well, for example: the National certificate in Computing. Your teachers will give you details on other qualifications where applicable.

How does NCEA work?

NCEA is achievement-based. In each subject, standards have been set. When students achieve standards they earn credits toward their NCEA qualification. In some standards, students can also achieve merit or excellence grades. In a few situations the assessment evidence a student provides may count towards more than one standard.

How do students complete a qualification?

Requirements

All levels **Literacy and Numeracy:** Students are required to have 10 credits for numeracy and 10 credits for literacy. These are obtained by the Common Assessment Activities (CAA). Assessment opportunities occur twice every year. (Generally term 2 and 3). The dates for these are set by NZQA over a two week period. Literacy and numeracy can also be obtained via Te Reo Matatini and Pāngarau standards

Level 1 60 credits are required at any level (level 1, 2 or 3) including **literacy and numeracy**. More information above.

Level 2 60 credits: 60 credits at level 2 or above. The Level 1 **literacy and numeracy** requirements must also be met.

Level 3 60 credits: 60 credits at level 3 or above. The Level 1 **literacy and numeracy** requirements must also be met.

NCEA Endorsement: NZQA: [link](#)

When a student gains the required number of credits with 'Merit' or 'Excellence' grades, the certificate will be endorsed:

Certificate endorsed with **Merit** - 50 credits at Merit or Excellence + NCEA

Certificate endorsed with **Excellence** - 50 credits at Excellence + NCEA

Course Endorsement

Students will gain an endorsement for a course if, in a single school year, they achieve:

14 or more credits at Achieved, Merit or Excellence, where at least 3 of these credits are from externally assessed standards and at least 3 credits from internally assessed standards. [Note: *There are exemptions for Levels 2 and 3 Physical Education, Religious Studies, New Zealand Sign Language, Level 3 Visual Arts, and Te Marautanga o Aotearoa in domains without externally assessed standards.].

University Entrance

- | | |
|-----------|---|
| UE | (1) NCEA Level 3 including at least 14 credits from three UE "approved subjects".
(2) NCEA L1 Numeracy
(3) A minimum of 10 credits at level 2 or higher in either English or Te Reo Māori; 5 credits must be in Reading and 5 credits must be in Writing. |
|-----------|---|

For a list of approved subjects refer to: [NZQA UE Approved Subject List](#)

For a list of approved standards for UE literacy refer to: [UE Literacy](#)

There is also a Scholarship award, achieved through additional examinations. Scholarship recipients are eligible for monetary prizes. Scholarship does not count towards NCEA.

Results are detailed and useful

Each student's NCEA qualification shows their achievement. Results are shown on a student's annual Record of Achievement. NZQA (the National Qualifications Authority) keeps a record of all student achievement. Students can receive this Record of Achievement online at their [Student logon](#) using their NSN and personalized password. If a student requires early release of results to a tertiary institution to ensure entry into a specific course, see your Dean, Mrs Hirschberg or Mr. Wood.

Privacy

Otaki College will promote and protect the individual's privacy with regard to the collection, use and disclosure of personal information; Otaki College will promote and protect the access by each individual to information relating to that individual which is held by the college

AUTHENTICITY

Work submitted by students must be their own. Students are required to complete an [authenticity statement](#) declaring that all work submitted is their own. When resources are used, students must acknowledge those sources.

1. For research projects, you may be required to hand in draft work and raw data collected.
2. Reading (and/or viewing) other resources helps understand a topic better. There are many benefits from drawing on the knowledge and views of others. You will be taught how to correctly include quotations from other sources in your work, and how to put ideas into your own words. A basic guide is:
 - Always insert quotation marks around direct quotes, and include online links or cite the author, year of publication and page number for paper based resources.
 - Keep an accurate record of sources of information while surfing the net. Keep a record of the URL.
 - Check with your teachers on what is the appropriate referencing style for the subject.
 - A Bibliography (list of book titles, websites, publications) can be shown at the end of an assignment.
3. A breach of authenticity includes:
 - Handing in someone else's ideas or work
 - Signing work that is not yours
 - Using notes in a test or exam
 - Communicating with others, disruption or dishonestly, assisting or hindering others during a test or exam
 - Lying about reasons for submitting late work
 - Altering answers prior to seeking an appeal
 - Copying from another student, or deliberately allowing others to copy your work
 - Using AI to generate a submission.
4. If a breach of authenticity rules is suspected:
 - the teacher will retain the evidence of the breach and discuss the situation with the CL and/or Principal's Nominee
 - The teacher will notify the parent/guardian of the alleged breach of the rules
 - The CL and/or Principal's Nominee will investigate the matter, keep a written record of the investigation and consult with other relevant specialists as required.
 - The CL and/or Principal's Nominee will make the final decision and notify the student and the parent/guardian in writing of the outcome of the investigation.
 - If *evidence* suggests that a student presents work that is not their own, a *Not Achieved* grade will be reported.



OTAKI COLLEGE AUTHENTICITY DECLARATION

I declare that any work I submit, for assessment purposes, will be my own work. It will not be another person's work, nor will it be copied from others or directly from the internet, books or other media sources, such as AI (artificial intelligence). The use of chatbots, generative AI, paraphrasing tools, or other tools that can automatically generate content is not permitted for assessments. Material generated by these tools should not be submitted as part of any candidate's work.

Any quotes will be acknowledged and cited using the appropriate methods for the course concerned.

A list of all sources of information, or links within the submission, will be included. Academic integrity requires proper citation of sources, including direct quotes and paraphrased ideas. A comprehensive reference list must be included, and digital resources should be cited with links for verification. All citations should follow the required style (e.g., APA, MLA, Chicago).

I understand that if I am found to have breached these requirements, the submitted work may be ineligible for marking and I will receive a Not Achieved grade for the assessment. There may not be an opportunity for a reassessment. This is at the discretion of the Curriculum Leader of the course.

If I do this on more than one occasion, there will be a whānau meeting set up to discuss whether I will be able to complete my course/s.

Student's Name (Print): _____

Student's Signature: _____

Kaiarahi: _____

Date: _____

COURSE INFORMATION GIVEN TO STUDENTS:

At the start of each course, a Course Outline listing the units of work to be taught and the standards to be assessed internally and externally will be given to students.

This summary of assessments includes:

- The unit number (e.g. AS 90234)
- The level (e.g. Level 1)
- The descriptor (e.g. Describe diversity in the structure of animals)
- The number of credits available
- The version number
- Whether the standard counts for UE literacy and/or numeracy.
- The type of task (e.g. in-class test, assignment)
- Whether the standard is internal or external
- When an internal assessment will be assessed (approximate timing)
- Any particular methods that will be used to increase authenticity of student work (e.g. milestones, drafts).
- Any Vocational Pathways each standard is associated with.

Standards taught and/or assessed by other providers

Some standards are taught and/or assessed by providers outside of the school. There are also some entire courses being taught and assessed by teachers from other schools through distance learning, Te Kura or UCOL. These outside providers will report a student's results to Ōtaki College. Results are then entered onto the student's record of achievement. See your subject teacher or Mrs Hirschberg for more details.

Entries and results

Students become candidates when Ōtaki College sends students' results to NZQA. Students will be given a unique NSN (National Student Number) when they become a candidate. Students can access their candidate information on the Internet. Instructions on how to do this will be given out during the year.

Teachers are required to check with students that the grade entered on KAMAR is the same grade that students have received (and agreed with) in class.

Special Assessment Conditions

Some students may have learning or physical difficulties, which make it necessary for them to have [special assessment conditions](#) for assessments and exams during the year.

If a student thinks that he/she may require special assistance, it should be discussed with the school as early as possible. The first contact should be with the subject teacher/s, who will consult the Curriculum Leader of Learning Support (and SENCO), Ms. Rachael Kneepkens. If Ms. Kneepkens assesses that special assessment conditions are appropriate, she will apply to NZQA, on behalf of the student, for special assessment conditions.

ASSESSMENT PROCEDURES

1. Each standard has specific performance criteria set by NZQA. Teachers use an assessment schedule directly related to performance criteria for each standard.
2. Students are given a minimum of one week's notice of their assessment date and time.
3. If a student knows that he/she has a school activity that will clash with an assessment date, the Assessment Request procedure must be followed.

MISSED OR LATE ASSESSMENTS

At the earliest opportunity any student who misses an assessment should collect and complete an "Assessment Request" form from their class teacher, which states the reason for missing the assessment, and asks for a new assessment date. Assessment request procedures must be followed.

Reason for Request	Student Supplies
Medical	Medical certificate or letter from parent/caregiver with contact phone number
Guidance issues	Note from Counselor
School Co-curricular Activities	Teacher in Charge of activity signs form
Other	Letter from home

Willful absence

Willfully being absent will be considered as avoiding assessment. A further assessment opportunity may not be available to students who willfully miss assessments. If other valid, authentic standard specific evidence is not available a result of Not Achieved will be reported.

Extensions

- When a 'hand in' assessment has been set in a subject, it must be handed to the teacher by the due date.
- Any student who is unable to complete the assessment on time, through circumstances beyond their control (sickness, family trauma), should request an extension from the teacher. (Either verbally, via email or submitting a completed [request form](#))
- Where possible, a student should be prepared and request an extension **before** the due deadline.
- At the time of the request, work done to date must be shown. Failure to display satisfactory evidence of work done so far may result in no extension being given.
- Any extension will not normally exceed three days beyond the original deadline. This means work due on a Friday, with an extension, becomes due the next school day (Monday).

Otaki College Assessment Request Form

S t u d e n t	Student:		
	Subject:		
	Teacher		
	Assessment:		Due Date
	Reason for missing Assessment: <i>(circle the appropriate category and give details)</i>		
	Medical:		
	Guidance:		
	School activity:		Teacher in charge and date of activity
	Other:		
	Student's Signature		Date:
<i>Note: The CL and/or Principal's Nominee reserve the right to seek more details where required.</i>			
T e a c h e r	Teacher/CL to complete: <i>(circle the appropriate category)</i>		
	Extension given		New due date:
	No Extension given:	Not achieved	Further assessment
	Teacher/CL signature		Date:
	Teacher/CL, <i>please copy this form and give a copy to the student, and file with CL.</i>		

REASSESSMENT

Confirming grades:

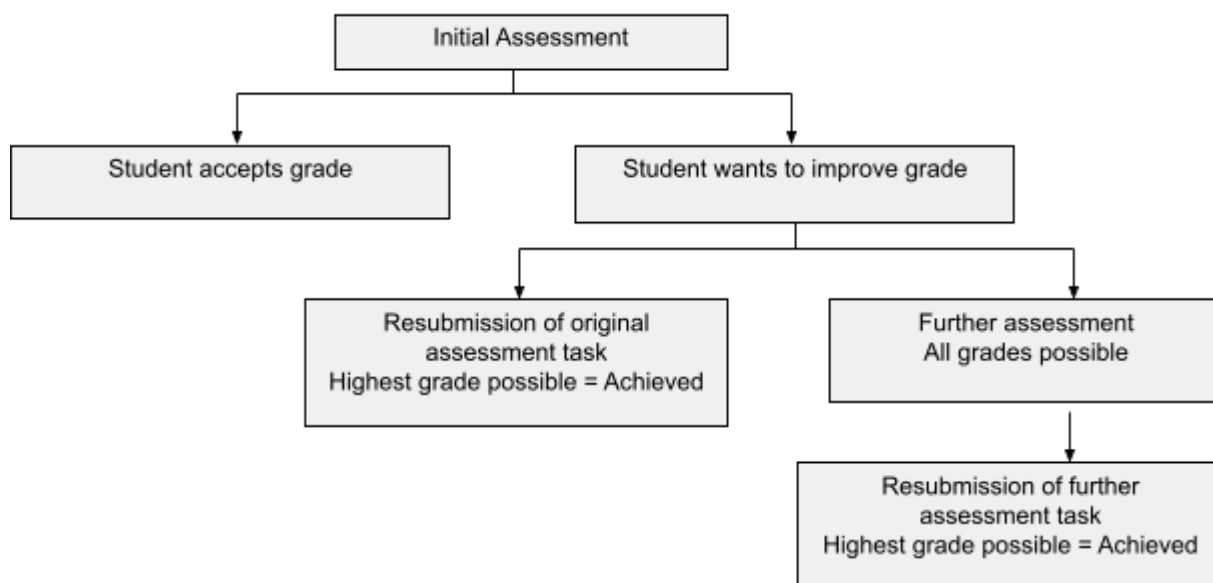
When internally assessed work is returned after marking, a student will be asked whether they accept a grade. At this point the student may choose to (1) accept, (2) resubmit, (3) have a further assessment opportunity or (4) appeal the grade instead. When a grade is accepted, the results are entered onto KAMAR (to be sent to NZQA).

Resubmission involves having the opportunity to improve your submitted work (Teacher discretion) .

- Only one resubmission will be provided.
- Resubmissions are ONLY to improve a Not Achieved grade to an Achieved grade.
- Work may be resubmitted if a student is able to locate and correct errors quickly (without teacher intervention or guidance).
- Resubmissions can occur after the first or the second assessment opportunity (or after both).

Further assessment involves the student completing a new task or the same task in a different context

- Only one further opportunity for assessment of a standard may be provided each year. This does not mean one must be offered, but if it is offered, it is available to all students, and all assessment grades will be available.
- A further assessment opportunity is only appropriate after additional teaching and learning has taken place.
- The highest grade gained by a student will be reported to NZQA.



Appeals:

1. When a test or assignment is returned, and you are unhappy with either the grade or with the testing process, there is the opportunity to appeal the grade.
2. Firstly, talk to the teacher. If this is not satisfactory, then a formal appeal should be made. This should be done within three days from an assessment being returned.
3. If you wish to appeal the grade given, you will need to complete the "*Otaki College Appeals Form*" within three school days of receiving your assessed marked work. This form is available through your Subject teacher, Curriculum Leader, Mrs Hirschberg and/or Mr. Wood.

Procedure:

- Complete the "[*Otaki College Appeals Form*](#)" and hand it to the CL, Mrs Hirschberg or Mr. Wood.
- The CL, Mrs Hirschberg and/or Mr. Wood will investigate the issue. The investigation may involve the school receiving input from a subject specialist outside the school.
- The decision of the Principal's Nominee is final and the CL, Mrs Hirschberg and/or Mr. Wood will communicate the outcome to the student in writing. This should be done within 10 working days of an appeal being lodged.

If the reason for the appeal relates to an initial assessment decision made by the Principal's Nominee, another subject specialist will investigate the issue. The decision of this person is final.

Otaki College Appeals Form

SECTION A: To be completed by the student within three school days of being notified of the initial decision.

Name:	
Course code:	Teacher:
Standard number and title:	Grade awarded:
Date of application:	
Reason for appeal (Please state or attach evidence that you have to support this):	

SECTION B: Action to be taken: To be completed by the CL

Tick chosen option:	
	Discussion between course teacher and student
	CL to make decisions regarding appeal
	Principal's Nominee to organise investigation regarding appeal

SECTION C: Outcome. To be completed by the person who resolved the appeal issue.

Tick one		Signatures:
After having a discussion with the course teacher, we now agree on the grade. We agree that the grade is to be _____		Student: Course teacher:
The CL or Principal's Nominee has made a decision for this appeal. The final grade allocated is _____; This decision has been explained to the student.		CL: Student:

Copies of this completed form are to be distributed to: the student, the course teacher, the CL, and the Principal's Nominee. Date of distribution: ____/____/____

Copy to be filed with CL.

RETENTION OF STUDENT WORK

All student internal assessment will be kept until it is no longer required for moderation purposes. (NZQA may wish to see the work, in order to check the quality of the assessment task and marking.)

DERIVED GRADE PROCESS FOR EXTERNAL ASSESSMENT

If you are unable to perform normally in an *external exam*, due to sickness, a serious personal crisis, grief etc, then you may be eligible for a 'derived grade'.

- Impairments must be of a serious nature. This excludes claims on the basis of stress due to examinations, family disturbances, and minor illness.
- Medical certificates supporting the claim **must** be provided if the impaired performance is for a medical reason.
- The impairment must have affected the student during the examination period or have occurred within the month preceding exams
- Candidates should sit their external exam/s wherever reasonable and practical.

A derived grade is only possible where:

- The school has recorded a grade (of A, M or E) from a valid practice assessment for an external standard. A derived grade cannot be awarded if there is no grade from a practice assessment.
- The school's quality assurance process for internal assessment has been applied to the assessment materials (including completion of an *Internal Moderation Cover Sheet*).
- The school retains a copy of the student work used to generate the evidence.

[External Exam Timetable](#)