



TE KURA TAKIWĀ O MANGAKAHIA
Mangakahia Area School

Student NCEA Assessment Requirements 2024

Principal's Nominee

NZQA Data Manager

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INTRODUCTION

This guide contains important information for students studying for NCEA Level 1, 2 and 3. It explains the regulations and procedures covering these senior school qualifications.

The procedures outlined in this document are schoolwide. Individual subject areas may also have procedures that are specific to them relating to aspects such as the storage and authentication of work. It is important that you check with your subject teachers to become familiar with these as well.

The overall aim is to ensure that all school assessments are valid, fair, and carried out in accordance with national regulations and standards. The New Zealand Qualifications Authority (NZQA) is the body that has legal responsibility for administering all national qualifications including senior secondary school qualifications.

The following people can help you if you need more information about the qualifications you are studying for:

- Your subject teacher
- Your Hapu teacher(s)
- The Careers advisors (Mel Wilson)
- Principal's Nominee (Ric Drake)

INTERNAL AND EXTERNAL ASSESSMENT

Internal assessment means that your subject teacher sets and marks the assessments for that subject. The standards are monitored by the school and a national moderation system.

External assessments are examinations that are set and graded by people outside the school. This means that the grade given is determined by a national external assessor.

Many courses have both internally and externally assessed components, as well as activities that are internally assessed and then externally moderated (verified) to enable national comparisons to be made.

ACHIEVEMENT STANDARDS (AS) AND UNIT STANDARDS (US)

Achievement Standards allow students to Achieve, Achieve with Merit or Achieve with Excellence. Unit Standards differ in that only grades Achieved and Not Achieved are available (there are some exceptions - ask your teacher). Every element in a Unit Standard must be achieved before the standard has been successfully completed. Credits in Unit Standards have the same value as those of Achievement Standards for the purposes of NCEA. All Unit Standards are internally assessed while Achievement Standards can be either internally or externally assessed.

Grades – There are four basic grades awarded to students for every Achievement Standard – N (Not Achieved), A (Achieved), M (Achieved with Merit), E (Achieved with Excellence). For Unit Standards two grades are awarded – N (Not Achieved), A (Achieved) (there are some exceptions - ask your teacher).

NATIONAL CERTIFICATE OF EDUCATION ACHIEVEMENT (NCEA)

NCEA consists of internal and external assessments. Assessment will occur throughout the year. Your course outline will explain how this will operate within the subjects you are studying. You will get a course outline from each of your teachers – keep this safe as it will help you to know what to expect and when.

NCEA in 2024 and 2025

For Level 1 you need:

- 60 credits at any level (1, 2 or 3).
- 10 Literacy or Te Reo Matatini credits (separate assessment for 5 credits Reading & 5 credits Writing).
- 10 Numeracy or Te Pāngarau credits.

For Level 2 you need:

- 60 credits at Level 2 or above
- 10 Literacy or Te Reo Matatini credits
- 10 Numeracy or Te Pāngarau credits.

For Level 3 you need:

- 60 credits at Level 3 or above
- 10 Literacy or Te Reo Matatini credits
- 10 Numeracy or Te Pāngarau credits.

LITERACY/NUMERACY

In 2024 there are two ways of gaining Literacy and Numeracy. One is through Numeracy and Literacy Co-requisites and the other way is through your subjects. This information should be on your course outline for each of your subjects. Check with your teacher if you are unsure.

Literacy and Numeracy Unit Standards are usually completed through portfolios of work that demonstrate your ability in these areas. Normally these are completed within the English and Mathematics Departments.

When looking at your NCEA/NZQA report check what Literacy and Numeracy standards you have gained.

ENDORSEMENT OF CERTIFICATES

Students will be able to gain NCEA certificates endorsed with Merit or Excellence. For the certificate to be endorsed with Merit, 50 credits or more at Merit or Excellence will be required. For the certificate to be endorsed with Excellence, 50 credits or more at Excellence will be required. Credits for endorsement can be at the level of the endorsement or higher, e.g., Merit credits gained at Level 2 can be counted towards Level 1 Merit endorsement.

COURSE ENDORSEMENT

Students will gain an endorsement for a course if, in a single school year, they achieve 14 or more credits at Achieved, Merit or Excellence, with at least 3 of these credits from externally assessed standards and at least 3 credits from internally assessed standards.

Note: The external component does not apply to Physical Education, Religious Studies, and Level 3 Visual Arts.

A course endorsement is not a qualification. A course endorsement can be gained independently of a qualification, e.g., a student may achieve a Merit endorsement for their Level 2 Mathematics course regardless of whether they achieve NCEA Level 2.

UNIVERSITY ENTRANCE

To gain University Entrance you must have:

14 credits in at least three approved subject areas at Level 3.

10 credits in Standards that offer Literacy credits Level 2 or higher, with 5 credits in reading and 5 in writing.

10 credits in Mathematics at Level 1 or higher. Please use this link to view approved subjects:

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

Be sure to check with your intended University – some have additional requirements.

SCHOLARSHIP

Scholarship is an external assessment (exam) that does not gain credits nor contribute towards a qualification e.g., Level 3 NCEA. However, if a student is successful in gaining a Scholarship, it can result in a monetary award to recognise top students. The fact that a student has gained a Scholarship appears on the Record of Achievement, which looks wonderful on your C.V.

The Scholarship exams enable students to be assessed against challenging standards and stretch a student's ability in the subject. Scholarship students are expected to demonstrate high-level critical thinking, abstraction, and generalization, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

International fee-paying candidates who are successful in New Zealand Scholarship and who meet all other criteria, will also be eligible to receive monetary awards.

NATIONAL CERTIFICATES

National Certificates are available in many subject areas, such as in Agriculture, Computing, Electronics/Electrical, Hospitality, Pathways, Retailing, and Tourism. Individual subject areas can provide details of these so talk to your teacher. You can also see the Careers Advisor for help.

VOCATIONAL PATHWAYS

The Vocational Pathways provide an alternate way to achieve NCEA Level 2. Level 2 NCEA is the base level needed for success in further education and the world of work. The Vocational Pathways can help students see how their learning and achievement is valued in the 'real world' by aligning the NCEA Level 2 Assessment Standards including specific 'sector-related' standards with six industries:

[Primary Industries](#), [Services Industries](#), [Social & Community Services](#), [Manufacturing & Technology](#), [Construction & Infrastructure](#), [Creative Industries](#)

These six pathways represent ways to structure and achieve NCEA Level 2 by providing a framework for basic or foundation vocational education; students can develop their own individual education plans, are better informed and able to make better choices to meet their goals.



ASSESSMENT STATEMENTS

At the beginning of the course your subject teacher will provide a course outline which includes:

- A summary of the topics covered during the year.
- When assessments will occur.
- Standard details including title, code number, version number, level, type of assessment, due dates, and credit value.
- The number of opportunities and conditions.

This information is critical and should be stored in a safe place. You should refer to this when managing your time, monitoring your progress, and checking that you are entered for the correct standards with NZQA. If you do not have a copy talk to your teacher. Also check that you are entered in enough standards across ALL your subjects to ensure you have the opportunity to gain enough credits to pass the Level for which you are studying.

Throughout the year your subject teacher will provide:

- Advanced warning for the exact dates of tests and other assessment deadlines.
- Information about assessment criteria (exactly what is required to achieve at each of the levels possible in the course e.g., Achieved, Merit, Excellence).
- Access to exemplars of good assessments (to show you what is possible).
- Prompt return of marked work (normally within two weeks of the date of assessment). You should immediately check that there are no errors and query any grades you think are unfair. If necessary, you can appeal against the grade you have received. Ask your teacher, the subject Learning Leader, or the Principal's Nominee for an Appeals Form.
- Regular feedback on your progress, particularly if you are in danger of not completing the course.
- Access to all information and records about YOUR assessments (the Privacy Act prevents unauthorised disclosure of marks or grades, so your records are confidential and may not be revealed to another student).

COURSE CHANGES AND LATE COMMENCEMENT

All Senior students must have their course approved by SLT, in consultation with the relevant Learning Leaders.

Course changes will only be permitted after the course has begun if the correct procedure is completed.

Students need to get an application form for course changes from the Curriculum Leader. The deadline for these changes in 2024 is the 26th of February.

SPECIAL ASSESSMENT CONDITIONS

Special Assessment Conditions are available for internal and external standards where a need can be identified and verified by a competent professional. Application must be made through Director of Learning. There are two main criteria:

1. Candidates identified as having permanent or long-term conditions such as a:
 - (i) physical disability,
 - (ii) sight impairment,
 - (iii) hearing impairment
 - (iv) medical condition,
 - (v) **significant proven** reading or writing difficulty.
2. Medical conditions cover **long-term illnesses** such as eating disorders, depression, diabetes, and epilepsy.

Applications must be made in Term 1.

WITHDRAWAL FROM COURSES

No unauthorised withdrawal from a course is allowed. You **must** consult with the Curriculum Co-ordinator in the first instance if you are having difficulties.

AVOIDING ASSESSMENT

If you **do not attempt/attend** an assessment without a medical certificate, the result is N =Not Achieved. This also applies to cheating and/or plagiarism (the practice of taking someone else's work or ideas and passing them off as your own). There will not be any further assessment opportunity.

Where a student has presented work or evidence for assessment, or has been given adequate opportunity to achieve the standard, the outcome must be reported to NZQA as an N, A, M or E. If a student has been in class for the teaching of a standard but has **not** completed the assessment, they will be given an N grade. They cannot be withdrawn from a standard if they have chosen not to complete the work.

Parents/caregivers should be consulted in all situations.

If you miss deadlines, or do not attend enough classes, you may be in danger of a non-award of a qualification. However, you should talk to your subject teacher **FIRST** if you are concerned about not completing a course. **DO NOT JUST GIVE UP.** If you are having trouble coping with the workload (e.g., several assignments due in the same week), **TALK** to your subject teacher(s) **BEFORE** the due. You can apply for an extension if needed.

BREACH – Misconduct and Authenticity Issues

A Breach (misconduct) in formal assessment activities may result in a Not Achieved grade for that standard. It is important that you follow all instructions from staff during these assessment opportunities and refrain from disturbing or communicating with any other student during the assessment. During any formal assessment students may not communicate with the examiner or use inappropriate language.

A Breach is also based on authenticity of work. Many subjects will have assignment/research work that is completed outside class supervision. If there is doubt over the authenticity of a student's work the subject teacher will begin an investigation that may include:

- An interview regarding your understanding of the material.
- Viewing of rough notes or drafts (all such items should be kept safe until the final mark is verified).
- Requiring all sources of information to be open and acknowledged.
- Recording your live performances.
- Monitoring and checking work in progress.

If your teacher or the Learning Leader are not satisfied that your work is original, you may receive a Not Achieved grade.

This may occur if you:

- Copy another student's work.
- Allow your work to be copied.
- Copy (without acknowledgement) from published sources including the Internet.
- Allow other people to complete your work.
- Cheat in any other manner.

Students have the right to appeal any assessment decision (see below) including those based on a potential breach of assessment practices. An appeal form is available from the Principal's Nominee.

Note: Each student will sign a Mangakahia Area School Authenticity Cover Sheet for each Internal Achievement/Unit standard which states that the work in the document is theirs alone.

MODERATION

Moderation refers to the system that is used for checking that marks or grades are being awarded consistently and at the appropriate level for the course. Moderation ensures that the results achieved at schools are consistent. For courses that are fully or partially internally assessed, NZQA operates systems of external moderation to check that teachers are using appropriate assessments and applying prescribed standards correctly.

Once the class has completed the assessment, the teacher will work with another teacher who has taught that standard before to cross check the grades. Once this is done, the documentation goes to the Principal's Nominee for final approval. This should all be completed within two weeks, and your grade will then be published in Kamar, and returned to you.

APPEALS

If you wish to appeal a grade for internally assessed courses, you need to:

- Approach your teacher first for an explanation of your grade.
- Lodge your appeal with the Principal's Nominee within FIVE school days.
- Submit in writing the reasons for your appeal on the form available from the Principal's Nominee.

Your work will then be re-marked by a subject expert and a final grade established.



DERIVED GRADES – EXTERNAL EXAMINATIONS

Your school derived grade exam results are used as evidence when you apply for a derived grade.

Conditions that might be considered for a derived grade can include (but is not limited to):

- Breaking a bone and being unable to attend and/or write your exam
- An accident causing injury
- An unexpected death of a close family member
- An unexpected event in the family that prevents you from attending the exam
- An unexpected medical event (e.g. illness)

The following conditions are **not** normally considered grounds for this type of grade:

- Long-term conditions (e.g. physical disability, epilepsy).
- Chronic relapsing conditions (e.g. glandular fever, ME).
- On-going personal trauma.

All derived grade applications are made through the Principal's Nominee. You need to apply directly to the Principal's Nominee to complete this documentation.

For more information about derived grades follow the link below:

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/>

RESUBMISSIONS

A resubmission is an opportunity to correct **a minor error** in an assessment to gain a pass grade.

A resubmission is at the Teacher's discretion. A resubmission will be considered if there is **ONE MINOR** error that will affect the final grade gained by the student. A resubmission is **NOT** automatically available to a student – if you have passed the standard the first time through then you **DO NOT** qualify for a resubmission so cannot improve your grade from, for example, Merit to Excellence.

Only students who have a Not Achieved grade qualify for a resubmission. If the resubmission is successful, the only possible grade to gain is Achieved. No higher grade will be considered.

FURTHER ASSESSMENT OPPORTUNITIES

Further Assessment Opportunities are an opportunity to redo a standard from the beginning. This will involve a new assessment task and further teaching. For some standards a re-assessment is not possible. Check with your teacher if a re-assessment opportunity will be available.

EXTENSIONS

Extensions cannot be granted for externally assessed standards.

Extensions can only be granted for internally assessed standards. These are entirely at the discretion of the Principal's Nominee who will determine whether (or not) an extension is warranted. Discuss your requirements of an extension with your classroom teacher first. You must provide evidence of why you need an extension. Your teacher will fill in a form that is then signed by the Learning Leader before being handed to the Principal's Nominee. You need to:

- Apply for an extension at least **24 hours** before the assignment is due, (where circumstances are beyond the student's control a variation of this 24-hour rule will be considered); **and**
- Provide a written reason outlining why you need an extension and support this with medical or other documentary evidence.

If an extension is granted (by no means automatic) you must complete the work by the new agreed date.

LATE WORK

Late work will result in a ***Not Achieved*** result.

Remember: If you miss deadlines, or do not attend enough classes, you may be in danger of a non-award of a qualification. However, you should talk to your subject teacher FIRST if you are concerned about not completing a course. DO NOT JUST GIVE UP. If you are having trouble coping with the workload (e.g. several assignments due in the same week), TALK to your subject teacher(s) BEFORE the due date (Hapu Teacher).

ABSENCE

The most important thing to remember about your attendance is to COMMUNICATE. Your subject teacher needs to know why you are absent and how you intend to make up for any work or assessments missed. Detailed guidelines covering different kinds of absence follow:

Absence due to accident, illness, or bereavement:

With adequate explanation, such absence would not normally result in a student being disadvantaged.

Where a student is ill on the day of a test or the day an assignment is due the student or guardian should contact the school office to leave a message for the teacher concerned. If possible, get someone to hand in an assignment to the school office. An “explained absence” is recorded in Kamar. **A satisfactory written explanation is required on return to the school. A medical certificate may be required.**

Longer-term absence through illness or accident: Any action must be fair to the student involved and other students taking the standard. The course of action will be determined by the Principal’s Nominee based on the information provided by the student, and teacher.

Absence due to attendance at a school activity

It is your responsibility to inform your subject teacher in advance about such absences and apply for an extension to make up for work and assessments missed. When you know you are going to be away from school for a class trip or similar, you will need to complete a “Pink Attendance” form which will be given to you by the teacher organising the event. This must be signed by all your subject teachers.

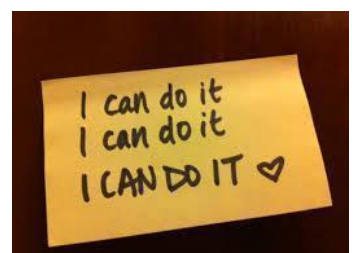
Wilful Absence (Truancy)

This means you are absent from school without adequate reason. If you have not completed enough work to meet the assessment criteria and no further assessment opportunities are available, you will receive a grade of Not Achieved.

HOMEWORK

To achieve at a high level in senior courses, students are expected to complete at least two hours of homework per subject per week. Homework activities may include:

- Completion of work started in class
- Completion of assignments
- Practicing techniques or learning content covered in class
- Catching up on work missed through absence
- Specific activities set by the subject teacher.
- Reading and researching topics covered in class



RETURN OF INTERNALLY ASSESSED WORK

Your assessed work is kept by your teacher for internal and external moderation purposes. Should you wish to keep a copy, then your teacher may be able to photocopy your work. Some work is retained as an electronic copy e.g., photos of artwork, recorded speeches, dance works, etc.

RESULTS AND RECORDS

You are responsible for recording your results on the course outline given to you at the beginning of the course. You will be responsible for verifying the accuracy of your results before the final internal results are sent to NZQA. You can access your result records on the NZQA website, and on the KAMAR portal.

No student but you has access to information and records about YOUR assessments (the Privacy Act prevents unauthorised disclosure of marks or grades, so your records are confidential and may not be revealed to another student). You are entitled to view your records at any time, and you should regularly discuss your progress with your teacher to have a good understanding of where you stand in terms of your expected final results.

For all senior course components your Hapu teacher can access a complete record of your achievement including NCEA student progress and results sheets.

If you are concerned about incorrect or missing grades, speak to your class teacher or the Curriculum Co-ordinator.

FEES

There are no fees for Domestic Students.

International Fee-Paying Students: please check with the Finance Centre for the current fees schedule.





TE KURA TAKIWĀ O MANGAKAHIA

Mangakahia Area School

REQUEST FOR EXTENSION FOR AN INTERNAL STANDARD - 2024

Learning Area: _____

Standard Number: _____ Standard Descriptor: _____

Teacher Code: _____

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.....

NOTE: an extension must be requested prior to the missed time, post requests will only be considered in exceptional circumstances.

Student Name: _____

Reason why an Extension is necessary: _____

Start of standard Day: _____ Date: _____ Period: _____

Standard due Day: _____ Date: _____ Period: _____

Periods/hours missed: _____ Extension requested for periods/hours: _____

Curriculum co-ordinator: **AGREE / DISAGREE** New due date (and time): _____

Principal Nominee name/signature: _____

.....

Your application for and extension has been: **APPROVED / DECLINED**

Principal's Nominee: _____
(signature)

Please attach any notes from Parent/Guardian/Medical certificate to back your request.

This form is to be attached to and filed with the student's work



Extension Criteria for Internal Assessments

Reason	Yes or No	Key Points
Holiday	No	
Procrastination	No	
Illness - short term	Yes	Needs to have been cleared on Kamar and a note from home attached to application - this can be an email or annotation if teacher has contacted home
Illness - longer term	Yes	Longer than 3 days requires a medical certificate from doctor or similar
Medical events	Yes	As above - except if it is an ongoing medical condition that is already accommodated, unless there has been a change in student's condition
Bereavements	Yes	
Significant Family Event	Yes	Usually, such events are held on a weekend so will not impact on assessments. However, if for example, student is going to Grandparents 60th wedding anniversary in Dunedin they may need a day's travel which would be accepted
Computer crashing	Yes	With suitable explanation/justification
Workload issue	Possibly	Student should have discussed this with teachers concerned before it becomes an issue. Teacher could then help with time-management strategies
Co-curricular activities	Yes	Student will have completed the Absent from Class form and be aware of what needs to be completed before they are absent. Again time-management strategies will help. Extension MUST be applied for well in advance of event occurring
School trips	Yes	Student will have completed the Absent from Class form and be aware of what needs to be completed before they are absent. Again time-management strategies will help. Extension MUST be applied for well in advance of trip occurring
Student anxiety or overwhelming personal issues	Yes with a proviso	In this situation the request is likely to come from SSC or from home. Students may apply sometimes. These events have to be decided on through professional judgement and discussions with relevant parties without causing undue additional anxiety to the student. Supporting evidence might include: a quick call home (documented), contact with SSC or use of Kamar'd evidence e.g. use of exit card, to support the decision

