



Columba  
College

# NZQA / NQF Student Handbook 2017



## **NCEA: NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT**

Note: the following information is adapted from the resource Secondary School Qualifications: a guide for students published by NZQA.

### **HOW THE SYSTEM WORKS**

The skills and knowledge you gain when you study subject areas like English, Science, and Mathematics are made up of component 'Standards'. Qualifications are gained by building up credits, awarded for each Standard you reach.

Standards-based assessment measures your performance against pre-set Standards. You are not judged against the achievements of other students. Your subject teachers will tell you what is required to achieve each Standard.

Standards are organised into 'levels' of increasing difficulty. Some are assessed internally, by your teachers, and some externally in end-of-year examinations.

#### **Standards**

There are two types of Standards – ACHIEVEMENT STANDARDS and UNIT STANDARDS. All Standards taught at Columba College are Achievement Standards. Some Unit Standards may be offered to students through STAR courses.

For Achievement Standards you reach ACHIEVED, ACHIEVED WITH MERIT or ACHIEVED WITH EXCELLENCE. For Unit Standards, you either get achieved (pass) or not achieved (fail).

The Standards assessed in schools are usually at Levels 1, 2 and 3. Most students will start at Level 1 in Year 11, though students often study at a mix of levels depending on their ability in particular subject areas.

In Year 11, for example, you can attempt studies at Level 2 and/or 3.

#### **Credits**

Each Standard is worth a certain number of credits. When you achieve a Standard, these credits count towards your NCEA and may also contribute towards other national certificates, such as the National Certificate in Computing.

### **HOW DO I GET THESE QUALIFICATIONS?**

#### **NCEA Level 1**

When you have achieved 80 credits from Level 1 or higher, you have gained NCEA Level 1. Ten of these credits must be from numeracy Standards and ten credits must be from literacy Standards. These skills can be assessed in English or in te reo Maori. The Standards which provide the required literacy credits can be found at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/subjects/literacy-and-numeracy/level-1-requirements/>

#### **NCEA Level 2**

NCEA Level 2 requires a minimum of 60 credits at Level 2 or above and 20 credits at any other level. Credits can be used for more than one qualification; so some of your NCEA Level 1 credits can count towards NCEA Level 2.

#### **NCEA Level 3**

For NCEA Level 3 you will need to achieve 60 Level 3 credits and 20 at Level 2 or above.

## University Entrance

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

- NCEA Level 3 as well as:
- 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**,

Any remaining credits from Level 3 or higher that you need in order to gain their Level 3 NCEA can come from any field, subfield or domain. This means that credits from Unit Standard-based subjects can contribute to UE through this requirement.

Universities and other tertiary providers in New Zealand sometimes have other specific requirements for entry to particular programmes or courses. If you have a particular university programme in mind, check the entry criteria as soon as possible, to ensure that you are entering for the right Standards at Level 3.

Students and parents are encouraged to meet with Mr Neil Mains, Careers Adviser, for further information and clarification.

### **Rewarding Achievement: Endorsement with Merit or Excellence**

Achievement Standards don't just set out expectations for achieving the Standard. They also recognise performance that meets 'Merit' or 'Excellence' criteria. You can gain NCEA certificates endorsed with Merit or Excellence. If you get 50 credits at Excellence level you will earn an NCEA certificate endorsed with Excellence. If you get 50 credits at Merit level you will earn an NCEA certificate endorsed with Merit. (If you get 50 credits with a mix of Merit and Excellence you will earn an NCEA certificate endorsed with Merit.)

Excellence criteria are demanding and students who achieve with Excellence for all or most of their Standards will demonstrate higher-level thinking skills.

### **Course Endorsement with Merit or Excellence**

A course endorsement provides recognition for a student who has performed exceptionally well in an individual course. The key objective of a course endorsement is to motivate students to achieve their potential in one or more courses.

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

- 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
- at least three of these credits from externally assessed Standards and three credits from internally assessed Standards.

Note, this does not apply to Physical Education, Religious Studies and Level 3 Visual Arts.

## OTHER AWARDS

### **Scholarship**

Scholarship is externally assessed. It is designed to extend the very best students and to financially reward very able students who are going on to tertiary study. It is not a qualification. There are five classes or levels of monetary awards. These range in value from \$500 per subject to \$10,000 each year for three years.

A meeting with the Scholarship Co-ordinator, Mrs S. Graves, will be held in Term 1 with all students in Year 13 interested in sitting Scholarship.

## **MONITORING ACHIEVEMENT**

Students will be able to monitor and check their achievement via both their personalised KAMAR Portal login and their NZQA personalised learner-login. For those students new to NCEA, NZQA login cards will be issued in June.

## **PRACTICE ASSESSMENTS FOR EXTERNAL STANDARDS**

Practice assessments may be used to generate a derived grade. These are the grades that a student will be given should they not be able to attend their final examination for genuine reasons. Grades achieved in the end-of-year school examinations (held during Week 1 of Term 4) will be used as derived grades.

## **WEBSITES WITH VALUABLE INFORMATION REGARDING NCEA**

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

## **COLUMBA COLLEGE NCEA/NQF POLICIES AND GUIDELINES**

Students with any questions or concerns about NCEA policies and guidelines in relation to their work should contact the Principal or NCEA Co-ordinator, Mrs S. Graves.

## **ASSESSMENT SCHEDULE/COURSE OUTLINES**

All students must receive no later than Week 2 of Term I, an Assessment Schedule/Course Outline for each subject they are doing which documents the assessment programme and other important departmental policies as described below.

Assessment Schedules/Course Outlines will include:

- details of the assessment programme (internal and external)
- title, registered number and version of each Standard
- credit value of each Standard
- methods of assessment
- whether or not further assessment opportunities will be available for each Standard
- specific dates when tasks are due
- procedures for handing in and retrieving work
- length of time for tasks (as appropriate)
- clear written information on assessment policies between classes and about moderation policies which are defined.

Reference to be made to the NCEA/NQF Student Handbook	procedures in case of illness, etc.
	authenticity requirements and consequences of non-authenticity
	consequences of lateness
	other relevant policies

## **INTERNAL ASSESSMENT INFORMATION FOR YEARS 11 - 13**

### **Internal assessment deadline**

The last day of Term 3 2016 is the final Internal Assessment deadline of the year for Years 11, 12 and 13 (except for Design, Digital Technology, Music, Painting, Photography and Physical Education).

## **APPEALS FOR INTERNAL ASSESSMENT**

NZQA is the final arbiter for the externally assessed components. Columba College is the final arbiter for internally assessed work.

### **General**

The School has an established system which outlines a clear process for handling appeals and which indicates whom to approach.

The School provides written information to students and parents in this booklet at the beginning of the year about their appeal rights and processes.

The time limit on appeals is known by all parties (appeals must be lodged within seven days of the work having been returned to the student).

A sample appeal form is included in the appendix.

Students have the right to appeal any assessment-related decision including those related to re-assessment opportunities, authenticity, misconduct or any breaches of the rules.

## **AUTHENTICITY**

### **General**

Students must ensure that all work that is submitted for marking is authentic. This means it is their own work and is correctly referenced. Parents and caregivers should also be aware that they cannot assist their daughter with the final piece of work that will be submitted for assessment.

Each individual piece of work for assessment must include a statement of authenticity by the student. Students must inform teachers of outside tutorial assistance for their assessed work so that authenticity issues do not arise, rendering prepared work ineligible for credit. Tutors cannot write any part of assessments for students.

All secondary material used must be acknowledged in footnotes, a bibliography or other reference.

Other acknowledgements as appropriate must also be included in a footnote, for example, interviewees, videos, etc. A sample authenticity form is included in the appendix.

### **Concerns about authenticity**

Should a staff member have any concern about the authenticity of your work, at any stage, the Head of Department or teacher in charge of the subject in question will inform you and you will be given the opportunity to speak to the person concerned.

## BREACHES OF THE RULES BY STUDENTS

Coercion of another student or person by a student to help with her work/to provide assistance (for example, borrowing another person's notes or copying from another's work) will lead to a Not Achieved grade.

The consequences of such types of misconduct will result in a Not Achieved grade for student's entry or entries (depending on the individual circumstances).

If collaboration is involved, the relevant entries of all parties gain Not Achieved grades.

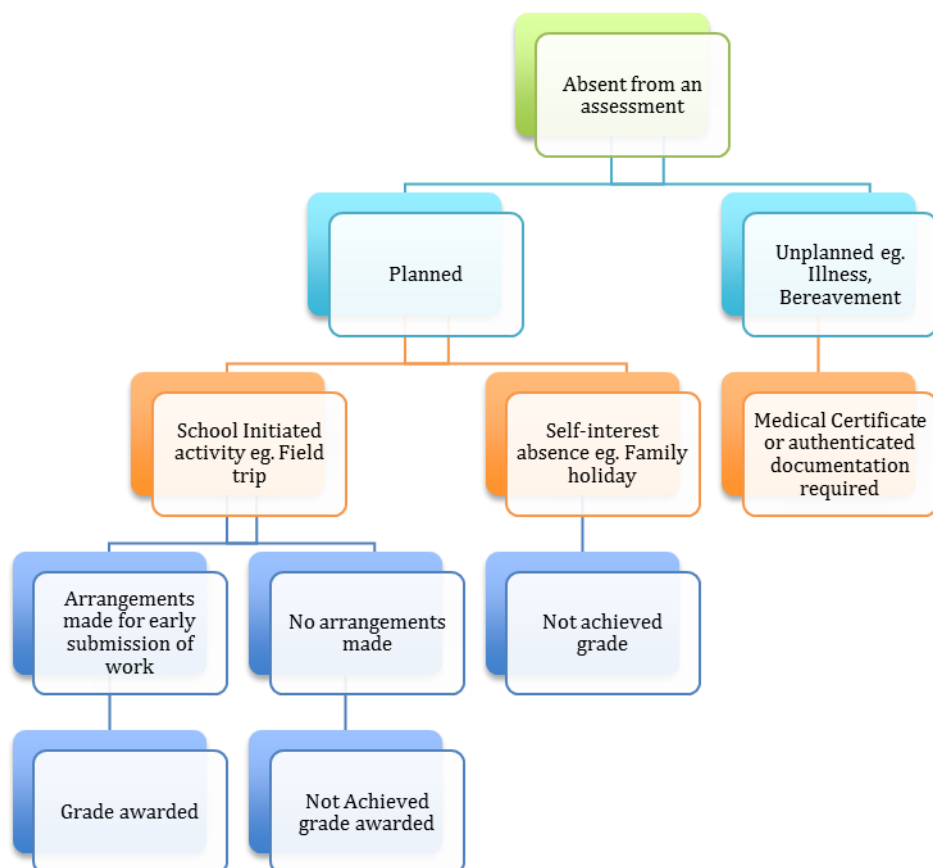
Some examples of breaches include:

- Replication of others work with or without permission
- Impersonation
- False declarations of authenticity
- Using unapproved notes or materials to assist in test conditions
- Assisting or hindering the achievement of others
- Plagiarism – submitting work that is not your own
- Work cut and pasted from sources such as the internet

## MISSED ASSESSMENTS

### Absence policy

In general, absences are in one of four categories:



Beyond a student's control	Accident, illness or bereavement.
Self-interest	Family travel (absences in this category would be expected to be for a brief period only). Such absences would not be expected to add up to more than ten school days over the year as a whole. Where students have been absent for the learning of a Standard, their entry is forfeited.
Wilful	A student has the option of attending, and chooses to be absent.
School-initiated	School sporting fixtures, camps, field-trips, etc. Not to be considered as absences.

### **General guidelines for missed assessments**

Girls who are going to be out of school because of a school activity, e.g., a tournament, are expected to make prior arrangements with their teachers regarding tests, essays, assignments, etc. If it is a long-standing activity (a date known well in advance), the student can be required by her teacher to hand the set work in before leaving for the activity.

A Medical Certificate is necessary if, through illness, a student is unable to sit an examination or test, and is also required for late submission of assignments. Letters from parents are required, in the usual way, for every absence from school through ill health, etc.

Time extensions for assignments, essays or class work can only be considered in very special circumstances.

It is important that, where circumstances allow, girls make prior arrangements with their teachers.

Any work that is submitted late without verification will gain a Not Achieved grade.

### **Mitigating circumstances for tests missed, assignments, essays, etc., handed in late**

- Ill health (must be covered by a medical certificate).
- The Medical Certificate must be dated the day of the examination or test missed.
- Family bereavement (notify the school).
- Circumstances of a very special nature which would occasion making a prior arrangement with the teacher concerned.

### **Timing of a student doing an assessment missed for a valid reason**

In making a decision on the timing for the above, Departments may consider:

- That the nature of the task (field-trip; drama production; planned experiment; research topic) could pose difficulties. Some tasks may present insurmountable difficulties.
- That an equivalent type task may need to be set because students have already had teacher feedback and seen their marked work.
- That there may be implications for the class programme as a whole which make such an assessment impractical.
- That the length of the student's absence after the due date of the assessment may present insurmountable difficulties.

If a student is absent on the day of an assessment:

- The subject teacher is to check that the absence was bona fide (verify with the form teacher that an absence note has been received and also a medical certificate if the reason for absence was ill health). It is suggested that the student shows the medical certificate to the teacher concerned before handing it in to her form teacher.



- The teacher is not to let the class take the question paper home if a student or students have approved absence.
- Marked scripts are not to be returned to the class until all verified work has been submitted.
- If the nature of the assessment is suitable (e.g., essay-type questions), the student may sit the assessment, provided the above three criteria have been observed and provided the assessment is sat on the day of her return to school. Note: The HOD of the subject area concerned has discretion over whether a student is permitted to sit a test on the day of her return to school.

#### **Absent from an examination or summative assessment**

A medical certificate is required (dated the day of the examination or test).

If a student is absent from school for reasons of self-interest and misses an internal assessment (examination, test or deadline for an assignment), she cannot expect to sit that internal assessment (examination or test) at a later date or have an extended deadline.

A student who misses an internal assessment (examination, test or deadline) for reasons of self-interest will receive a Not Achieved grade.

#### **Re-submissions and Re-assessments**

A re-submission is when a learner has the opportunity to correct simple errors or omissions in their assessed work. A re-submission is limited to specific aspects of assessment and no more than one re-submission opportunity is offered.

A re-assessment is a complete new assessment of the same Standard that has been has already been sat. The re-assessment must ensure authenticity by reviewing and changing the context. When a re-assessment opportunity is offered to one student it must be available to all students enrolled in the course.

### **SCHOOL EXAMINATIONS 2017**

There will be one set of school examinations in 2017 for Years 11 to 13 students. These will be held as follows: Week 1 of Term 4 (October 16 - 20). During Week 5 of Term 2 there will be an assessment week for subjects that require blocks of time to complete internal assessments.

#### **School examination procedures**

- 1) Morning examinations start at 8.45 am  
Afternoon examinations start at 1.30 pm
- 2) Please arrive at examination venue at least 15 minutes before the start time
- 3) No cell phones, electronic dictionaries, extra paper or food may be brought into the exam room
- 4) All equipment must be in a clear plastic bag - no pencil cases (calculators only taken in when required and they need to be cleared)
- 5) Water in a clear plastic bottle
- 6) You must stay for the duration of the exam
- 7) Absence needs to be advised promptly by ringing office on 467 5188
- 8) Any queries, concerns contact Mrs West

## **SPECIAL ASSESSMENT CONDITIONS (SAC)**

The Assistant Principal, Mrs C. West, is responsible for managing the collation and application of Special Assessment conditions in conjunction with subject teachers and parents.

A SAC is awarded to enable students to have specific assessment conditions such as reader and/or writer, extra time allowance, computer assistance, separate accommodation etc. Applications need to be supported by the relevant testing and/or medical verifications.

All reports for Special Assessment Conditions need to be submitted to Mrs West before the end of Term 1 2017 for Level 1 students needing a SAC. Levels 2 and 3 SACs will be rolled over automatically. Ideally, independent testing should occur in the year prior to a candidate's first entry into external assessment for national qualifications for which special assessment conditions are sought.

## Columba College Authenticity Declaration

1. Any information, ideas and materials that are the work of others are acknowledged in my bibliography/resource list.
2. All other materials are my own work.

Name of Student: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Subject: \_\_\_\_\_

Assessment Activity: \_\_\_\_\_

Achievement Standard Code: \_\_\_\_\_

Year Level: \_\_\_\_\_ Date: \_\_\_\_\_

Clear evidence of a student copying some or all of another person's work (unless it is the product of group work) or from another source without acknowledgement will lead to a Not Achieved grade.

Please acknowledge any outside tutorial assistance you have received with this work (provide details below if applicable).

## Columba College NCEA Internal Assessment Appeal

Name of Student	<hr/>
Subject and Level	<hr/>
Name of Teacher	<hr/>
Name of HOD	<hr/>
Date	<hr/>
Reason(s) for Appeal	<hr/> <hr/> <hr/> <hr/>
Resolution of Appeal	<hr/> <hr/> <hr/> <hr/>
Date	<hr/>
Student's Signature	<hr/>
Teacher's Signature	<hr/>
HOD's Signature	<hr/>
Principal's Signature	<hr/>
Comment	<hr/> <hr/>

Attachment iii  
NCEA External Examination Timetable 2017