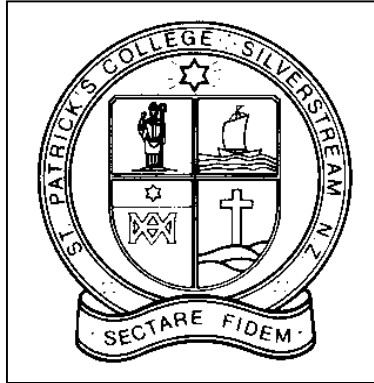


# *St Patrick's College, Silverstream*



## **Assessment for National Qualifications**

### **Procedures for Assessment 2018**



### **Information Booklet for Students**

(Please read carefully)

## Contents

|  | Page |
|--|------|
| <b>Introduction</b>  | 3    |
| <b><u>Information for you the student about the NCEA</u></b> | 4    |
| • <u>The NCEA Levels 1 – 3: overview</u>                     | 4    |
| • <u>University Entrance: planning ahead</u>                 | 5    |
| • Assessment in the Senior School, 2018                      | 6    |
| • <u>Your Progress and Results</u>                           | 7    |
| <b><u>Your responsibilities as a student</u></b>             | 8    |
| • <u>Your work</u>   | 9    |
| • <u>Missed Assessment Procedure</u>                         | 11   |
| • <u>Appeals Procedure</u>                                   | 12   |
| • <u>Further Assessment Opportunities (FAOs)</u>             | 13   |
| <b>Things to help you</b>                                    | 14   |
| • <u>Appeals Application Form</u>                            | 17   |
| • <u>Missed Assessment Application Form</u>                  | 15   |
| • <u>2018 NZQA Examination Timetable</u>                     |      |

## Introduction

The guidelines in this booklet are intended for ***both you and your parents*** to read so that everyone understands your rights and responsibilities for assessment this year.

These guidelines apply to all internal assessments, e.g. assignments, tests, practical activities, that generate results for national qualifications.

You will also have exercises, activities and assessments to help prepare you for the external assessments (mostly exams, but also portfolios of practical work), conducted by NZQA at the end of the year. These guidelines also apply to these activities and assessments.

## Qualifications

### THE NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)

The National Certificate of Educational Achievement (NCEA) is New Zealand's national qualification for senior secondary students. NCEA is part of the National Qualifications Framework. It is the main secondary school qualification. It provides the pathway to tertiary education and to workplace training.

***Need help with assessment matters? These people can help you:***

- Your tutor teacher and subject teachers
- Your Year level Dean: Year 11: Mr Pivac, 12: Ms Brian, Year 13: Mr Hungerford,
- Your Head of Department (ask your subject teacher who this person is if you are unsure)
- NZQA liaison staff member, (Principal's Nominee), Mr. Bowles
- NZQA, PO Box 160, Wellington. Tel. 802 3000, [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

***Your rights and responsibilities for assessment are covered in this document. Please read it carefully and refer to it often!***

[Back to top](#)

# Information for you the student about the NCEA



## The NCEA: Levels 1 - 3

### Achievement Standards

The NCEA measures students against set standards; progress is measured in credits achieved rather than marks or percentages.

Some standards, such as practical work, will be assessed by the school (internals).

Others will be assessed nationally at the end of the year (externals).

### Credits

You collect credits when you achieve the standard. Credits are like points towards a qualification. Each time you are assessed for an achievement standard, and you succeed, you will achieve the standard, or achieve it with 'Merit' or achieve it with 'Excellence'. Achieving at 'Merit' or 'Excellence' level does not increase the number of credits gained, but it tells you how well you have performed.

### Unit Standards

Some subjects assess using unit standards. These help you work towards various National Certificates and they also give you credits that count towards your NCEA certificates. Unit standards differ only in that you either get the credits or you don't – no 'Merit' or 'Excellence' grades are available. There are full year courses whose subjects are assessed either by achievement standards or unit standards, or by a mixture of both – see the Curriculum Handbook (on the school website – under the "Curriculum" tab)

[Back to top](#)

## NCEA – GAINING THE CERTIFICATES

### Level 1:

- To achieve a Level 1 Certificate you need **80 credits**.
- These can be from any subject area, however:
- **LITERACY AND NUMERACY requirement**
  - 10 LITERACY and NUMERACY credits gained from achieving approved achievement standards (See the Curriculum handbook as to which standards count for Literacy and/or Numeracy or ask your teacher)

**Level 2:** To achieve a Level 2 Certificate you need **80 credits** – at least 60 from Level 2 standards or above. The remaining 20 credits can come from any level, even if you have used them in another certificate.

**Level 3:** To achieve a Level 3 Certificate you need **80 credits** – at least 60 from Level 3 standards. The remaining 20 credits can come from Level 2 or above, even if you have used them in another certificate.

### NCEA: Summary

#### NCEA Level 1

80 credits  
At Level 1 or higher.  
Can be from any subject area and the LITERACY and NUMERACY requirement must be met (see above)

#### NCEA Level 2

80 credits  
At least 60 credits from Level 2 or higher and 20 credits at any other level, even if gained for any other National Qualification

#### NCEA Level 3

80 credits  
At least 60 credits from Level 3 and 20 credits at Level 2 or above, even if gained for any other National Qualification

***All three levels of the NCEA are able to be achieved with a Merit or Excellence endorsement, as are individual courses – details can be found on page 8 of the Curriculum Handbook.***

### University Entrance: planning ahead

To gain UE you must:

- ✓ Achieve NCEA Level 3 (60 credits at L3 or higher and 20 credits at L2 or higher)
- ✓ Achieve 14 credits in each of three subjects from the list of approved L3 subjects (you can check at <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>) The remaining credits to achieve L3 may come from either achievement or unit standards

- ✓ UE Numeracy – 10 credits at Level 1 or higher from specified numeracy standards (check with your subject teachers)
- ✓ UE Literacy – 10 credits (five in reading, five in writing) from specific Level 2 or higher achievement standards (you can check at <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>)

*NB – gaining University Entrance does not guarantee you a place at university – they are now operating a “Guaranteed Entry Score” as well, see pages 8 and 9 of the Curriculum Handbook 2018.*

## **Assessment in the Senior School, 2018**

### **Internal Assessment**

All subjects have internal standards which are completed and marked at school by your teachers. Internal assessments can earn you credits for your learning during the year. These internal assessments may be by achievement standards, unit standards or even both in the one subject. Some internal standards will be assessed by outside markers, e.g. in Art; your teacher will inform you as to which standards this applies to. Internal assessments can take many forms such as assignments, portfolios, research projects, oral presentations and written tests.

### **Course Outlines and Assessment Plans**

You will be given these at the beginning of the year in each of your subjects, (usually they will be combined in the same document).

***Ask your subject teacher if you have not received these documents!  
They will also be available on the school website from week 5 of term 1***

***Keep them in a safe place and refer to them often!***

The **Course Outline** tells you about the content of the subject you have chosen to study.

The **Assessment Plan** will list the standards being assessed in that subject, the title, NZQA and version number, (e.g. achievement standards have a “90000” type number and will then state the version number) and how many credits each is worth. It will

also tell you the due dates when you can expect to complete the **internal assessments** and how each will be assessed. You will be given at least 1 week's notice of the exact date of an assessment. This could be an assignment deadline or a milestone/checkpoint date for a project that takes a long period of time, or a test.

### **External Assessment**

If you are studying subjects that assess your learning using **external** achievement standards, then you will have external examinations in November/December. You will sit these examinations here at the college, even though they are run by the New Zealand Qualifications Authority and will be marked by outside markers, (there are no external unit standards assessments).

There is a copy of this year's examination timetable on the college website, your tutor teacher will also share this with you in your tutor class Google Classroom.

The results from these examinations are used to determine the "**Academic Excellence**" awards in the senior school.

**The college has practice external examinations which will run in an assessment week from September 21 - 25. Your subject teacher will confirm the dates of any such assessments with you.**

These examinations will help you get ready for the NZQA examinations and it is vital that you prepare thoroughly beforehand. They will also provide evidence for any derived grades, if required. The results from these examinations will also be used to determine the "**Academic Excellence**" awards in the senior school.

Your teacher will have practice external assessments in class as well during the year to help you gauge your learning progress and prepare you for these examinations.

## **Your Progress and Results**

### **From the College: Reports and parent meetings**

|                                  |   |
|----------------------------------|---|
| <b>April 13<sup>th</sup></b>     | <b>Boarder Parent Learning Conferences</b>      |
| <b>May 2<sup>nd</sup></b>        | <b>Learning Conferences with tutor teachers</b> |
| <b>May 17<sup>th</sup></b>       | <b>Learning Conferences with tutor teachers</b> |
| <b>July 6<sup>th</sup></b>       | <b>Reports available on portal</b>              |
| <b>September 11<sup>th</sup></b> | <b>Learning Conferences with tutor teachers</b> |
| <b>September 19<sup>th</sup></b> | <b>Learning Conferences with tutor teachers</b> |
| <b>September 28<sup>th</sup></b> | <b>Boarder Parent Learning Conferences</b>      |

[Back to top](#)

### **Data Summaries - ongoing**

Your tutor teacher will give you a summary of your NZQA internal assessment results at regular intervals in term 2 and term 3. You can also check your results anytime after they are published on the student portal.

Use these summaries and the portal to check the accuracy of your internal assessment results and your entries in external standards. The data summaries are an excellent way to monitor your progress toward the national qualification you are aiming for.

If any issues arise when checking your data, see your teacher in the first instance and then Mr. Bowles.

Your right to privacy regarding your assessment data will be respected and will only be made known to you, your teachers and parents.

## **Your Progress and Results**

### **From NZQA**

#### **Results Notices**

These will be sent to you in January 2019 via your learner login. They contain your official internal standard results as well as your results in the examinations in the external standards. It is also possible have your results mailed to you but you need to request this through your learner login during the year

#### **NCEA**

You will be able to go on your learner login on the NZQA site to order a copy of your National Certificate of Educational Achievement, if you achieve all the respective requirements at that level. This will be sent to you in April 2019.

#### **Record of Achievement**

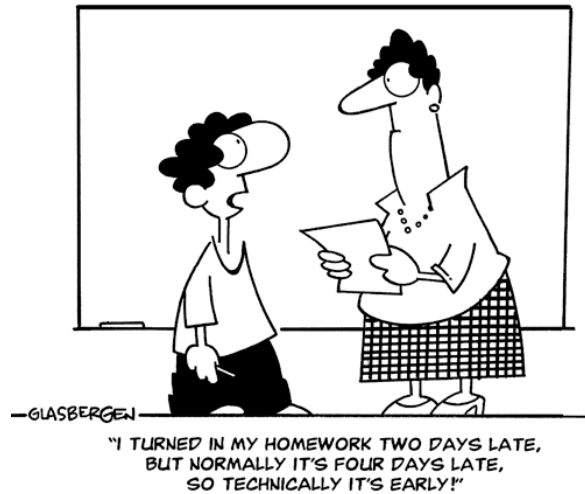
The Record of Achievement shows all the credits you have achieved towards all national qualifications. You can download it via your learner login page.

[Back to top](#)



# Your responsibilities as a student

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## Your work

### Work completion and assessment deadlines

Students will not receive credit for an assessment unless all the required work has been completed. At the start of each assessment, you can expect your teacher to give you in writing:

- The requirements for the assessment
  - The credit value
  - The due date
  - The arrangements for reassessment with a Further Assessment Opportunity, (if any) – see page 11
  - The arrangements for proving its authenticity – that the work is your own
- **Deadlines** will be advised in writing at the beginning of the assessment, your teacher will advise you as to when and where to hand them in.

### **All work must be your own!!!**

All work that you submit for assessment must be your own.

Handing in work that has not been done by you and claiming that it is so, is cheating. Cheating can involve for example; copying another student's work, copying from a book and not acknowledging that it is not your own work, getting undue help from someone else, or taking banned materials into an assessment, (see "Breaches of the Rules" on page 10).

All work must be handed in on the due date and all tests and in-class assessments must be done on the given date.

**Late work for assessment will not be accepted and you will not be awarded a grade for that standard** - i.e. no credits will be gained. In cases of illness or family/personal trauma, follow the “**Extensions/Missed Assessment Procedure**”.

If a teacher wishes to use your work as an exemplar for other students, they will ask for your permission before doing so.

If you disagree with a grade awarded for an assessment, or with other decisions relating to assessment - follow the “**Appeals’ Procedure**”, (see page 11).

[Back to top](#)

Special assessment conditions are provided for students with identified needs. Please see the Head of Learning Support, Mr Watterson, if you have any queries in this regard.

Fees for national qualifications will be advised by invoice to parents/caregivers, along with information about financial assistance in term 2.

Fees for national qualifications will be advised by invoice to parents/caregivers, along with information about financial assistance in term 2.

### **Authenticity – proving work is your own**

You will be asked to sign a document that the work you are handing in is entirely your own. Departments may also ask you to provide draft copies, complete tasks in class, reference accurately all sources of information or other methods to prove authenticity.

### **Breaches of the Rules**

There are penalties for any student where it is proved that cheating has occurred, including inappropriately helping other students.

If a teacher suspects that the work is not entirely yours, they will consult with the HOD and the Principal's Nominee (NZQA Liaison person), Mr. Bowles, about the evidence and will make a decision. If an inquiry is necessary, the Principal's Nominee will organise and run it.

If it is found that cheating has occurred in an internally assessed standard, you will be awarded a "Not Achieved" grade for that standard – i.e. no credits will be gained and **you will not be allowed** a Further Assessment Opportunity (FAO).

### **Extensions/Missed Assessment Procedure**

If you cannot hand in an assessment on time, or do an in-class test or practical activity on the day, then you must apply to your teacher as soon as you know you will be late with an assignment or will be absent, or as soon as you return to school. Valid reasons for requesting an extension of time, or a new assessment date are:

■ Sickness: supply a note from a parent/caregiver or a medical certificate if absent for more than three days

■ Family trauma/emergency: supply a note from a parent/caregiver or from the Guidance Counsellor, or your Dean.

■ School sporting/cultural/spiritual activity: the teacher in charge of the activity must sign "The Missed Assessment Application" form. (Note: this reason is only valid if you inform the teacher in advance of the test or assessment. If you are seeking leave from the college, you must apply to the Rector in the first instance).

**In all cases, fill in an “Extensions/Missed Assessment Application” form,** (example on page 17 and copies available at the main office and on our website) and give it to the teacher whose assessment you have missed or will miss.

***If you want an extension of time, apply to your subject teacher/HOD before the due date.***

### **Appeals Procedure**

This process may be used if you disagree with any decision relating to assessment: for example; a grade awarded, provision of an assessment opportunity or extension, or allegation of a breach of the rules.

Your teacher will explain the criteria for each grade for an assessment when it is handed back to you. If you then think that an assessment has been incorrectly marked, you can ask the teacher to reconsider your work.

Your teacher should explain the result and make any necessary alterations. If another teacher did the assessing, that teacher will be consulted. They may decide to alter your grade at this point, or not.

If you are unhappy with the teacher's explanation or decision, you may ask the Head of Department for a decision, using an “Appeals Application Form”, (example on page 15 and available at the main office).

Any student has the right to appeal any assessment related decision.

***This must be done within one week of the work being handed back.***

If you disagree with the Head of Department's decision, the Principal's Nominee will be asked to consider the case. The Principal's Nominee may consult with the Head of Department, Dean, Counsellor or family.

***The Principal's Nominee's decision is final.***

[Back to top](#)

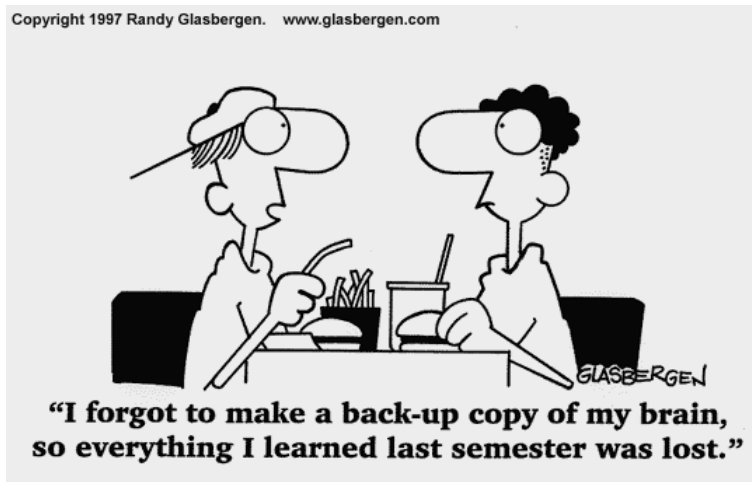
## Further Assessment Opportunities (FAOs)

A Further Assessment Opportunity is when your teacher offers you another chance to achieve a standard when you have initially failed to achieve to your potential – *you must be able to improve your original grade.*

However, please be aware that:

- It is the decision of the college whether or not a FAO is offered
- A maximum of **one** FAO will be offered in a year, this means *one or none* – it isn't compulsory for your teacher to offer you a FAO and they will inform you of this from the start of the assessment
- If it is not practical to offer a FAO, e.g. for assessment based on a field trip, your teacher will let you know this from the start of the assessment
- You will be awarded the *highest* grade you achieve over both opportunities
- You won't be offered a FAO if you have chosen for an unacceptable reason not to take the first opportunity of an assessment, e.g. you failed to hand in the work and had no good reason for doing so

# Things to help you



- **Appeals Application Form**  
*(you can pick up a copy from the office)*
- **Missed Assessment Application Form**  
*(you can pick up a copy from the office)*
- **2018 NZQA Examination Timetable**  
*(Available on our college website, under "Curriculum – NZQA news", and the NZQA website on the "NCEA" page. Your tutor teacher will also share this in your tutor class Google Classroom)*

## EXAM TIMETABLE ON SMARTPHONES

Check the NCEA & Scholarship  
exam timetable on your  
smartphone at:

[timetable.nzqa.govt.nz](http://timetable.nzqa.govt.nz) »



***Student to complete this section. Hand to your teacher/HOD within 5 days of getting your work back***

*Continued overleaf/...*

|                       |   |
|-----------------------|---|
| <b>HOD's Decision</b> | <input type="checkbox"/> The grade awarded by the teacher stands<br><br><input type="checkbox"/> The grade awarded has been changed to _____<br><br>Reason: |
|-----------------------|---|

*PN to complete this section (copy filed)*

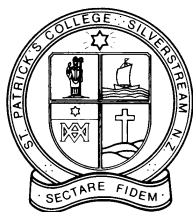
|   |  |
|---|--|
| <b>Principal's Nominee decision/comment</b><br><br><i>(To be completed after all hearings have occurred and a decision has been made)</i> |  |
|---|--|

### ***Signatures***

|                |   |             |  |
|----------------|---|-------------|--|
| <b>Student</b> | (the reason for this decision has been explained to me and I accept the decision) | <b>Date</b> |  |
| <b>HOD</b>     |   | <b>Date</b> |  |
| <b>PN</b>      |   | <b>Date</b> |  |

[Back to top](#)





# St Patrick's College, Silverstream

## Missed Assessment Application Form: 2018

*Student: fill in the top section, attach appropriate letters of certificates and hand in to your subject teacher or HOD*

|  |  |                     |  |
|--|--|---------------------|--|
| <b>Name:</b>   |  | <b>Tutor class:</b> |  |
| <b>Date of application:</b>  |  |                     |  |
| <b>Missed assessment details</b>                                     |  |                     |  |
| <b>Name of teacher</b>   |  |                     |  |
| <b>Subject</b>   |  |                     |  |
| <b>Standard number and title</b>                                     |  |                     |  |
| <b>Type of assessment</b><br>(e.g. test, practical, field trip work) |  |                     |  |
| <b>Date of assessment or due date:</b>                               |  |                     |  |
| <b>Reason for missing assessment (please tick one)</b>               | <input type="checkbox"/> <b>Illness:</b> <i>medical certificate must be attached</i><br><input type="checkbox"/> <b>Family / personal trauma:</b> <i>documentation must be attached (e.g. letter from parent, counsellor, tutor teacher, Dean)</i><br><input type="checkbox"/> <b>School Activity:</b> <i>e.g. sporting, cultural</i><br>Signature of teacher in charge: _____ |                     |  |

|   |   |              |  |
|---|---|--------------|--|
| <b>Decision</b><br>By HOD / Principal's Nominee<br><br><i>(HOD to file)</i> | <input type="checkbox"/> Extension granted. New due date: _____<br><input type="checkbox"/> New assessment date granted. New due date: _____<br><input type="checkbox"/> Application denied. Comment: _____ |              |  |
|   |   |              |  |
| <b>Signed: (staff member)</b>   |   | <b>Date:</b> |  |
| <b>Signed: (student)</b>  |   | <b>Date:</b> |  |
| <i>The reason has been explained to me and I accept the decision</i>        |   |              |  |

[Back to top](#)