



Northland College

Student Success is the Only Option
“What’s in your kete?”

Senior Student Assessment Handbook 2018

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

Tēna koutou katoa!

Welcome to 2018 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 Teacher, Whanau Teacher, Mr Peters the Academic Dean, or Mrs Wright (Careers, E-Learning Dean, Star and Gateway) 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 when you attack your NCEA course this year. No reira, kia kaha koe!

*Ko te manu e kai ana i te miro, nōna te ngahere
Ko te manu e kai ana i te mātauranga, nōna te ao.*

*The bird that partakes of the miro berry reigns in the forest
The bird that partakes of education reigns in the world.*

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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 these (refer to the NZQA website for more details <http://www.nzqa.govt.nz/qualifications-standards/qualifications/>)
 - Eg. NCEA
 - National Certificate in Introductory Agricultural Skills
 - National Certificate in Hospitality (Foundation Skills)

What is NCEA?

- NCEA stands for the National Certificate in Educational Achievement.
- It is the main qualification for New Zealand secondary students.
- It comes in three levels on the New Zealand Qualifications Framework, Level 1, Level 2 and Level 3.
- Students usually work through NCEA from years 11 to 13.
- NCEA involves both Unit Standards and Achievement Standards.
- NCEA also involves a mix of internally assessed standards and externally assessed standards. See more under “How is my work assessed?”

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 80 credits. At levels 2 and 3, 20 of these 80 credits can be from any level.
- 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 a minimum of 10 credits in literacy and 10 credits in numeracy. The literacy and numeracy requirements can count towards every NCEA qualification (ie they only need to be achieved once)

NCEA Level	Requirements
Level 1	80 credits at any level (1, 2, 3, 4 or 5) including 10 Literacy and 10 numeracy credits
Level 2	60 credits at Level 2 or above PLUS 20 credits from any level also including 10 Literacy and 10 Numeracy Credits
Level 3	60 credits at Level 3 or above PLUS 20 credits from any level also including 10 Literacy and 10 Numeracy Credits

How do I achieve standards?

Timetabled School Subjects

When you choose a subject at school, the work that you do will be assessed against a set of standards which are listed in that subjects Course Outline and Assessment Statement (see further details below under Assessment Practices).

Other Courses such as Gateway and Star Courses

At Northland College you may have the opportunity to participate in other vocational courses such as Small Motor Mechanics, Fencing or Flight Attending. These courses are often assessed by Unit Standards which can count towards your NCEA. See Mrs Wright for more details of these.

Multi-Level study

Most Year 11 students start at Level 1, and progress to Level 2 in Year 12, and Level 3 in Year 13. At Northland College some students may study a mix of standards at different levels. For example, a Year 12 student may do most courses at Level 2, but start a new course at Level 1 or study another course at Level 3 because they are good at it. Students can also study courses

with standards that are assessed at more than one level. For example, a Mathematics Year 12 course may contain both Level 1 and Level 2 standards.

Literacy and Numeracy

There are a number of specified standards across a range of curriculum subjects that students can be assessed against to earn the literacy and numeracy credits that they need. For both Level 1 Numeracy and Literacy you must get 10 credits from qualifying Achievement Standards or 10 credits from the qualifying Unit Standards. You cannot mix and match your 10 credits from Achievement Standards and Unit Standards for Level 1 Numeracy or Literacy. Refer to the Course outlines and assessment statements to see which standards count towards your literacy and Numeracy.

How do I get a Subject or Course Endorsement?

NCEA can be endorsed with Merit or Excellence to reflect high achievement. There are two types of endorsement:

Course Endorsement:

- 14 or more credits at excellence for an Excellence Endorsement and 14 or more credits at merit or a mix of excellence and merit for a Merit Endorsement.
- Standards towards a Course Endorsement must be completed in a single year.
- At least 3 of the credits that contribute to Course Endorsement must be from externally assessed standards and at least 3 of the credits that contribute to Course Endorsement must be from internally assessed standards (except where specifically exempted by NZQA eg Physical Education and Visual Arts courses)

Certificate Endorsement

- 50 or more credits gained at excellence for excellence endorsement, 50 or more credits gained at merit or a mix of merit and excellence for a merit endorsement.
- Standards towards a Certificate Endorsement can be completed over a number of years.
- Certificate endorsement is calculated in January each year on the release of external results. Only the highest level certificate awarded can be endorsed unless students:
 - achieve more than one level NCEA certificate in a single year e.g. a Year 11 student doing multi-level study may achieve both a Level 1 and a Level 2 certificate in the one year and have them endorsed
 - in addition to meeting the requirements of a higher level certificate endorsement they have achieved sufficient credits from a lower level to be able to endorse the lower level certificate e.g. a student may be working at both Levels 2 and 3 and achieve enough Level 2 Excellence credits to upgrade their Level 2 Merit endorsement to Excellence. The student will need to contact NZQA to have the lower level certificate upgraded.

Note further information on the rules for Certificate and Course Endorsements can be found on the NZQA website under Assessment (including Examination) Rules for Schools with Consent to Assess 2016, 8.1 Award of Certificates at <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2016/8/1/>

How do I gain University Entrance?

In order to gain University Entrance you will need to get:

- NCEA Level 3
- At least 14 credits in at least three approved University Entrance Subjects (The list is in the Curriculum Handbook)
- University Entrance literacy made up of 5 credits in UE reading and 5 credits in UE Writing (Refer to the Curriculum Handbook for standards that count for UE reading and writing)
- Numeracy 10 numeracy credits at level 1 or above from either Achievement standards or Unit Standards as per under NCEA section.
- [University Entrance » NZQA](#)

How do I get Scholarship in a Subject?

In addition to the regular NCEA external examinations, students may also enter scholarship exams. These are held during the same period as the regular NCEA subject external standard exams.

From the NZQA website -"New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling. New Zealand Scholarship examinations enable candidates to be assessed against challenging standards, and are demanding for the most able candidates in each subject.

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."

There are monetary awards to reward success in NZQA Scholarship exams. For a list of these please refer to the [NZQA website](#).

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](#).

What are Vocational Pathways Awards?

Youth Guarantee is an initiative which provides senior students with more options and choices for gaining 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 pathways 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.

How do I gain other qualifications?

Credits gained towards your NCEA can also count towards other qualifications. For example standards in the domain General Agriculture might be used towards Level 2 NCEA as well as towards the National Certificate in Agriculture Level 2 (Introductory Skills).

Assessment Practice and Rules

How is my work assessed?

Standard-based assessment overview

- 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 and possibly other NZQF qualifications.
- Students can also gain merit or excellence grades for Achievement standards and some Unit Standards. There are clearly outlined criteria (or standards to be reached) for the award of merit or excellence in each Achievement standard or Unit Standard where grades can be awarded.
- 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 standard.
- This evidence may include but is not limited to:
 - written evidence such as research reports, essays and written tests;
 - performances such as drama productions, dance and musical performances;
 - oral presentations such as speeches and power points;
 - video evidence such as film and animations.
 - portfolios of work such as for design , photography and painting

Internal vs External Assessment

Assessment is either external or internal.

- Internal assessment is carried out throughout the year and is usually assessed by your teacher or other teachers at Northland College.
- Internal assessment often assesses skills which cannot be easily assessed via a written examination such as practical experiments, building something, student driven research, doing a presentation, speech or performance.
- The externally assessed standards are assessed by independent subject experts in the end of year NZQA exams, the 19th September MCAT Level 1 Mathematics exam and the Externally Assessed Arts Portfolios.
- 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 eg. Visual Arts.

External Examinations

External Examinations (except MCAT on the 19th September, 2017) 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. Sometimes you will have 3 standards in that 3 hours but more usually you will only have 1 or 2. Every student across the country does the same examination papers at the same time under the same conditions.

Timetabled Subject Courses at Northland College

All of your teachers will give you the following information:

- a) A course outline
 - This will tell you some information about the course such as a course description, the topics covered, where the subject may lead, what standards make up the course of study, which standards contribute to your Numeracy and Literacy totals and which standards will contribute to NCEA and subject endorsement.
 - The outline will also tell you how many internal and external standards are available and how many credits the course is worth.
 - Be aware that sometimes there is a range of standards offered within a course and you will choose which standards to enter in consultation with your kaiako. You may not be expected to complete all of the standards offered to choose from within a course. You are expected to enter at least 16 credits worth of standards per subject (Level 1) and at least 14 credits worth of standards per subject (Level 2 and 3).
- b) A detailed assessment statement for each subject.
 - The statement will tell you the standard number, title, version, level and number of credits for each standard as well as the mode of assessment, when your assessments will take place, what further assessment opportunities there will be, how course endorsement will be calculated, and which standards count towards Level 1 literacy/numeracy, UE Reading/Writing and are approved for UE.
 - Please ensure you know when all of your assessments are.

Most timetabled subject courses are taught and assessed by your teacher. Trades Academy courses are taught by your tutor in conjunction with tutors from outside providers eg. North Tec for the Hospitality Academy and Telford for the Agriculture Academy. Most of the standards offered by the Trades Academies are assessed by the outside provider.

Other Courses such as Gateway and Star Courses

These courses are often assessed by Unit Standards which can count towards your NCEA. They are usually taught and assessed by an outside provider. You will be informed as to which standards you will be assessed against when you sign up for the course. See Mrs Wright for more details of these.

Do I need to apply for Special Assessment Conditions?

- If you have a difficulty which may affect your grade for NCEA assessment you may apply for special assessment conditions. NZQA grants entitlement to Special Assessment Conditions (SAC) so that approved candidates may be fairly assessed and have access to assessment for National Qualifications. 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 Clare. 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/writer, using a computer, having a separate area, being able to leave the exam room for a personal reason/break, extra time.

What is Academic Counselling?

Your whanau teachers are your academic counsellors.

- They will discuss with 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. Sometimes they will keep record of your academic counselling on Kamar so that other people such as your whanau and subject teachers can also help you with your academic progress.
- You can also ask for academic counselling from your whanau, dean, Mrs Wright or any other staff at Northland College you would like to ask for help.
- At least twice a year your whanau can come into the school during scheduled Parent Student Teacher Interviews (PSTs) for Academic Counselling. If you would like them to come in at other times they are very welcome and you can make additional appointments with your whanau teacher and/or dean.

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

- All students and their families will receive progress reports in Terms 1, 2 and 3.
- The Term 1 report focuses on learning behaviours whole the Term 2 and 3 reports include subject and whanau teacher comments and NCEA results to date.
- In 2017 the KAMAR Portal will be launched for STUDENTS whanau to be able to check student progress via the internet.
- Students new to NCEA will be provided with a login to NZQA during 2016 to access their results. Year 12 students should have these. See Mrs Sutherland 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.

The Process at School using Kamar

- As you complete each standard, the results are marked by your teacher and then they will get somebody else to verify their marks.
- Once they have had their marks verified they will give you back your assessment with the results (they are quite likely to collect this back up to keep for authenticity/moderation purposes) and enter your marks on KAMAR (Your results will now show under the Academic Entries pages on KAMAR in brackets or on your Student>Profile>Markbook page in the Achieved Entered column).
- Somebody else in the school will then check these marks and publish them to KAMAR so that they will now show in your Student>Academic>NCEA KAMAR page and in the Achieved Published column of your Student>Profile>Markbook page).
- 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 "What do I do if I don't agree with a decision I have got for an Internal Assessment?" 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 logon to NZQA with your NSN number.
- You can also ask your Whanau teacher to show you your Student>Profile>Markbook page KAMAR for a summary of how you are going in each subject or you can get them to show you your Student>Academic>Entries page so that you can see where you are at with each standard.

The KAMAR Student Portal

- Now the student/Whanau KAMAR Portal is open are able to log directly onto the school KAMAR website to check your results.
- Go to the NCEA page of the School website under curriculum to do this or click on this link: <https://portal.northlandcollege.school.nz/student/>
- Students will have their own username and password. Whanau are to use these to login. Whanau can ask the front office for their own whanau 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 awarded verified by another subject expert. Teachers will endeavor 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. Results are

downloaded in a special file and sent once a month to NZQA on the first of the month and so this may also account for a delay in the results appearing on the NZQA website for results which are showing on the KAMAR portal but not on NZQAs.

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 whanau teacher for help. There are instructions on the NZQA login page for if you have not logged in before or have forgotten your password.
- You will be able to see the following when you log in to NZQA:
 - Results of internal assessments once they have been marked, verified, entered on Kamar and sent to NZQA on the first day of each month
 - Results of external assessment in January
 - New Zealand Scholarship examination results in February
 - University Entrance if achieved
 - NCEA Certificates and endorsements
 - Your School Results Summary (SRS) which lists the results for all the standards you have entered including Not Achieved.
 - Your record of Achievement showing all of 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, provided you have paid the relevant NCEA fee.

The **NCEA APP** for phones and tablets has been developed by NZQA to help student track their own progress towards NCEA.

Who else gets to see my results?

- Your kaiako
- School staff with access to the school NZQA data eg Principal, Principal's Nominee, Other teachers in the school, Data Administrators.
- Your whanau via your reports and Parent Student Teacher meetings.
- In January 2016, NZQA will send all Level 2, Level 3 and University Entrance results (authorised for release) to all New Zealand universities and some polytechnics. If you do not want this to happen you must tell your school. This helps these institutions to process pre-enrolments.

Who else gets to see my work?

- Other students where your assessment is a type of presentation or performance in front of other students.
- Other kaiako in the school for verification and moderation purposes.
- External moderators appointed by NZQA.
- A teacher must ask your permission to use samples of your work as exemplars to guide future students. They must ensure that your work remains anonymous if you ask them to do so.

What happens to my assessed work?

- Your teacher 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 (there are many stories of students who have not done this throughout the world who live to regret it later due to processing errors!)
- A copy of all assessment work including art boards must be kept by the school for up to a year in case they are required for external moderation.

Do I have to do all the work?

- As already mentioned it may not be appropriate for you to do all of the standards offered within a subject or course and your subject teacher and whanau can help you choose the best standards for you.

- If you are being assessed for a particular standard, you must do all parts of the assessment required by your teacher in order to get a grade.
- Your teacher may also collect other evidence to determine your grade such as:
 - Milestone checkpoint
 - Earlier redrafts you have done
 - Diaries of reflections
 - Your workbook, portfolio, research notes, checklists
 - A student interview

What is the process for completing and handing in work?

- Some assessments are completed in class time under test conditions and these 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 how long you have to complete the assessment and when it is due in.
- Your assessment material must be handed in by the deadline date in order to achieve the grade. 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.
- For some longer assessments it is appropriate that **milestones** are included throughout the assessment period so that both you and your kaiako can get feedback and feedforward before the official due date. If you fail to meet these milestones 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, via some sort of presentation or physical test or digitally via email or a google app or any other format considered appropriate and requested by your kaiako.

What happens if I don't hand my assessment in on time?

- 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 Extension Request 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 Kaikohe 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.

What if I miss an assessment?

- You can apply to your kaiako for a new assessment time or an extension as outlined above.
- Sometimes, however, it is not appropriate or possible, particularly where the assessment opportunity is offered by an external provider.

What is the difference between a resubmission and a 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.
- 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.

Can I get a better mark if I hand my work in again?

- Only if it was a resubmission and you have corrected your mistakes yourself before further teaching.
- You cannot use the same work for a reassessment.

What are the rules around the reassessment opportunity?

- Standards which have reassessment opportunities are identified in the Course Assessment Statements.
- You can only be offered a total of two assessment opportunities per standard in one year.
- The reassessment opportunity where offered will be a new task from the first one., and follow further teaching.
- You will be awarded the highest grade you have achieved over both opportunities.
- If you do not sit the reassessment when it is offered without a good reason, another will not be offered.

Can I withdraw from a standard I have entered?

- You may withdraw from a standard you have entered with permission of your kaiako and whanau.
- You must withdraw from the standard before starting the internal assessment or by the final date for withdrawing from externals.
- If you have attempted the assessment, you must receive a grade for your work. The NZQA rules say “A 'Not Achieved' must be reported for a student who has had an adequate opportunity to be assessed but has failed to avail themselves of this opportunity.”

What happens if I want to change subjects?

- Firstly discuss any changes you want to make with your whanau teacher, your whanau and Mrs Wright, the careers counsellor.
- Then, if you still want to change subjects, make an appointment with your Academic Dean to discuss the proposed change.
- Sometimes it is not possible to change subjects due to timetabling constraints or the class you would like to join already being full.
- Sometimes it will be too far into the course for you to make a successful change of subjects.
- Your Academic Dean is responsible for making the final decision after consultation with subject teachers involved.

What does “the work must be my own” mean?

You will be required to verify, in writing, that the work that you present for assessment is your own.

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 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 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 is not acceptable behaviour during exams and internal assessments?

The following are not acceptable behaviour during an assessment and are a breach of the assessment rules:

- Failure to follow instructions
- Talking to others during an individual assessment
- The use of electronic devices without your kaiako’s permission
- Influencing/assisting/hindering candidates or disrupting the examination
- Inappropriately helping another student with their work
- Let someone else copy your work
- Dishonest practice by a candidate
- Impersonating another candidate

What happens if I breach the assessment rules?

- 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 of the unacceptable behaviour during an assessment described above, 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.

What do I do if I don't agree with a decision I have got for an Internal Assessment?

- 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, go to the Head of Learning for that subject.
- 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.

How might the Derived Grade Exams count towards my NCEA?

- Practice exams are held in Terms 2 and 4.
- They give you important practice opportunity 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.
- No derived grade will be awarded unless the school has evidence for that standard

What are the rules for External Exams?

- Follow all instructions of any supervisor.
- All work you hand in for marking must be your own.
- You may only have an approved calculator in the exam room which has had its memory cleared and checked.
- You are not allowed to have the following in the exam room:
 - An electronic device* unless it is switched off and inside the emergency evacuation pack.
 - Any paper – except for your Admission Slip.
- In an exam you are not allowed to:
 - Talk to, communicate with or disturb other candidates
 - Copy another candidate's work
 - Communicate with the marker, including writing or drawing anything that could be viewed as offensive
 - Leave the exam room within the first 45 minutes or the last 15 minutes of the exam
 - Touch or open any emergency evacuation pack without the permission of a supervisor.

If you break any examination rules NZQA will investigate and may cancel your results.

Further Information will be available in separate document for students about the NZQA External Exams in Term 4.

What happens if I miss an external exam or have a valid reason why I am unable to complete the exam to the best of my ability?

- Download a derived grade application form from the NZQA website (www.nzqa.govt.nz/assets/ncea/derived-grade-app.doc) or collect one from your school before proceeding.
- Take this form when you are consulting with a medical practitioner, counsellor or relevant agency. The school cannot process your application without the sections appropriate to your application being completed.
- **Due date:** derived grade applications are made through your school's Principal's Nominee. So that the application can be submitted by the closing date, the completed application forms must be given to your Principal's Nominee by:
 - Level 1 Visual Arts **18 October** Level 2 Visual Arts **25 October**, Level 3 Visual Arts **2 November**
 - **9 December** for standards assessed in NZQA external **examination sessions**.
- The school can only submit a **grade** for you if this has been derived from standard specific evidence from a valid assessment eg. school practice examination or an end of topic test. Check with your Principal's Nominee if you are unsure about this.

- For approved applications the derived grade(s) submitted by the school will appear on your results notice when these are released in January.
- Should your application be declined, you will be informed in writing by NZQA.

How do I apply for a review and/or reconsideration for External Exams

Your marked answer booklets will be returned in late January. If you believe you have been:

- Awarded an incorrect grade due to a processing error you can request a review of your grade.
- Awarded an incorrect grade due to an error in marking you can request a reconsideration/remark.

Please see the Principal's Nominee, Mrs Sutherland, if you wish to request a review or reconsideration of your grade.

Please take your answer booklets for your external entries in to show your teacher. This will give them valuable feedback for teaching future students.

NOTICE TO ALL SENIOR PUPILS NCEA Fees for 2018

Students must pay their fees to have their results recorded on their Record of Achievement, and to receive certificates.

\$76.70 is the fee for students who do not qualify for Financial Assistance.

If your caregiver has a Community Service Card then all you pay is \$20.00. If there are more than 2 or more sitting NCEA in 2018, then the most your caregivers would pay is \$30.00

Spare application forms are at the student centre

ENTRY FEES ARE TO BE PAID TO THE STUDENT CENTRE BY 25TH AUGUST 2018

After the 25th of August, 2018, NZQA Fees can be paid to directly to NZQA using the Form on the following page.

Fees paid after the 1st of December will attract a late fee of \$50.00.

Acknowledgements

Thank you to NZQA for assistance in preparing this Student Booklet- always refer for up to date information to:
<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/>