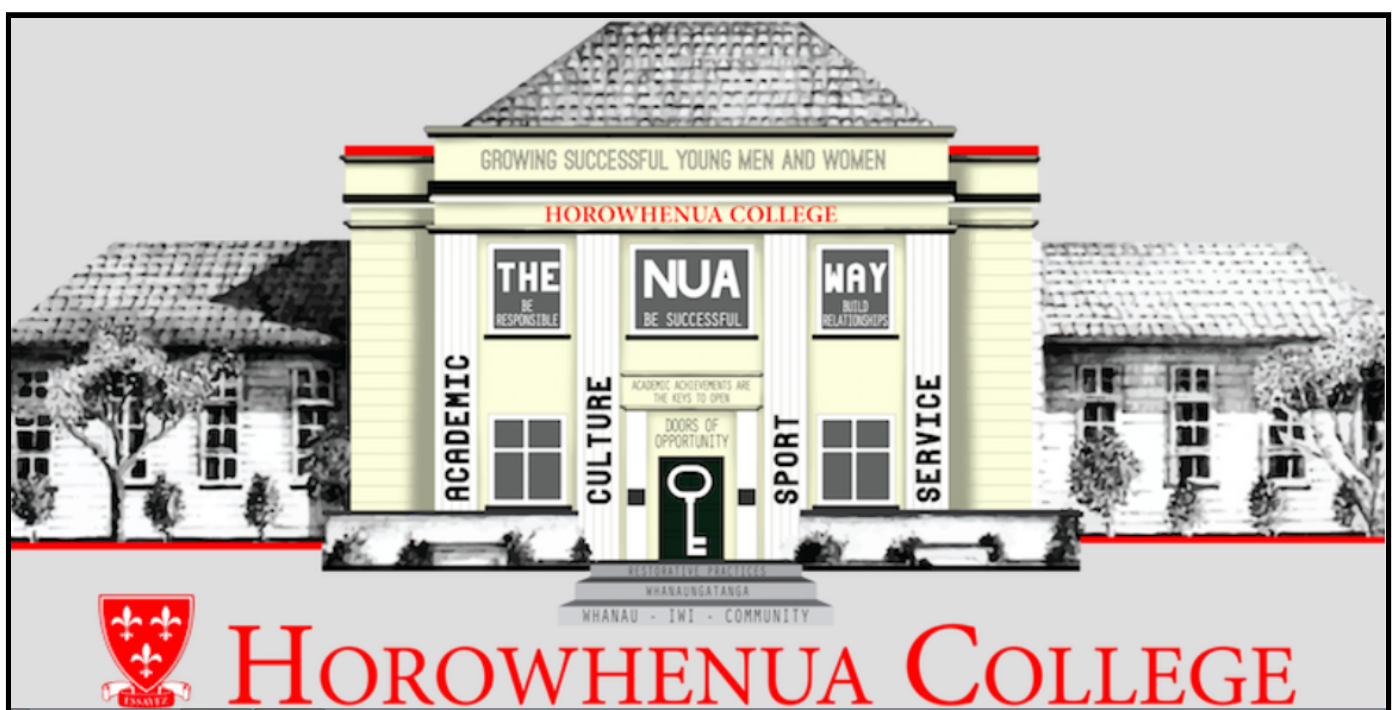




HOROWHENUA COLLEGE
SUCCESS FOR ALL STUDENTS

NCEA Student Handbook 2021



National Certificates of Educational Achievement

New Zealand's National Certificates of Educational Achievement (NCEA) are national qualifications for senior secondary school students. NCEA challenges students of all abilities in all learning areas, and shows credits and grades for separate skills and knowledge. It enables students to gain credits from both traditional school curriculum areas and alternative programmes. NCEA and other national certificates are recognised by employers and used as the benchmark for selection by universities and polytechnics. NCEA is also readily accepted overseas, including by universities. When applying for employment, prospective employees can create a summary of their results from their Record of Achievement.

Videos explaining NCEA in both English and Te Reo Māori can be found by following this link:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/how-ncea-works-2/>

How Does An NCEA Qualification Work?

Each year, students study a number of courses or subjects. In each subject, skills and knowledge are assessed against a number of standards. For example a Mathematics standard could be: *'Apply numeric reasoning in solving problems'* which would be worth 4 credits. Schools use a range of internal and external assessments to measure how well students meet these standards.

When a student gains a standard, they gain a number of credits. Students must achieve a certain number of credits to gain an NCEA certificate. There are three levels of NCEA certificate, depending on the difficulty of the standards achieved. In general, students work through levels 1 to 3 in Years 11 to 13 at school. Many students take more than a year to complete a level.

Students are recognised for high achievement at each level by gaining NCEA with Merit or NCEA with Excellence. High achievement in a course is also recognised using a Course Endorsement with Achieved, Merit or Excellence in a course (or subject).

The New Zealand Qualifications Authority (NZQA) have a formal quality assurance process to ensure that the assessment of each standard is fair across all students. This process includes moderation and assessment system checks.

You can download information about NCEA, types of assessment and assessment processes from:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea>

Requirements for NCEA Level 1

- 80 credits are required at any level (level 1, 2 or 3) including literacy and numeracy.

The Level 1 literacy and numeracy requirements must also be met.

Requirements for NCEA Level 2

- 60 credits at level 2 or above + 20 credits from any level

The Level 1 literacy and numeracy requirements must also be met.

Requirements for NCEA Level 3

- 60 credits at level 3 or above + 20 credits from level 2 or above

The Level 1 literacy and numeracy requirements must also be met.

Level 1 Literacy and Numeracy Requirements

The Level 1 literacy and numeracy requirements must be met to achieve NCEA Level 1, Level 2 and NCEA Level 3. The literacy and numeracy requirements for NCEA Level 1 are:

Literacy requirement:

- 10 Credits available through a range of subjects

Numeracy requirement

- 10 Credits available through Mathematics and some other subjects

University Entrance Requirements

[Note: this is General University Entrance, you will need to investigate course specific entry requirements as they will be additional to this]

★ NCEA Level 3

★ 3 approved subjects - at **Level 3 or above**, made up of:

- 14 credits each, in three approved subjects

★ Literacy - 10 credits at **Level 2 or above** made up of:

- 5 credits in reading
- 5 credits in writing
- These credits are available through a range of subjects (not just English).

★ Numeracy - 10 credits at **Level 1 or above** (see requirements above)

Link to 2021 Approved Subjects:

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

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Course Endorsements award students for skills in specific subject areas. If you gain at least 14 credits in a subject, you will have that subject endorsed. If you have 14 or more credits at Merit or Excellence then the course will be endorsed with Merit or Excellence. At least three of the credits must be gained from an internally assessed standard and at least three of the credits must be gained from an externally assessed standard. Physical Education and Level 3 Visual Arts are excluded from this requirement.

Certificate Endorsement is awarded if you gain at least 50 credits with Merit or Excellence across the standards making up your NCEA certificate. If you earn 50 Merit or Excellence credits your certificate will be endorsed with Merit. If you earn 50 credits at Excellence Level your certificate will be endorsed with Excellence.

Important Information

Attendance:

- Attendance is linked to performance in NCEA.
- If you miss an assessment it may mean that you are not able to gain credits for that standard.

Authenticity:

- All work submitted for assessment must be your own work.
- You must not copy another student's work or submit work that you have copied from the internet or other sources eg newspapers, text books etc.
- The school has systems in place to check this and you may receive a NOT ACHIEVED grade for the Achievement/Unit Standard/s in question if you plagiarise.
- For any assessment done outside of normal test conditions you will be asked to sign an Authenticity Declaration.

External Assessments:

External Standards are assessed in one of two different ways:

- Projects/portfolios are completed in school but are sent to NZQA for marking.
- Students sit written examinations in November and December.

Derived Grades:

- A derived grade is available to students who are entered for an externally assessed standard and for an approved reason (e.g. illness or bereavement) are unable to attend an NZQA external examination session(s) or whose performance is impaired in preparing for, or during, an examination session(s).
- Students who wish to apply for a derived grade should see the Principal's Nominee
- The grade you receive will be based on your achievement in the Derived Grade Exam for the Achievement Standard – These may be held in the Term 3 Assessment Week or at a later date set by your teacher. It is important that you revise thoroughly for these exams

Special Assessment Conditions (SAC):

- If you have a long term physical disability or medical condition, sight or hearing impairment, or significant reading or writing difficulty you may be eligible for special assessment conditions
- These can include: extra time, a person to act as a reader and/or writer, separate accommodation or use of a computer
- SAC requests are processed during Term 1 and 2. If an issue arises during the year we can put in a late application

Misconduct:

Misconduct occurs when a student:

- Behaves disruptively during an assessment
- Submits work for marking which is not their own, or uses resources belonging to another student during the assessment
- Knowingly provides another student with information or work that the student then submits as their own.

Misconduct in **Internal Assessments** are treated seriously and all incidents are reported to the Principal's Nominee and may result in students not being awarded credits

Incidents in **NCEA External Exams** are reported directly to NZQA and may result in Not Achieved grades for the exam session or even for all exam sessions.

Retention of Student Internal Assessments:

- Your internal assessment material will be retained by each Faculty until it is no longer required for moderation purposes

Frequently Asked Questions:

What if I need an extension to a deadline?

- Extensions can be granted in special circumstances
- Extension dates must be requested at least 48 hours before the deadline using the Horowhenua College [Extension Request form](#)
- Students who receive an extension will be notified in writing of the new deadline.

Please note: A family holiday during school time does not qualify for an extension.

- You are expected to complete any written assessments before you go.
- If you miss a practical assessment or a field trip related to an assessment you will be awarded a SNA grade (Standard Not Attempted)

What if I miss an assessment?

- If a student misses an assessment they may not be credited with having achieved that standard
- It may, in some instances, be possible to assess the standard at a later date

What if I do not achieve a standard?

- Some courses may offer a further assessment opportunity for an internally assessed standard
- There is no further assessment for externally assessed standards

What is the difference between a reassessment and a resubmission

- A **resubmission** can be offered by the teacher to clarify a minor error or misunderstanding. As of 2021 resubmissions can only be offered if the minor correction will result in the grade changing from Not Achieved to Achieved. No further teaching or learning can take place between an assessment and the offer of a resubmission.
- A **reassessment** is a new task, or the same task in a different context. A school may decide to offer a reassessment but must ensure that further learning has taken place before the reassessment can occur.

What happens if I do not agree with the grade I have been awarded?

- Students may appeal their grades – You have **1 week** after receiving your result to lodge an appeal
- Students unhappy with their grade should discuss the matter with their teacher
- You can apply for an appeal by filling in the Horowhenua College [Appeal Request form](#)
- Signing off a grade ends the right to appeal

What if I want to withdraw from a standard?

- Initially students will be entered for all of the standards outlined in their course
- During the year students will be able discuss with the teachers which standards they enter
- You can check your entries with your teacher at any time

What information about my assessments can I expect to be given in class?

- Typically you can expect to receive access to: a list of the Achievement/Unit Standards in the subject, how and when they will be assessed, and the criteria for meeting each grade available.

How can I check my grades?

- You can check your entries and results on the NZQA website through the Learner Login, this area can also be used to order your certificates in the following year.
- You will need to register yourself and remember your password: <http://www.nzqa.govt.nz/login/>
- You can check your progress and entries along with all your other details through the school KAMAR portal site. There is a parent login and a student login for each student.

Horowhenua College:
Application for Extension

Fill in the top section, attach appropriate letters or certificates and hand to your subject teacher. They will inform you of the decision made, and file this with your work.

Name:	
Whānau class:	
Date of application:	
Subject & name of teacher:	
Standard number and title:	
Type of assessment (practical, assignment, test, etc)	
Date of assessment or due date:	
Reason for missing assessment: (Delete as appropriate)	<p>Illness (medical certificate may be required: letter from home attached)</p> <p>Family / personal trauma / exceptional circumstances: documentation must be attached (eg letter from parents, counsellor, or from form teacher / dean)</p> <p>Multiple assessments due around the same time</p> <p>Sporting / cultural activity: (signature of the teacher in charge is required).</p>
Decision by HOF / Principal's nominee:	<p>Extension granted. New due date is:</p> <p>New assessment date granted. New date is:</p> <p>Application denied. Reason:</p>

The reason for this decision has been explained to me and I accept the decision.

Student signature

Date

Staff member signature

Date:

Horowhenua College: Internal Assessment Grade Appeal Application Form

Name:		Whānau:	
Date of Application:			
Subject:	AS/US Number		Teacher:
Reason for Appeal: I have discussed my issue with my subject teacher in the first instance. I would like the HOF/Principal's Nominee to reconsider my case. My reasons for this request are: (please explain, using an extra sheet if needed)			
HOF/PN's Decision:			
Signed:		Date:	