

Logan Park High School



NCEA Student Handbook 2019

Assessment Procedures

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Introduction to the National Certificate of Educational Achievement (NCEA)

NCEA is the national qualification for senior secondary school students in New Zealand. It is a system that assesses students against achievement standards based on the knowledge and skills they have learned in courses of study. Each standard clearly identifies what a student must do in order to achieve the standard. Subjects are divided into a number of stand alone standards, some of which are assessed internally and some externally. These standards are all assessed through NZQA (New Zealand Qualifications Authority). Some subjects may also be assessed against Unit Standards. All unit standards are internally assessed. Some are assessed according to the requirements of the relevant ITO (Industry Training Organisation) while others are assessed through NZQA.

Each assessment generates credits that contribute to a certificate at Level 1, 2 or 3 of the NZQF (National Qualifications Framework). These credits are achieved through:

- **Internally Assessed Achievement Standards** - these Achievement Standards assess knowledge and skills developed through the school year which are best assessed in a way other than by examination. They are assessed as part of the learning programme, eg research assignments, portfolios, practical work.
- **Internally Assessed Unit Standards** - these are internally assessed standards that are assessed during the year as learning takes place and also contribute credits to the NCEA. Some unit standards can be achieved with Merit or Excellence.
- **Externally Assessed Achievement Standards** - these Achievement Standards assess knowledge and skills through a national external examination or portfolio submission.
 - During the year students will gain knowledge and practise the skills needed for the externally assessed Achievement Standards. External assessments will be held at Logan Park High School but will be assessed by a nationally appointed panel of assessors.
- **Supplementary Courses developed by external providers** - these are courses that students can complete alongside their selected subjects, eg. a First Aid course or a driver licence also contribute credits or credit equivalents to the NCEA.

Grades

There are four different grades for Achievement Standards:

Not Achieved	Students have not met the required standard
Achieved	Students have met the required standard
Merit	Students have achieved the standard with merit
Excellence	Students have achieved the standard with excellence

When viewing your results online, there may be a further “grade” listed - **SNA (Standard Not Attempted)**. This relates to **externally assessed standards only** and indicates that you did not attempt the external assessment.

Unit Standard grades are generally either Achieved or Not Achieved.

NZQA Website

When you are registered for NCEA you will receive a National Student Number (NSN). This will enable you to access personal details in the Learner Login area of the NZQA website. All the results you achieve are listed on the Results Notice and Record of Achievement.

To register you will use your NSN and date of birth. You then follow the prompts and create a password.

www.nzqa.govt.nz

NZQA will provide details on how to log in to each student around mid year.

Student Responsibilities

Students must:

- Familiarise themselves with the course assessment statements issued by each subject at the beginning of the year.
- Keep a record of internal assessment results.
- Check that grades are correct and have been accurately recorded by the teacher.
- Appeal assessment decisions that they disagree with.
- Meet all deadlines.
- Produce a medical certificate if an assessment or deadline is missed due to illness.
- Ensure that all work produced for assessment is genuinely their own work.
- Students are encouraged to check their progress using the MUSAC EDGE portal.

Who to seek advice and guidance from?

● Your class teachers and the Heads of Departments (HoDs)	
● Your Group Teacher	
● Your House Dean: 1. Clayton 2. Omimi 3. Aoraki 4. Toroa:	Dr Thompson Ms Henderson Mr Fielding Ms Colbert
The Careers Adviser:	Mr Sewell (Room 6)
Scholarships	Mr Spittle
NZQA and assessment matters	Mr Hills

Course Information and Assessment Statement

- Your subject teachers will give you full written course information and a statement of all assessments at the beginning of the year. This will detail the Achievement and / or Unit Standards being covered. **(This may be electronic)**
- It will also include information on the timing and type of each assessment to be used. You should keep an accurate record of your results to check against the result your teacher has recorded.
- The National Certificate in Educational Achievement (NCEA) will use standards to show what you know and can do at each of the three levels it is awarded at.
- The standards describe the level of work you have produced and how well you have done.
- Your teachers will explain to you exactly what you have to do to achieve the standard.
- Grades for each Achievement Standards are reported in four categories: Not Achieved, Achieved, Achieved with Merit, Achieved with Excellence.
- Grades for Unit Standards will be reported as Achieved or Not Achieved.
- Every standard is worth a specified number of credits. Credits are accumulated to achieve a National Certificate at each level.
- 80 credits equal a National Certificate in Educational Achievement at Level One, Two and Three. However, for Level Two and Three, you can reuse 20 of your credits from the previous Level to make up the 80 credits.
- There are also minimum requirements for literacy (10 credits) and numeracy (10 credits) at Level One. These are to ensure that you have sound reading and writing skills and can work with numbers.
- Credits can be accumulated over more than one year and can include both achievement and unit standard credits.

University Entrance

It is important that you are fully aware of the requirements for University Entrance. This is a vital prerequisite for a number of career pathways, not just university.

University Entrance (UE) is the minimum requirement to go to a New Zealand university. Specialised schools within universities (Law, Engineering, Architecture and the like) may have additional entrance requirements.

To qualify you will need:

- Level Three NCEA : a minimum of 60 Level 3 credits (and 20 from Level 2). Your Certificate must include at least 14 credits at Level 3 in each of three approved subjects (42 credits in three subjects).

You must also meet **Numeracy and Literacy Requirements:**

The literacy and numeracy requirements for the NCEA qualifications are:

Literacy requirement

Minimum of 10 credits through either:

- Specified assessment standards - [specified assessment standards](#) available through a range of subjects including [English for Academic Purposes unit standards 22749, 22750 and 22751](#) (minimum total of 10 credits); OR
- Unit standards - package of three [literacy unit standards](#) (total of 10 credits - all three required).

Numeracy requirement

Minimum of 10 credits through either:

- Achievement standards - [specified assessment standards](#) available through a range of subjects - (minimum total of 10 credits);OR
- Unit standards - package of three [numeracy unit standards](#) (total of 10 credits - all three required).
- Standards that contribute to literacy and numeracy requirements can be found here:

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

Attendance

You must understand that each lesson is part of a sequential learning plan and it is to your advantage to attend all classes.

Procedures

- Your subject teacher will record your attendance at every period. You need to be aware that every absence will affect your learning. Once your absences are at a concerning level your subject teacher will inform the Dean. The Dean will discuss the reasons for your absence, in consultation with your subject teacher, you and your caregiver(s).
- It is your responsibility to ensure that you come to school the day of an assessment.
- Check assessment dates for each subject before getting involved in other school activities that will take you out of the classroom.
- Where you are involved in a Gateway or Careers work placement, you must discuss assessments that fall on the day you are at your work placement with your subject teacher so that it is clear when you are completing this assessment. The Gateway / Careers Coordinator (Mr Sewell) must be informed of when you are undertaking this assessment.
- It may not be possible to provide you with the opportunity to sit any assessment you have missed.

Authenticity

Procedures

- **Authenticity means the work you are handing in for assessment is your own.** Your subject teachers may give you a form to complete and attach to assignment work.
- **Proven Breach**
 - If you are found to have submitted work which is not your own, is plagiarised or if you have been involved in any dishonest practices (such as impersonation, false declarations of authenticity, cheating, dishonestly assisting or hindering others), you will receive a **Not Achieved** grade for the assessment.

Missed Assessment, Late Work and Extensions

Students may miss assessments for the following legitimate reasons:

- circumstances beyond your control, bereavement of a close family member or a close friend

Where possible, extensions or a further assessment opportunity will usually be granted in these circumstances.

Students may also miss assessments for the following non-legitimate reasons:

- school trips
- self interest, such as a holiday during school time
- wilful absence

Extensions or a further assessment opportunity will not be granted in these circumstances.

Procedures

- If you submit work late, without being granted an extension, it will not be marked and you will receive a **Not Achieved** Grade.
- If you have not made a sufficient attempt in the first instance you will receive a **Not Achieved** Grade.
- You can apply for an extension **at least one full school day prior to the due date**.
- Extensions will only be granted for circumstances outside your control and do not apply to non-attendance situations, such as work experience, work placement (Gateway), holidays during school time or wilful absence.
- If you are **sick** on the date work is due, it is your responsibility to get the work handed in on time or to contact the school and make alternative arrangements.

Assignment Extension Request Form available from HoDs.

“Second Chances” in Internally Assessed Standards

Resubmission

If a teacher judges a student has made an error or omission that they should be capable of discovering and correcting on their own, a resubmission may be offered to confirm a grade. A resubmission must be limited to specific aspects of the assessment and no more than one resubmission must be provided per assessment opportunity.

Further Assessment Opportunity

Where manageable, and after further learning has taken place, students may be offered a [maximum of one further opportunity for assessment](#) against an assessment standard within a year.

All students, including those who did not complete the original assessment, must be able to:

1. access the further opportunity, if they wish; and
2. use the further opportunity to improve their original grade.

Students must be awarded the higher grade achieved over both opportunities.

A further assessment opportunity occurs when a new, quality-assured assessment is provided. This could be a new test, a new writing topic or a new research opportunity. For some tasks, offering a further assessment opportunity will not be possible for practical reasons.

Appeals

Procedures

- You can appeal any assessment-related decision within one week of receiving your assessment result.
- You should discuss your result with your subject teacher first. **You must outline the reason for your appeal, and hand it to your subject teacher within one week of receiving your result.** If you are still not satisfied you must talk with the HoD and failing that one of the Senior Leadership Team.

Misconduct

This refers to:

1. Students suspected of cheating during an assessment task - see 'Authenticity'.
2. Students who misbehave in an assessment task may, at the teacher's discretion, be removed from the room, and may fail that assessment after consultation with the HOD and Co-Principal.

Procedures

All allegations of misconduct must be immediately reported to the following personnel:

- HOD
- Co-Principal (Mr Hills)

Each allegation will be investigated under the leadership of the Co-Principal (Mr Hills).

Documentation will be retained by the Co-Principal (Mr Hills).

The final decision will be made by the Co-Principals (Mr Hills and Ms Mouat) on all the evidence / submissions provided to arrive at a final decision.

Misconduct is a breach of assessment regulations and may result in a student receiving a Not Achieved Grade.

Acknowledgement and Recording of Assessments

Procedures

- You should keep a record of your results on the Assessment Statement handed out in each subject at the start of the year.
- It is your responsibility to check your results. You can do this by using your Learner Login for the NZQA website which is updated once per month - www.nzqa.govt.nz.
- You can also check your results on the MUSAC EDGE portal. These results are live on the portal as soon as the teacher has reported them.
- Teachers and HoDs check results carefully. If you notice a mistake see your teacher or Mr Hills.

Please note:

NZQA may require your work to be sent to them for checking, from time to time. In addition, the school will be running its own internal check.

Assessment Rules - Internal

Procedures

- Subject teachers will tell you of specific rules relating to their assessments.
- If you are working on an assessment task at home, using a computer program, and require it to be printed at school, you must check the compatibility with the school system in advance. Always keep backup in a second file location or pen drive.
- Plan your time so that assessments are not being done on the last day prior to the deadline.

Assessment Rules - External Examinations (NZQA Requirements)

Each student will receive information from NZQA before the national examinations. The exams are administered by the New Zealand Qualifications Authority. Logan Park High School will run preparatory examinations during the academic year to allow students to become familiar with the exam process.

Before the Examinations

1. It is recommended that all students use the toilets before reporting to their examination room. Under **normal circumstances** students will not be permitted to leave the examination room. Should they need to go they will be accompanied by a supervisor.
2. No student is to pass on to or request from another student any information about the content or structure of examinations or tests. Both the provider(s) of information and the recipient(s) potentially face penalties for such action.

On the Day of Examinations

Students must arrive at least 20 minutes before the examination starts. If a student is more than 30 minutes late, they will not be permitted to enter the examination room.

What Students May Bring Into An Examination Room

- College bags are to be left at the front of the room.
- Pens (black and blue only), pencils, rulers, erasers etc. required for the examination or test are to be loose on the desk or kept in a clear plastic bag on the desk in full view of the supervisor. Twink is **not** permitted.
- **Electronic Equipment:** A calculator (permitted models only) or any other electronic equipment may be taken into the examination room only if the need for it is specified by the HOD.
- Use of Calculators: Calculators must be silent, hand-held, non-printing and work from their own power. Students cannot keep notes or routines in the calculator memory. Teachers will clear the calculator memory before students enter an exam room.

What Students May Not Bring Into An Examination Room

- No material or information, which may be of assistance, can be within a student's reach; this includes a dictionary (English, foreign language dictionary or Te Reo dictionary or translators) or any other reference material, be it printed or digital, unless specifically permitted by the HOD responsible for that exam. No information may be written on refill paper, on a student's body or on any object hidden on the student's body.
- Blank paper or refill paper is not permitted to be brought into the room.
- **Cell phones and ipods must be switched off and placed in a clear plastic bag under their seat.**

In the Examination Room

Students are to:

- at all times, listen to and follow the instructions of the supervisor
- sit at the desk where they are told to sit - the exam booklets at this desk will have been selected and coded specifically for them
- check all the answer booklets have their NSN and Examination Code on them and are listed on their Admission Slip
- when they are told, check that all pages in each exam booklet are printed correctly
- put their hand up if they have any problems.

Students **cannot leave** in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

During the Examination

- Examination / test procedures apply from the moment the student enters the examination / test room.
- A student may not communicate **in any way** with other students once the examination room is entered. All communications must be through the supervisor.
- A student may not share equipment. Students must contact the supervisor if there is a problem.
- Students may not look at another student's work **or make it possible for another student to see or copy their work.**
- If a student's work contains pencil or correction fluid (twink), that section will not be considered for re-marking, except where the examination instructions specifically allow pencil.
- Five minutes before the end of the assessment, the supervisor will remind students that scripts must be named and additional pages numbered **before** the completion time. **No one may write anything after the supervisor has instructed 'pens down'.**

Writing Answers

Students are to:

- follow the instructions on the front cover of the exam booklet
- use only black or blue pen (pencil not to be used unless instructed to do so)
- write neatly, so the marker can read the answers
- cross out any work that you don't want marked
- fill in their details at the top of any additional sheets of paper provided and put them inside the answer booklet.

Students are **not** to:

- write or draw anything that may be regarded as offensive
- write to the marker or write in the part of the answer booklet "For assessor's use only"
- write their answers for one standard in the answer booklet for another - they may request extra paper if they have filled up the answer booklet.

At the End of the Assessment

- After the supervisor has said 'pens down', this must be obeyed immediately. All students are to remain seated in silence until the supervisor collects in:
 - a. all assessment answers
 - b. all assessment papers
 - c. any other paper / material.
- All material to be marked must be handed to the supervisor before the student leaves. Any work taken outside the examination room will not be marked. Students can keep resource booklets and separate question booklets.
- Only when the supervisor gives permission may students speak and / or leave the room.
- Students need to be aware that the penalties for breaking the rules may be severe and may result in the assessment not being achieved and / or disciplinary response from the school.
- Any alleged breach of assessment procedures must immediately be reported to the Co-Principal (Mr Hills).

External Assessment - Derived Grades

A student who considers that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control may apply for a derived grade. 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.

The Co-Principal (Mr Hills) has extensive information regarding the application for derived grades.

Procedures

- A candidate or parent / caregiver should contact the Co-Principal (Mr Hills) as soon as possible if an application is likely.
- An application form must be collected or downloaded before consulting a medical practitioner. Applications cannot be processed without the correct documentation and a medical certificate may not be sufficient as it may not cover all requirements. Applications must refer to events of a medical or non-medical nature that have clearly had an effect on the candidate during the exam or prevented the candidate from attending the exam. Significant conditions or events in the month prior to the start of the exam period that interfere with preparation for the exam might be accepted, as well as temporary illness or trauma occurring during the actual exams. Candidates suffering a temporary illness, trauma or other serious event should be encouraged to sit the examination and apply for a derived grade if they consider their performance was compromised. If the application is approved, the best result will be awarded.
- A Derived Grade application form must be returned to the Co-Principal (Mr Hills) by the date indicated.
- The school may decline to forward to NZQA any application which does not meet NZQA guidelines. NZQA will decline applications which do not meet its guidelines.
- The overriding principles for the award of a derived grade are:
 - fairness to the applicant and to all other candidates
 - whether the candidate was able to perform on the day of the examination to the level of actual measured performance during the school year based exclusively on pre-existing standard-specific evidence held by the school.
- **This means that attendance at Logan Park High School practice examinations is essential so that the school has evidence to base the derived grade on. Non-attendance at Logan Park High School practice examinations is not an option. Without this evidence, or its equivalent, the school will be unable to assist you with a derived grade application should the need arise.**

Situations that do not qualify for a derived grade

- A candidate arrived at the wrong time for the examination session.
- A candidate arrived late for the examination (after 30 minutes and cannot enter the examination room). In some circumstances an application for arriving late to an examination may be approved
- A candidate considers they have been disadvantaged by the structure and nature of their teaching, learning or assessment environment.
- Candidates suffering from long term or recurring conditions will have to accept that their results will be affected because the on-going effects of their condition may have compromised their performance throughout the year.

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 or more at Excellence, their NCEA will be endorsed with Excellence. Likewise, if a student gains 50 credits or more at Merit (or Merit and Excellence), their NCEA will be endorsed with Merit. The Record of Achievement shows endorsement awards.

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 Endorsement

Course endorsement provides recognition for students who perform exceptionally well in individual 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, where
- 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 and Level 3 Visual Arts.

A course endorsement is **not** a qualification.

A course endorsement can be gained independently of a qualification. For example, a student may gain a Merit endorsement for their Level 2 Mathematics course without achieving the NCEA Level 2 qualification.

For further information log on to the NZQA website www.nzqa.govt.nz

University of Otago

The University of Otago has set up a dual pathway for its year one programme. **Preferential entry** comes from a student gaining one of five criteria stipulated by the University of Otago. These are as follows:

- L3 NCEA 140 points from the best 80 credits, across five approved subjects
Points accumulated by multiplying Excellence credits by 4, Merit credits by 3 and Achieved credits by 2.
- L2 Certificate endorsed with Merit or Excellence
- Accepted for an Otago Scholarship
- Being of Maori / Pasifika descent
- Accepted for a place in a Residential College

Provided the student meets any of the above five requirements, as well as the requirements of Year 13 university entrance, then the student will be granted guaranteed entry into university study at the University of Otago. Students currently in Year 12 should take particular note of the second criteria listed above and dedicate their efforts to achieving this. Students would need to note that some programmes have additional entry requirements.

Students who do not gain preferential entry through any of the above criteria are wait-listed. They must also meet the requirements for university entry from their NCEA Level 3 results. The University of Otago will then work through its wait-list and advise students if they have a place.

Other Universities may have a different procedure. It is essential that students and their families check on the requirements for any tertiary programme they are interested in. If you are unsure, please consult with the Assistant Principal (Mr Spittle) or Co-Principal (Mr Hills).

Scholarships

NZQA Scholarships

Talented students are encouraged to try for scholarship in Level 3 NCEA. Logan Park High School has been part of a Dunedin wide programme of tutorials for scholarship students. These are funded by the University of Otago, Community Grants and the Otago Principals Association. There is no cost to the student. Tutors are found from each of the schools participating and a timetable of after school tutorials is put together in term two running through until the beginning of study leave. It is the student and the family's responsibility to get to the tutorial venue which can be any of the secondary schools in the wider Dunedin area.

We have been informed that a similar programme will run in 2019. We will advise you when this programme commences.

Note, too, that a number of Logan Park High School departments run their own scholarship tutorials from Term Two.

The benefits of a scholarship award can be monetary or preferential entry to restricted programmes. The scholarship tutorials enable students to get together with other like-minded students and provide an element of competition which is beneficial in the student's preparation for external assessment.

In 2019 the fee for entering Scholarship will be approximately \$30 per subject.

Other Scholarships

Many tertiary institutions e.g. The University of Otago and Otago Polytechnic offer their own scholarships. Year 13 students need to apply for these when the applications open. It should be noted that students who have gained excellent results at Level 2 generally have a much greater chance of receiving these scholarships.

For more information on these scholarships please contact the Tertiary Institution you are interested in attending. If you are unsure how to do this please consult with Mr Spittle (Assistant Principal).

Fees and Financial Assistance

Procedures

- In Term 2 the Co-Principal (Mr Hills) will issue NCEA students with a NZQA publication which outlines the fees structure and the process and conditions that relate to applying for financial assistance.
- The final date for payment of NZQA fees to Logan Park High School is **Friday 30 August 2019**.

NCEA Fees for 2019

Students must pay their fees to have their results recorded on their Record of Achievement and to receive certificates.

Fee Structure for Domestic Candidates

Enrolment	Fee
Any NZQF Standards	\$76.70 per candidate per year
Scholarship	\$30 per subject

Fee Structure for International Fee Paying Candidates

Enrolment	Fee
Any NZQF Standards	\$383.30 per candidate per year

You must pay all of your fees to the Logan Park High School Office by the date notified by Mr Hills (Co-Principal).

If you have any questions about the payment of fees you should contact Mr Hills (Co-Principal). Late fees will incur an extra charge and will need to be paid directly to NZQA.

Who is Eligible for Financial Assistance?

To apply for financial assistance, the applicant (normally the parent or caregiver of the candidate) must meet at least one of the following criteria:

- be receiving a Work and Income or Study Link benefit (benefit based application)

- have a joint family income below the threshold for receipt of a Community Services Card (income based application)
- be a fee-payer with two or more children who are candidates, irrespective of family income (multiple candidate applications), where the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum.

Applicants cannot claim financial assistance for international fee paying students.

If you think you may be eligible to receive financial assistance, a form needs to be completed. This form is available on the NZQA website, or you can get it from Logan Park High School. The completed form must be returned to the office, who will submit your application to NZQA.

When you enter for qualifications, you agree to abide by the rules and procedures for these qualifications. The rules and procedures are available on the NZQA website

Deadline for payment of fees to Logan Park High School is Friday 30 August 2019