

**NCEA ASSESSMENT
STUDENT INFORMATION
2022**

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WHAT IS NCEA?

NCEA is the main secondary school qualification in New Zealand. Information regarding the assessment and awarding of NCEA can be found on the NZQA website.

<http://www.nzqa.govt.nz>

There are three levels of achievement:

- | | |
|--------------------------------|---|
| NCEA Level 1 (Year 11): | 80 credits (including 10 literacy and 10 numeracy) at Level 1 or higher |
| NCEA Level 2 (Year 12): | 80 credits, of which 60 must be at level 2 or higher (Level 1 credits gained in the previous year can be used to make up the additional 20), and Level 1 literacy and numeracy. |
| NCEA Level 3 (Year 13): | 80 credits, of which 60 must be at level 3 or higher (Level 2 credits gained in the previous year can be used to make up the additional 20) and Level 1 literacy and numeracy. |

Level 1 Literacy and Numeracy

To successfully attain NCEA Level 1, 2 and 3 you must meet the requirements of Level 1 Literacy and Numeracy. A minimum of 10 Literacy and 10 Numeracy credits are required. There are two ways to do this:

- The unit standard package (evidence for these standards can be collected across all subjects), or
- Through specified achievement standards across a range of subjects

COVID-19

NZQA has previously adjusted the requirements for the achievement of NCEA qualifications in response to the disruption caused by COVID-19. For more information visit:

<https://www.nzqa.govt.nz/ncea/understanding-ncea/changes-to-ncea-and-ue-for-2020/>

WHAT ARE THE DIFFERENT WAYS I CAN BE ASSESSED?

The credits achieved by you for your NCEA are gained by achieving competence in Achievement standards and Unit standards.

Achievement standards: can be assessed internally (in class) or externally (national exams) and can be awarded a Not achieved, Achieved, Merit or Excellence.

External Examinations: Take place in November and December each year. Exam details can be found on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-exams-and-portfolios/external/national-secondary-examinations-timetable/>

Unit standards: are internally assessed. Most are awarded either a Not achieved or Achieved, although some can also be awarded Merit, or Excellence.

WHY SHOULD I WORK TOWARDS MERIT AND EXCELLENCE?

If you consistently perform above Achieved level you should work towards certificate and course endorsement. When applying for a job, course or scholarship this will show you have the ability to work hard and consistently at a high level.

Certificate Endorsement

You will have your NCEA endorsed with Merit if you achieve 50 credits at Merit or higher, and Excellence if you achieve 50 credits at Excellence. Your Record of Achievement will show any endorsement awards you have earned.

A student can earn credits counting towards endorsement over more than one year and more than one level. However, they must be gained at the level of the certificate or above. For example, Level 2 credits will count towards endorsement of a Level 1 NCEA certificate, but Level 1 credits will not count towards endorsement of a Level 2 NCEA certificate.

Course Endorsement

Course endorsement provides recognition to you when you perform exceptionally well in individual courses. You will gain an endorsement for a course if, in a single school year, you achieve:

- 14 or more credits at Achieved, Merit or Excellence, where
- at least 3 of these credits is from externally assessed standards and 3 credits from internally assessed standards. Note: this does not apply to Physical Education, Religious Studies and Visual Arts.
- A course endorsement can be gained independently of a qualification. For example, a student may gain a Merit endorsement for their Level 2 Mathematics course without achieving the NCEA Level 2 qualification.

HOW DO I ACHIEVE UNIVERSITY ENTRANCE (UE)?

UE is the minimum requirement to go to a New Zealand university. To achieve UE you need:

- NCEA Level 3
- Three subjects - at **Level 3**, made up of:
 - 14 credits each, in three approved subjects
- Literacy - 10 literacy credits at **Level 2 or above**, made up of (normally gained during Year 12):
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - 10 numeracy credits at **Level 1 or above**, made up of:
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all** three required).

Approved UE Subjects provided by Wairoa College
Art (Painting)
Biology
Calculus
Chemistry
English
Geography
History
Statistics
Mathematics with statistics
Mathematics
Music
Physical Education
Physics
Science
Technology
Te Reo Māori
Other subject areas are also available via the Correspondence School.

If University Entrance is a qualification you are working towards it is recommended that you have a pathway towards 4 university approved subjects at Level 3. This starts with selecting the appropriate subjects in Year 11. See your Year Level Dean for more information.

All universities are funded for a specified number of places (roll cap). The minimum requirements for entrance to university (see above) may not be sufficient. As well as having UE, students enrolling at a university will be given an NCEA rank score based on the 80 best credits at level 3 or higher, over a maximum of 5 subjects, with a maximum of 24 credits in each subject, and weighted by the level of achievement (Excellence = 4, Merit = 3, Achieved = 2). A student who scores 120 or greater is given preferential entry to the university (each university sets its own preferential entry score so students need to check this out for the university they intend to go to).

SCHOLARSHIP (LEVEL 4)

NCEA Scholarship provides recognition and monetary reward to the top students in their last year of schooling. Scholarship exams enable candidates to be assessed against challenging standards, and are demanding for the most capable 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.

For more information regarding Scholarship see your subject teacher or the Principal's Nominee, Miss Mahy.

NCEA AND WAIROA COLLEGE

- Senior subject selection for the following year will take place during Term 3 in consultation with your Year Level Dean. Subject selections should be made with consideration of your current year's results and your future intentions.
- You will receive *an Assessment Statement* for each subject with information on the year's programme of work and requirements regarding assessments
- You will receive a copy of the *NCEA Assessment Student Information* booklet that includes school policies and explains procedures

Parents/Caregivers and Students will:

- Be expected to have read the subject *Assessment Statements* and the *NCEA Assessment Student Information booklet*.
- Need to be aware when internal assessments are due; attend school on assessment days and hand in work when it is due
- Be encouraged to contact the school if unsure about the procedures and/or qualifications

Reporting of Assessment Results

1. Reporting for Internals

Wairoa College is responsible for reporting your results for internal assessments to NZQA. This is done on a monthly basis from April each year. Where you have presented work or evidence for an assessment. Or have been given an adequate opportunity to achieve the standard, the outcome of that assessment *must* be reported to NZQA as N, A, M, or E. All N grades must be reported to NZQA, however, these will not appear on your individual Record of Achievement (ROA).

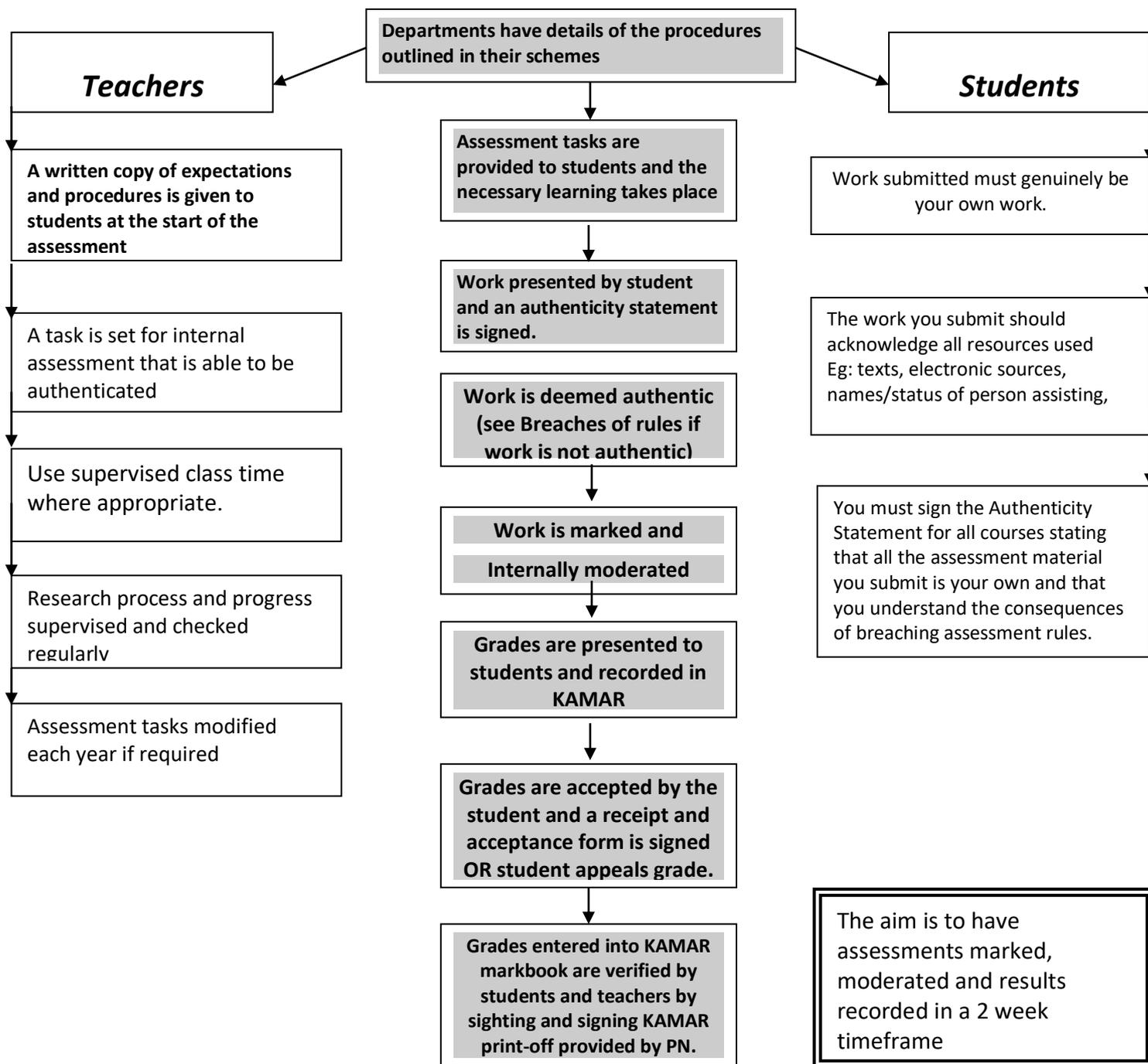
2. Withdrawals of External Entries

Any withdrawals from external standards *must* be made prior to **the end of August**. After this date you cannot be removed from external exams and you are expected to attend the exam session. If you attend the exam but do not attempt it your grade will be reported as SNA (Standard not attempted). If you do not attend the exam session your grade will be reported as ABS (absent). SNA and ABS grades are not recorded on your Record of Learning.

ASSESSMENT AND QUALIFICATIONS HANDBOOK

The following sections of the booklet outline procedures for many aspects of NCEA assessment. An expanded version of this information, policies and procedures, is available to view on the school website. You can obtain forms that are referred to from your teachers or the Principal's Nominee, Miss Mahy.

The Internal Assessment Process



WHAT IS THE DIFFERENCE BETWEEN A RESUBMISSION AND A RESIT?

Resubmissions of assessments

A resubmission is an opportunity for you to fix small mistakes you have made in your assessment work. You should be capable of discovering and correcting these mistakes on your own. You are not permitted to receive feedback or further teaching before making a resubmission. If further teaching and learning needs to occur for you to achieve the standard you will need to re-sit the assessment (see below). You can only resubmit work to receive an Achieved grade.

Further opportunity for assessment – Resit/Reassessment

Where possible a teacher may offer you a reassessment of a standard that you have Not Achieved, were not present for (see Policy below) or where you would like to improve your grade. A reassessment may not always be possible see your Course Assessment Statement, assessment task or ask your teacher to find this out.

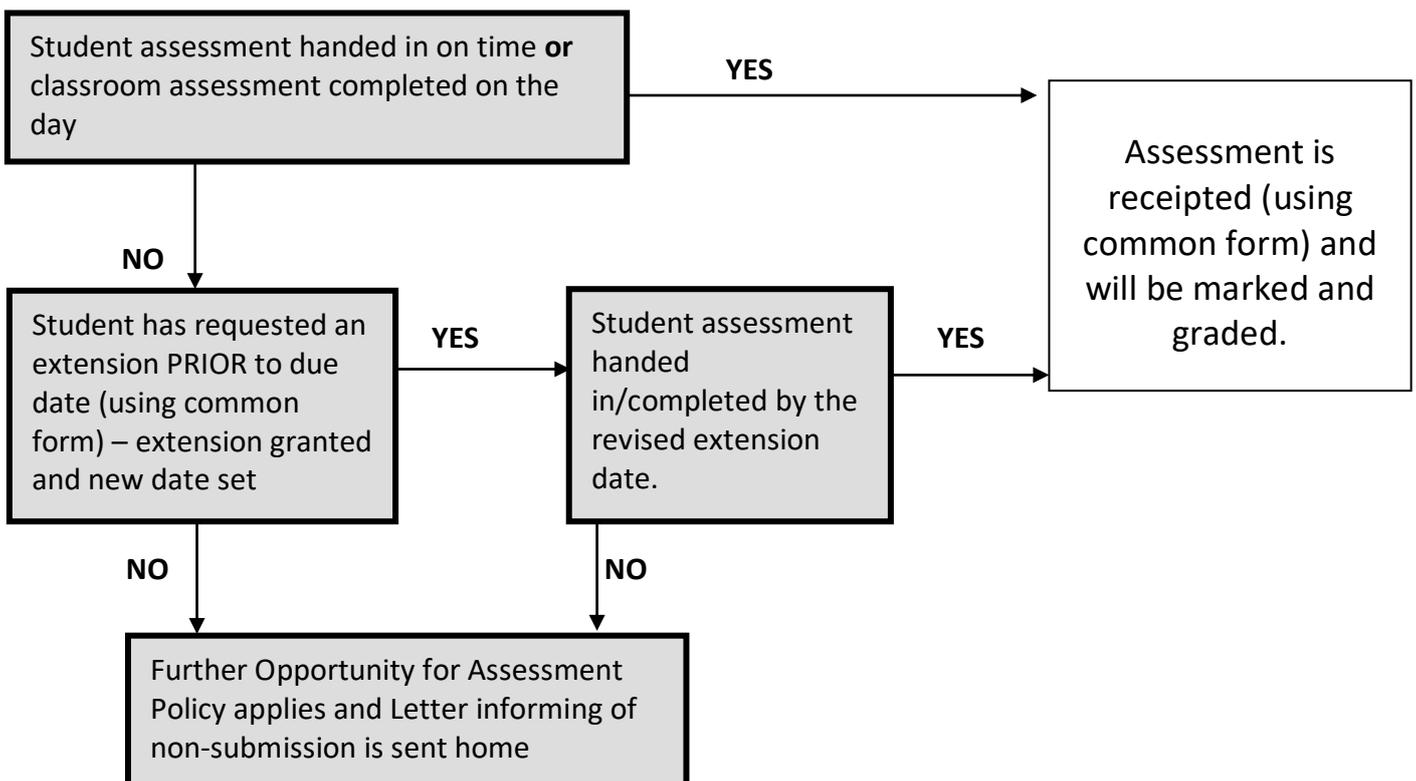
If a reassessment is offered it should be available to all students in the course and should involve further teaching and learning before the reassessment occurs.

You will be awarded the higher grade achieved over both assessment opportunities.

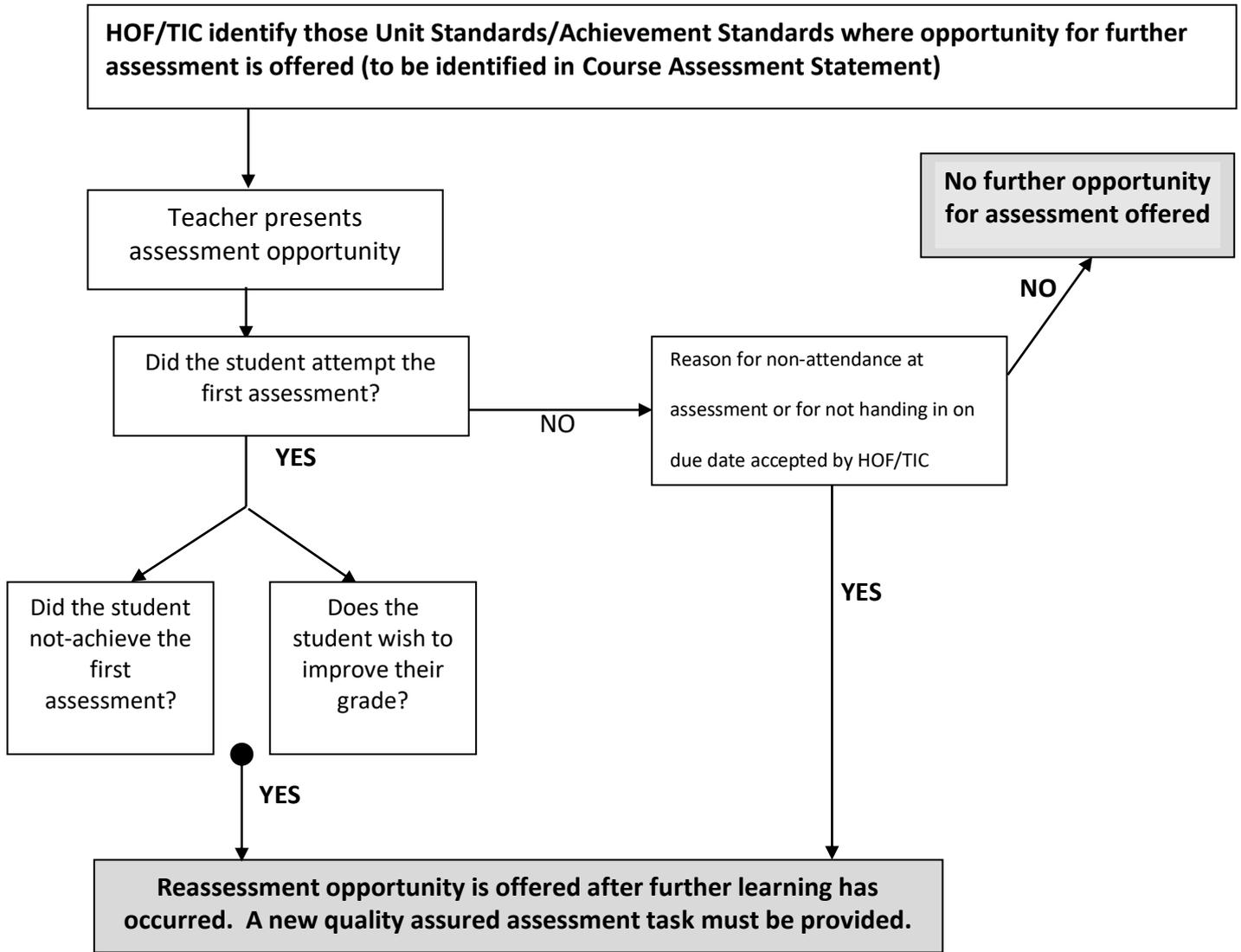
WHAT SHOULD I DO IF:

What should I do if I don't think I will be able to hand an assessment in on time?

Meeting deadlines is an important part of keeping on track to meeting your learning goals. However, situations do arise which will mean meeting these deadlines is difficult. If you think that you are going to miss an assessment deadline for a valid reason **you need to apply for an extension** to the due date of an assessment. To do this you will need to complete the form available from your teacher. Any work submitted after a due date without an extension will not be accepted.



What should I do if I want to resit an assessment?



What should I do if I cannot sit an external exam?

Derived grades are available for candidates who suffer from an illness, trauma or misadventure that happens at the time of the NZQA external assessments.

A **derived grade** will be available to you if, for an approved reason, you:

- Were unable to attend an NZQA external examination or submit a completed externally assessed portfolio, or
- attended an NZQA external examination session and your performance was significantly impaired, or
- were unable to attend an external assessment because of selection for National Representation in a sport, academic or cultural event

Approved reasons include:

- a temporary, acute non-recurring illness
- trauma – a significantly disturbing or distressing experience
- misadventure - an event beyond a student's control or an exceptional circumstance
- a sudden and significant change to a long-term illness occurring at the time of the examination

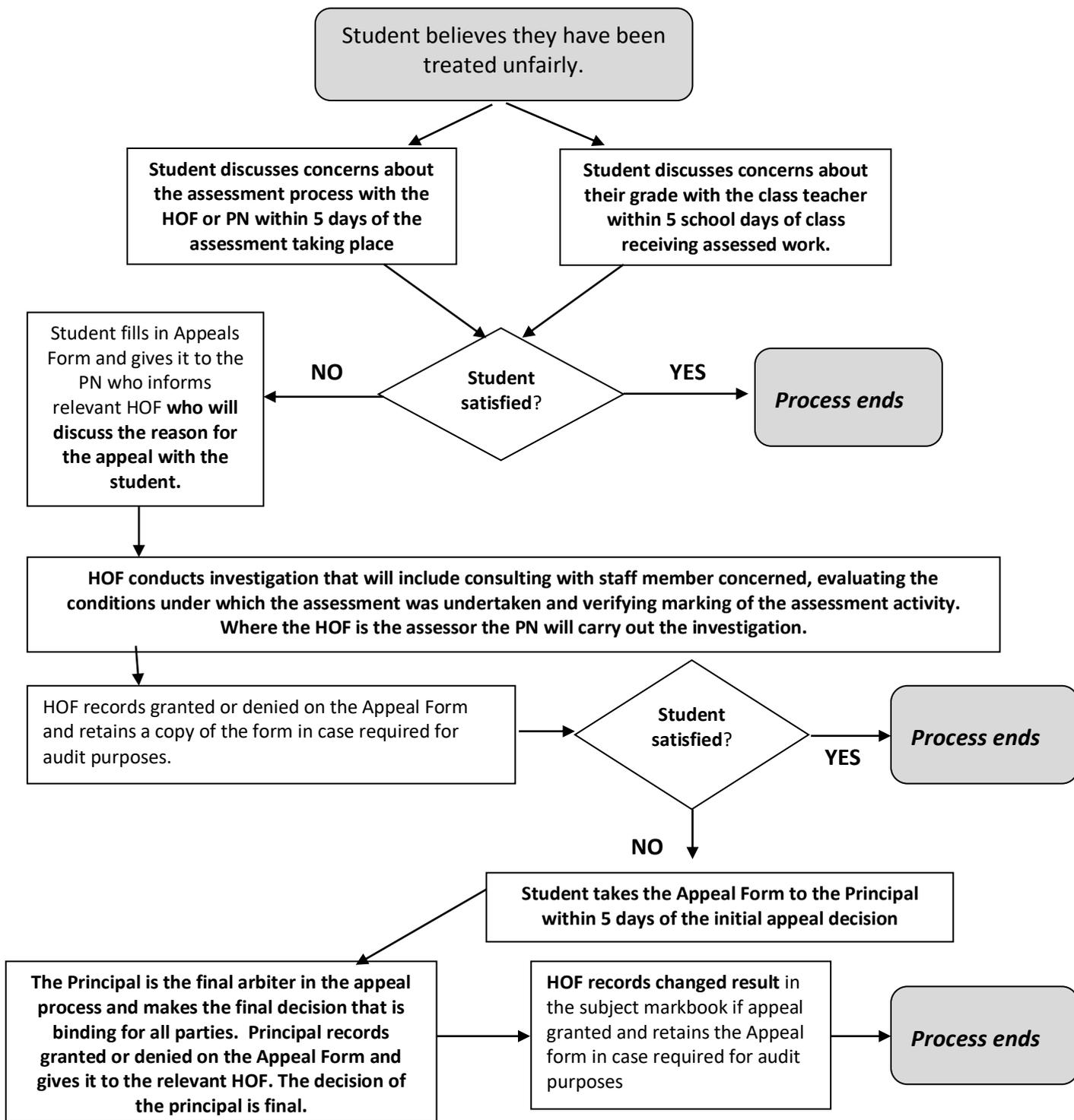
You must apply for a Derived Grade through the Principal's Nominee (Miss Mahy) and as soon as you think you will need to apply for a Derived Grade. If you are applying for a derived grade due to medical reasons you will need to collect or download the form needed **before** consulting a medical practitioner. Applications cannot be processed without the correct documentation. A medical certificate alone may not provide enough information.

The grade allocated to you for a derived grade is dependent on your performance in the Derived Grade exams. If no pre-existing standard-specific evidence is held by the school a derived grade application cannot be supported.

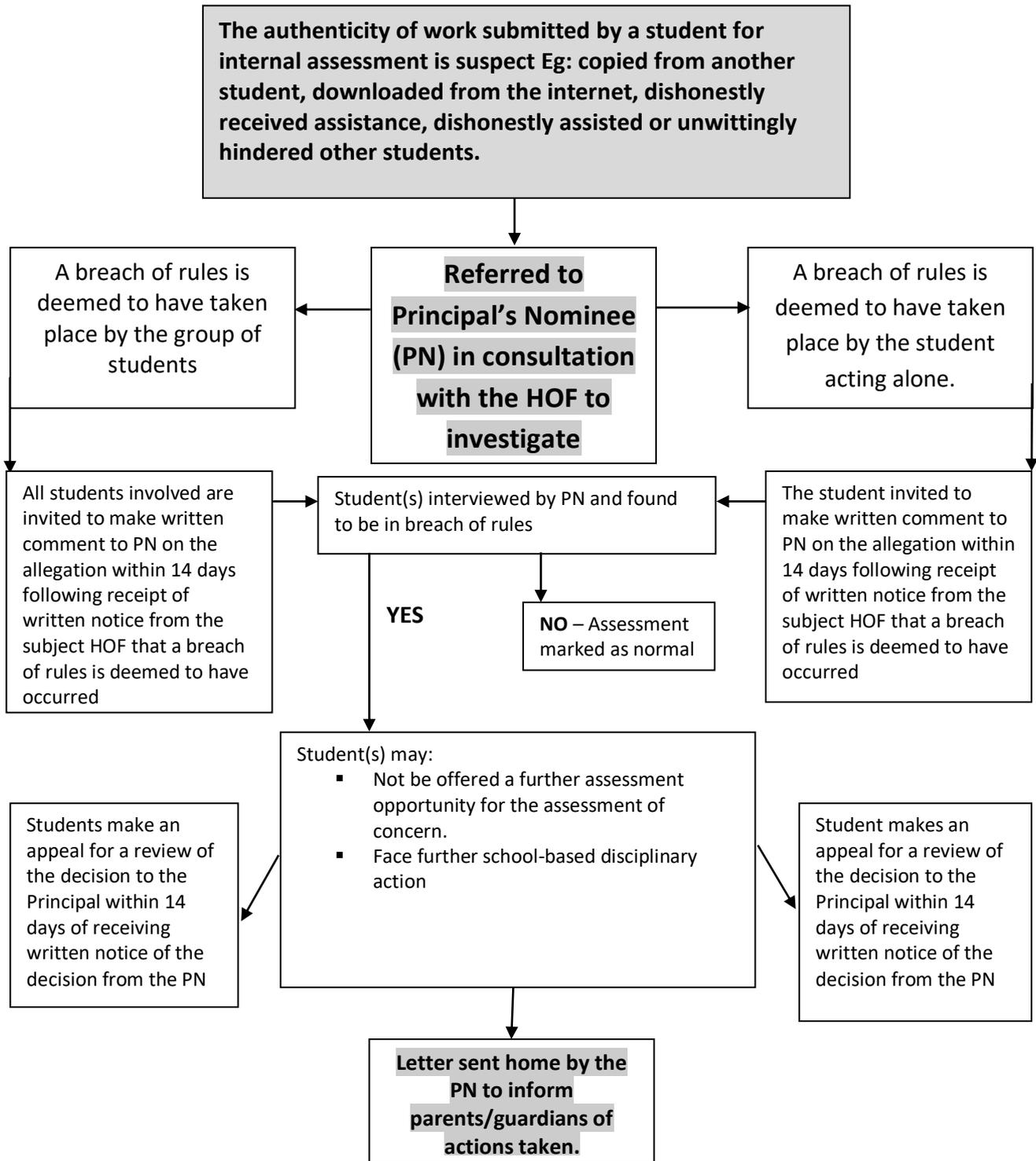
Derived Grade application forms must be returned to Miss Mahy by **Friday, 2nd December 2021**.

What should I do if I do not agree with the grade I was given or the way I was assessed?

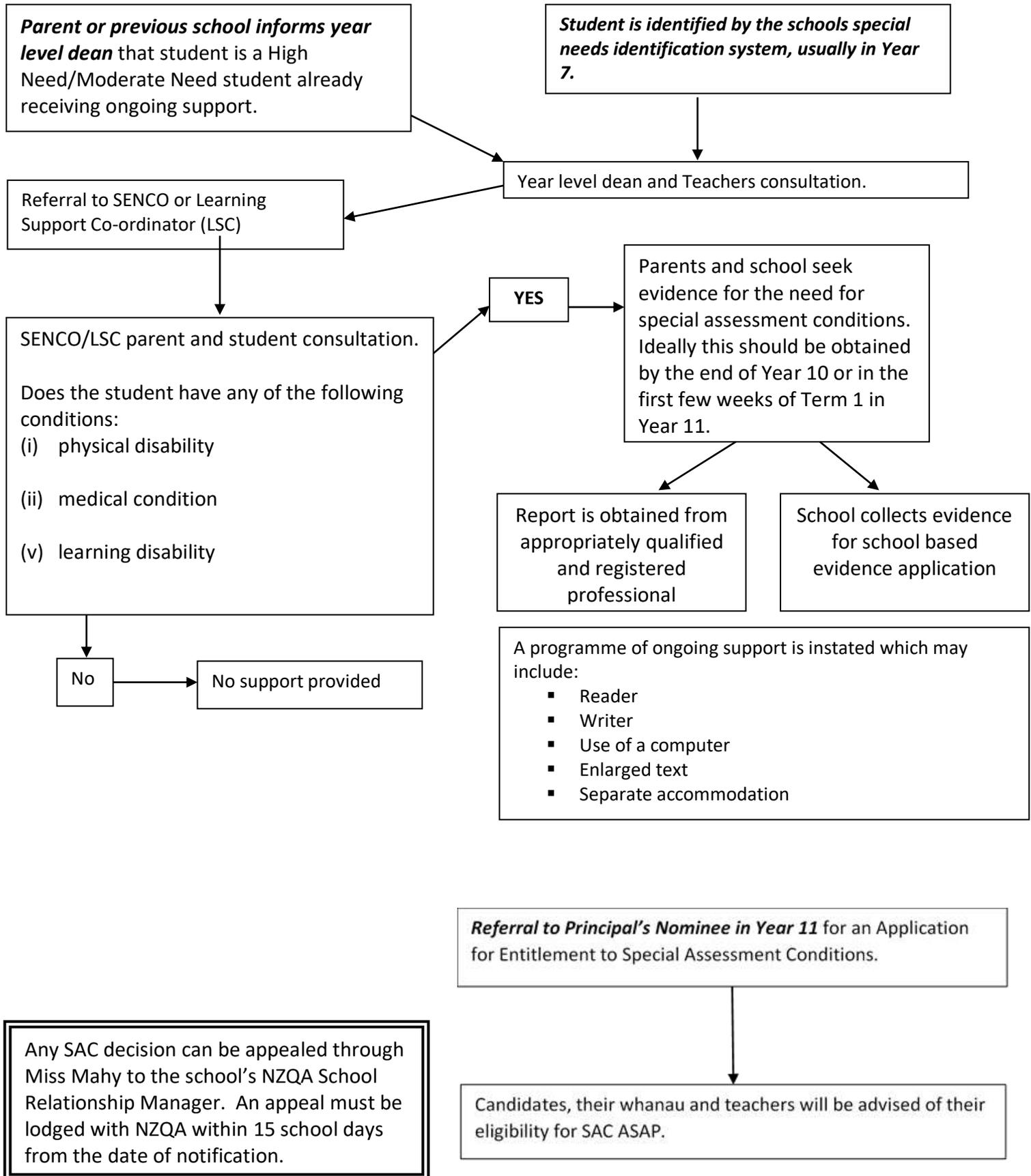
You have the right to appeal any assessment-related processes and decisions.



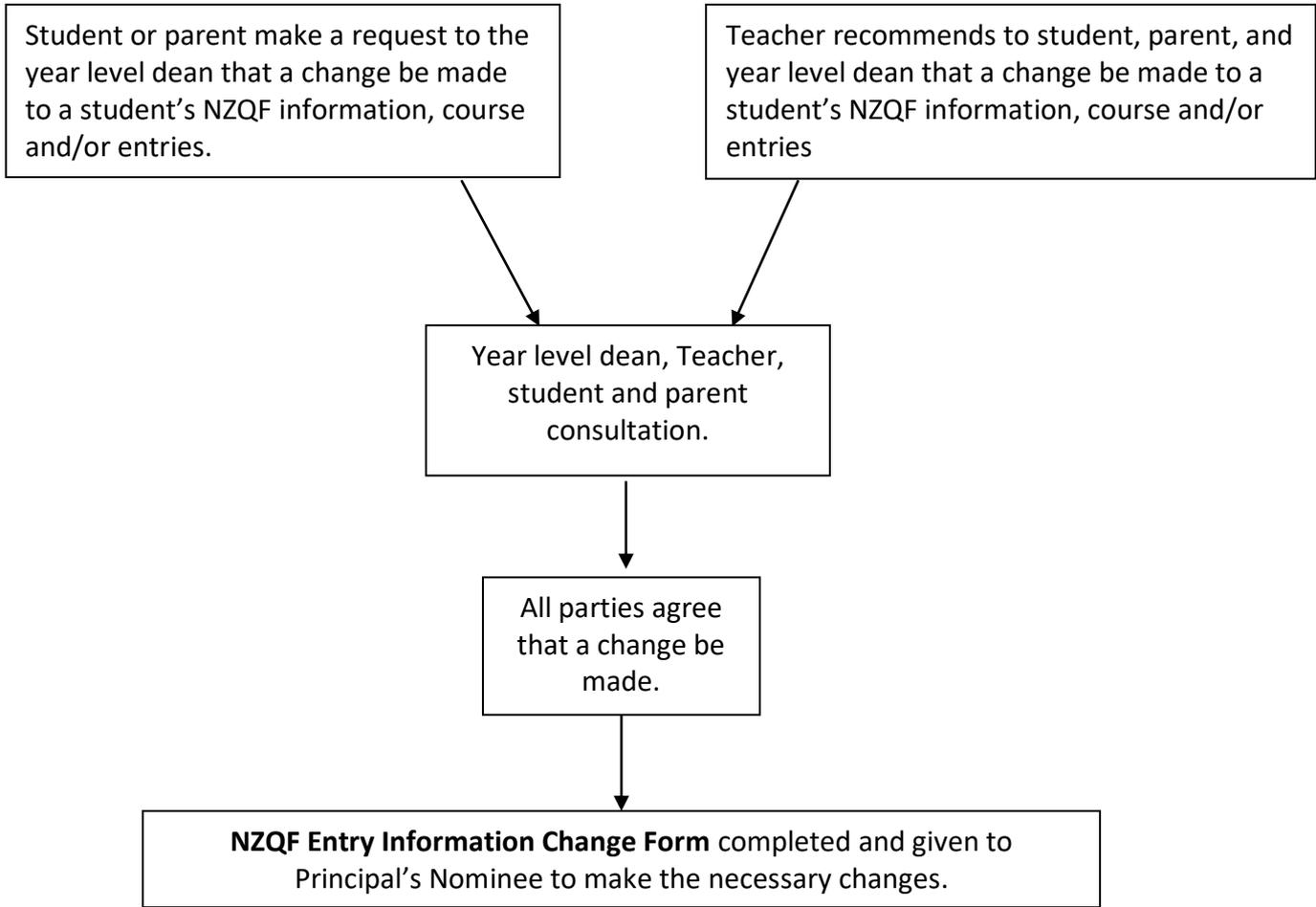
What will happen if I break assessment conditions?



What should I do if I think I need Special Assessment Conditions (SAC)?



What should I do if I want to change my course or personal details?



What should I do if I want to find out about my official NCEA results?

As an NCEA learner you have access to a personal login on the NZQA website. Accessing your personal Learner Login allows you to:

- View official results and qualifications that you have earned
- View exam results
- Pay NZQA fees online
- Order qualification documents/certificates (your first copy of each document is free)
- Update your details

To activate your Learner Login you need to register on the website. This will require that you have an email address and know your NSN (national student number).

The website (www.NZQA.govt.nz) can be accessed from all computers, mobile phones, and tablets.



PRIVACY INFORMATION

The Privacy Act 1993 requires that staff of Wairoa College will not reveal student's personal details, entries and results data or work to anyone who does not need to see it without the student's express permission. Where student work is retained by the school, as exemplar material, the school must have the student's written consent to do so.

ENQUIRIES AND SCHOOL CONTACT

For further information and enquiries please contact:

Miss Kimberley Mahy

NZQA Principal's Nominee

Phone: 06 838 8303

Email: ksm@wairoacollege.school.nz