



# **KingsWay School**

## **NCEA Assessment Procedures**

### **Student Handbook**

### **NCEA Levels 1, 2, 3**

# A GUIDE TO INTERNAL ASSESSMENT PROCEDURES

NCEA is an assessment system that requires students to reach a set number of credits at each level in order to achieve the qualification.

- To complete **NCEA Level 1**, you need 80 credits at level 1 or above. Included in this total you will need at least 10 credits in Literacy and 10 credits in Numeracy from approved standards.
- To complete **NCEA Level 2**, you need 80 credits of which at least 60 need to be at level 2 or above. The other 20 can be from any level.
- To complete **NCEA Level 3**, you need 80 credits of which 60 need to be at level 3 or above. The other 20 credits need to be at level 2 or above.

The table below summarises the credit requirements:

Qualification	L1 Credits	L2 Credits	L3 Credits	Credit Total
Level 1 NCEA	80	Credits can also come from Level 2 or 3		80
Level 2 NCEA	20	60	Credits can also come from Level 3	80
Level 3 NCEA		20	60	80

## Achievement Standards

Achievement standards identify the learning outcomes students must achieve. Some standards will be assessed internally by subject teachers during the year and some will be assessed by external examination at the end of the year. There are four possible grades students can be awarded: Not Achieved, Achieved, Merit or Excellence. Achievement standards are generally worth 2 to 6 credits. There are generally 17-21 credits per course.

## Unit Standards

Unit standards are offered in a few courses. In most cases there are only two possible grades students can be awarded are either Achieved or Not Achieved. Unit Standards count towards NCEA. They are all internally assessed.

## Scholarship

Scholarship is externally assessed by performance, portfolio or examination during the NCEA external examination period. Scholarship is designed to test, extend and reward very top level students. Students studying scholarship subjects must commit to extra tutorials and significant time spent in self-directed learning out of school hours.

Scholarship is not a qualification, but an award. It does not count towards NCEA Level 3 or University Entrance.

## NCEA Results

NZQA results are available in January. These include:

- standards the student entered
- credit value of each standard
- whether the standard was internally or externally assessed
- grade achieved
- number of credits gained in each standard

Results are published on the NZQA website for students to view through each student's login. Posted copies of results are available if students request these online prior to the commencement of the external exams.

## Record of Achievement

In addition to receiving a Results Notice for each subject and any certificates that have been completed, NZQA also provides students with a Record of Learning. Year 11 and Year 12 students may apply for this through their learner login. Year 13 students will automatically be issued with a Record of Learning along with their qualification certificate.

## Certificate Endorsement

Students are able to achieve NCEA qualifications with Merit or Excellence endorsements.

- Endorsement with Merit requires 50 credits at Merit or Excellence at the same level or higher.
- Endorsement with Excellence requires 50 credits at Excellence at the same level or higher.

Credits gained over more than one year can be used for endorsement.

## Course Endorsement

Students are able to achieve Merit or Excellence endorsements in each course.

- Course endorsement with **Merit** requires 14 credits at Merit or Excellence at the same level or higher. Three or more Merit credits must be gained in internally assessed standards and three or more credits must be gained in externally assessed standards.
- Course endorsement with **Excellence** requires 14 credits at Excellence at the same level or higher. Three or more Excellence credits must be gained in internally assessed standards and three or more credits must be gained in externally assessed standards.

## Course Outlines

At the beginning of each year course outlines will be distributed by the subject teacher. The course outline includes:

- Course title
- Standards offered (title, number, version)
- Number of credits
- Internally or externally assessed
- Probable assessment dates
- Reassessment opportunities

## **Handing in Work and Extensions**

All work must be handed in on time.

Extensions to the due date will only be granted by the Principals Nominee through formal application. Forms are available on the school website. Applications must be submitted at least five school days before the assessment due date.

Assessments will not be accepted for marking after other marked work has been sighted by students.

If your absence is unexpected, such as an illness, an extension application must be made as soon as possible.

In the case of an extension for illness, students should obtain and submit a doctor's certificate for the period affected.

School sanctioned trips, as well as trips with provincial and national teams need to be applied for at least five days before assessment date, but preferably as soon as possible.

An NCEA assessment will always take priority over other in-school or out-of-school activities, for example, STAR course attendance will not be approved if dates clash with internal assessments. Where possible, school trips and activities will not occur on assessment dates.

Any family holidays or personal time off are not acceptable reasons for extension or reassessment.

Late work will not be accepted by your teacher unless the above process has been completed.

## **Assessment Opportunities**

A variety of methods are used across the different learning areas to collect evidence for assessment purposes. In some courses there may be a second assessment opportunity in some standards at the teacher's discretion. This will be at the discretion of the Head of Faculty and will be stated in the course outline.

## **Resubmission**

Resubmission opportunities may be offered when a student has Not Achieved, but has a minor error that can easily be identified by the student without assistance, which prevents them from achieving. This is solely at the discretion of the teacher, not the student or parent.

Resubmission cannot occur if the class has received feedback from marked work or marked work has been sighted.

## **Reassessment**

In some courses a second assessment opportunity is available for internally assessed standards. This will be stated on the course outline. Further teaching and learning must have occurred before a reassessment. All students entered for the standard will be offered the reassessment opportunity. The reassessment will be a different task. Students will be awarded the higher of their two grades. No reassessment opportunity is available for external achievement standards.

## **Appeals Procedure**

If the student thinks that an assessment has been incorrectly marked, he/she can ask discuss this with the teacher. This must occur within five days of the students receiving the marked work.

If the student does not agree with the way their work was marked, he/she may appeal. An appeal form must be completed within two school days and handed to the Head of Senior School. Appeal forms are available on the school website. Mrs Coles, Principal's Nominee will arrange for your work to be remarked and you will be notified of the result.

## **Authenticity**

All work should be your own. In all instances where work is completed outside of the classroom, students are required to sign an authenticity declaration to state the work handed in is their own.

In order to ensure that work is authentic, teachers may:

- ask students to complete tasks in class
- collect work at the end of each lesson and return it for the next lesson
- ask students to hand in all draft material
- expect students to meet checkpoints before final deadlines
- discuss ideas and findings with students

## **Breaches of Assessment Conditions**

A breach includes the submission of a piece of work that is not original (not a student's own work).

This includes:

- Plagiarism. This is material which is copied or closely paraphrased from someone else's work without acknowledging the source of that material. It includes all published and unpublished work, material on the internet and the work of other students and staff.
- Undue assistance from family, friends, a tutor or a reader-writer
- Copying or submitting all or part of another student's work
- Allowing another student to use or copy your work
- Using written or recorded material in a closed book assessment
- Getting another student to sit an assessment for you
- Using unauthorised calculators, electronic spell checkers or language dictionaries in assessments

Process:

- The teacher identifies the possibility that a breach has occurred and discusses this with the student
  - If the teacher suspects that a breach has occurred, the HOF will investigate further and contact the parents.
  - If another student has been involved in the breach that person will also be penalised.
  - If the breach is likely, the HOF liaises with the PN.
  - If the breach is confirmed the student will receive Not Achieved for that standard
  - The PN notifies the Head of School and relevant Dean
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- Students who breach assessment conditions in externally assessed standards are referred to New Zealand Qualifications Authority.

## **Assessment data sent to NZQA**

Teachers will ask students to check and sign their results for each standard following the return of their work. Internally assessed results are sent to NZQA monthly. Students may check their results online.

## **Privacy**

All assessment information is stored electronically. It is not available to unauthorised people. Information is used only for reporting and NZQA purposes.

Students may view their own data through their individual login on the NZQA website.

## **Appeal of External Assessment Results**

There are two types of appeal.

Reviews:

Students may request a review of external assessment material if they consider a processing error has been made.

Reconsiderations:

Students may apply for reconsideration of a standard if they believe that their work has not been assessed correctly and they wish to have it re-marked.

## **Derived Results**

Students have practice exams before the external assessments. In the unlikely event that a student is unable to sit an external assessment or a student's performance is impaired, he/she can apply for a derived result.

Derived results will only be granted as a result of a circumstance that occurred no more than one month before the start of examinations. Situations gaining approval include serious illness and family bereavement.

An applicant for derived results must:

- complete the NZQA application form (from NZQA website) as soon as possible and submit it to the school
- supply a copy of their admission slip with the application
- supply appropriate medical or documented evidence

## **Special Assistance**

Candidates with permanent or long-term conditions or learning difficulties which they believe will significantly impair their performance in assessments may apply to the NZQA for special assessment conditions such as an extra time allowance or the use of a reader or writer. More detailed information is available from Mrs Uitzinger.

## **Counsellors**

Many influences in your life can contribute to your feeling pressured in your work at school. Talking with someone not directly involved can help you to work through those issues and to find ways that help you to achieve the goals you have in your life.

Student counsellors are available for confidential counselling. You can make an appointment at their offices.

**If you have any questions, please see Mr Bennett (Head of Senior School) or Mrs Coles (Principal's Nominee).**