

This Student Handbook is the personal property of:

DARGAVILLE HIGH SCHOOL



Name: Form Class:

Student Handbook 2018

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2018 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Wed 7 Nov	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
	2.00 pm		French		Drama
Thurs 8 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm	Sāmoan / Spanish	Japanese	Te Reo Rangatira / Social Studies / Psychology	Sāmoan
Fri 9 Nov	9.30 am		Physics	Business Studies	Calculus
	2.00 pm	Geography	German	Dance	Agricultural & Horticultural Science
WEEKEND					
Mon 12 Nov	9.30 am	English			
	2.00 pm		Media Studies	Home Economics	Statistics
Tue 13 Nov	9.30 am	French	Business Studies	Calculus	English
	2.00 pm	Economics		Accounting	Media Studies
Wed 14 Nov	9.30 am		Mathematics & Statistics		Classical Studies
	2.00 pm	Music	Accounting	History	French
Thurs 15 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Chemistry	Geography	Chemistry	Te Reo Rangatira
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 19 Nov	9.30 am		English		
	2.00 pm	History	Te Reo Māori	Biology	Economics
Tue 20 Nov	9.30 am	Mathematics & Statistics			Biology
	2.00 pm		Drama	Physics	Art History
Wed 21 Nov	9.30 am	Japanese		English	
	2.00 pm	Home Economics	Economics		Geography
Thurs 22 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Chinese	Spanish / Health	Earth & Space Science	
Fri 23 Nov	9.30 am	German	Biology	Geography	Physics
	2.00 pm	Physics	Home Economics	Classical Studies	Japanese
WEEKEND					
Mon 26 Nov	9.30 am	Drama	Chemistry	Music Studies	Spanish
	2.00 pm	Health	Sāmoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
Tue 27 Nov	9.30 am	Biology	Music	Media Studies	Accounting
	2.00 pm	Business Studies	Social Studies	Agricultural & Horticultural Science / German / Chinese	
Wed 28 Nov	9.30 am	Te Reo Rangatira / Latin	Agricultural & Horticultural Science	Sāmoan	Te Reo Māori / Latin
	2.00 pm		History	Health	Music
Thurs 29 Nov	9.30 am	Accounting	Te Reo Rangatira / Latin	Japanese	German
	2.00 pm	Dance	Classical Studies	Spanish	
Fri 30 Nov	9.30 am	Te Reo Māori / Art History	Chinese	French	
	2.00 pm	Classical Studies		Economics	

Introduction

The information contained within this assessment guide will help to explain NCEA and assessment guidelines to students who are sitting NCEA and their parents, whanau or caregivers for 2018 NCEA qualifications.

NCEA (**N**ational **C**ertificate of **E**ducation **A**chievement) is New Zealand's national secondary school qualification and provides students with pathways to tertiary education and workplace training. This year you will be gaining qualifications through standards at NCEA Level 1, 2 or 3 in all subjects. You may also work towards other National Certificates in subjects such as Tourism and Hospitality or through a Gateway or STAR programmes. Your credits can be applied towards more than one qualification.

This booklet contains guidelines that will help you to achieve success this year. During the year, your teachers will be collecting evidence that shows that you have achieved the standards so it is important that systems for assessment are consistent and fair. It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all the internal assessments (e.g. practical activities, briefs, tests and assignments) that provide evidence that you have reached the standards. They also apply to practice exams and to work that you complete for other external assessments like portfolios.

All student data and work is covered by the Privacy Act. No data or work completed by any student will be shown to other students without the express permission of the student concerned. Students and their parents or caregivers are welcome to contact the Assistant Principal, Mrs Troath, (Assessment Dean), at any time if they wish to discuss issues to do with assessment.

Mrs A Troath
Assistant Principal
Assessment Dean/Principals Nominee

The National Certificate of Educational Achievement (NCEA) and Evidence Collected

This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in Visual Art, Graphics and Technology.

Achievement Standards Outcomes/Grades	Unit Standards Outcomes/Grades
Achieved with Excellence = E	Excellence and Merit grades are NOT applicable when sitting a Unit Standard Assessment
Achieved with Merit = M	
Achieved = A	Achieved = A
Not Achieved = N/A	Achieved = A Not Achieved = N/A

For internally assessed standards, if you do **not achieve** the first time you submit your work, you **may** be given an opportunity to redraft and resubmit your work to improve your grade.

NOTE – In some NCEA assessments it is not possible to provide re-assessment opportunities. Always aim to achieve the **highest** grade you can in every assessment. Check with your subject teacher and Mrs A Troath to find out which NCEA assessments are not eligible for re-assessment opportunities.

To Pass NCEA:

At NCEA Level 1

You need 80 credits minimum at NCEA Level 1 or higher. These must include 10 Literacy credits (English or Te Reo Maori) and 10 credits Numeracy (Mathematics, Pangarau). Remember Literacy and Numeracy credits are available in other subject areas. Check on your NCEA entry sheet to find out which assessments have Literacy and Numeracy credits.

Endorsements:

NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 1 Endorsement with Merit	= 50 credits at Merit (Excellence credits can also contribute to the '50' endorsement credits)

At NCEA Level 2

You need 80 credits, of which 20 can come from NCEA Level 1, and a minimum of 60 at NCEA Level 2 or higher.

Endorsements:

NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 1 Endorsement with Merit	= 50 credits at Merit (Excellence credits can also contribute to the '50' endorsement credits)

At NCEA Level 3

80 credits of which 20 can come from NCEA Level 2, and a minimum of 60 at NCEA Level 3 or higher.

Endorsements:

NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 1 Endorsement with Merit	= 50 credits at Merit (Excellence credits can also contribute to the '50' endorsement credits)

Recognising high achievement with 'endorsements'

When students perform consistently above the 'Achieved' level, their result(s) can be 'endorsed' to reflect that high achievement. This can occur at either the Certificate or individual course level.

Certificate endorsement

If a student gains 50 credits at Excellence, their NCEA will be endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (Excellence credits can also contribute to the '50' Merit endorsement credits) their NCEA will be endorsed with Merit.

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

Course (subject) endorsement

Course/subject endorsement provides recognition for a student who has performed exceptionally well in an individual course/subject.

Students will gain an endorsement for a course if, in a single school year, they achieve:

- 14 or more credits at Merit or Excellence, and
- at least 3 of these credits are from externally assessed standards and 3 credits from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and Level 3 Visual Arts.

A course endorsement is not a qualification. A course endorsement can be awarded even if a qualification for that level is not achieved. For example, a student may achieve a Merit endorsement for their Level 2 Mathematics course regardless of whether they achieve NCEA Level 2.

Entrance to New Zealand Universities

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

- NCEA 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](#), made up of:
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- all three required).

For university approved subjects view this link:


<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

University Approved Subjects offered at DHS:

All NCEA subjects offered at Dargaville High School are University Approved except Tourism, Building and Hospitality.

Results Information

To check NCEA results and progress you can do the following:

- 1) Log on to www.nzqa.govt.nz and top right hand of the screen click on 
- 2) Ask your form teacher, subject teacher or Assessment Dean to have an update of credits and results from KAMAR
- 3) Go on to Parent Portal and check your results (ask your form teacher or Mrs A Troath for a password)

Quality Assurance

To ensure that grade decisions at Dargaville High School are consistent with those at other schools around the country, a system of moderation is established. This means that your teachers critique materials before use, verify a sample of grade judgments and keep up their professional development.

When an internal assessment has been marked these results are only “provisional” until that material has been internally moderated for result confirmation. Internal moderation can be carried out by another teacher, in department meetings or in a minority of cases with teachers from other School. Once moderation is complete your results will be confirmed and sent to NZQA.

Assessment completed under Supervision by Offsite Providers.(Eg Gateway. Star, Vocational Courses, Sports courses etc.)

For internally assessed standards from off-site providers, Dargaville High School must keep a duplicate record of the results within the school which is accessible to the Assessment Dean. In some cases this may also include the assessment work. When the work has been returned by the provider, it is Dargaville High School’s responsibility to record the grade so it can be forwarded to NZQA.

Fees

The fees are set by NZQA. This year they are \$76.70 and must be paid by Thursday 30th August 2018. This fee covers NCEA qualifications up to Level 3.

New Zealand Scholarship fee in 2018

A New Zealand Scholarship 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 Scholarship subject.

In certain cases you may be eligible for a subsidised payment. There is a financial assistance form you can complete (see next page) or obtain from the school office or NZQA website if you believe this applies to you. The reduced fees apply if your family is on Work and Income or Study Link benefit, or has a Community Services Card. There are reductions if two or more children are studying for NCEA qualifications in the same calendar year. Please see the School Office if you believe you are eligible for subsidised fees.

Section B: CANDIDATE DETAILS

Complete this section for all members of your family¹ for whom you are applying for financial assistance. **Financial assistance is not available for foreign fee paying students.**

First Name	Surname	School	Date of Birth	NSN ²

Section C: **BENEFICIARY BASED APPLICATION**

Write your benefit number here

Section D: INCOME BASED APPLICATION

If your joint family income would qualify you to receive a card then indicate here

→

114

(✓)

If applicable write your Community Services Card number here

→

Section E: MULTIPLE CANDIDATE APPLICATION³

Indicate here if you wish to apply for multiple candidate assistance

→

(✓)

DECLARATION:

Signed

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Date _____

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¹ Refer to the information sheet for the definition of a "family" for the purposes of claiming beneficiary or income based financial assistance.

² You must provide the National Student Number (NSN) for each candidate before financial assistance can be approved. Refer to the information sheet for details on how to obtain this number.

¹² Refer to the information sheet for clarification.

New Zealand Scholarship

New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling. New Zealand Scholarship assessments enable candidates to be assessed against challenging standards, and are demanding for the most able candidates in each subject. Assessment is by either a written/spoken examination or by the submission of a portfolio or report of work produced throughout the year. Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

Entry to New Zealand Scholarship

Students can enter for New Zealand Scholarship if they:

- are enrolled in an accredited New Zealand secondary school
- pay the necessary fee (as set out in the [Fee Schedule](#)) for the subject.

This means entry is open to

1. international fee-paying students enrolled with an accredited New Zealand secondary school; or
2. students enrolled in a non-accredited school which has a Memorandum of Understanding with one which is accredited; or
3. home-schooled, secondary school equivalent students, who make an entry as a link student with an accredited school and attest to their eligibility through a Justice of the Peace.

For full details of the entry requirements, see [Assessment \(including examination\) Rules for Schools](#).

There are separate fee structures for domestic students and international students, see [fees for NCEA](#).

Eligibility to receive a monetary award

To be eligible to receive a scholarship award, the student must be enrolled in tertiary study in New Zealand for the years in which they receive monetary awards. For awards with second or subsequent year payments recipients must maintain a 'B' grade average each year of their tertiary study in New Zealand. For further information see [Monetary Awards](#).

For full details of the eligibility requirements, see [Assessment \(including Examination\) Rules for Schools](#).

The New Zealand Scholarship Monetary Awards are available to candidates who meet the eligibility and entry requirements under Rules 5.2 and 5.3 and Rule 7.3.2.

How many candidates are awarded New Zealand Scholarship?

Approximately 3 per cent of Year 13 students studying each subject at Level 3 are awarded Scholarship, if they reach the standard that has been set. There is some tolerance around the 3 per cent, mainly for those subjects with few candidates. See [Scholarship subjects](#) for a list of this year's scholarship subjects.

How is New Zealand Scholarship marked?

Markers allocate a score of 0-8 for each component in the New Zealand Scholarship assessment using subject specific schedules. These are based on a Generic Marking Guide, as follows:

- An answer given a score of 8 is an *Outstanding answer in all respects. Strong evidence of integration and synthesis. As good as could be expected under examination conditions. Accurate, comprehensive, coherent, lucid, perceptive.*
- A score of 1 shows *Meagre understanding relevant to the question.*
- A score of 0 is awarded for answers that are blank or irrelevant.

The work of the highest scoring candidates is reviewed by marking panels, to identify the top candidates in each subject. Exam booklets for candidates whose scores are close to either the Scholarship or Outstanding cut-offs are also re-marked, to ensure their results are correct.

New Zealand Scholarship assessments have between 3 and 5 components, and the scores for each component are totaled to give the final result. For further information see [Scholarship Mark Ranges](#).

Student exemplars

A selection of examination papers have been reproduced with permission from previous Top Scholars. To view these examination papers, go to the [New Zealand Scholarship subjects](#) page and click on the '**assessment specification and resources**' link for each subject. The Top Scholar examination booklet is at the bottom of the page under the **[subject] resources** heading.

New Zealand Scholarship results

New Zealand Scholarship results are released about mid February each year. If you want to know more about;

- accessing your results,
- how you will receive your booklets,
- what options are open to you after you get your booklets (such as applying for a **Reconsideration or Review**),

See [New Zealand Scholarship results publication](#) for more details.

Further information

If you are a student or parent, your school should be able to answer your specific questions.

You may also find the information you require in [frequently asked questions \(PDF, 577KB\)](#).

If you are unable to find what you require here, please contact the [NZQA Call Centre](#).

National Student Number (NSN)

All students have an NSN number. This is used as a personal identity number when you complete internal and external assessments for NCEA. Once you log onto NZQA (www.nzqa.govt.nz) keep your password in a safe place.

Registering for Learner Login on the Web

Once you have received your NSN number you will be able to register on the NZQA website to receive your results, look at your Record of Achievement (ROA) and also make a request for an official Record of Achievement (ROA). You may have one of these per year free of charge.

NCEA Assessment Results Notice

In January, you can access a Results Notice, which provides results for internal and external assessments from the previous year. These results are available on-line, but hard copies can be ordered before the 31 December of the year in which the results were obtained.

NCEA or University Entrance (UE) Certificates

You are entitled to one free NCEA or UE certificate (provided you have paid the relevant NCEA fee). Any more copies will cost \$15.30 each (*may be subject to change*). You can order online.

School Results Summary (SRS)

The SRS lists all the results for all the standards that a student attempted, including those Not Achieved. It also lists all the qualifications, endorsements and scholarships that you gained while at school, and has a summary of credits by course and by level. You can order one copy for free. Additional copies \$15.30 (*charge may be subject to changes*).

You will receive any National Certificates you have gained in late April. When you complete NCEA Level 3 you will also receive automatically a Record of Achievement after Year 13 and can request one on line after Year 11 and 12.

NCEA Results released to Universities and Polytechnics

In January, NZQA will send all NCEA Level 2, Level 3 and University Entrance results that have been authorised for release to all New Zealand Universities and some Polytechnics. This helps these institutions to process enrolments quickly.

School Statistics

To see how well a school, group of schools, or other groups of students have achieved in NCEA, go to Secondary School Statistics from the NZQA website.

Special Assessment Conditions (SAC)

The Principal's Nominee, Mrs Troath, ensures that students who require Special Assessment Conditions (SAC) have these available. This means that students with specific learning needs or disabilities can be given special conditions for their assessments. The Special Needs Coordinator, Mrs Greville and The Principal's Nominee are responsible for this and will inform teachers regarding any requirements that may be approved. If parents are concerned about a student's assessment conditions, they should contact the Principal's Nominee, Mrs Troath (439 7229 Ext 752). As a result of a Special Assessment Condition (SAC) being applied for and subject to approval, a student may be provided with valid and fair assessment conditions, consistent with the assistance they could have as part of their learning environment.

Course Outlines

At the start of the year you will receive a course outline for every NCEA subject you take. These outlines are very important. The course outlines will include important information about your course, credits available, whether they are internal or external standards and other crucial information. If you have misplaced your copy request another one from your subject teacher or Assessment Dean (Mrs A Troath).

Checking and Sending Results to NZQA

Your teachers have to carefully check and verify grades awarded to their students in Kamar to ensure that correct results are sent to NZQA.

During the year students should keep a check on the standards they are entered for to ensure that your entries are correct. Printouts of NCEA entries and assessment results will be issues to you at least twice per year to coincide with key dates for NCEA – once at the time of initial entries (mid-year) and once at the time of final entries and final payments (late August). Students are expected to carefully check entries and results with subject teachers and form tutors. Refer to any errors to the Assessment Dean Mrs Troath.

Scholarship

Scholarship exams are single 3 hour papers that require the ability to integrate the concepts across the Level 3 standards. They are aimed at the top 5% of Level 3 candidates. Entries are taken at the same time as the External Standards and careful consideration needs to be made before entry. If you are considering Scholarship exams please discuss this with your subject teacher early in the year.

Appeals

Students may appeal decisions regarding the outcomes of internal assessment. The appeals pathway is from students to their class teacher, to the Head of Department (HOD), and then to the Assistant Principal/Assessment Dean, Mrs Troath.

If an appeal results in any change to the application of the judgment criteria for the standard, the change will be applied to all student work. Students may also use the procedure below to appeal a ruling on a breach of authenticity or assessment rules.

Appeals Procedure

1. The teacher allows students to check that they agree with the results given. If a student thinks that work has been incorrectly assessed they can ask the teacher to reconsider.
2. The teacher should explain the result and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted.
3. If a student is unhappy with the teacher's explanation, they may ask the Head of Department (HOD) for a re-mark, using an Appeals form (see attached document Assessment Appeals form). This must be done **within five school** days of the work being handed back.
- 4 If the student disagrees with the Head of Department's (HOD's) decision, they may ask the Assessment Dean, Mrs Troath to consider the case.

Procedures for Application for Change of Assessment Date

Accumulated evidence for the particular standard being assessed can be used to determine a grade, if the **absence or missed deadline is justified**.

OR –Not Achieved can be given if sufficient evidence is not available.

If a student cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then they must apply to the Assessment Dean, Mrs Troath as soon as they know they will be absent. Any clashes of accredited assessments with major school events should be discussed with the Assessment Dean who will approve the new assessment timing in writing.

In general assessments take priority over all other activities. Valid reasons for requesting an extension of time or a new assessment date are:

- **Illness:** A medical certificate with the completed Student Assessment Extension application form should be supplied. Students may access these from Mrs Troath or from this Student Handbook.
- **Family/Personal Trauma:** a note from the parent/caregiver or DHS counsellor with a completed Student Assessment Extension application form

- **School Sporting/Cultural activity:** This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.

In all cases, a “completed Student Assessment Extension application form” must be completed and given to the Assessment Dean, Mrs Troath. **Where possible, this form should be completed prior to assessment.**

If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by the Assessment Dean, Mrs Troath.

If you do not sit the assessment at the correct time (due to one of the above reasons, the only people that can grant an extension are the Assessment Dean, Mrs Troath in consultation with the Head of Department.

Based on the information presented in the completed “Student Assessment Extension application form”, the Assessment Dean, Mrs Troath may decide to:

- Grant an extension
- Set a new assessment date
- Decline the application and award a Not Achieved for the standard(s) concerned

Derived Grade for Externally Assessed Standards

Teachers keep records of student progress toward externally assessed standards. These are used to report to parents and provide Derived Grades. A Derived Grade is to be given to a candidate who has been clearly disadvantaged through illness or misadventure, or who considers that their performance in an **external** assessment has been seriously impaired because of exceptional circumstances beyond their control. This includes the death of a family member or close acquaintance, or national representative duties which have prevented them from sitting examinations or otherwise presenting materials for external assessment.

Dargaville High School must provide a grade based on **pre-existing standard-specific evidence** for **each standard** for which a Derived Grade is being sought. No Derived Grade is possible if the school holds no standard-specific evidence. Results from standards assessed in the Practice School Examinations will be generally used as evidence. Therefore, your school examinations are very important. A poor performance in these will directly impact your Derived Grade result.

Authenticity

All work submitted must be your own.

It is your responsibility to:

- Keep all drafts and working documents, and hand them into your teacher if required.
- Keep a record of all resources that are used including handwritten plans and websites.
- Acknowledge the source of all material in your assignment, citing whether it is from text, electronic material or people.
- Ensure your data is accurate.
- Be prepared to discuss your work further with your teacher, if required.
- Sign the assignment coversheet verifying that this is your work.

You must not:

- Copy another student's work.
- Quote material from written or electronic sources without acknowledging the source (plagiarism).
- Inappropriately help another student with any part of their work.
- Allow someone else to copy your work.
- Allow someone else to do your work.
- Use forbidden technology in a test or exam (eg non-designated printer, non-standard calculator, cell phone etc).

This is the process that is followed when the authenticity of work is an issue:

- The Head of Department (HOD) will interview the student after gathering the evidence.
- The Head of Department (HOD) will give the evidence to the Assessment Dean, Mrs Troath

The Assessment Dean, Mrs Troath will interview the student and make a decision.

- The student and parents will be informed of the decision.

The penalties for malpractice are severe and will result in you losing all credits for the particular standard.

Student Internal Assessment Cover Sheet

Teachers will set assessment work in such a way that it is possible to authenticate the student's contribution. Each department will have procedures for authenticating your assessment work. A Student Internal Assessment Cover Sheet will be required from you for pieces of work or internally assessed work that has involved the collection of information or that has been prepared and written out of normal school hours or supervision.

This cover sheet requires you to sign that the work submitted is all your own. It also provides you with important information, such as, whether resubmission, reassessment is possible.

Plagiarism/Breaches of Assessment Rules

If there is a question about authenticity then the class teacher shows the suspect work to the Head of Department (HOD) who will refer the matter to the Assessment Dean, Mrs Troath.

The student may be asked to offer proof of authenticity (drafts etc). Students suspected of having offered inappropriate help to their peers are also interviewed. If the Assessment Dean, Mrs Troath suspects a student of "malpractice," or it is alleged a student has been involved in a form of "malpractice," the student concerned will gain no credit for that standard. The student's parent/caregiver will be informed. The Appeals process may be used to challenge a decision.

Missed Deadlines and Assessments

a) "I have an assessment today, or an assignment is due, but I am too sick."

A medical certificate will generally be required. Once the student returns to school, he/she will be required to complete "Student Assessment Extension application form" or obtain a copy from the Assessment Dean, Mrs Troath and hand the completed form to Mrs Troath.

b) "I have an assessment today, but there's been an accident or some family emergency or trauma."

When you return to school you must bring a note from your parent/caregiver. The Assessment Dean, Mrs Troath may contact your parent/caregiver. You will also need to fill in a "Student Assessment Extension application form". You may be given an extension or further opportunity to complete the assessment.

c) "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 the school office if you can. If this is not possible, you will also need to complete a "Student Assessment Extension application form"

d) "I'm going on a school trip."

You will need to notify the teacher in charge affected 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 **must** be completed on the notified day.

All assignments handed in on the day notified. A "Not Achieved" will be recorded unless the correct form is completed, otherwise, **no** grade will be awarded. Sometimes you might have to make a decision about which is a priority. **Generally all assessments will have priority over other activities.**

e) "I'm going on a family holiday."

You must ask permission in writing and submit to the Assessment Dean, MrsTroath. Inform your teachers, but be aware that you are very likely to get no grade for assessments you miss.

f) "I have tutoring, eg a music lesson, cultural or sports practice, rehearsal..."

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

g) "I am late handing in my work."

You will have to talk to your teacher. You must fill in a "Student Assessment Extension" application form.

h) "I know I'm going to be late handing it in for a good reason."

You must complete "Student Assessment Extension" application form.

i) "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 a back-up disk.

If your printer breaks down, print at school.

j) "I chose not to come to that test or hand in that assessment."

You will get a Not Achieved grade for that assessment. Your ability to advance to NCEA Level 2 or Level 3 in that particular subject area may be compromised by failure to complete all course work.

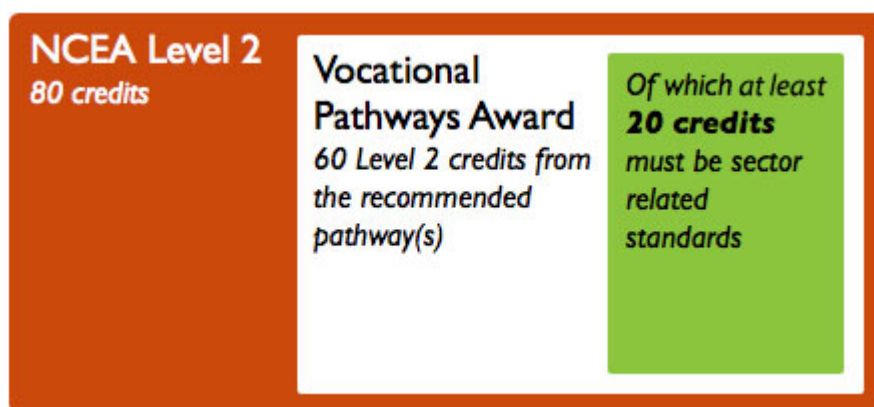
It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected. It will be your responsibility to check with your teacher if you are unsure about anything.

Level 2 Vocational Pathways Award

The Award enables employers to assess more easily whether potential employees' skills align with their industry requirements. To receive a Vocational Pathways Award, students must first gain NCEA Level 2, which is 60 credits from Level 2 and 20 credits from any other level; 80 credits in total. 10 of these credits must satisfy the literacy requirements, and 10 of these credits must satisfy the numeracy requirements. For more information about NCEA go to the [NZQA website](#).

To get a Vocational Pathways Award, a minimum of 20 Level 2 credits must be from Sector-Related standards, with the remaining from Recommended standards to make up 60 pathway credits in total.

The following diagram shows this relationship:



The Vocational Pathways Award(s) will show on a student's NZQA Record of Achievement. This is a real advantage when young people look for work and training opportunities in the sector.

Information about the [Vocational Pathways Award](#).

Vocational Pathways Profile

Learners can show their individual profile and Vocational Pathways Award to potential employers and they can refer to it when making choices about further study. The profile shows potential employers how a learner's achievement relates to particular pathways and indicates their strengths and interests.

It looks like this:



The Vocational Pathways Award on this Record of Achievement shows that the learner has achieved:

- NCEA literacy
- NCEA numeracy
- NCEA Level 2
- A Vocational Pathways Award in two pathways – Creative Industries and Services Industries.

The Vocational Pathways Award is achieved by the student's having at least 60 Recommended credits in each pathway, including a minimum of 20 Sector-Related credits in each pathway.

Using the Profile Builder to help plan programmes of study

The [Profile Builder](#) is a tool that helps students to explore their study options by identifying the standards at NCEA Levels 1, 2 and 3 that align to particular Vocational Pathways. Students can use the tool to see where they are heading and think about where they would like to go.

The Profile Builder tool can also be used by educators when planning Vocational Pathways teaching and learning programmes and working with students to explore their study options.

Level 3 Vocational Pathways

Level 3 Achievement Standards and current Levels 3–7 local, national, and New Zealand qualifications have been mapped to Vocational Pathways to provide students with an ongoing pathway. [The maps](#) help students intending to study towards NCEA Level 3 and other Level 3 qualifications to make informed choices about their study options in relation to the type of degree-level study they wish to pursue.

Resources

There are a range of useful resources to assist students, parents, whānau, employers, and educators to use the Vocational Pathways on our [resources](#) page.

NCEA EXAMS AND PAPERWORK:

NCEA Admission Slip

You will receive an admission slip and instruction booklet for the exams in Term 3/4. 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 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.

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.

DHS 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
- 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
- Paper brought into the exam must be blank. Expect it to be checked by the supervisor. In the official NCEA exams you will not need to bring in any paper.

- 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 there will be 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

Scholarship Exams

Entries for Scholarship exams will be called for in Term 2/3. At the NCEA Scholarship Exams bring photo ID and your admission slip. If you have entered for the scholarship exams and plan not to sit them please let Mrs Troath know ASAP.

Standard Not Assessed

If you do not write on your exam paper the grade will be recorded as Standard Not Assessed. If you put your name on the paper and nothing else 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.

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.
- You can repeat a course.

STUDENT ASSESSMENT EXTENSION APPLICATION

Instructions:

This form is to be used by students to request an Assessment Extension for a missed or late internal assessment.

Student Name: _____ Date: _____

Subject: _____ Level: _____

Teacher Name: _____

Date of the Assessment: _____

Standard Name and Number: _____

Assessment Title / Context: _____

I request an extension for the above assessment. The reason for this request is:

☐ Ill health Medical Certificate attached Yes / No

Details / Date: _____

☐ Family reasons Documentation attached Yes / No

Details / Date: _____

☐ School Commitment

Details / Date: _____

☐ Other Reasons

Details / Date: _____

Signed: _____ Date: _____
Student

Assessment Dean to complete:

Extension of Time given: Yes / No New Due Date: _____

New Assessment Occasion granted: Yes / No

New Assessment Occasion date: _____

Reason if declined: _____

Student informed: Yes / No Date: _____

Signed: _____ Date: _____
Assessment Dean

ASSESSMENT COVER SHEET

SECTION I STUDENT DECLARATION

To be completed by the student and handed in with their assessment work.

Student Name: _____ Teacher: _____

Subject: _____ Year Level: _____

Standard Name and Number: _____

Assessment Title / Context: _____

Date Assessment Work handed in: _____

Student Declaration: I hereby declare that:

- This material which I submit for internal assessment is entirely my own, and I have not received undue assistance or unauthorised help in the preparation of my work.
- I have read and understand the School's assessment requirements and the consequences of submitting material that is not my own work.
- I have met all the School's assessment requirements, including the acknowledgment of sources of information and assistance.

Signed: _____
Student

Date: _____

SECTION II STUDENT VERIFICATION

To be completed by the student after the marked assessment work is returned.

The above marked assessment work was returned to me on _____

My assessment grade of _____ is verified and I agree that the assessment result is fair and accurate.

OR I wish to appeal the assessment grade

☐ Yes

☐ No

I give permission for this work to be used as an Exemplar Sample

☐ Yes

☐ No

Signed: _____ (student) Date: _____

SECTION III STUDENT RECEIPT

To be signed by the teacher and retained by the student, when the assessment work is first handed in to the teacher assessor.

Student Name: _____ Teacher: _____

Subject: _____ Standard Number: _____

Assessment Title / Context: _____

Date Assessment work received: _____ Signed teacher: _____

STUDENT AUTHENTICITY DECLARATION

Instructions:

This Student Authenticity Declaration is to be completed by students to confirm the authenticity of their assessment work. The signed and dated Declaration is to accompany the completed student work when the material is handed in to the teacher assessor for marking.

Student Name: _____ Teacher: _____

Subject: _____ Year Level: _____

Standard Name and Number: _____

Assessment Title / Context: _____

Date Assessment Work handed in: _____

Student Declaration: I hereby declare that:

- I have read and understand the School's assessment requirements and the consequences of submitting material that is not genuinely my own work.
- This material which I submit for internal assessment is entirely my own, and I have not received undue assistance or unauthorised help in the preparation of the work.
- I have met all the School's assessment requirements including the acknowledgement of the sources of information.

Signed: _____ Date: _____

Student

Date Assessment work received: _____

Teacher Assessor Comments:

Teacher Assessor Name: _____ Signed: _____

Date: _____

STUDENT ASSESSMENT APPEAL FORM

Instructions:

This form is to be used by students to appeal any assessment-related decision made by a teacher assessor, or any aspect of the internal assessment process, including 'Breach of the Rules' and Assessment Extension decisions.

PART I (Student to complete)

Student Name: _____

Subject / Class / Level: _____ Teacher Name: _____

Department: _____ HOD: _____

Standard Number: _____ Version: _____ Level: _____
(If applicable)

Standard Name: _____

Assessment Title: _____
(If applicable)

Type of Assessment: _____

Date of Assessment or due date (if applicable): _____

What is the assessment decision that you are appealing? _____

Reason for the Appeal: _____

What do you think is the correct decision? _____

Evidence to support Appeal: _____

Supporting information attached, includes: _____

Signed: _____

Student

Date

Part II (HOD to complete)

I have reviewed the above Appeal and have made the following decision.

Signed: _____
HOD Date

Decision discussed with student: _____ (date)

Part III (Student to complete)

I am satisfied with the review of my Appeal.

Signed: _____
Student Date

OR

I am not satisfied with the review of my Appeal and hereby formally request that it be reviewed by the Principal's Nominee.

Part IV (Principal's Nominee to complete if applicable)

I have reviewed the above Appeal and after consultation with an independent third party have made the following decision.

Principal's Nominee to check the process and the communication of the outcome:

<input type="checkbox"/> HOD advised	Date: _____
<input type="checkbox"/> Teacher Assessor advised	Date: _____
<input type="checkbox"/> Student advised	Date: _____
<input type="checkbox"/> Caregiver advised	Date: _____

Mark book adjusted ☐ Yes ☐ Not applicable

Signed: _____
Principal's Nominee Date

Selected Information from the NZQA Website – www.nzqa.govt.nz

Understanding the NCEA

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/>

Course Endorsements

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/endorsements/>

NCEA Rules and Procedures

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-rules-and-procedures/>

Results Publication

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/>

Guide to Online Results

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/guide-to-online-results>

Reviews and Consideration

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/reviews-and-reconsiderations>

University Entrance

<http://www.nzqa.govt.nz/qualifications-standards/qualification-standards/awards/university-entrance/>

Approved Subjects for University Entrance

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects-for-university-entrance/>

University Entrance to Australian Universities

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/entrance-to-australian-universities/>

Literacy Requirements for University

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements-for-university-entrance/>

Entrance to Overseas Universities

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance//entrance-to-overseas-tertiary-courses/>

Review of University Entrance

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/review-of-university-entrance/>

Scholarship Information

Scholarship <http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship>

TRACKING your NCEA progress.

THINGS TO DO DURING ACADEMIC COACHING		✓
1. Collect a Course Outline from each of your teachers. That's all of them, no exception!		
2. Check how many Standards are assessed in each course. Add them up. That's how many different assessments (assignments, tests, essays and exams) you've got this year. Remember to download and use a credit tracker application e.g NCEA pal http://www.myblueprint.co.nz/		
3. Check which are Internal and which are External assessments		
4. Check the end of year external Examination Timetable for when your exams are on.		
5. Transfer all the Dates that all assessments are due on onto your own personal Assessment Calendar. Refer to it regularly for what's coming up.		
6. Check which ones are "one-offs" with no further assessment opportunities? Highlight them. Put any known reassessment opportunity dates on your calendar too.		
7. Highlight your "busy times". Any in the same week? Any on the same day?		
8. Check for clashes with other commitments as they arise. Do this often, at least weekly.		
9. Regularly check the with your Teachers for changes to the Assessment dates.		
10. Check the Course Outlines and your Assessment Handbook for what to do if you miss an assessment.		
11. Check what to do if you want to be withdrawn from attempting an assessment. There are strict procedures.		
12. In the back of your Assessment Handbook, fill in the assessments done and the credits achieved as you do them. Keep a running total yourself. Update this each week.		
13. Highlight any Literacy or Numeracy sub-totals too.		
14. Check the NZQA website, but not until after May. The NZQA website won't be as up to date as you are, but check that their list of your subjects and Standards matches yours.		
15. Check the Entry Information sheets distributed at FT time for your correct subjects (especially if you've changed classes during the year).		
16. Check it with your teachers for the correct Standards (especially if you did any extra Standards that the whole class didn't do).		
17. Check it for any Standards you did previously that have been "rolled over" to this year's entry, especially from Y10 work and/or if you have changed schools this year.		
18. Check the Tracking Data sheets that are delivered with your Half Year and End of Year Reports.		
19. Report all errors and bring any questions about conflicting information to the Assessment Dean – Mrs Troath		