



**National Certificates of Educational Achievement
New Zealand Scholarship**

**Student National Assessment
Handbook 2020**

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The National Assessment Handbook

This handbook is for you and your parents to read so that everyone understands what is required of you throughout the senior years regardless of which certificates you are studying for. It mostly refers to the National Certificates of Educational Achievement (NCEA) but applies equally to the other national certificates.

This handbook contains:

- **information for you about the National Certificates**
- **things you are responsible for**
- **things to help you**

Keeping assessment information safe

Retain this handbook until you have completed your senior schooling. Keep any subject information about assessment in a safe place. Should you misplace the handbook, it is available on the Onslow College website: click on Learning and Teaching and then Assessment. In Year 12 and 13 check the website version for updates and the annual NCEA updates.

Course handouts

Each subject you study provides you with a course handout containing crucial details about that subject, the topics learned and its assessments. It will also provide information on course endorsement, literacy/numeracy, UE literacy and UE approved subjects. The assessment details will include the assessment standards, their credit weighting, how much time is available for each assessment, other assessment conditions, further assessment opportunities, due dates and so on.

You must discuss these at home also and keep them safe for easy reference during the year.

People who can help you with assessment matters

Your **subject teachers** and the **subject leaders** as well as your **Ako teacher**

Your **Dean**

Principal's Nominee: **Melanie McIntosh**, Commerce Department Office

Learning Support Leader: **Mitch Neilson**, Learning Support Learning Area

Deputy Principal (Assessment): **Warren Henderson**, and Principal: **Sheena Millar**

The National Certificates of Educational Achievement

Senior qualifications are complex. The NZQA website is the best place to check the details: www.nzqa.govt.nz but here is an overview.

You gain a Level 1, 2 or 3 NCEA by achieving enough credits

- Eighty (80) credits must be achieved to be awarded an NCEA. Some may come from other qualifications done outside of school but recognised by the New Zealand Qualifications Authority (NZQA).
- Sixty (60) of these credits must be at the certificate level or higher, e.g. 60 at Level 2 or higher for a Level 2 NCEA. You may accumulate these over more than one year.
- Twenty (20) of these credits could be at a lower level, e.g. from Level 1 for a Level 2 NCEA, or from Level 2 for a Level 3 NCEA.
- For Level 1, 10 literacy credits can be gained from any of the standards studied in English or Te Reo Maori as well as from a range of designated standards in other subjects. Or they may come from three designated literacy unit standards. It is not possible to mix and match these two methods of gaining literacy.
- For Level 1, 10 credits have to be numeracy credits from mathematics courses as well as from specified standards in a few other subjects, e.g. science. Or the numeracy credits may be gained from three designated numeracy unit standards. It is not possible to mix and match these two methods of gaining numeracy.
- Level 2 and Level 3 NCEA certificates will not be awarded to any student who has not achieved Level 1 literacy and numeracy.
- To gain University Entrance you will need 10 Level 1 numeracy credits and 10 Level 2 reading and writing credits. Both of these can be gained across a range of subjects (see the Senior Curriculum Handbook).
- All credits can be used more than once, e.g. Level 2 design credits can be used for the National Certificate of Design, for NCEA Level 1 if you gain them in year 11 and for NCEA Level 2 the following year.

If you get fewer than 80 credits you will not be awarded an NCEA at the end of the year but the standards you have gained will be listed on your New Zealand Qualifications Authority (NZQA) **Record of Achievement**. You will also be able to add further credits the following year to complete the certificate.

You build up credits by doing well enough in assessment tasks to gain the **standards** in your subjects.

Standards

Subjects are divided into sets of standards.

Standards are assessed at school or in end-of-year examinations or portfolios of work. These assessments will be either **achievement standards** or **unit standards**. Every standard is worth a set number of credits. You collect credits if you achieve the standard and these contribute towards the NCEA certificate. They also accumulate to give you entry to the next level in that subject.

Each course you study has assessment tasks, totalling about 18-21 credits per subject. Your subject course handouts will list the standards being assessed in that subject and how many credits each one is worth. You may achieve all, some or none of these. If you do not take up the opportunity to submit an assessment

your grade will be Not Achieved. **Withdrawal from a standard must take place at the beginning of the unit and instructions must be made to the teacher in writing (email acceptable) by a parent**

Grades

Each achievement standard you complete will be marked using four grades: **Excellence, Merit, Achieved or Not Achieved**. Most unit standards do not use Merit or Excellence grades but there are some that do. **Not Achieved** means that you have not met the standard and you will not be awarded those credits.

Endorsement of NCEA certificates and courses

Endorsement means recognition of high achievement.

Certificate endorsement: Should you gain 50 Merit (or higher) credits or 50 Excellence credits across all of your standards for an NCEA at a particular level, NZQA will endorse your certificate as a Merit or Excellence certificate. This is worth striving for. You can earn credits for certificate 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 endorsement requires 14 credits at Merit level or higher for a Merit endorsement or 14 credits at Excellence level for an Excellence endorsement. **At least three** of these credits must be **externally** assessed and **at least three** must be **internally** assessed. **All the course endorsement credits must be earned in the same school year.**

Certificate endorsement with Merit or Excellence at Level 2 has become very important as scholarships at many of New Zealand universities are awarded based on academic performance at this level.

For more information regarding applying for a scholarship and the academic requirements, check the appropriate university website.

Internal and external assessment

Most of your courses will have some standards marked at school (internally) and other standards assessed in an examination or portfolio of work marked by outside markers (externally). There are exceptions like Design Technology - pre-apprenticeship and Physical Education. The assessments in these courses are all marked at school and they have no external assessment. Graphics, Technology and Visual Arts students submit a portfolio of work in place of examinations.

Internal achievement standards

The standards assessed at school are called **internal (I)** standards. They will take the form of in-class written assessments, 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 attendance, 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, but not always (see the later section).

Moderation of assessment of internal standards

Within the school, a sample of internal assessment tasks will be checked marked by teachers in the learning area. Annually NZQA moderate a selection of internal standards across all subjects. This process assists teachers but does not alter grades.

External achievement standards

For many subjects, at least half of the achievement standards will be **external (E)** standards. Most will be assessed in written examinations run by NZQA in November-December, then marked by outside markers. Other assessment methods include outside markers assessing portfolios of work or audio recordings of performance. In September there will be the Level 1 Mathematics (MCAT) external assessment. All of these external results are available in January. There are no external unit standard assessments.

If there are incorrect internal grades appearing on the January results notice, students should see the relevant subject teachers on course confirmation day if they are returning to school. Leavers should email either their teacher or Principal's Nominee, Melanie McIntosh – Melanie.McIntosh@onslow.school.nz

If you think there has been a mistake with your examination results, most 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 further assessment opportunity for external achievement standards. You could choose to sit them at the end of the following year.

Onslow College will have in-class assessments during the year and one set of practice external examinations at L1 and L2 to prepare you for these externally assessed achievement standards. There are no examinations for unit standard assessments and Level 3. **Grades from standard specific evidence obtained in the school practice examinations or in class assessments will be used if a student needs to apply for a derived grade.**

University Entrance

Entrance to a New Zealand university will require a package which includes Level 3 NCEA (with at least 60 Level 3 credits), 10 Level 2 literacy credits, 10 Level 1 numeracy credits and 42 credits spread evenly across three **university-approved** Level 3 subjects.

Currently only TOU, CBL and ELA are non-approved subjects.

Because University Entrance includes Level 1 numeracy and Level 2 literacy credits, it is important to plan ahead for this qualification because you will gain the UE numeracy credits in Year 11 and the UE literacy credits in Year 12 when you may not be thinking about Year 13 or your life beyond it.

Some New Zealand universities, including Victoria, have introduced a point - based ranking system for entry to specific first-year university courses using the grades and credits gained in Level 3 standards. The resulting score allows the university to rank students, then select those students who are most likely to perform well in the course. Merit and Excellence credits earn a higher number of points than Achieved grades. So four mathematics credits at an Achieved grade generate 8 points, but will generate 16 points with an Excellence grade.

New Zealand Scholarship

Scholarship is a monetary award to recognise top students. It does not attract credits nor contribute towards a qualification or to university entrance but the fact that a student has gained a scholarship will appear on the Record of Achievement.

Scholarship assesses students against challenging standards and will be very demanding for the most able students in each subject. Scholarship students 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. The scholarship examinations are based on Level 3 courses backed up with extra reading and extra work during the year.

Most scholarship candidates enter one, two or three scholarship examinations which take place during the NCEA external examination period. See the NZQA website for details about the awards.

Vocational Pathways

The NZ Government has developed a new education tool called Vocational Pathways. Vocational Pathways provides a clear framework for vocational options and improves the links between education decisions and future employment. Using this tool, students are able to map and plan towards a clear career goal whether that is in the workforce or moving towards further study.

The pathways help you as a student, see how your learning and achievement will be valued in the 'real world' when you look for a job and start your career.

Achieving Vocational Pathways means that as a student you have developed skills and achieved in areas that employers' value, and that you have skills and knowledge that is relevant to their industries.

By achieving enough credits from the standards recommended by the sector, you can have your NCEA endorsed by one or many vocational pathways. This makes it easier for employers to see if you have the strengths and abilities they are looking for.

If you are aiming for a career in a sector, the pathway helps you to see which subjects and standards you should do to get to where you want to go. For most jobs or careers, you'll definitely need to further your education after school through tertiary study or training on the job.



Profile Builder – Through your Vocational Pathways Profile you will be able to see a graph which can show you what you plan to learn or your current achievements. The profile builder will be available via the Portal.

The Job Profiles – Provides a large number of roles and occupations in each industry sector. If you haven't decided and you are thinking about the future, the pathways can help see how your strengths and interests match up to an amazing range of jobs and study options out there.

There are six pathways which represent new ways to structure and achieve NCEA.

- Creative Industries
- Primary Industries
- Service Industries
- Social and Community Services
- Manufacturing and Technology
- Constructions and Infrastructure

Find out more at, <http://youthguarantee.net.nz/vocational-pathways/>

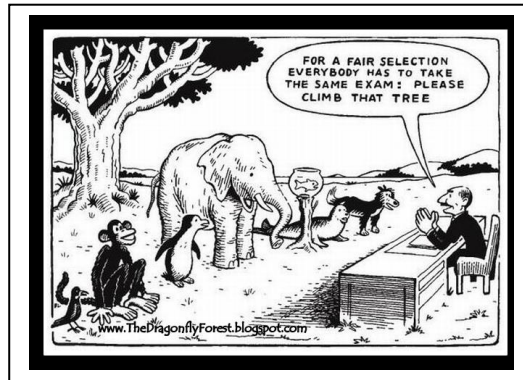
Special Assessment Conditions (SAC)

What are Special Assessment Conditions (SAC)?

SAC's are a change in the way assessments are normally approached for NCEA.

SAC's may include:

- Reader
- Writer
- Computer
- Extra Time
- Rest Breaks
- Separate Accommodation
- Or any combination of the above



Why have SAC's?

Special Assessment Conditions allow students to demonstrate their true potential in assessment situations in all subject areas. SACs are granted to students with a specific learning disability or medical condition that affect their ability to perform to potential. With the use of SAC, they can then access the curriculum at the appropriate level of assessment.

Who is entitled to SAC's

Students with Specific Learning Differences (SLD) or long-term medical, sensory or physical conditions may be entitled for Special Assessment Conditions, if there is a significant barrier to their performance in both internal and external assessments.

Students with **Specific Learning Differences** must have a current Educational Psychologists report from a Level C Assessor or Registered Educational Psychologist. This report is valid for 3 years. The report must state the assessor's recommendation for SAC, with the required supporting evidence.

Parents should have these reports completed and sent to the school by the end of Year 10 as applications for SAC close at the end of Term One of the following year. If a new report is required it is advisable to make your bookings early in the year as most Educational Psychologists are booked up months in advance.

The school can also provide Alternative Evidence to support a student's application. This information is valid for one year.

Students with **long-term medical, sensory or physical conditions** require supporting documentation from a Registered Medical Professional on a yearly basis.

If a student sustains a significant injury during the course of the year that will impact on assessment performance they can apply for a "writer" or "rest breaks" during exams. These applications can be made prior to Labour weekend of each year. After Labour weekend students will need to submit an application for a derived grade. **Grades from standard specific evidence obtained in the school practice examinations or in class assessments will be used if a student needs to apply for a derived grade.**

The Learning Support teacher in charge of Special Assessment Conditions oversees all applications.

For further information please contact Kirsty Walker, SAC Administrator:

Phone: 478 8189 Ext 869 or

E-mail: Kirsty.Walker@onslow.school.nz

NZQA's policy is available on their website in their special assessment conditions section:

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/special-assessment-conditions/guidelines-for-schools/who-is-eligible/>

Entrance to subjects at the next level

A lot of emphasis is put on the National Certificates. However, getting entry to the following year's subjects is probably more important than only worrying about gaining 80 credits for a National Certificate of Educational Achievement (NCEA). For most people, achieving the NCEA certificates happens automatically as the credits build up. Students gain entry to each course by doing well in that subject in the previous year. (Doing well includes getting high grades: see the section on Endorsement.)

Usually more than half the standards must be achieved to enter the Level 2 or 3 course. Sometimes particular standards or Merit grades are required.

The 2020 requirements for entry to Onslow College's Level 2 and 3 courses are can be found in the Senior Curriculum Handbook for 2020. Your Ako teacher should have a copy however it can also be found on the school website. These requirements will change in subsequent years however this year's handbook will give you an idea.

Credit inclusion

It is possible to use credits gained in some of the other industry or international qualifications to complete NCEA certificates.

Credits gained towards qualifications such as the Tourism and Travel National Certificates are automatically added to your Record of Achievement because they are New Zealand qualifications registered with NZQA.

Some industry or international credits do not appear on the Record of Achievement or on your annual results notice because they are part of a different qualification system which has its own certificate. The college has to make a special application to include grades from these certificates in your credit total.

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 even if the credits are at a higher level.
- Remember that although a national certificate must have 80 credits, only 60 credits at the particular level or higher are required for the Levels 2 and 3 certificates. The other twenty credits may come from the level **below**. In effect, some credits from each certificate may be counted twice just as any Level 2 credits gained in Year 11 can be used for both the Level 1 certificate and the Level 2 certificate the following year.
- If you are short of literacy or numeracy credits at Level 1 see the relevant learning area about gaining these promptly. They are essential for the award of a NCEA certificate.
- You can repeat a course for the full year or for part of a year.

NCEA and Scholarship fees

International students must pay their NCEA fees to have their results recorded on their Record of Achievement, and to receive certificates.

The fee for NCEA is a flat fee of \$383.30 per year for any number of credits.

The fee for Scholarship subjects is \$102.20 per Scholarship subject.

Both of these fees will be billed to Onslow College initially with International Students being invoiced for the relevant fees.

Reporting of progress and results

School reporting

- You will receive the usual Onslow College school reports during the year and, after the school exams, a summary of all the final completed internal assessment grades as well as your school examination results.
- Parent/teacher conferences will occur at least once a year.
- You can also expect your parents/caregivers to be contacted if you do not complete an internal assessment standard, fail to complete homework regularly or if you do not attend your classes.

Official documents from the New Zealand Qualifications Authority

Annual Results

You can access your entries and internal results summary online any time after May 1. You need to register as a user on the NZQA student login page. The entries and results screen will be updated monthly with internal results as they become available during the year. External results will be available online from mid January the following year. Not Achieved grades will be included for internal standards.

These results are available online so all Year 11 students must set up access to their NZQA information in May/June when they receive their personal National Student Number from NZQA. Paper copies of the January results must be ordered online on the NZQA website.

Record of Achievement is also available online, this shows only achieved results for which fees have been paid.

The NZQA website also allows you and your parents to read past exam papers, find helpful subject resources, check the rules as well as read more about NCEA and how it works.

National Certificates of Educational Achievement, University Entrance certificate, Record of Achievement (ROA) and School Results Summary (SRS)

Paper copies of these important certificates and records are available on request only. Hard copies are not posted automatically. They can be ordered from the NZQA website's learner home page in mid-January, after the release of examination results online. If you apply for reviews and reconsiderations of externally assessed standards, you should wait until these are completed before ordering documents. Universities here and overseas can access your Level 3 and qualifications results to assist with pre-enrolment.

Each year one copy of these documents is free. You will need to pay for additional copies.

The Learner Login site is the main portal for students and families to check entries and results so it is crucial that access is set up in Term 2. Late NCEA fees can also be paid using the site.

Assessments

The end of year NCEA and Scholarship external examination timetable is available early in the academic year on either the college website, the NZQA website or on the wall in your form class.

Information on your internal assessment dates can be found using the Calendar Preview control on the Onslow College Spider. Your view is customised to your timetabled classes.

At school this can be accessed via the IESpider icon (on your desktop) and at home on the Onslow College website through the parent portal. This information will indicate the date/week of the assessment. Usually these weeks will not change. If, for some compelling reason an assessment date has to be altered, the learning area will give you the new week at least two weeks in advance.

Each subject provides separately 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.

Keeping your work safe

You must hand in your own assessment work (unless ill health requires someone to deliver it for you).

You should give it to your subject teacher in person at the time specified, which is normally a subject spell. The teacher is not responsible if work left on a desk or in a pigeonhole goes missing. If you have an extension and cannot find the subject teacher to submit the work to, never be tempted to ask another person to put it in a staffroom pigeonhole. If your subject teacher is not available you can submit it to Warren Henderson (administration corridor) or Melanie McIntosh (Commerce Department Office). They will sign it in and issue a receipt.

The office does not accept assessment work under normal circumstances. The only exception to this is if you are sick when a piece of work is due. 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, if they cannot locate any of the people above, will sign it in also, to protect you.

Your internal assessment material is likely to be retained by the Learning areas especially if other classes have not yet completed the task. In addition, schools have to hold at least one set of assessment work so the standard of marking can be checked by NZQA. The subject learning areas are responsible for the safe storage of all your internal assessment work.

Checking your assessment data

You have the right to check all your internal assessment grades which are held on the Onslow student database before they are finally submitted to the New Zealand Qualifications Authority. This usually happens when all the internal assessment is completed in term 4. However results are submitted to NZQA throughout the year so it is important to log into the NZQA website and check your grades.

In Term 4 you will be required to sign a printout of your grades acknowledging that they are correct. Before you sign, you have the right:

- to ask your teacher to show you the assessment work held at the school so you can check the original grade
- to show the teacher that a grade was changed because of an appeal by providing a copy of the appeal letter or changed assessment sheet
- 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 five school days appeal period has passed unless you are away from school legitimately as we need to maintain our quality assurance systems and treat Internal assessment exactly the same as external assessment. (See the appeal process)

If internal assessment grade errors are discovered when the official results appear in mid-January, the college will correct the error once school resumes at the end of January. Course confirmation day is an ideal time to check Year 11 and Year 12 errors. Other students can email teachers or info@onslow.school.nz at the end of January.

Attendance

You are expected to attend class. Failure to attend regularly may keep you out of courses at the next level even if you meet the assessment prerequisites. (See the course entry information.)

If one of your other subjects takes you out of class on a curriculum trip, e.g. a field trip, an art gallery visit, a performance, or if a senior staff member calls you out of class, the missed spell(s) will not count as an absence for an assessment.

However, all other reasons for being out of class are recorded as an absence. This includes sickness, other emergencies, sports trips, council meetings, family holidays during term time, appointments, driving tests, peer mediation, peer support and, of course, wagging class.

It is important that you balance your time wisely. The reasons for being absent may be legitimate but if you miss too many classes your learning is severely affected.

There is no attendance requirement for the end-of-year examinations but you are expected to attend all internal assessment spells. **Should you miss an internal assessment, the level of documentation required for reconsideration is the same as needed for an external examination. e.g. medical evidence.**

It is not always possible to extend the time available for an assessment or to reschedule it. So make sensible decisions and keep your teachers informed.

If you are absent for an internal assessment you have only 5 school days after you return to school to see your teacher, with the medical or other evidence, and to make alternative arrangements. You must then keep the catch-up appointments you have made. National assessment is not an infinitely flexible system. An August medical certificate will not generate an assessment catch-up in November unless this was planned immediately after the absence. (See the section on getting work in on time.)

You may check your absence record with your subject teachers or on the Spider Portal.

Voluntary absences

Absence during term time is becoming more of a problem for schools. The reasons are varied. For international students it may be because you wish to return home earlier. Family holidays in the middle of our winter are appealing and delaying your return from an overseas break to gain cheap fares saves money. However, in the senior school the implications can be quite major.

By law, any voluntary absence from school during the school year requires you to notify the Principal in writing.

You and your family 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 and you will miss the class work leading to external examinations. Voluntary absence on a due date may mean the credits are Not Achieved.

The school year is quite pressured for students and teachers. It is often not possible to reschedule assessment tasks. While teachers are keen to be helpful, they are not obliged to reschedule assessments nor can they provide special tasks for you.

If you are planning a trip, let the Principal and your Dean know well in advance, check the proposed dates on Spider and talk to your teachers about the implications **before** you go on your trip.

Late Work

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.

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.

Problems can occur with each of these.

Late work is not accepted nor is absence tolerated unless exceptional circumstances exist or the subject leader has granted an extension. **If extensions are required, they need to be applied for at least five school days before the due date.**

You know in advance what your other commitments are and it is your responsibility to get assessments in. Being sick on the day work is due, having computer problems or being away, e.g. on a school trip or family celebration, do not excuse you from handing the work in on or before the due date. However, being sick on the day can stop you from being in class to sit a test.

It can get complicated so read these two pages carefully.

Discuss them with your parents because they may have to help you get official documentation such as a medical certificate.

Late work or absence is NOT acceptable for internally assessed achievement standards or for externally assessed portfolio work.

If assessment work is late or you are absent on the day, a Not Achieved grade is awarded. Computer or printer problems are NOT accepted as a reason for late work (see later in this section).

HOWEVER

You are entitled to special consideration in these two circumstances:

1. **Ill health or accident (medical certificate or other acceptable medical evidence is required from a non-family member)** As soon as you become ill, get to the doctor or dentist and let your teacher know.
 2. **Family emergency, e.g. bereavement or other emergency** (documentation required).
- If either of these two circumstances happens **on the day** the piece of assessment, completed over a period of time, was to be handed in, the completed assessment work must be delivered to the college office or to your teacher by a family member, courier or friend. A phone call is required so that your teacher is aware that the work is coming into school. An extension of time would not be appropriate in these circumstances.
 - If either of the two circumstances above happen **before the due date** and the work is incomplete, or if the assessment was to be done in class, the subject leaders will offer you a suitable alternative if you contact them as soon as you become ill. This could include: a further assessment opportunity later in the year, an extension of time or an opportunity to sit the test or do the practical work on another specified day. Do not leave making contact with the Learning Area until the due date.

However, if your **absence is prolonged** and the assessment work has been returned to students, the subject leader cannot allow you to submit the assessment. You will have to forgo the credits. It is your responsibility to contact the subject leader **during your absence**.

Other requests for a change of due date for assessment work may be granted at the discretion of the subject leader.

The two sets of reasons that may be considered are:

- 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

You must apply in writing, at least **five (5) school days in advance**.

Subject leaders consider each application on its merits. These requests are not automatically granted, either because good time management is your responsibility or because extensions and further assessment opportunities are not possible. A mid term family holiday is very likely to make it impossible for you to meet completion requirements for some internal achievement standards.

Who should you give assessment work to if it not due in a normal class spell?

Assessment work is very valuable and must be kept safe. Under normal circumstances, the **only** people who should take your assessment work are your **subject teacher** or the **subject leader**.

If the subject people are not available, submit assessment work to the Deputy Principal, Warren Henderson (admin corridor) or Principal's Nominee Melanie McIntosh (Commerce Department Office). They will sign that they have received it. **NEVER** leave it on a desk or give it to someone to put in a teacher's pigeonhole **EVER**.

The office will not accept assessment work from you. However if you are ill, the office might accept work from a parent or friend on your behalf if the office cannot locate Warren Henderson or Melanie McIntosh. If the work handed to the office was submitted after the due date, the fact that the office took it in good faith does not mean that it will be accepted by the subject leader. Work must meet deadlines.

Group work for internal standards

Check the procedures in the subject course handout for the sciences, drama and other courses which may have group assessments.

Rescheduling of dates may need to be agreed to by the whole group if a group member is absent.

If a group member wags class to prevent the assessment taking place on the specified date that person will receive no credit for the assessment task.

Further assessment opportunities and resubmissions

Occasionally another formal assessment opportunity is available for an internal standard. This is only possible if further learning has occurred and if there is time in the subject programmes to offer it. It is not automatic. You must check the assessment task information carefully for details about this. There is a maximum of **one further assessment opportunity** for a standard. You complete a different task assessing the same standard. Every student regardless of their first grade can complete the second task. You are awarded the higher of your two grades for that standard.

Some learning areas are able to offer **resubmission** opportunities if you have made minor mistakes that you can discover and correct **on your own**. Corrections are made, in a specified lunchtime or study spell for example, and then handed in for remarking. This allows you to redo a small section which did not quite meet the standard. Often these errors are technical ones, e.g. weak graphing conventions or too many spelling and grammatical errors. The bulk of the assessment will be at an Achieved or higher level. This opportunity is available once only for each assessment. You cannot have repeated attempts to correct the errors. It is available only to those students considered by the markers to be very close to a grade boundary. Don't imagine that you can take a casual approach, put in little effort and then resubmit the same activity.

There is no further assessment opportunity available for external achievement standards. If you do not achieve some or all of your external achievement standards you will have to wait 12 months if you wish to sit them again.

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 further assessment opportunity. It is part of the normal teaching and learning process.

You will not be allowed a resubmission of a particular standard in January because you are unhappy with your overall results for the previous year. If you were not eligible for a resubmission opportunity earlier in the year you will not suddenly become eligible the following January.

Assessment misconduct and breaches of the rules

Assessment misconduct is failing to obey the conditions under which an assessment activity is run. It takes many forms:

- copying material from a source like a book, the internet or other electronic material without acknowledging that the material, words or ideas are someone else's. A few word changes don't make this form of plagiarism any more acceptable.
- undue help from home, or from a tutor, or from a reader-writer
- using or copying 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 an internal assessment or NCEA examination
- getting another student to sit an external examination for you
- using language dictionaries, electronic spell checkers, unauthorised calculators, i-pods, smartwatches or cell/smart phones in all assessments
- disrupting an examination, e.g. moving around the room, scanning neighbour's papers.
- failing to follow instructions during the internal or external assessment

Involving other students

Where a second student has participated in the misconduct, that person will be penalised also. It is very important that you don't lend your assessment work. It is okay to discuss the topic you are doing with someone else but the final piece of work must be your own ideas in your own words.

Penalties

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

- The lightest penalty will be loss of the grade for the internal or external standard, task, or part of the internal task, for **all** those involved.
- Repeated incidents of assessment misconduct may mean you are withdrawn from that subject.
- The most severe penalty is withdrawal from the qualification by the New Zealand Qualifications Authority. NZQA publish the appeal process for external assessment misconduct on their website, Sections 257, 265 and 266 of the Education Act 1989 apply.

Authenticity techniques

There are a number of methods the college will use to make sure your work is the result of your own efforts. This is called checking the authenticity of your work. Learning Areas may:

- 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 ask you to submit these drafts with the final work
- ask you to hand in all your photocopies or downloaded resources
- expect you to meet checkpoints before the final deadline
- discuss your work with you or ask you to do a different written or oral task to check your grasp of the material as a final check.

You (and your parents/caregivers) are asked to sign a form which includes an authenticity statement.

Managing computer problems

Computers are essential tools for senior students but technological problems can add another layer of stress when you are racing to meet deadlines.

These problems fall into two categories:

Individual computer or printer problems at home or using a school computer

These are **NOT** acceptable reasons for late work.

If you are relying heavily on computer technology, take these precautions:

- make frequent backups on a new disk or USB memory stick especially if the file is too big for the storage space you have at school
- have your work saved in at least two places
- 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 so you can solve computer problems**
- manage your time so that printing is not done on the day the work is due
- make arrangements to print your work at school if the home printer is broken, and make sure you have a printer balance to do this
- submit the assessment on time in electronic form then organise a printed copy by the end of the day the work is due.

Network or hardware failure of school computers during a computer-based in-class school assessment

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
- USB memory stick to do regular backups
- printing regular drafts with the date in the footer
- topping up your print balances well in advance of the assessment spells.

Appeals about Onslow College's internal assessment decisions

You may ask for decisions about grades, late work, extensions, misconduct allegation or any other assessment decision to be reconsidered. The form in this handbook can be photocopied or obtained from the office or from the school website/Moodle.

Onslow College Appeal Process

You have the right to appeal any assessment decision. This could include:

- The result of an internal assessment grade (Grade consideration).
- The loss of credits because of an allegation of assessment misconduct (Assessment misconduct).
- The non-acceptance of late work.
- The denial of a further assessment opportunity (Further assessment opportunity declined).
- The denial of an extension of time.
- Any other assessment decisions you are unhappy with

Process:

Stage One: Subject Teacher

- Initial meeting with teacher to clarify the issue.
- If you are unhappy with this outcome, initiate an appeal and collect a form from the office.
- Ensure each section of the form is filled in clearly.

Stage Two: Subject Leader/ Learning Area Leader

- Discuss the situation with your SL/LAL and hand them the appeal form
- A decision will be reached.
- This decision may be written on the appeal form or an email or letter may be attached.
- The SL/LAL will inform the Principal's Nominee

If you do not agree with this decision then you may appeal to the Deputy Principal

Stage Three: Deputy Principal - Warren Henderson

- Before appealing to the DP, discuss your concerns at home and reread the green assessment handbook
- Hand in the appeal form with a letter explaining your appeal and reasons for not accepting the SL's/LAL's decision.
- This needs to happen within 5 days of receiving a reply from the SL/LAL

Stage 4: Principal – Sheena Millar

- If you decide to challenge the decision received from the Deputy Principal you can appeal to the Principal within five days of receiving your letter from the DP
- Your letter must contain all relevant information from all the stages 1 to 3 with an explanation why you are appealing the decision

ONslow COLLEGE APPEAL FORM

See the appeal process stages on the previous page.



Student name:
Subject Learning Area:
Name and number of assessment task being appealed:

Type of appeal: (circle one)

- Grade reconsideration
- Assessment misconduct
- Non-acceptance of late work
- Further assessment opportunity declined
- Extension of time declined
- Other (specify) _____

Stage 1: Discussion with subject teacher

Date this was done: _____

Stage 2:

Subject Leader's/Learning Area Leaders decision: (letter or email attached if applicable)

The reason for this decision has been explained to me and I accept the decision.

Signed: (student) _____

Signed: (SL/LAL) _____ Date: _____

*The reason for this decision has been explained to me and I DO NOT accept the decision.
Tick the box*

Stage 3:

FURTHER APPEAL - Deputy Principal's decision: (letter or email attached)

Signed: (DP) _____ Date: _____

Stage 4:

FURTHER APPEAL -Principal's decision: (letter or email attached)

Signed: (P) _____ Date: _____

Derived Grades

External standards

If you miss the external NCEA examinations because of severe medical problems or other emergencies or you sit the exams while feeling so ill that your performance is impaired, you can apply for derived grades for these external standards. These problems must occur during or in the four weeks before the examination period. Ongoing personal problems or health issues, for example, glandular fever, chronic pain or long-term trauma cannot be considered for a derived grade. There is no derived grade process for Scholarship.

Grades from standard specific evidence obtained in the school practice examinations or in class assessments will be used when a derived grade application is submitted. Should you miss the school examinations or in-class formal practice tests or have very erratic attendance during the year it will be impossible to submit a grade for the standards you missed.

You will need to see Melanie McIntosh or the office staff before or during the external examination weeks to get the official forms. You will have to take them to your doctor or another independent person to complete and then return them to Melanie McIntosh or the school office on or before the last day of the examination period. All the details are also on the college website.

There is no derived grade process for internal assessment unless the teacher has other evidence from in-class practice tasks that match the assessment you missed.

Mathematics Common Assessment Task- MCAT

A student may apply for a derived grade:

- if the absence or impairment is consistent with the school's missed and late assessment policy and complies with NZQA's Derived Grade guidelines. This includes the reason for the absence or impairment being unforeseen or unavoidable and does not include the absence being wilful or for convenience. A medical certificate needs to be provided.
- If the grade held by the school is derived from standard specific evidence gathered prior to the first MCAT assessment date

The student needs to contact the LAL Mathematics before the exam or on the day of the exam to discuss the situation.

Reviews and reconsiderations

Candidates may apply for a review or reconsideration of their results for **externally assessed standards**.

For externally assessed achievement standards, answer booklets are returned to students. For Design and Visual Communication and Technology, portfolios and folders are returned to the school. Portfolios for Level 3 and Scholarship Visual Arts are returned to candidates.

Review

In a review all sections of a booklet or portfolio are checked to make sure they have been marked and results correctly recorded and transferred. A review does not involve re-marking.

There is no charge for a review.

Reconsideration

If you think your answer booklet has not been assessed (or 'marked') correctly, you can apply for a reconsideration.

A reconsideration involves reassessing all answers in the answer booklet using the original assessment schedule, in other words, re-marking it. It also involves checking mechanical processes, like transferring grades.

NCEA reconsiderations cost **\$20.40** for each standard. The fee for Design and Visual Communication (DVC) and Technology portfolios is **\$20.40** for **each** external achievement standard, not each portfolio.

Scholarship reconsiderations cost **\$30.70** per standard (subject).

Where the reconsideration leads to a change of final **grade** the fee is refunded.

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 reporting and NZQA purposes. It will be kept private during the end-of-year signing off process in the classroom.

The school will seek your permission in writing before any of your assessment work is used as exemplar material in classes.

Using Smartphones/i-pads to access information on NCEA

NCEA Information at Your Fingertips

NZQA has launched a new mobile App called NCEA Guide written for parents, whānau and employers.

The App provides quick and easy access to key information about NCEA. Content can be viewed in English and Te Reo Māori.

The NCEA Guide App is free to download from the [Apple App Store](#) and [Google Play Store](#).



Planning and tracking NCEA progress - NCEA Student App

NCEA Student App has been developed to help students plan their NCEA study programme, set goals and track their progress. The App is available from the [iTunes](#) and [Google Play stores](#).



[2020 NCEA Examination timetable](#)

EXAM TIMETABLE ON SMARTPHONES

Check the NCEA & Scholarship exam timetable on your smartphone at:

timetable.nzqa.govt.nz »