



# NCEA Student Handbook

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## PEOPLE TO SEE

### NZQA external examinations

Mr Parratt, NZQA Principal's Nominee and Senior Assessment Manager [Gavin.Parratt@mrgs.school.nz](mailto:Gavin.Parratt@mrgs.school.nz)

### Internal assessment

HOD's of subject/Subject teacher

### Assessment considerations

Academic Deans

Cooper: Mrs Burns: <a href="mailto:Fiona.Burns@mrgs.school.nz">Fiona.Burns@mrgs.school.nz</a>	Hillary: Mr Presland: <a href="mailto:Rowan.Presland@mrgs.school.nz">Rowan.Presland@mrgs.school.nz</a>	Ngata: Mr Hays: <a href="mailto:Kelsey.Hays@mrgs.school.nz">Kelsey.Hays@mrgs.school.nz</a>	Rutherford: Mr Coker: <a href="mailto:John.Coker@mrgs.school.nz">John.Coker@mrgs.school.nz</a>	Sheppard: Mr Skiff: <a href="mailto:Rees.Skiff@mrgs.school.nz">Rees.Skiff@mrgs.school.nz</a>

Ms Donald, Deputy Principal in charge of curriculum  
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## COURSE OUTLINES AND ASSESSMENT DATES

The course of study will be outlined and explained. It is worth taking note of:

- Numbers, names and versions of the standards offered to you this year.
- Specific subject regulations.
- Which assessments are internal, external and how many credits they are worth, how many assessment opportunities there are and do they align with future pathways.
- As internal assessments are completed and entered into KAMAR by teachers, they can be accessed on the KAMAR parent and student portal.

## GAINING NCEA ACHIEVEMENT

### NCEA level Requirements

Level 1	<p>80 credits are required at any level (level 1, 2 or 3) including <u>literacy and numeracy</u>.</p> <p>The literacy and numeracy requirements for NCEA Level 1 are:</p> <p><b>Literacy requirement</b></p> <p>Minimum of 10 credits through either:</p> <ul style="list-style-type: none"><li>• Specified assessment standards - <u>specified achievement standards</u> available through a range of subjects (minimum total of 10 credits), or</li><li>• Unit standards - package of three <u>literacy unit standards</u> (total of 10 credits - all three required).</li></ul> <p><b>Numeracy requirement</b></p> <p>Minimum of 10 credits through either:</p> <ul style="list-style-type: none"><li>• Achievement standards - <u>specified achievement standards</u> available through a range of subjects - (minimum total of 10 credits), or</li><li>• Unit standards - package of three <u>numeracy unit standards</u> (total of 10 credits - all three required).</li></ul>
Level 2	<p>60 credits at level 2 or above + 20 credits from any level</p> <p>The Level 1 <u>literacy and numeracy</u> requirements must also be met to gain Level 2.</p>
Level 3	<p>60 credits at level 3 or above + 20 credits from level 2 or above</p> <p>The Level 1 <u>literacy and numeracy</u> requirements must also be met to gain Level 3.</p>



## GAINING OVERALL NCEA CERTIFICATION

**Candidates studying for NCEA are able to achieve qualifications with Merit or Excellence endorsements.**

### **NCEA Certification with Merit**

For a certificate to be endorsed with Merit 50 credits at Merit or Excellence are required at the same level or higher on the National Qualifications Framework (NQF) as the certificate awarded.

### **NCEA Certification with Excellence**

For a certificate to be endorsed with Excellence 50 credits at Excellence are required at the same level or higher on the NQF as the certificate awarded.

**The credits awarded will be able to be gained over more than one year.** A student's record will be checked annually to determine whether their year's work has entitled them to an endorsement of any NCEA certificate.

## GAINING NCEA COURSE ENDORSEMENT

**Course endorsement provides recognition for students who perform exceptionally well in individual courses.**

### **Course Endorsement with Merit**

14 credits with Merit or Excellence at the level of the award with at least 3 internal credits achieved with Merit or Excellence and 3 external credits achieved with Merit or Excellence.

### **Course Endorsement with Excellence**

14 credits with Excellence at the level of the award with at least 3 internal credits achieved with Excellence and 3 external credits achieved with Excellence.

**The credits awarded must be gained in one school year.**

## GAINING UNIVERSITY ENTRANCE

University Entrance (UE) is the minimum requirement to go to a New Zealand university. To qualify you will need:

- NCEA Level 3 – 60 credits or more at Level 3
- Three subjects - at Level 3, made up of:
  - 14 credits each, in three approved subjects
- Literacy - 10 credits at Level 2 or above, made up of:
  - 5 credits in reading
  - 5 credits in writing
- Numeracy - 10 credits at Level 1 or above



Once you have met the requirements for University Entrance it will appear on your Record of Achievement. Please check individual universities requirements to ensure that you are meeting their criteria. Some universities require 'points' it is calculated that for every standard you pass the following points calculation applies: Achieved = 2 points Merit = 3 point Excellence = 4 points

If you pass a standard worth 5 credits with Excellence you earn 5 credits x 4 = 20 points. This means you are able to calculate the points required to allow you entry into restricted UE courses.

## INTERNAL ASSESSMENTS

Working on internal assessment tasks

**Before the assessment:** Make sure you know what you have to do, what resources you need to have, when your work has to be completed and where and when it has to be handed in.

**During the assessment:** Make sure you follow the instructions for the assessment and that the work you hand in is your own. Make sure the assessment is handed in on the due date.

**After the assessment:** Make sure that you check your grade and keep a record of your results. If a further assessment opportunity is offered, use that opportunity. If you have concerns about your grade, talk to your teacher. If you still have concerns see the HOD of the subject, then Mr.Parratt

## MISSED & LATE ASSESSMENTS

Assessments must be handed in on the due date. If you have difficulty meeting this deadline or are late for an in-class assessment, you must see your Academic Dean and collect a form that is to be filled out and returned to them.

Difficulties with computers or printers are not an acceptable reason for missing a deadline. It is recommended that students regularly save their work to the cloud, onto an external hard drive or USB stick to minimise the potential for computer problems.

Some students may need an extension to the assessment deadline. Extensions to assessment deadlines can be approved only by your Academic Dean. There is an *Assessment Consideration Form* which is available from your Academic Dean that must be completed well before the due date and consideration will be given by your Academic Dean

In the case of illness, a medical certificate for the day of the assessment must be submitted to your Academic Dean.

When a student knows he or she will be absent from an assessment or unable to complete an assessment, special leave may be given and alternative circumstances organised for the student to submit the assessment or have a further assessment opportunity. Special leave will not be approved if it is for personal interest, for example a holiday.

## ASSESSMENT SCENARIOS FOR STUDENTS

***"I have an assessment today, or an assignment is due, but I am too sick"***

A medical certificate will be required. Once the student returns to school, he/she will be required to complete an "Assessment Consideration" form from your Academic Dean. The Academic Dean will liaise with the HOD/teacher of the subject to arrange an extension or further opportunity to complete the assessment. The general rule is one absent from school as outlined in your Drs Certificate equates to one day extension.



***“I have an assessment today, but there's been a family bereavement or some family emergency or trauma.”***

When you return to school you must bring a note from your parent/caregiver to the Academic Dean along with any other proof of the incident. Your Academic Dean may contact your parent/caregiver. You will also need to fill in an “Assessment Consideration” form. You may be given an extension or further opportunity to complete the assessment depending on the circumstances.

***“I have to hand in this assessment today, but I am too sick to come, or there's been some family emergency or trauma.”***

Send the assessment to your teacher electronically or arrange another way to get it handed in. If it is a hard copy, then it can be delivered to the front office. If this is not possible, you will also need to complete an “Assessment Consideration” form with any proof/Doctor’s certificate attached.

***“I'm going on a school based trip/activity.”***

You will need to notify the teacher in charge before the trip. The teacher in charge will decide about your assessment in consultation with the appropriate Head of Department (HOD).

**All** in-class assessments that have been worked on over a period of time **must** be completed on the notified day or handed in earlier.

***“I'm going on a family holiday.”***

The Ministry of Education does not grant leave. You must ask permission in writing addressed to Mr Watson (Principal). This must be written by parents. This letter is handed to the front office in the Deans Centre where you will receive a Leave Form which you will take to your teachers to inform them of your absence. There will be an expectation that you hand in your assignments before you depart on holiday. Be aware that you are very likely to get no grade for any assessments you miss, and it is your responsibility to liaise with your teachers to make other arrangements.

***“I have tutoring, e.g.; a music lesson, cultural or sports practice, rehearsal...”***

Do the assessment at the correct time. This has priority over all other activities.

***“My computer or printer breaks down.”***

You need to be aware that technology can fail at the crucial moment. This is unlikely to be acceptable as a reason for late work. It is your responsibility to guard against losing your work through technological failure by printing out your work at regular intervals and saving your work on the cloud, and external hard drive or another backup device. If your printer breaks down, print at school.

Generally, unacceptable excuses – driving tests, physiotherapy, eye examinations and non-essential medical appointments, that can easily be scheduled outside assessment time.

## AUTHENTICITY

All work in your assessments must be your own work. If you use information from another source such as a book or the internet, you must acknowledge the source. If one student copies another student’s work, both students will be penalised. Any issues of authenticity must be reported immediately to the Head of Department of that subject.

## BREACHES OF THE ASSESSMENT RULES

If you are suspected of having submitted work that is copied (not your own), or have given your work to another student, you will be investigated for a breach of the school’s and NZQA’s rules, your family informed, and you may receive a Not Achieved for the assessment.



1. The Head of Department (HOD) will interview you and staff member(s) concerned to begin gathering the evidence.
2. The evidence will be given to the Senior Assessment Manager.
3. You will be interviewed again by the Senior Assessment Manager, a decision made, and your family will be informed.
4. If you have been found to have breached the rules and knowingly, fraudulently or unwittingly gained an advantage, a 'Not Achieved' grade must be reported for the assessment of that standard.
5. The disciplinary response from the school may involve catch up time or stand down and a restorative meeting, aligned with the school's usual disciplinary process.
6. You will have an opportunity to provide an explanation, and will have a right to appeal the decision to the Deputy Principal responsible for curriculum, with support from your House Academic Dean.

## PLAGIARISM

We are committed to providing all the support you need to understand what working to a high level of academic integrity means for you, in LCT you will be given a session on academic integrity and plagiarism. There's a lot more to academic integrity than 'not cheating'. It's obviously not alright to claim that something is your work when it wasn't, we require that you acknowledge and cite all sources according to APA referencing requirements. It's in everybody's interests for you to get this right. Never be afraid to ask if you're unsure, even if it seems like it should be obvious. You can APA reference using Google Docs which does it for you automatically:

**APA referencing automatically in a Google Doc** - Google Docs is a great free writing tool with lots great hidden features, including the research tool. You can save yourself some time and use the research sidebar to automatically insert the appropriate citations you need for your assignment.

1. Open a document in Google Docs, then select Tools > Research. Or use shortcut Ctrl+Alt+Shift+I.
2. Find the paper or study you'd like to cite by selecting Scholar in the search bar, then searching by keyword or author.
3. Select the study or paper and click either Cite as footnote or Insert.
4. If you click the arrow under the search bar, you can change the formatting for your citations. You can easily cite references in APA as it has this as an option.

A quick guide on plagiarism is below;

## KEYS TO PREVENTING PLAGIARISM

Here's what to do when you want to include someone else's information in your writing:

- 1. Quote it.** Copy the exact wording and place the information inside quotation marks.
- 2. Summarize it.** Put the main ideas into your own words.
- 3. Paraphrase it.** Use your own words to restate the information.

When you do ANY of these, you must cite your sources!

## EXTERNAL ASSESSMENTS

The external assessment (ncea exams) timetable is available on the NZQA website.

In September the school holds subject entry examinations to give students an opportunity to prepare for the NZQA external examinations, but to also meet the entry requirements for some subjects offered for a student in their next academic year.

***It is very important that students treat the Term Three subject entry examinations seriously as the results of these examinations are used by NZQA when students apply for derived grades.***

## DERIVED GRADES

Students who are unable to sit an NZQA external examination, present material for external assessment or consider their performance in an NZQA external examination has been impaired by exceptional circumstances beyond their control can apply for a derived grade.

Mr Parratt will provide the forms and guidelines for derived grade applications.

***The derived grade will most likely be based on your Term Three subject entry examinations.***

## SPECIAL ASSESSMENT CONDITIONS

NZQA has criteria for Special Assessment Conditions where support can be provided for students during NZQA external examinations. The school has a process for identifying students who meet the Special Assessment Criteria. Students and parents can approach the Head of Learning Extension if they believe a student meets the criteria.





## NZQA FEES

**NZQA fees:** There are no longer NZQA fees for domestic students. The NZQA fees charge now only applies to International students which is \$383.30. Please pay these fees promptly as an NZQA late payment of \$50 may apply if this fee is not paid on time.

International students do not receive an NCEA Record of Learning or any certificates they may have gained from their assessments if fees have not been paid.

**Scholarship:** Each scholarship examination incurs a \$102.20 per subject fee for international students only.

## USEFUL LINKS

[NZQA website](#)

- here you can find the external exam timetable, copies of all standards, NCEA subject resources and much more

[MRGS Academic Programme](#)

- for all course outlines