



STUDENT NCEA AND ASSESSMENT HANDBOOK 2022

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The information in this handout applies to NCEA standards, internal assessments, and preparation for external assessments.

All student data and work is covered by the Privacy Act.

Understanding NCEA

NCEA is the main qualification for New Zealand secondary school students. There are three levels of NCEA; level 1, 2 and 3. You need to gain a total of 80 credits to achieve your NCEA Level 1, 2 or 3. You can gain these credits by being assessed against standards. Standards assess different areas of knowledge and skills within each subject.

There are two types of NCEA standards:

- Achievement standards – these are based on the New Zealand Curriculum
- Unit standards – these are competency based

How are standards achieved?

You can gain credits by showing that you know something or can do something. For example, the Level 1 standard 'Apply algebraic procedures in solving problems' will give you 4 credits when you are assessed against that standard and can show you have learned that skill.

Schools will use a range of internal and external assessments to measure how well students meet these standards. Some standards are internally assessed by teachers during the year. Other standards are assessed externally by NZQA at the end of the year e.g. in an exam or by a portfolio of work.

Internal Assessments

Internal assessment is when your work is assessed throughout the year by teachers at your school. Internal assessment can occur in a variety of ways such as a test, practical, field trip, assignment or portfolio. You will receive your results throughout the year.

External Assessments

External assessment is when your work is assessed by NZQA at the end of the year. You will receive your results for external assessments in January 2023. This includes your end-of-year examinations, the Mathematics Common Assessment Task (MCAT), and portfolios of work for some courses – for example, Visual Arts and Technology courses.

Assessment grades

The grades that you can earn depend on the type of standard being assessed.

For unit standards all grades may be available, but usually there are just two grades:

- Achieved (A) for meeting the criteria of the standard
- Not achieved (N) if a student does not meet the criteria of the standard. No credits are awarded.

For achievement standards, there are four grades:

- Achieved (A) for a satisfactory performance
- Merit (M) for very good performance
- Excellence (E) for outstanding performance
- Not achieved (N) if students do not meet the criteria of the standard. No credits are awarded.

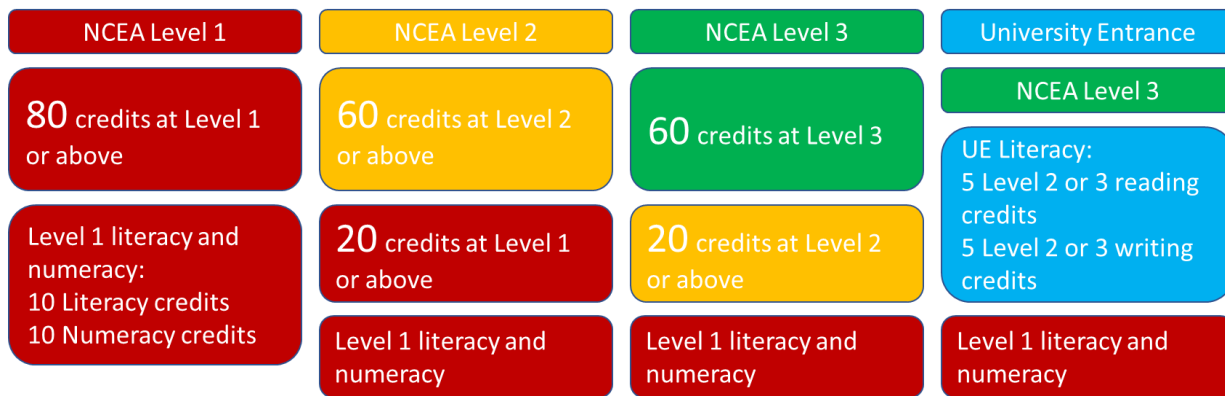
What happens if you don't achieve a standard?

Schools may allow students to have further assessment opportunities for internally assessed standards later in the year. Your teacher will let you know if a further assessment opportunity is available or not. You can have up to one further assessment per standard per year.

There is only one opportunity each year to achieve an externally assessed standard. Students who were sick at the time of the exams may apply for a derived grade for individual standards.

Achieving NCEA:

This diagram shows what you need to achieve NCEA at each level.



Further information

You can learn more about NCEA through a video on the NZQA website. The video is available in different languages.

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

The information above is taken from the NZQA website: <https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/nzqa-brochures/#heading2-0>. This information is available in different languages.

International students

International students taking NZQA subjects are bound by the same regulations as domestic students. The main difference is that International Students need to pay a fee to sit the NCEA qualification. Further information can be found by found this link <https://www.nzqa.govt.nz/audience-pages/international/>

Endorsements

There are two types of endorsements: subject and course endorsements.

Subject endorsements eg. Level 1 English with Excellence

Excellence endorsement: 14 or more Excellence credits with at least 3 credits from internals and at least 3 from externals, in a single year.

Merit endorsement: 14 or more Merit or Excellence credits with at least 3 credits from internals and at least 3 from externals, in a single year.

Achieved endorsement: 14 or more credits with at least 3 credits from internals and at least 3 from externals, in a single year.

Course endorsements eg. NCEA Level 1 with Merit

Excellence endorsement: 50 or more credits gained at Excellence level.

Merit endorsement: 50 or more credits gained at Merit or Excellence level.

Note you must gain the other NCEA requirements eg. 80 credits.

Your responsibilities

As a student you have responsibilities regarding your assessment and learning. You need to:

- Be ready for any assessment.
- Honour assessment conditions, including those for authenticity.
- Check that the assessment is marked appropriately, if practicable, and ensure that the correct results are recorded.
- Ensure entries to NCEA are accurate, and any withdrawals are submitted in time.
- Be familiar with procedures when things don't go to plan – further assessment opportunities, resubmission, missed assessments, appeals, derived grades.

Course outlines

You will receive a course outline for your subject. This will contain specific information about the standards and credits available to you, approximate timeline for assessment and type of assessment. This will also indicate which standards will count with literacy and numeracy. This will also show if there is a further assessment opportunity.

Course outline information is also available on SchoolPoint.

Where to find your results

You can view your results on the following platforms:

- Kamar portal
- NZQA

You can log into Kamar with your school login details. You will need your NSN number and to create an account to log into NZQA.

To create an account with NZQA:

1. Go to: <https://www.nzqa.govt.nz/learner-login/>
2. Click Create Account
3. Enter your email and create your login username and password
4. Complete your details online

Where to find NZQA resources

External exam timetable: <https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/national-secondary-examinations-timetable/>

Past exam papers: click on the subject, then level, and then filter for "all documents".

<https://www.nzqa.govt.nz/ncea/subjects/>

Internal exemplars: click on subject, then "Exemplars of student work". <https://www.nzqa.govt.nz/ncea/subjects/>

Missed assessments

It is your responsibility to communicate with your teacher if you know you will be away for an assessment for a genuine reason. If a student cannot hand in an assignment on time, then they must advise the teacher as soon as possible beforehand.

Valid reasons for requesting an extension of time or a new assessment date are:

- Sickness: a medical certificate or a note from a parent / caregiver must be supplied on the return to school
- Family trauma: a note from the parent / caregiver, guidance counsellor, Kaitiaki Aakonga or Whaanau Roopuu teacher must be supplied
- School sporting / cultural activity: the teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is valid only if you inform your teacher in advance of the assessment or due date.)

If you cannot do a group activity on the day, a phone message to the classroom teacher is requested before the assessment so that alternative group arrangements may be made, if practicable.

If there is a valid reason why you cannot complete an assessment on time, you may request a minor extension from your teacher. If you need to request an extension greater than one week, you will need to complete a 'Missed Assessment' application form and give this to your teacher. This form can be obtained from the student centre.

Requests for extension of time must be made as early as possible before the due date. Based on the information presented in the 'Missed Assessment' application, the Kaihautuu may decide to:

- Grant an extension.
- Set a new assessment date. Where this is not practicable, the Kaihautuu (or their delegate) may decide to use other valid evidence of student achievement to make a decision about giving the student a derived grade.
- Deny the application and award Not Achieved for the standard(s) concerned, if necessary. The decision of the Kaihautuu will be final.

No extension or new assessment date can be made for external assessments. If you suffered from a temporary illness, non-permanent disability or other traumatic event close to or during the external assessment, and which you believe has impaired your performance, you may apply for a derived grade in the affected external assessments by completing the appropriate form and lodging it with the Principal's Nominee.

Following an assessment

Moderation

To ensure that grade decisions for a standard are consistent within the school, and between other schools, a moderation system is used. Your teachers critique assessment materials before use, verify a sample of grade judgements and keep up to date with professional development to ensure that they consistently interpret the teaching, marking and moderation of assessments. National moderators also check samples of student work in every subject, to ensure consistency between other schools.

The moderation process will take 3 weeks if it is able to be completed within school, and longer if it needs to be completed outside of school.

Further assessment opportunity

A further assessment opportunity (FAO) is an opportunity for students to have a second attempt at an internal standard.

- A FAO occurs when a new assessment is provided for students after their first opportunity and after further learning has taken place.
- A maximum of 1 FAO may be offered. A FAO does not have to be offered. Students will be told before the assessment whether a FAO is available for a standard.
- If a FAO is offered, all students will have access to the FAO.
- The highest grade from either assessment will be awarded.

Resubmission

A resubmission is only available to a student under certain circumstances. A resubmission may be offered when a student can gain an Achieved grade, if they correct error(s) or omission(s) in their work in a short period of time.

- If a teacher judges a student has made a minor error or omission that they should be capable of discovering and correcting on their own. The result of a resubmission is limited to an Achieved grade. Merit and Excellence cannot be obtained through a resubmission.
- A resubmission must be limited to specific aspect(s) of the assessment and no more than one resubmission must be provided per assessment opportunity.
- If a resubmission is offered, it must take place before the teacher gives any feedback to the whole class (or any student) on the work done.
- Feedback to students prior to a resubmission must be general and not compromise the authenticity of the student's work and responses. Teachers should give only general advice. The teacher might say "your method is fine but there is a problem with your calculations...." However, the teacher would not say, "there is a problem with your use of brackets in this calculation."
- A resubmission can be offered after either the first or the second assessment opportunity or after both.

Authenticity

All work and ideas submitted for any assessment must be your own work, and only your work. It is your responsibility to:

- Keep drafts and working documents, and hand them in to your teacher, at milestones and checkpoints.
- Keep a record of all resources that you used, including hand-written plans and websites.
- Not share your work with others.
- Acknowledge the source of all material in your assignment citing whether it is from text, digital material, or people.
- Ensure that your data is accurate.
- Be prepared to discuss your work further with your teacher, if required; Sign the Authenticity Declaration for each assignment, verifying that the work is your own.

Teachers have procedures to check for plagiarism and breaches of authenticity. They will do this by searching Google, checking sources of information, plagiarism checkers and comparing students' work. Always make sure your work is written in your own words.

If in doubt, ask your teacher for their advice.

Examples of a breach of authenticity include (but are not limited to):

- Quoting material from written or digital sources without acknowledging the source.
- Plagiarising (handing in work pretending it is their own when it is not).
- Inappropriately helping another student with any part of their work if it is not group based.
- Submitting multiple submissions of a single assessment.
- Impersonating someone else, or ghost writing (allowing someone else to write your assessment).
- Using unauthorised materials, technology, resources.
- Assisting others to breach the rules (sharing your assessment with someone else or allowing someone to copy your work).
- Purchasing answers to an assessment.
- Failing to hand in work at a milestone or checkpoint.

When a breach of assessment conditions has occurred:

1. Where a breach is suspected the class teacher will need to report the case to the Kaihautuu who will undertake an investigation, including an interview with the student.
2. The Kaihautuu will inform Senior Leadership and the Principal's Nominee
3. The student may be asked to offer proof of authenticity (drafts and other evidence). Students suspected of having offered inappropriate help to their peers will also be interviewed.
4. If the Kaihautuu determines that a breach has occurred the student will be advised of the result of the investigation and that a Not Achieved result will be recorded.
5. The parents / caregivers will be contacted by the Kaihautuu.
6. Where a final performance (ie a non-written response to an assessment) produces results that raise suspicion in a teacher's mind, further evidence may be used where the student is asked to do any or all of the following in the presence of the assessor:
 - Describing the processes followed (or repeat steps taken under observation)
 - Providing evidence that they did carry out a particular process.
 - Repeating the performance
7. If the Kaihautuu deems that a breach of assessment has occurred, all students involved may receive a Not Achieved.

Appeals

If you are not happy with your grade, then you must ask the teacher to reconsider the assessment decision.

If you are not happy with the explanation from the teacher, you may appeal to the Kaihautuu to seek a review using the Appeal Application Form. This must be lodged within 2 weeks of the assessment being returned.

If you are not happy with the Kaihautuu's decision, you may appeal to the Principal's Nominee, whose decision is final.

Helpful advice

- Ask questions if you are unsure about anything to do with NCEA.
- Talk to your teacher about the work that you are expected to do.
- Keep a planner of assessment dates.
- Contact the Kaihautuu or Principal's Nominee should you have any concerns about assessment.
- Talk with your teacher, Kaiaawhina, Kaitiaki Aakonga or Guidance Counsellors if you are feeling worried or need support.

Appendix 1: Authenticity Declaration

Student Name:	W.R.:
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Teacher:	Teacher in charge of assessment:	Department/Subject:
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Standard No:	Version:	Level:	Credits:
Standard Title:			
Assessment Title:			

AUTHENTICITY DECLARATION

Assessment conditions:

Assessment duration:	Due date:	Further assessment opportunity:
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The following section **MUST** be duly completed as evidence of authenticity.

Check point	Date	Teacher signature and comment
1		
2		
3		

Authenticity Statement

By signing below, I am saying that all of the work presented under the cover of this sheet is my own original work .	
I understand and accept that this means that:	
<ul style="list-style-type: none"> I have not copied any of the work from another student, or any other source. If I have used another person's work, I have done so appropriately and have acknowledged it in my references. During the drafting process, if my teacher thinks I have copied from any source that has not been correctly referenced, I will be warned to delete it. Should I choose to submit any copied work as part of my final assessment, all my work will be graded as "Not Achieved" and the matter will be referred on for further investigation as per the school assessment policy. My parents / whanau will be informed in writing and the breach will be recorded on my record. 	
Student signature:	Date:

Initial Assessment Grade:	Further Assessment Opportunity: No
Resubmission:	Resubmission date and time:
Grade with Resubmission:	Marker comment:
Student signature:	Teacher signature:

Appendix 2: Missed Assessment Form

Fill in the top section, attach appropriate letters or certificates and hand in to your teacher.

Name:	Whaanau Roopuu:
Date of application:	
Subject: Name of teacher:	
Standard number and/or title:	
Type of assessment: <i>(practical, assignment, test, etc)</i>	
Date of assessment or due date:	
Reason for missing assessment: (please tick one) Illness: <i>medical certificate should be attached, or a written note from a caregiver.</i> Family / personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor or Whaanau Roopuu teacher / Kaitiaki Aakonga)</i> School sporting / cultural activity: _____	
Signature of teacher in charge of activity:	
Decision by Kaihautuu: (please tick one) Extension granted. New due date: _____ New assessment date granted. New date: _____ Application denied.	
Comment:	
<i>The reason for this decision has been explained to me and I accept the decision.</i>	
Signed: _____ <i>(student)</i>	
Signed: _____ <i>(teacher)</i> Teacher code: _____	
Date: _____	

Appendix 4: Withdrawal Form

APPROVAL TO WITHDRAW FROM ACHIEVEMENT / UNIT STANDARDS

Student's Name: _____

Year & Whanau Roopu: _____ Date: _____

I wish to withdraw from the following standards (student to complete this part): Class e.g. 1EENG Std Number e.g.

Class e.g. 1EENG	Std Number e.g. 90529	Standard description e.g. ENG 1.1 Creative Writing	Credit Value

Reason(s):

Note: Withdrawal from a standard does not mean that a student is able to withdraw from a course. Students must still attend their regular timetabled class, even if they have no standards to attempt. In those cases, students will be able to study towards other subjects in that timetabled class.

Student signature: _____

I consent to the named student withdrawing from the standards identified in the table above

Subject Teacher code: _____ signature: _____

Kaitiaki Aakonga code: _____ signature: _____

Forms which are not signed by all parties will not be approved. Approval will not be granted for students to withdraw from an entire course.

Return to Principal's Nominee c/- Student Centre once completed

Last date for withdrawal from external standards is Thursday 18 August 2022

Last date for withdrawal from internal standards is Thursday 24 November 2022

Approved: _____ (Principal's Nominee)