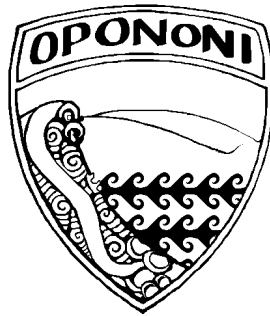


KI TE AO MĀRAMA



Opononi Area School
Te Kura Takiwa o Opononi

NCEA Assessment Handbook 2024

Information about NCEA and
NCEA Assessment Rules and Procedures
for Students and Whānau

Reviewed March 2024
Reviewed April 2023
Reviewed January 2019

Tēna koutou katoa!

Welcome to 2024 and a new year of learning. This year you will face many challenges and hopefully this booklet will help you when you need it.

If you have any questions or queries please see your subject teachers, pastoral teacher, Whaea Chrissy (Gateway, STAR), Whaea Stella (Careers), or Miss Erin (Principal's Nominee), and they will help you as best as they can.

The following information is a summary of important things that you will need to know as you complete your NCEA courses this year. No reira, kia kaha koe!

CONTENTS	Page
INTRODUCTION	3
About NZQA, NZQF, NCEA	3
What is NCEA?	3
University Entrance	4
Scholarship	4
Literacy and Numeracy	4
Course Endorsements	5
Certificate Endorsements	5
Vocational Pathways	5
COURSE INFORMATION	
Course outlines/ content	6
ASSESSMENT PRACTICE AND RULES	6
Internal and External Assessment	7
Derived Grades	7
DURING ASSESSMENT	
Authenticity	7
Internal Exams	9
Breach of Rules	9
Special Assessment Conditions (SAC)	9
Missed and Late Assessments	9
Further Assessment Opportunities	10
Returning Assessments	10
Appeals	11
GENERAL	
Learner login	11
Academic Counselling	11
Tracking progress	12
Kamar and NZQA	13

INTRODUCTION

The NCEA Student and Whānau Handbook at Opononi Area School provides information to students and whānau to ensure results reported to NZQA are credible.

Opononi Area School is required to:

- Ensure fair assessment for all students.
- Ensure school-wide consistency of internal assessment procedures.
- Define the roles and responsibilities of staff and students.

THE PRIVACY ACT

Students and staff are reminded that students have the right to privacy over their personal information.

Grades will not be disclosed publicly without the student's permission.

If student's work is to be used as an exemplar their permission must be gained first.

ABOUT NZQA, NZQF AND NCEA

What is the New Zealand Qualifications Framework (NZQF)?

- This is the Qualifications Framework managed by NZQA (the New Zealand Qualifications Authority).
- All achievement standards and unit standards are registered on the NZQF.
- There are a variety of Qualifications registered on the NZQF and different combinations of standards can lead to different certificates and qualifications.

What is NCEA?

- NCEA stands for the National Certificate of Educational Achievement.
- This is the main qualification for New Zealand secondary students.
- It comes in three levels on the New Zealand Qualifications Framework: Levels 1, 2 and 3.
- NCEA includes both Unit Standards and Achievement Standards.
- NCEA also involves a mix of internally assessed standards and externally assessed standards.

How do I gain NCEA?

- Each achievement standard or unit standard is worth credits at the level of that standard.
- Each level of NCEA requires 60 credits.
- Credits can be gained over more than one year.
- The level 1 literacy and numeracy requirements must also be met to achieve NCEA at every level. This involves obtaining 10 credits in literacy and 10 credits in numeracy. These credits must come from a specific set of standards.
- The literacy and numeracy credits don't count towards the total goal of 60 credits for each NCEA.

NCEA Level	Requirements	Plus
Level 1	60 credits at any level (1, 2, 3, 4 or 5)	10 literacy and 10 numeracy credits - this is the corequisite required to achieve any NCEA level
Level 2	60 credits at Level 2 or above	
Level 3	60 credits at Level 3 or above	

To gain University Entrance (UE), students will need to pass NCEA Level 3. They will also need to gain at least 14 credits at Level 3 in three UE approved subjects. Students will also require 10 UE literacy credits made up of 5 in reading and 5 in writing, set at NCEA Level 2 or above, as well as the literacy and numeracy requirements to gain any NCEA. See [University Entrance » NZQA](#)

Scholarship provides recognition and monetary reward to top students in their last year of schooling. To gain Scholarship students are assessed against challenging standards. Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction, and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

The teacher of each subject is responsible for notifying students that they may enter scholarship in their subjects and can see them for further information. For further information please [click here](#).

How do I achieve standards?

Every NCEA course you choose at school will offer a range of achievement and/or unit standards. These standards and the number of credits offered are listed in the course outline for each course.

You may also have the opportunity to gain credits through other courses such as Gateway and STAR courses. These courses are often assessed using unit standards which can count towards your NCEA. See Whaea Chrissy for more details.

Literacy and Numeracy Corequisites

There are several specified standards across NCEA courses that students can be assessed against to earn the literacy and numeracy corequisites. For both Level 1 Numeracy and Literacy you must get 10 credits from qualifying Achievement Standards or 10 credits from the qualifying Unit Standards, or 10 credits from the CAAs. You cannot mix and match your 10 credits from Achievement Standards, Unit Standards, or CAAs for the corequisites. Refer to the Course outlines and assessment statements to see which standards count towards your literacy and Numeracy.

Achieving the corequisites through Achievement standards and Unit standards is being phased out and students will have to achieve these through the CAAs only from 2026 onwards.

Students will be given course outlines and assessment schedules in all courses. It is vitally important that students read through the assessment material. Instructions need to be followed very carefully to meet assessment requirements.

Course Endorsement

Course endorsement provides recognition for a student who has performed exceptionally well in an individual course.

You will gain an endorsement for a course if, in a single school year, you achieve:

- 14 or more credits at Merit or Excellence and
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. Note this does not apply to Physical Education, Religious Studies, NZ Sign Language, and level 3 Visual Arts.

A course endorsement is not a qualification.

A course endorsement can be awarded even if a qualification for that level is not achieved. For example, you may achieve a Merit endorsement for your Level 2 Mathematics course regardless of whether you achieve NCEA Level 2.

Certificate Endorsement

Certificate endorsement provides recognition for a student who has performed exceptionally well in an NCEA level (i.e., NCEA Level 1, 2 and 3). Certificate endorsements can be completed over several years.

You will gain a certificate endorsement if you achieve:

- 50 or more credits at Merit (for a merit endorsement) in one NCEA level.
- 50 or more credits at Excellence (for an excellence endorsement) in one NCEA level.

Note further information on the rules for endorsements can be found on the NZQA website:

<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/endorsements/>

Vocational Pathways Awards

Youth Guarantee is an initiative which provides senior students with more options and choices for gaining an NCEA. The pathways show students how learning and achievement will be valued in the workplace. A Vocational Pathways Award provides formal recognition of a student's completion of a particular pathway on their NCEA Certificate.

The vocational Pathway Awards available are:

- Manufacturing and Technology
- Construction and Infrastructure
- Primary Industries
- Social and Community Services
- Service Industries
- Creative Industries

Students can receive more than one Vocational pathway Award if they complete more than one Vocational Pathway. You can view your progress towards these Vocational Pathway Awards by logging onto the NZQA website at www.nzqa.govt.nz/learner-login.

COURSE INFORMATION

COURSE OUTLINE CONTENT

The course outline consists of a short summary of the course and a list of all the standards being offered. Your subject teachers will supply you with a course outline at the beginning of every course.

The course outline will consist of:

- The standard registration numbers
- Version numbers
- Full title
- Credits
- Level
- Mode of Assessment
- Further assessment opportunity
- Course Endorsement
- Level 1 Literacy
- Level 1 Numeracy
- UE Literacy Reading/ writing
- UE Approved subject

The course Term Planner will document when each unit of work will be delivered and assessment dates (timing of assessment). Your subject teachers will supply you with a copy for each of your subjects.

ASSESSMENT PRACTICE AND RULES

How is my work assessed?

- Assessment measures your performance against standards.
- If your work meets the requirements of the standard, the standard is achieved, and you get credits towards your NCEA qualifications.
- Students can also gain merit or excellence grades for Achievement standards and some Unit Standards. There are clearly outlined criteria for the award of merit or excellence in each Achievement standard or Unit Standard
- Where work has been submitted and the standard is not met for Achieved, a Not Achieved will be awarded.

Assessment evidence

A variety of evidence may be collected to assess you against the standards.

This evidence may include but is not limited to:

- o written evidence such as research reports, essays, and written tests.
- o performances such as musical performances.
- o oral presentations such as speeches and power points.
- o video evidence such as film and animations.

- o portfolios of work such as for visual arts, painting, and printmaking.

Internal vs External Assessment

Assessment is either internal or external.

- Internal assessment is carried out throughout the year and is usually assessed by your teacher at Opononi Area School, and double checked by another teacher.
- Internal assessment often assesses skills which cannot be easily assessed via a written examination such as practical experiments, student driven research, doing a presentation, speech, or performance.
- The externally assessed standards are assessed by independent subject experts. This occurs in the time bound exams in November and the Externally Assessed Arts Portfolios.
- NCEA level 1 students are required to submit some assessments for external assessment via the NZQA learner login portal. This is a new initiative and will be a requirement for Level 2 and 3 students as the new NCEA rolls out.
- External Assessments often assess skills and knowledge that can be measured by an external written exam or through the submission of a portfolio of work e.g., Visual Arts.

For internally assessed standards all moderated grades will be returned to students within 3 weeks of assessment.

For externally assessed standards grades will be awarded to students en masse in mid January the following year.

External Examinations

Time-bound external examinations are held at the end of the year (you will be given a timetable in Term 3 or refer to the NZQA website for the timetable). In these external examinations, you will be assessed in three-hour examinations for each subject. You can be assessed in 1-3 different standards in each exam. Every student across the country does the same examination papers at the same time and under the same conditions.

Derived Grade Assessment

- Practice exams are held in term 3.
- This gives you important practice opportunities to understand what it is like to sit an external exam.
- The practice exams may also collect evidence towards internal assessments.
- Where they are a practice for externally assessed standards, they will be used to decide derived grades if you suffer from an injury, illness, or bereavement of a close family member during or immediately before your external assessment date.
- Exam conditions must be strictly adhered to, to use as derived grades.

DURING ASSESSMENT

Authenticity

Authenticity is the assurance that the evidence of achievement produced by you is your own work. All students must sign and submit an authenticity form at the beginning of their NCEA course commencement annually.

You MAY NOT:

- Copy another student's work.
- Re-present another student's work from a previous year as your own.
- Copy work from the internet, books, AI, or any other source and present it as your own.
- Quote material from other sources without acknowledging the source.
- Allow someone else to do the work for you.
- Use electronic devices in a test or exam without permission.

How do I complete and hand in work?

- Some assessments are under test conditions and must be given to your Kaiako before you leave the classroom.
- Other assessments, such as portfolios and research assignments, are completed over a period of time either in class time only or during some of your own time. Your kaiako will make it clear to you when it is due.
- Your assessment material must be handed in by the deadline to achieve the grade. A not achieved will be awarded if you have had adequate opportunity to be assessed but have failed to complete the assessment.
- For some longer assessments it is appropriate that **check points** are included throughout the assessment period so that both you and your kaiako can get feedback and feed forward before the official due date. If you fail to meet these checkpoints, you will be severely affecting your ability to achieve the standard to your best ability.
- Your teacher will let you know what the appropriate format is for submitting your work, this may be on paper, verbally, a presentation, a physical test, or digitally via email or any other format considered appropriate and requested by your kaiako.

How do I show that the work is my own?

It is your responsibility to:

- Keep all drafts and working documents such as notes and hand these into your kaiako if required.
- Keep a record of all the sources you used and include these in a reference section.
- Acknowledge the source of all material, facts, ideas etc that you use by putting quotations in quotation marks and citing where the quote came from or if you have rephrased in your own words including where you got the information from in brackets at the end of the sentence or paragraph.
- Be able to discuss your work with your teacher to show that the work is your own.
- Sign an authenticity statement verifying that the work is your own.

What happens to my assessed work?

- Your kaiako will keep your work for verification/ moderation/ authenticity purposes or as an exemplar for other students, with your permission.
- If you do get to keep it, file it away somewhere safely in case any unexpected issues arise until you are satisfied with your record of achievement.
- A copy of all assessment work including art boards must be kept by the school until the end of the year in case they are needed for moderation.

Internal Exams

Conditions for practice examinations should reflect the conditions experienced in external exams. If internal standards are being examined then strict vigilance must be adhered to.

- Desks separated in rows
- Bags at front of room
- No communication between students
- Cell phones and smart watches to be placed in receptacle at the front of the room
- Examiner/ supervisor is always patrolling the room.

The week prior to internal exams, and before commencement of your exams, your exam supervisor will explain unacceptable behaviours during exam conditions.

Breach of the Rules

Work submitted by you must be your own.

- If you are suspected of submitting work which is not your own, you have given your work to another student without the permission of your teacher or you are involved in any unacceptable behaviour during internal and external assessments, you will be investigated for a breach of the school's and NZQA's rules, your family will be informed and you may receive a 'Not Achieved' for the assessment.
- If you are found to have breached the school rules, a 'Not Achieved' grade must be reported to NZQA for that assessment of the standard.
- You have the right to appeal this decision to the Principal's Nominee, under the appeals process using the Appeal Form.

Special Assessment Conditions (SAC)

- If you have a difficulty which may affect your grade for NCEA assessment you may apply for special assessment conditions. NZQA grants Special Assessment Conditions (SAC) so that approved candidates may be fairly assessed. Special Assessment Conditions are approved so that entitled candidates can demonstrate their knowledge, skills and understanding, without providing unfair advantage over other candidates.
- You apply for Special Assessment Conditions via our SENCO, Whaea Vanessa. Applications open in October for the following year and close mid-February.
- Examples of special conditions include (but are not limited to) having a reader or writer, using a computer, having a separate area, being able to leave the exam room for a personal reason/ break, and extra time.

Missed and Late Assessments

- You should always talk to your kaiako if you think you may not be able to hand in your mahi on time, as a new submission date may be discussed with them.
- If you think you might be eligible for an extension of time for an assessment you must make a formal written application on the **Missed Assessment Application Form** to avoid any confusion. An application must be made within 5 school days after the original assessment date or due date (see the PN if you are not back in Hokianga within 5 days).
- If you have been sick, you may require a medical certificate if you have been absent for more than three days. Extensions of time are normally considered for illness, accidental injury, bereavement (includes tangihanga) or official school trips.

- Remember that for most standards there is usually a second assessment opportunity available, and it may be more appropriate for you to complete the second assessment opportunity if you have missed the first rather than get an extension of time for the first one.
- Please be mindful that if you are assessed against a standard that a “Not Achieved” will be awarded if you have had adequate opportunity to be assessed but have failed to avail yourself of the opportunity to complete the assessment on time.

Further Assessment Opportunities

When you have not provided evidence of achievement for any grade from previously assessed work, **schools can offer a maximum of one further opportunity** for assessment of a standard within a year.

There are two types of further assessment opportunities:

- Resubmission, or
- An entirely new task (reassessment)

Resubmission and Reassessment

- A resubmission means that you will be given the opportunity to correct mistakes in your assessment that you can find on your own before any further teaching takes place. You are only given one resubmission opportunity and you can only gain the grade of Achieved, not Merit or Excellence.
- A reassessment means that the whole standard may be assessed for a second time, using a different assessment task from the first after further teaching has taken place.

Teachers must state in their course outline whether reassessment opportunities will be offered for each internal standard.

AFTER ASSESSMENT

- You and your kaiako check that the reported grades are accurate.
- You sign off that you understand and accept what grades you have been awarded by each kaiako. Note: There will be further assurance of grades when you sign off on the final hard copy at the end of Term 4, verifying your year’s results are correct.
- The Privacy Act 1993 must be observed.
- Students must not see other student’s results.
- You must verify your own results on a one-to-one basis with each of your kaiako.

Returning Assessments

Assessments may not be returned to you until all student work has been assessed and any difficulties (including authenticity issues) have been resolved.

When an assessment is returned to you, you must be given an opportunity and appropriate information (such as marking schedule) to check that the marking has been done correctly. On most

occasions when a marking anomaly is found the matter can be satisfactorily resolved between the kaiako and yourself.

If not, you have the right to appeal. If you indicate that you are going to appeal a grade, then the work must not be allowed out of the supervision of the kaiako. The Appeal Form will be completed.

When assessments are returned to you all reasonable effort must be made to keep your results **confidential**.

Appeals

If you don't agree with a grade awarded for an internal assessment you may appeal that decision.

- Firstly, talk it over with your Kaiako. If it is a simple recording mistake, get them to check their records, the assessment, and the assessment cover sheet.
- If you still don't agree, get an "Internal Assessment Appeal" form from the Principal's Nominee within five days of return of the assessed work. An outside expert may be asked to verify the assessment decision.
- If an error is discovered or a new grade is awarded, a correction will be made on the school's database and sent to NZQA.
- Grade appeals from the Principal's Nominee's classes will go directly to the Principal.

You may also apply for a review or reconsideration of your externally assessed grades when they are available in mid January. See [Reviews and reconsiderations » NZQA](#) and talk to Miss Erin (Principal's Nominee) for more information.

Appealing Breaches of the Rules:

You have the right to appeal decisions regarding breaches of the rules. You will need to approach the Principal's Nominee in the first instance. The Principal's Nominee will collect all relevant evidence which will go to the Principal who will decide the matter. This may involve consultation with yourself, your subject teacher and your family/ whānau.

GENERAL

Learner login

Students can access a range of information through their NZQA learner login. Students can register at the following URL address: [Log in to NZQA](#)

School Awards

In addition to national qualifications students can work towards school awards such as Top Achievement in their year level. These awards are calculated from marks or grades awarded for assessments on an agreed assessment schedule. For a full list of school awards see the prize-giving display in the school office or see your pastoral teacher.

What is Academic Counselling?

Our secondary teachers are all academic counsellors. You will be allocated one at the beginning of each year.

- They will discuss with you about your interests, hopes and aspirations, future career and life goals and help you choose subjects, standards and other courses which will help you achieve your goals.
- They can assist you with goal setting throughout the year and help you overcome any issues which might arise.
- They will help you track your NCEA progress and keep a record of your academic counselling so that other people such as your whānau and subject teachers can also help you with your academic progress.
- You can also request academic counselling from another staff member at Opononi Area School you would like to ask for help.
- At least twice a year your whānau can come into the school during scheduled Parent Student Teacher Interviews (Learning Connections). If you would like them to come in at other times, they are very welcome, and you can make additional appointments with your pastoral teacher and/or subject teachers.

How else will my whānau know how I am going in NCEA?

- All students and their families will receive progress reports in Terms 2 and 4.
- Both reports focus on learning behaviours, progress, and achievement, and include subject and pastoral teacher comments, attendance data, and NCEA results to date.
- We have our KAMAR Portal for whānau to be able to check student progress via the internet. A link to this is on our [school website](#), and your login details can be accessed via your pastoral teachers.
- Students new to NCEA will be provided with a login to NZQA to access their results. Year 12 and 13 students should have these. See your pastoral teachers if you can't access NZQA.

How do I find out and track my results?

You will be given a course outline for each subject you take at school so that you can discuss with your teacher and decide which standards you will enter. Your Assessment statement will tell you when you will be assessed for each of these.

Each term the assessment dates for your courses will be collated into one document. This will be posted in your classrooms and a hard copy sent to your whānau.

The Process at School using Kamar

- As you complete each standard, the results are marked by your teacher and then verified/checked by a subject specialist from another school.
- Once verified they will give you back your assessment with the results and enter your marks on KAMAR. This information will now show on the Kamar parent portal.
- Once this has happened you should check that the grade you have been awarded is the grade you expected to get in case a mistake has been made (see under "Return of assessments, and Appeals" for what to do if you think there has been a mistake).
- When the Principal's nominee sends the next file to NZQA (usually on the first day of each month), your results will then also show up on your Academic Record when you login to NZQA with your NSN number.
- You can also ask your pastoral teacher to show you your NCEA progress on Kamar.

The KAMAR Student Portal

- Our student/Whānau KAMAR Portal is open and you are able to log directly into the school KAMAR website to check your results.
- Go to the [Opononi Area School](#) website and click on the Student/ Parent portal.
- Students will have their own username and password. Whānau are to use these to login. Whānau can ask the front office for their own whānau password to check their student's progress.
- Please be aware that there is delay between the completion of assessments and the results showing on KAMAR as teachers must get student work and grades verified by another subject expert. Teachers do endeavour to complete this process in a timely manner but sometimes this may take longer if the work is to be sent away to another school or if agreement cannot be reached and another verifier is sought for a second opinion.
- Also note results are downloaded and sent once a month to NZQA on the first of the month. This causes some delay with results appearing in Kamar but not yet in NZQA.

Results on the NZQA website

- You can access your results any time by logging onto www.nzqa.govt.nz/login. You will need your NSN number and your password. If you have any trouble doing this see your pastoral teacher for help. There are instructions on the NZQA login page for registering for the first time or if you have forgotten your password.
- You will be able to see the following when you log in to NZQA:
 - Your personal details including postal address
 - Your external assessments and when they are due/ happening
 - Results of internal assessments (sent monthly)
 - Results of external assessments (in January)
 - New Zealand Scholarship examination results (in February)
 - NCEA Certificates and endorsements achieved
 - University Entrance if achieved
 - Your School Results Summary (SRS) which lists the results for all the standards you have entered including Not Achieved.
 - Your Record of Achievement (RoA) showing all the standards and qualifications you have achieved (does not include Not Achieved) including Vocational Pathways Awards and University Entrance.
- End of year results are no longer posted unless you make a request for an official copy of your Record of Achievement. You are entitled to one free NCEA or UE certificate per year.