

**NCEA**

# **STUDENT HANDBOOK**

**2018**

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## Assessment Directory

<i>Issue</i>	<i>Who to See</i>	
<b>Absences</b>	Dean of Student Welfare	Mr Tou'a
<b>Student Services</b>	Careers Advisor	Mrs Brayshaw
<b>Financial Assistance General</b>	Deputy Head Curriculum	Mrs Taulu
<b>Health Issues/Problems</b>	Dean of Student Welfare School Nurse	Mr To'ua
<b>Leaving Procedures</b>	Deans Admin Staff	Mr McMurdoch Mr Tanielu Mr To'ua Lois Brough
<b>Internal Assessment</b>	Dean Student Learning	Mr Tanielu
<b>NCEA Entries and fees</b>	Deputy Head Curriculum Dean Student Learning	Mrs Taulu Mr Tanielu
<b>Personal Problems</b>	Dean of Student Welfare	Mr To'ua
<b>Absence from school with Permission</b>	Deputy Head Operations Dean Student Welfare	Mr Caltaux Mr To'ua
<b>Subject/Teacher Issues</b>	Deputy of Curriculum Dean Student Learning	Mrs Taulu Mr Tanielu

# What you need to know

## Your Qualification

The qualification you will be studying for will be:

- Year 11: NCEA Level One
- Year 12: NCEA Level Two
- Year 13: NCEA Level Three and Scholarship

At each level, for each of the subjects you study, you will be assessed mainly using achievement standards

In each subject you will study for up to about eight standards.

Each standard is worth a number of credits. This number may differ from standard to standard on the National Qualifications Framework (NQF).

If you achieve a standard you gain the number of credits it is worth.

To get the NCEA Level One certificate you need to gain at least 80 credits.

To get the NCEA Level Two certificate you need to gain at least 80 credits, at least 60 of which must be from Level Two standards.

To get the NCEA Level Three certificate you need to gain at least 80 credits, at least 60 of which must be from Level Three standards and 20 from Level Two or higher.

## Literacy and Numeracy Requirements

To get level one NCEA at least 10 of the 80 credits you gain must be from standards that assess your literacy and at least 10 credits must be from standards that assess your numeracy. You will have the opportunity to gain the literacy credits through your study in English. You will have the opportunity to gain the numeracy credits through your study in any of the Y11 Mathematics courses.

Other subjects may have a literacy or numeracy standard available.

To be awarded level two NCEA you must also have level one literacy and numeracy

## Certificate Endorsements

Students who get more than 50 credits at Merit or Excellence at any level of NCEA get an endorsement on their NCEA Certificate advising that they gained the level with Merit. If you get more than 50 credits at Excellence at any one level you can get a Certificate with Excellence. These endorsements are highly prized and an incentive to do your best.

## Course Endorsement

Students will receive an excellence endorsement if they gain 14 credits at Excellence level, while students gaining 14 or more credits at Merit (or Merit and Excellence) will gain a Merit endorsement.

For Course endorsement, at least 3 of the 14 credits must be from internally assessed achievement standards, and at least 3 from the externally assessed standards.

## Qualifying for University

To get into University in 2019 you will need the following:

- 14 credits at Level 3 or higher in each of 3 approved subjects**
- 10 credits in Numeracy at Level one or higher**
- 10 credits at Level 2 or above in English, 5 in Reading and 5 in Writing**

You do not have to get all the credits in the same year. It is important to note that some universities also require achievement in specific standards or a specific grade point average. Auckland University requires 17 English credits at level 2 or above.

The list of approved subjects that St Pauls offers is:

Health	English	Statistics
Printing	Geography	Physical Education
Economics	Graphics	Science
Sports Science	Physics	Calculus
Painting	Photography	Religious Education

## Internal and External Assessment

**Internal assessment** means that the assessment you do is carried out in school when the teaching for that standard has been finished. Internal assessments are marked by teachers at this school and the marking standard is checked by the New Zealand Qualifications Authority.

**External assessment** in a subject can be carried out in one of two ways:

- An examination is sat at the end of the year, along with all other students in New Zealand studying this subject.
- Work carried out during the whole year is submitted at the end of the year to NZQA for marking.

For example, the externally assessed achievement standards in Mathematics and English are assessed by an exam whereas the externally assessed achievement standards for Art and Graphics are assessed by the submission of work to NZQA.

## Gaining the Standard

For each achievement standard you gain you will be given one of the following grades:

- achieved with excellence
- achieved with merit
- achieved

**Unit standards** are usually either achieved or not achieved.

The grade at which the standard has been achieved does not alter the number of credits gained, e.g. a student gaining achievement standard 91026 in Science with excellence gains 4 credits as does a student who achieves 91026 with merit.

## Your subjects

At the beginning of your course your subject teacher will give you an information sheet that will tell you:

- the course outline which will tell you what you will study and how you will study it, any textbooks you will use, etc.
- the standards you will be studying for and whether these are unit standards or achievement standards. If some are achievement standards you will be told which are assessed internally and which externally.
- for each internally assessed standard, the approximate time of the year when the assessment will be done. If the standard is an achievement standard you will be told if there will be another opportunity to gain it.
- All unit standards have a further opportunity to gain the standard.
- the number of credits each standard is worth.

***MAKE SURE YOU KEEP THIS INFORMATION SHEET IN A SAFE PLACE***

# Problems you might have / questions you might ask

## ***I'm a bit disorganised. What should I do?***

The course outline that you were given, for each of your subjects, at the beginning of the year tells you when your internal assessments will be due. It will also tell you how much time (both in class and out of class) you should spend doing it. Put all this information into your assessment planner and you will be able to see when you are going to be particularly busy.

The information you will be given with each of your assignments will give the date it must be handed in and the arrangements for doing this. If the assessment is a classroom test, the date and period will be given to you. Put these dates and arrangements into your planner.

## ***I'm feeling all hot and bothered because I'm not going to finish an assessment on time.***

Perhaps you qualify for an extension. If you have been ill or been unable, for some other valid reason, to work on your assessment, ask your subject teacher for an extension.

- Apply as early as you can, and AT LEAST 3 days before the deadline.
- Your application must be on an official Absence from or Extension for Internal Assessment form. This is available from your teacher.



## ***Today is the day I am supposed to hand in my assignment and it's not finished.***

If you do not hand in an assessment on or before the date it is due it **WILL NOT** be graded unless you have been given an extension. So: **DO NOT BE LATE!!!**

## ***I can't go to school today because I'm too sick, but I've got an Assessment due!!!***

This also applies if you have a different genuine reason for being absent without giving prior warning, e.g. family bereavement.



What to do:

- ring the school number (09 3761287) before 8.30 am to report your absence.
- Apply in writing for re-assessment (or an extension in time) on an official Absence from or Extension for Internal Assessment form on the day you return. This is available from your teacher.
- talk to your subject teacher about the arrangements for doing / handing in the assessment.

Every attempt will be made to ensure you are not disadvantaged.

If you are absent for just a day or so and miss an assessment, which was done in class time, you may be asked to do the assessment (or a similar one) when you

return and so you should be prepared for this. Extensions are possible depending on the circumstances.

If you are absent for a long period you must see your subject teacher(s) as soon as you return. In some cases it may not be possible for you to do / hand in the assessment.

If you have concerns while you are away, contact the Deputy Head of Curriculum Mrs. Taulu, Deputy Head of Operations Mr Caltaux, the Dean of Student Learning – Mr. Tanielu or the Dean of Student Welfare Mr. To'ua,

***I have to have some time off school for something that is really important.***

This includes family travel, sporting or cultural activities not connected with the school.

Only BRIEF absences are allowed and they must have PRIOR approval. Some times of the year are busy in terms of assessment, so careful consultation with the school is needed.

What to do:

- Bring a note explaining the circumstances to your Dean before the event. This note must be written and signed by a parent/guardian.
- Each of your subject teachers will be notified and will need to be consulted about the arrangements you have made. If the period of your leave includes an assessment day, an official 'Absences from or Extension for Internal Achievement Standard Assessment' form must state the arrangement made about the assessment.

**NO COMPLETED FORM** means **NO EXTENSION HAS BEEN GIVEN** and so if you miss an assessment you **WILL NOT ACHIEVE THE STANDARD.**

*I have been sick or away for a long time and have missed some internal standards.*

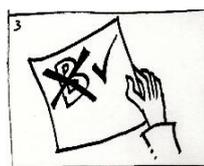
Students absent from internal assessment because of illness, injury or family tragedy are able to get a grade for each Achievement Standard that they have missed. There has to be enough evidence from that specific standard for the teachers to identify what your grade would have been.

You need to apply in writing to the Deputy Head, Mrs Taulu on the appropriate Absence from or Extension for Internal Assessment form.

***I have a permanent learning disability which will affect my results.***

You might be able to get support called "Special Assessment Conditions". This might be available for external assessments, school examinations and some of your internal assessments. Some students get extra time, others get someone to help them read or write the answers or both.

Ask your parents to contact the College each year that you are taking NCEA qualifications so that arrangements can be made for this to happen. You will need to be getting this help all year to qualify.



***I've been given my assignment back and I think it has been Marked wrongly.***

If you think you have been given the wrong grade you are entitled to **APPEAL**.

What to do:

- Discuss this with your subject teacher
- Do NOT take your work out of the classroom after it has been handed back to you. Appeals cannot be considered if the work has been out of teacher supervision.
- If you are still unhappy, complete an official 'Appeals for Assessment Judgements' form within one WEEK – seven calendar days – of receipt of your marked work.
- Your appeal should say which part of the mark schedule you are unhappy about. You cannot just say that the "grade is too low".

Still not happy?

- Ask your teacher or HOD to explain the results of the appeal.
- If you are still unhappy you must hand your work back to your teacher or HOD and see the Deputy Head, Mrs Taulu within ONE more week. At least one other teacher will be consulted before a decision is made.

***Am I allowed to do the work with someone else?***

Usually the answer to this is NO. The work you hand in should be 100% your own work.

Occasionally group work is allowed for some assessments.

If it is, the information you will be given with the assessment will tell you this and it will also tell you how your particular contribution to the group will be graded.

If you cheat you

- will NOT achieve the standard
- may face other measures that might be taken.

***I have to have some time off school for a school activity.***

This includes field trips, school sports, cultural activities that will take you out of school for one-half a day or more.

What to do:

- inform your teacher beforehand
- you may be able to have an extension or reassessment, if not, then your teacher MAY be able to gather evidence of authentic work generated in valid situations to compare you with other students and award a grade.

***I've been really stupid and waggd school when I was supposed***

### ***to be doing an assessment***

This includes any time that you are not in school and do not have an Approved reason for being absent.

What happens?

- You will NOT be granted an extension and so will not have achieved the standard.

What to do: **DO NOT WAG!!**

### ***I've just got my assignment back and I didn't achieve the standard.***

This also applies if you wagged when an assessment was due or if you were away from College without filling in an 'Absences from or Extension to Internal Achievement Standard' form.

You might be allowed another go!! It's called a further opportunity to gain the standard.

- Only some achievement standards offer further opportunities. Your course information sheet for the subject will tell you.
- You can usually apply for another opportunity only if you did not achieve the standard. You must show you have done some additional learning. Your teacher will tell you what you need to do to show this.
- Make sure you know where this opportunity will take place. It is your responsibility to turn up to sit this.
- It is possible to achieve the standard with merit or excellence on this re-assessment.

### **NOTE: IT IS NOT POSSIBLE TO BE RE-ASSESSED IN SOME STANDARDS**

### ***I have just got my standard back and have been offered a re-submission opportunity***

Re-submission allows you to immediately improve your grade without further advice because of a silly mistake in your original assessment.

There are strict criteria and rules for re-submission.

Each standard can only have **one reassessment** opportunity

### ***I don't think it was fair because...***

If you are unhappy about anything else concerning your assessments discuss your concerns with:

- first your subject teacher
- then the HOD
- If you are still unhappy, then fill in a NCEA Appeal Application form and give it to your teacher within ONE week of receiving your result. Forms are available at the school office.



***My family have moved house so I have got to change school.***

We will be able to transfer any achievements to your record of learning either with NZQA or directly to the new school.

***Can I do whatever subjects I want at school next year?***

To continue with a full course of study at a higher level you must have gained the certificate at the previous level, e.g. to study five subjects at level two in Year 12 you must have gained level one NCEA certificate. Entry requirements for individual subjects will be notified in the option booklet.

**BE POSITIVE!**

**ASK FOR HELP IF YOU HAVE ANY CONCERNS**

**USE THIS BOOKLET TO STEER YOU THROUGH THE YEAR AND YOU'LL BE FINE!!**