



HVHS

NCEA

National Certificate of Educational Achievement

Student Information

2017

Aim High – Be The Best That You Can Be

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Note:

Internal Assessments take precedence over school trips unless the trip is an internal assessment activity. You will need to contact your teachers and negotiate an extension should there be a clash of internal assessments between subjects. Failure to attend or complete an internal assessment without prior negotiation with your teacher, or a verified medical reason will result in a Not Achieved grade.

THE NCEA INFORMATION BOOKLET

This booklet is for you and your caregivers to read so that everyone understands what is required of you throughout the senior years regardless of which certificates you are studying for.

It contains:

- Information for you about the National Certificates
- Things you are responsible for
- Things to help you

The table of contents will help you to find information.

Keeping Assessment Information Safe

You will need to refer to this NCEA Information Booklet over the next year. It is important that you file it and any subject information about assessment, in a safe place.

In case assessments are lost make copies of assessments before you hand them in. Be sure to save all commuter generated assessments.

If there are any changes to the information or the procedures used at HVHS, these will be passed on.

Course Handouts

Each subject you study provides you with an Assessment Schedule containing crucial details about that subject, the topics learned and assessments. The assessment details will include the assessment standards, their credit weighting, how much time is available for each assessment, other assessment conditions, Literacy and Numeracy information, due dates and so on. Copies of the course outlines and assessments are available from subject departments.

People Who Can Help You With NCEA Questions

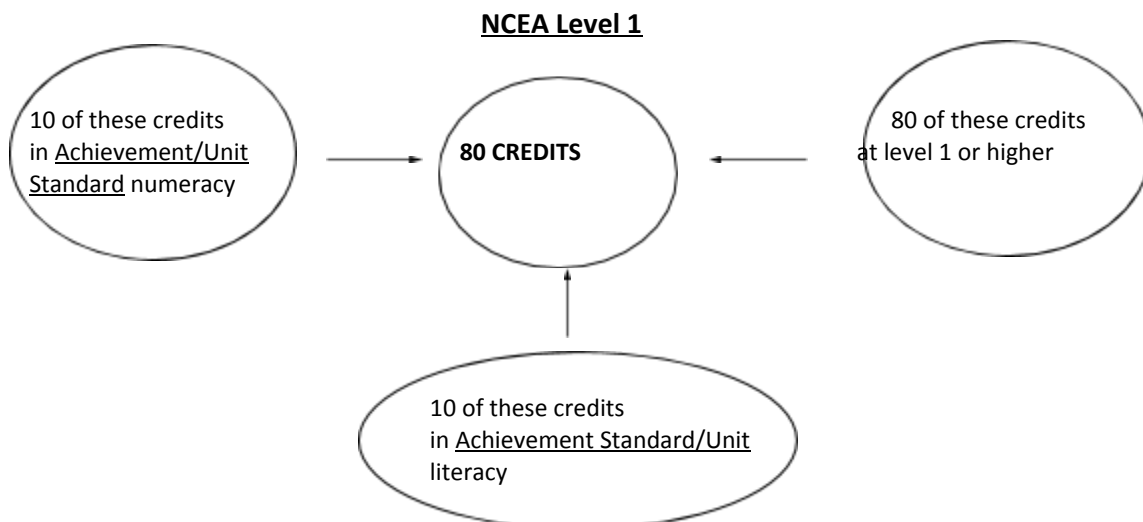
- Subject teachers
- Head of Departments
- Mentor Teacher
- Deans
- NZQA liaison person (Principal's Nominee): Mr Larkin
- Principal: Mr Sinclair
- The New Zealand Qualifications Authority

Note: An NCEA qualification is not constrained by a one year time frame or single level studies. You can take multi – level standards in your course and it can take up to or beyond a year to get your qualification.

NCEA is a standards based assessment system. Assessment standards / Unit standards describe what students have to achieve to gain credits.

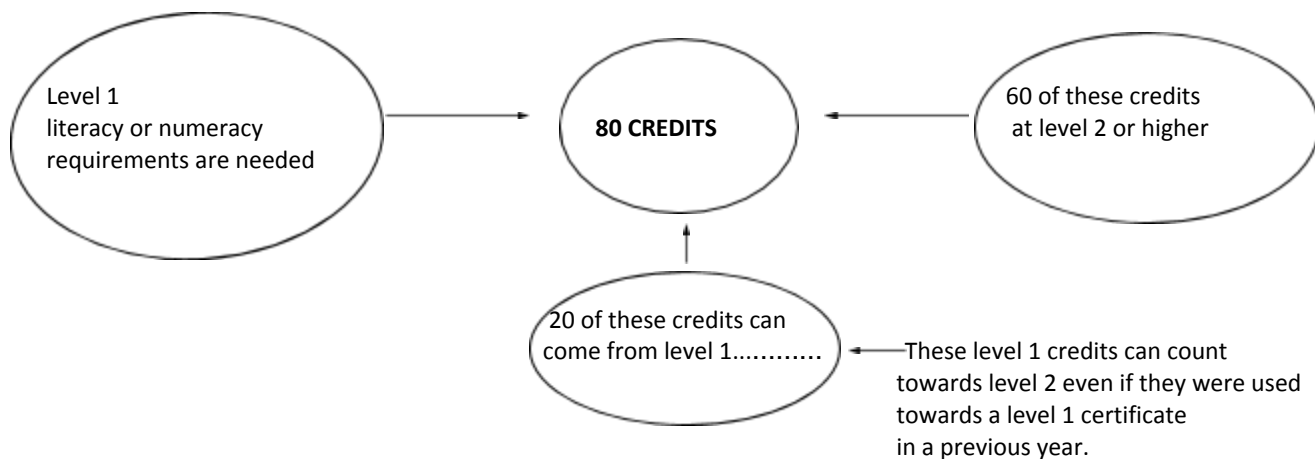
INFORMATION NCEA INFORMATION

NCEA: GAINING A LEVEL 1, 2 OR 3 NCEA CERTIFICATE

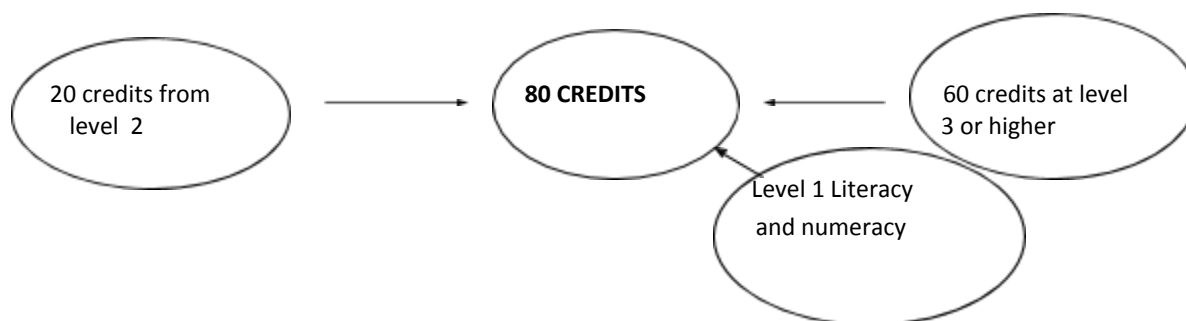


If you get fewer than 80 credits you will not be awarded an NCEA but you will get a 'Record of Achievement' from the New Zealand Qualifications Authority (NZQA) which has on it a list of the credits you did get.

NCEA Level 2



NCEA Level 3



Standards

To gain a standard you complete assessment tasks in your subject

- Every standard is worth a set number of credits
- You collect credits if you achieve the standard
- Both Unit Standard and Achievement Standard credits go towards your total NCEA credits

Your subject assessment schedule will list the standards being assessed and how many credits each one is worth. The assessment in most subjects will add up to 18 - 24 credits.

To be awarded NCEA you have to achieve in enough assessment tasks to get 80 of these credits – of these 80 you must meet the literacy and numeracy requirements for each level (see page 5)

Grades

Each Achievement Standard you complete will be marked using four grades: Excellence, Merit, Achieved or Not Achieved

Not Achieved means that you have not met the standard and you will not be awarded related credits.

The other three grades will give you the full credits for the standard. High performance will be rewarded with a Merit or Excellence grade.

You will get a grade for each Achievement Standard in that subject. Most Unit standards do not use merit or excellence grades. You will either get an Achieved grade or a Not Achieved grade.

Endorsement of NCEA Certificates

Students with enough Merit or Excellence grades across a combination of subjects will receive an Endorsed Certificate

- Students require 50 plus credits at Merit level to get a Merit Endorsed Certificate
- Students require 50 plus credits at Excellence level to get an Excellence Endorsed Certificate

Note: Credits gained in the following years can be added to previous years Merit and Excellence totals to get a Endorsed Certificate. Note- Unit Standards that have Merit and Excellence grades count as well.

Course (subject) Endorsement

Students will gain an Endorsement for a course where they achieve both of the following criteria in a calendar year: 14 or more credits at Merit or Excellence. Note- Unit Standards that have Merit and Excellence grades count as well.

Requirements

Each student's achievement for course endorsement must include at least 3 credits at Merit or Excellence from internally assessed standards as well as 3 credits at Merit or Excellence from externally assessed standards. E.g. For Excellence: of the 14 credits, Excellence must at least be achieved in an internal and an external standard worth at least 3 credits.

Excluded from this rule are Physical Education and Level 3 Visual Arts.

These students will receive a course endorsement when they achieve: 14 or more credits at Merit or Excellence in Physical Education standards, where all achievement standards are internally assessed, or for Visual Arts: 14 or more credits at Merit or Excellence from the externally assessed Level 3 Visual Arts standards or 14 or more credits at Merit or Excellence from internally assessed Level 3 Visual Arts standards

Courses containing Unit Standards

Unit standards can be included within the makeup of a course but only standards with Merit or Excellence criteria can contribute to a course endorsement (e.g. Business Studies US2257).

Credits from previous years

Credits gained in previous years are not eligible to be used for course/subject endorsement, but can be used for Level Certificate Endorsement.

Multi level courses

Where a course has standards at two or more levels, the endorsement will be awarded at the lower level that can support the endorsement.

For example, if the internal and external requirements have been met and the student achieves 12 credits at Excellence at Level 2 and 4 credits at Excellence at Level 1, the endorsement awarded will be Level 1 Excellence.

Internal and External Assessment

Most of your subjects will have some standards marked at school (internal) and some standards assessed by outside markers at the end of the year (external), either as portfolios (Technology, Graphics and Visual Arts) or more commonly as exam papers.

Internal Standards

Some of the achievement standards you complete in each subject, and all of the unit standards, will be assessed at school. These are called internal (I) standards.

They will take the form of in-class written tests, practical tasks and performances, assignments done over several weeks, portfolio work and so on. Your teachers will mark them and there will be strict rules about due dates, how long you have to complete the tasks, where and how you do the work. There are, occasionally, resubmission or further assessment opportunities (see the later sections).

Moderation of Internal Assessment

A sample of the internal assessment tasks and the way they have been marked will be checked by outside markers. If there is a major problem with the marking, you still cannot alter the grades when Moderation is returned. Unit standards are checked in the same way. Within the school, all standards are checked within subject departments for consistency. This is called Internal Moderation

External Achievement Standards

At least half of most subjects' achievement standards will be external (E) assessments. Most will be assessed in written examinations run by the New Zealand Qualifications Authority in November-December and marked by outside markers. Other methods could include outside markers checking portfolios of work or audio/visual tapes of performance. There are no external unit standard assessments.

If you are unhappy about your results, external achievement standards can be remarked. You apply to NZQA in February when your marked examination papers have been returned to you. A fee is charged. There is no reassessment opportunity for external achievement standards. You have to resit them at the end of the following year.

Hutt Valley High School will have in-class tests during the year and one set of practice external examinations to prepare students for these externally assessed achievement standards. There are no examinations for unit standard assessments.

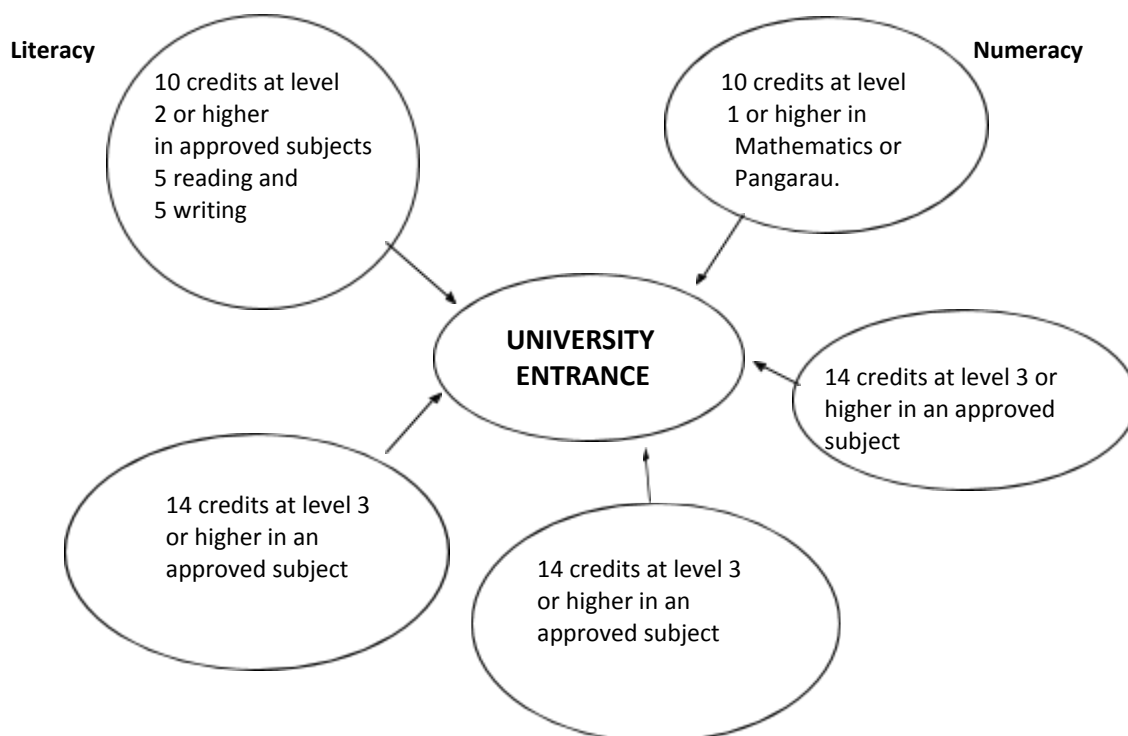
ENTRANCE TO SUBJECTS AT THE NEXT LEVEL

For most people achieving the NCEA certificates happens automatically as the credits build up. You gain entry to each subject by doing well in that subject in the year before. Usually more than half the standards must be achieved to enter the next year’s course. Sometimes particular standards or merit grades are required. The requirements for entry to Hutt Valley High School’s Level 2 and 3 courses are published in the HVHS Course Booklets available from the Deans. These may change slightly from year to year but they give you a guide to the requirements.

UNIVERSITY ENTRANCE

Students will need **all** of the following to be awarded University Entrance:

1. Attain NCEA Level 3
2. Achieve 14 credits at level 3 in three subjects from the list of approved subjects (see page 8)
3. Achieve UE numeracy – 10 credits at Level 1 or above from specific achievement standards, or three specific numeracy unit standards
4. Achieve UE literacy – 10 credits (five in reading and five in writing) at Level 2 or above in specific achievement standards (can be from a range of Literacy rich subjects – check your subject assessment schedule sheet for each subject) or specific Te Reo Maori and Te Reo Rangatira level 2 or above
5. Meet specific university Guaranteed Entry Scores (GES) – see page 8



University Approved Subjects

(not all of the subjects listed below are offered at HVHS)

- | | | |
|---|--------------------------|------------------------------|
| -Accounting | Sustainability | -Media Studies |
| -Biology | -English | -Music Studies |
| -Business Studies | -French | -Painting (Practical Art) |
| -Chemistry | -Geography | -Physical Education |
| -Chinese | -German | -Photography (Practical Art) |
| -Classical Studies | -Graphics | -Physics |
| -Cook Island Maori | -Health Education | -Practical Statistics |
| -Construction and Mechanical Technologies | -History | -Printmaking (Practical Art) |
| -Digital Technology | -History of Art | - Processing Technology |
| -Dance | -Horticulture | -Samoan |
| -Design (Art Practical) | -Home Economics | -Science |
| -Drama | -Indonesian | -Sculpture (Practical Art) |
| -Design Visual Communication | -Japanese | -Spanish |
| -Economics | -Korean | -Social Studies |
| -Education for | -Latin | -Technology |
| | -Maths with Calculus | -Te Reo Maori |
| | -Statistics and Modeling | -Te Reo Rangatira |

Guaranteed Entry Score (GES)

Students will be ranked by most NZ Universities to see who will get entry. Entry spaces are limited and rankings will be based on Level 3 scores in approved subjects only. Credits will be awarded points. E.g. Excellence = 4 points, Merit = 3 points, Achieved = 2.

For example a student might need to achieve 150 points minimum for Canterbury University for a Bachelor of Arts Degree (correct at time of printing). You must contact the Universities to see what the entry score is for specific courses. Students may also see the Deans to confirm the GES for University courses. Auckland University requires 17 credits in Level 2 English.

The points will come from your 80 best credits.

E.g. in a Level 3 History essay worth 4 credits where the student scored a Merit they will get 12 points.

You can only use a maximum of 24 credits per subject. See example of tracking sheets on page 9. You are advised to keep a running record of your Level 3 courses if you intend to go to a NZ University.

It is important that students are taking University approved subjects to help score the minimum GES.

Keep as a running total of your GES throughout the year

- Based on 80 best credits in all *approved subjects*, at level 3
- Maximum of 24 credits per subject
- Can include Achievement and Unit Standards (where they are offered in approved subjects)
- Excellence = 4 points, Merit = 3 points, Achieved = 2 points

EXAMPLE: Guaranteed Entry Score (GES) of 210

Approved Subject	Excellence credits (x4)	Merit credits (x3)	Achieved credits (x2)
1 English	8	6	6
2 History		6	10
3 Stats	4	4	16

4 Geography		10	10	Final Rank Score
5 French			24	
Sub Totals	12	26	66	
Best 80 Credits	12 (x4) =	26 (x3) =	42 (x2) =	
Calculate Score	48 +	78 +	84 =	

ACADEMIC TOP OF YEAR AT HVHS

Top of year is based on a Grade Point Average for the top 5 subjects for Years 12 and 13, and the top 6 subjects for Year 11.

NEW ZEALAND SCHOLARSHIP EXAMS AND AWARDS / GRANTS

Scholarship Exams

- Entries for Scholarship exams will be called for in Term 2/3.
- A fee of \$30 (GST incl.) per subject will be charged. The \$76.70 NCEA assessment fee will no longer cover entry to any New Zealand Scholarship subjects. International students will continue to pay the full fee of \$102.20 (GST incl.) per subject entered. Each Scholarship entry will incur a fee payable to NZQA.
- **Students entered into Scholarship exams cannot withdraw after 1 September and will be required to pay the fee.**
- It is important that students are aware of the fee associated with entry and that only candidates with a genuine intention to sit should be entered.
- **Candidates who have not paid the fee will not be eligible for a New Zealand Scholarship Award.**
- **Financial assistance** - This will continue to be available for those students who meet the financial assistance criteria based on income, benefit or multiple-candidate applications from one family. This will include the cost of entry into New Zealand Scholarship exams.

At the NCEA Scholarship Exams bring photo ID and your admission slip.

Category	Monetary Award	Requirement
1 or 2 scholarships	\$500 per subject	Scholarship (top 3%) or outstanding scholarship (top 0.5%)
Top in Subject	\$2,000 per year for 3 years, provided a B average or better.	Top in country for the subject
Three scholarships	\$2,000 per year for 3 years, provided a B average or better.	Three scholarships
Outstanding Scholars	\$5,000 per year for 3 years, provided a B average or better.	Two Outstanding scholarships plus one other OR one Outstanding plus five or more others
Premier Awards	\$10,000 per year for 3 years, provided a B average or better.	Up to 10, on merit. At least five or more scholarships with at least three at Outstanding level.

Scholarship does not attract credits or contribute towards a qualification, but the fact that a student has gained a Scholarship will appear on the Record of Achievement and will assist with entry to some University courses. Scholarship will enable students to be assessed against challenging standards, and will be demanding for the most able students in each subject. Scholarship students will again be expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

Scholarship Awards/Grants - Many awards and grants are available to students to help with funding towards tertiary education. See the Deans' area for the awards on offer. Applications are to be completed through the Senior Dean two weeks prior to the due date (for referencing and testimonial purposes). Visit this website for more detailed information: www.allaboutfunding.org.nz

REPORTING OF PROGRESS AND RESULTS

- You will receive 2-3 Hutt Valley High School reports during the year.

- Parent/teacher interviews will occur at least once a year. Teachers may also telephone home if they are concerned about your progress. Email access with staff is also available
- Parent Portal is also available to parents and students to see grades for each subject online
- Your Deans and Mentor Teachers can help you track your progress
- The NZQA website is updated at the start of each month from the school database. You can log on to this site with your NSN and own password to view your results online – be aware that this NZQA site could be a month out of date due to the updating process

NCEA EXAMS AND PAPERWORK

NCEA Admission Slip

You will receive an admission slip and instruction booklet for the exams in Term 4. Bring your admission slip to the NCEA exams with ID. Student ID is fine (Photographic ID is best). If you lose your slip you can get a new one at the school office.

National Student Number (NSN)

You will have a NSN for the NCEA Exams. Your exam papers will be personalised (have the NSN on them, not your name) when you go into the exam room. Take your NSN with you to the exams (it is on your Admission Slip) because it will help you locate your exam room and is needed on the rare occasion when exams are not personalised. The NSN also allows you to view your results on the NZQA website. NSNs can be obtained from the Deans or Mentor Teacher if you have lost your number.

Exam Timing and Rooms in November and December

Report to the exam room 20 minutes before the start - take your admission slip with you. The admission slip will have your NSN, reporting and exam times on it and is the official document from NZQA relating to your NCEA exams. A desk with your exam code on the papers will be allocated to you. Strict instructions about exam protocols will be given before the exam starts. (See HVHS Assessment Rules below - they are almost identical)

P block and the top of B block (B16-18, 24-28) will be used for this year's exams

P6 is the Exam Centre Supervisor's office – on the windows you can tell which room you will be in, based on your NSN. If you are more than 30 minutes late to your exam you will not be permitted entry. There are no alternative times for NCEA external exams – you have one chance only. You cannot leave the exams until after 45 minutes. If you finish early, put your papers in order and put your hand up to see the supervisor. Do not talk until you are outside and away from the exam rooms. You cannot go to the toilet until after 1 hour. You cannot leave the exams if there is less than 15 minutes to go.

NOTE: these instructions will be repeated in the NCEA instruction booklet you receive with your admission slip in Term 4.

HVHS Assessment Rules (reminders for class assessments and the NCEA exams)

- Students are to be in correct school uniform
- Phones and electronic devices must be turned off and left in bags, and bags are to be left at the front of the room
- If you are allowed to use a calculator in the exam it's memory must be cleared
- Where possible desks will be separated. Teachers will actively supervise the assessment/exam
- Pencil cases are not to be used in assessments. Any necessary equipment can be stored in a clear plastic bag
- Write in blue or black pen only. Only use pencils if needed and do not use white out
- Water is the only drink permitted and there is to be no eating
- No paper is to be brought into the exam
- Do not talk or communicate at any time in the assessments, unless spoken to by your teacher
- Repeated unacceptable behaviour will result in withdrawal from the assessment and further consequences
- Expect to get a Not Achieved if any electronic devices not permitted in the assessment are used. This includes cell phones – checking the time could result in a Not Achieved grade
- Each class should have a clock and/or the teacher will mark off the time remaining for the assessment on the board

Standard Not Assessed

If you do not write on your exam paper the grade will be recorded as Standard Not Assessed. If you mark the paper in anyway it will count as a Not Achieved. Take this into consideration if you run out of time in the exam to answer all of the standards, or if you are targeting certain standards in the exam.

OFFICIAL DOCUMENTS FROM THE NEW ZEALAND QUALIFICATIONS AUTHORITY

Transcript of External Assessment results

This is the reconsideration application form sent with the Result Notice. It will record external assessment results and SNA (Subject Not Attempted) codes.

Transcript of Internal Assessment Results

This will be sent with the Result Notice. It will record all internally assessed results and SNA codes.

Record of Achievement

In addition, the New Zealand Qualifications Authority allows you to access your own Record of Achievement. It will show all the credits from all the senior school courses you have studied over the year. It will not record N results or SNA codes. NZQA will send you a copy of your Record of Achievement. You can also purchase an additional copy from NZQA.

National Certificates of Educational Achievement

In April you will be sent your actual National Certificate of Educational Achievement if you achieved 80 or more credits for the standards you achieved, and met the literacy and numeracy requirements where appropriate.

NZQA Student Login

Students can order certificate for free through their login while still at school.

TOPPING UP A NATIONAL CERTIFICATE

What if you get fewer than the 80 credits needed for one of the NCEA certificates?

- If you are close to 80 credits you will complete that national certificate very quickly by adding the first few credits gained the following year.
- Remember that although a national certificate must have 80 credits, only 60 credits at the particular level or higher are required. The other twenty credits may come from the level below. In effect, twenty credits from each certificate may be counted twice.
- If you are short of literacy or numeracy credits at level 1 see the relevant department promptly about gaining more. This also applies if you want to go to university but have not reached the literacy requirements from level 2 English or Maori. However, it is up to the discretion of the Department whether they can assist or not.
- Be prepared to contact the Correspondence School

PAYMENT OF NCEA FEES

You are responsible for paying the NCEA fees which are due each year. The fees pay for entry into all standards (internal and external), but not the Scholarship Exams. The school will issue you with an invoice in Term Two and will give you a deadline for payment at that stage. Schools agree to collect this fee on behalf of NZQA. Late payments incur a penalty from NZQA and non-payment means credits do not get credited to your NZQA qualification. Late payments are made directly to NZQA – you will need to see the Principal’s Nominee for a form.

Financial assistance is available under certain circumstances – it reduces the cost to approximately \$20. Details about application forms will be sent out in the invoice, and forms can be obtained at the Resource Centre. All fees are to be paid at the Resource Centre, except if you miss the deadline.

NCEA Fees (correct at time of printing)

Fees for Domestic Candidates

Entry for all National Qualifications - includes all NCEA standards (not Scholarship entries)	\$76.70per candidate
Scholarship Exams (Note: Scholarship exams are separate and in addition to the Level 3 exams for each subject)	\$30.00 per subject

Fees for International Fee Paying Students

Entry for all National Qualifications – does not include Scholarship Exams	\$383.30 per candidate
Scholarship Exams	\$102.20 per subject

THINGS YOU ARE RESPONSIBLE FOR DURING THE ASSESSMENT OF INTERNAL STANDARDS

GETTING WORK IN ON TIME

Late Work and Extensions

Internal assessment work at school operates under strict conditions just as the external examinations do. This is so that the assessment conditions are fair for everyone. Students may apply for an extension to the teacher and the HOD of subject outlining the reasons for the extension. The HOD will decide in consultation with the PN if needed.

There are two main types of internal assessment for NCEA.

1. Those done in one or several class spells - you have to be in class to do these assessments
2. Those done over a longer period using both school and home time - for these you have to hand in the finished work on a specified day, at a specified time and place

Late work is not accepted nor is absence tolerated unless exceptional circumstances exist or the subject Head of Department has granted an extension. If extensions are required, they need to be applied for at least seven days before the due date. Be aware that extensions are not automatically granted. You know in advance what your other commitments are and it is your responsibility to get assessments in.

Reasons for reconsideration of a hand in date

- Ill health or accident (medical certificate or other acceptable medical evidence is required)
- Family emergency, e.g. bereavement, major medical or other emergency
- A curriculum activity (e.g. field trip in another subject) or sport / cultural representation at national or regional level
- A school activity (e.g. a major production), other sport or cultural activities, a religious festival

If any of these circumstances suddenly happens on the day the piece of assessment was to be handed in, the completed assessment work could be delivered to the college office or to your teacher by a family member, courier or friend, or the teacher can be notified by phone or email, or in serious cases if need be notified a few days after a family emergency if possible. A phone call or email is required so that your teacher is aware that the work is coming in to school.

If any of these circumstances listed above happen before the due date and the work is incomplete, or if the assessment was to be done in class, the subject Head of Department may offer you a suitable alternative.

Possible alternatives arranged by the Head of Department

- a reassessment opportunity later in the year (unlikely)
- an extension of time (most likely)
- an opportunity to sit the test or do the practical work on another specified day
- removal from the standard so it does not appear on your record

Students should be aware that it is not always possible to offer practical work at other times as these involve considerable planning, resources and preparation time. Any requests for a change of due date for assessment work may be granted at the discretion of the subject Head of Department. Heads of Departments consider each application on its merits. These requests are not automatically granted, either because good time management is your responsibility or because further assessment or extensions are not possible.

You may ask for decisions about late work or extensions to be reconsidered. The appeal process is outlined on page 14.

Note: Externally assessed portfolio work (Technology, Graphics and Visual Arts) must be handed in on the set date – no extensions are granted under any circumstances.

Voluntary absence and assessments

By law, any family absence from school requires you to notify the Principal in writing. Families need to be aware that holidays in Term time are very likely to make it impossible for you to meet completion requirements for some internal achievement standards. Voluntary absence on or before a due date may mean the credits are not achieved.

Group Assessment

Check the procedures in the subject course handout for the Social Sciences, drama and other courses which have group assessments. Rescheduling of dates may need to be agreed to by the whole group and the teacher if a group member is absent. If a group member truants class to prevent the assessment taking place on the specified date that person will receive a Not Achieved for the assessment task.

SUBMITTING WORK THAT IS YOUR OWN

Cheating

Cheating is the submission by a student of a piece of work that is not original/authentic

Cheating takes many forms (some are listed below):

- plagiarism (copying out material from a source like a book or the internet without acknowledging that the words or ideas are someone else's)
- Using a cell phone during a test
- Help from home, or from a tutor, or from a reader-writer

- Copying or handing in all or part of another student's work
- Giving work to another student which allows that student to use it or copy it
- Using written or recorded material in a test or examination
- Getting another student to sit an external assessment (examination) for you
- Using language dictionaries, electronic spell checkers or unauthorised calculators in external assessments
- You cannot use work from previous years for an assessment. There must be intent to show wider learning.

Involving Other Students

Where a second student has participated in the cheating process, that person will be penalised also.

It is very important that you don't lend your assessment work to other students. It is okay to discuss the topic you are doing with someone else, but the final piece of work must be your own ideas and in your own words.

Any student that knows another student has cheated can in confidence see a teacher so that they are not disadvantaged

Penalties

A range of penalties may occur depending on the seriousness of the incident.

- The lightest penalty will be a Not Achieved grade for the task, or part of the task, for all those involved and caregivers contacted
- Repeated incidents of cheating may mean you are withdrawn from that subject
- The most severe penalty is withdrawal from the qualification by the New Zealand Qualifications Authority. (Part 1 Section 8(f) of the regulations is applied)

You may ask for the cheating allegation to be considered again. The appeal process is outlined on page 14.

Authenticity Techniques

There are a number of methods the school will use to limit the amount of cheating. This is called checking the authenticity of your work. Departments may/will:

- ask you to sign an authenticity form when handing in your work declaring it is original, authentic and free of plagiarism
- ask you to complete the task in class
- provide all the resources you need for the assessment
- collect work in at the end of each spell and hand it back to you for the next spell
- ask to see the draft copies of the work as you do it, and planning and journal notes
- ask you to hand in all your photocopies or downloaded resources
- expect you to meet checkpoints before the final deadline
- run your work through software that can detect plagiarism
- interview students to check their knowledge of the assessment
- discuss your ideas and findings with you or ask you to do a different written task to check your grasp of the material

MANAGING COMPUTER PROBLEMS

These problems fall into two categories.

Home Computer Problems

These are **NOT** acceptable reasons for late work. If you are relying heavily on computer technology, take these precautions:

- make frequent backups
- print frequent drafts with a dated footer (as protection if you lose all or some of a file)
- complete your assessment at least two nights before it is due
- manage your time so that printing is not done on the due day
- make arrangements to print your work at school if the home printer is broken
- submit the assessment on time on a disk/stick/email attachment to the teacher and organise the printed copy by the end of the due day.

School Network and Hardware Failure

This is not your fault so the teacher will make equivalent time available to you. This may have to be in the lunch breaks or during study spells.

However, you are responsible for:

- making effective use of class time when the system is operating well

- remembering your password
- ensure regular backups are made on disks/sticks
- printing regular drafts with the date in the footer
- topping up your print and internet account balances well in advance of the assessment spells

ASSESSMENT CLASHES WITH TRIPS

NCEA Assessments take priority over school trips, unless the trip is for an internal assessment and has been signalled well in advance. Students are to notify teachers of clashes. In some circumstances alternatives could be negotiated, however a teacher does not need to make an alternative for a clash with a non NCEA assessment activity.

ADDITIONAL THINGS YOU NEED TO KNOW

APPEALS PROCESS

You have the right to appeal these things:

- The grade you receive for a piece of internal assessment
- The loss of credits or grades because of an accusation by the school of cheating
- The non-acceptance of late work by the subject department
- Head of Department declining an application for an extension of time
- Unhappy with the way the assessment is run
- Unhappy with Assessment conditions and course delivery

None of these decisions is made lightly by the school but you may be unhappy about something.

This is how the process works:

1. First you need to talk to the teacher about your concern within three days of receiving a result or judgement
2. Use a Student Appeal Form (at the back of this booklet)

If the matter is not resolved then

3. Your written concerns must reach the subject Head of Department no later than five school days after the initial concern was raised (i.e. You have five school days to complete the first two steps.)
4. The Head of Department (HOD) will arrange for the work to be remarked or for a decision to be reconsidered. The HOD will inform the student of their decision.
5. If you still have a concern, the next step in the appeals process is to contact the Principal's Nominee, Mr Larkin, within two days of the HOD's decision. If necessary a further review of the decision will be considered.
6. The Principal's Nominee will keep the Principal informed.
7. You will be given a decision as soon as possible. This decision from the Principal's Nominee is final.

FURTHER ASSESSMENTS AND RESUBMISSIONS

Further Assessments

A maximum of one further opportunity for assessment of a standard may be provided within a year. A maximum of one further opportunity for assessment means none or one. It does not mean one must be offered.

You should be advised from the start of the year (via subject assessment schedules) about further assessment opportunities. Further assessment, if offered, must be offered to all students. Students can decline a second opportunity. It should occur after further learning has taken place. You complete a different task assessing the same standard. You are awarded the higher of your two grades for that standard. A further assessment opportunity will not be offered if you choose, for unacceptable reasons, not to take the first opportunity.

Resubmissions

You should be advised from the start of the year (subject assessment schedules) that there is no or only **one opportunity** for resubmission of work against a certain standard. A resubmission should be limited to specific aspects of the assessment. Re-submission does not need to be provided. You should be advised at the start of every assessment if a resubmission chance is offered.

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. If more teaching has occurred after the first assessment opportunity, resubmission is not possible. Feedback prior to a resubmission must be general.

The teacher should also ensure the resubmission takes place in a timely fashion. A resubmission can be offered after either the first or the second assessment opportunity or after both.

Some assessments take place over a longer period of time and there are a number of opportunities to reach the standard. You may do a portfolio of work and select the best pieces of work for submission towards the end of the course. The teachers give you feedback and you have the opportunity to improve your performance before the final submission date. This is different from a formal resubmission opportunity. It is part of the normal teaching and learning process.

DERIVED GRADES FOR EXTERNAL STANDARDS

If you miss the external examinations because of ill-health, an accident or family bereavement you are able to apply for grades for the external achievement standards that you missed.

The school practice examinations will be used to estimate these grades. The school exams are therefore your 'insurance policy' should a Derived Grade be needed. It is important that you have completed a practice of every external standard under exam conditions before the NCEA exams. This is because if the school cannot use your HVHS exam grades we will look for class tests.

You will need to see Mr Larkin during the external examination weeks and get the official forms. You will have to take them to your doctor to complete if you are ill and then hand them in to Mr Larkin on or before the last day of the examination period. If you are representing NZ at an international event you may also apply for a Derived Grade.

Be aware that Derived Grades are not always granted.

SPECIAL ASSESSMENT CONDITIONS

For a handful of students with special needs, adults are available to help read and/or write their internal assessment tasks and examinations, extra time may be given; computers may be used, as well as other special conditions.

There are strict guidelines and outside professional evidence is usually required. Normally you will have been identified and have received this support at primary and intermediate school as well as in years 9 and 10.

It is very rare for students to gain special assessment assistance for the first time in the senior school. Strong outside evidence is needed. You also have to show clearly that you have the potential to achieve much higher grades. Breaking your arm just days

before the examinations is not grounds for having a writer. This is due to the extensive reader/writer processes required. (See Derived Grades above)

Applications are finalised in Term Two.

NZQA's policy is available on their website, <http://www.nzqa.govt.nz/ncea/acrp/secondary/index.html>, in *Section 6. Qualification Authority based Assessment Rules and Procedures*.

TIMING OF ASSESSMENTS

Each subject provides you with an assessment timetable which shows when assessments will occur.

Usually these dates will not change. If for some compelling reason they do have to be altered the department will give you the new date at least two weeks in advance.

Each subject provides you with the actual due day and time (e.g. in the class spell or at the end of the day) for your internal assessments in that subject. You get that date at least two weeks in advance and in writing.

Handing in an assessment after the due date, without an extension being given, or without an application for extension pending, will result in a Not Achieved grade.

There are always some weeks that have a lot of assessment and some weeks that have very little. You could ask for an extension in one subject if this is the case, however, nothing is guaranteed. You need to manage your time.

KEEPING YOUR WORK SAFE

You should hand in your own work. You should give it to the teacher in person at the time specified. The teacher is not responsible if work left on a desk or in a pigeonhole goes missing. When handing in work the teacher should record the time your work was handed in and you should sign against a roll to say it was handed in on time. You are advised to make copies and backups of all of your work.

The only exception to this is if you are absent when a piece of work is due (see the section on late work). You may phone the school office and then get a friend, parent or courier to hand the work to the person in the school office. The office will sign it in and put a time and date on it to protect you.

Your internal assessment material will be retained by the department. In addition, schools may have to hold assessment work for two years so the standard of marking can be checked by NZQA. The subject departments are responsible for the safe storage of all your internal assessment work.

CHECKING YOUR ASSESSMENT DATA

You have the right to check all the internal assessment data held on computer before it is submitted to the New Zealand Qualifications Authority.

Students are also encouraged to use the student NZQA Learner login to check their standard entries and grades. This can happen using the Parent Portal or seeing your teachers and Deans.

You will be asked to sign that the grade you receive for an assessment is correct.

Before you sign, you have the right:

- to ask your teacher to show you the assessment work if held at the school so you can check the original marks
- to show the teacher that a grade was changed because of an appeal by providing evidence
- to view the corrected computer printout

It is your responsibility to keep in a safe place all the internal assessment grade sheets as you get them. You should also keep any appeal letters.

It is not possible to challenge a grade once the appeal period has passed unless you are away from school legitimately.

PRIVACY ACT

Your assessment information is held on computer. It is not available to unauthorised people. You have the right to view your own data on request. Your information is used only for school reports, decisions on classes and moving on to the next level, and for NZQA purposes.