



**The Catlins Area School**

Te Kura Taumata O Catlins | To be the best you can be

# **The Catlins Area School**

**Assessment Information for  
Learners & Whānau 2023**

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## Key people & roles 2023

**Principal's Nominee** - Ms Amanda Smith ([amandas@catlins.school.nz](mailto:amandas@catlins.school.nz))

Makes sure that NCEA assessments rules and procedures are followed, and to provide help with issues students and teachers may have regarding NCEA.

**Careers Advisor & Gateway Coordinator** - Ms Amanda Smith ([amandas@catlins.school.nz](mailto:amandas@catlins.school.nz))

Helps students with planning courses that meet their interest and future needs in the workforce.

**Whānau Teacher** - Miss Emily Currall ([emilyc@catlins.school.nz](mailto:emilyc@catlins.school.nz))

Contact for students and whānau who have questions about school.-

### Subject Teachers

*Sciences* Miss Emily Currall ([emilyc@catlins.school.nz](mailto:emilyc@catlins.school.nz))

*Technology* Mr Matthew Simpson ([matthews@catlins.school.nz](mailto:matthews@catlins.school.nz))

*Mathematics* Mrs Jagroop Kaur ([jagroopk@catlins.school.nz](mailto:jagroopk@catlins.school.nz))

*Art* Ms Maryann Darmody ([maryannnd@catlins.school.nz](mailto:maryannnd@catlins.school.nz))

*Health & Physical Education* Mrs Sarah Cairns ([sarahc@catlins.school.nz](mailto:sarahc@catlins.school.nz))

*English* Ms Amanda Smith ([amandas@catlins.school.nz](mailto:amandas@catlins.school.nz))

*e-Learning Dean* Ms Amanda Smith ([amandas@catlins.school.nz](mailto:amandas@catlins.school.nz))

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## What is the NCEA?

NCEA is the abbreviated name that is used for the National Certificate in Educational Achievement. NCEA is the qualifications system for learners in most senior secondary schools in New Zealand.

Assessment for NCEA is made against both NZQF Achievement Standards and NZQF Unit Standards. There are internal standards, and external standards or exams.

For each standard that they study learners gain one of four grades:

- Achieved
- Achieved with Merit
- Achieved with Excellence
- Not Achieved

## Requirements to achieve NCEA by Level

<b>NCEA Level 1</b>	<ul style="list-style-type: none"><li>● You achieve the award if you gain 80 credits.</li><li>● You must have 10 credits in literacy and 10 in approved numeracy standards.</li></ul>
<b>NCEA Level 2</b>	<ul style="list-style-type: none"><li>● You achieve Level 2 if you gain 80 credits, 20 of which may be at Level 1.</li><li>● To achieve Level 2 you must have completed the literacy and numeracy requirements for Level 1</li><li>● There are no further literacy or numeracy requirements for this award, but there are for University Entrance requirements.</li></ul>
<b>NCEA Level 3</b>	<ul style="list-style-type: none"><li>● You achieve Level 3 if you gain 80 credits, 20 of which can be at Level 2.</li><li>● To achieve Level 3 you must have completed the literacy and numeracy requirements for Level 1</li><li>● There are no further literacy or numeracy requirements for this award, but there</li></ul>

are for University Entrance requirements.

- Literacy requirements for University Entrance - Ten credits from approved standards (5 credits in reading and 5 credits in writing) are required to meet the University Entrance literacy requirements. For standards that meet both reading and writing requirements it is possible to split the credits to fulfil the literacy requirement. These can be achieved from some Level 2 approved standards

## University Entrance Requirements

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

- NCEA Level 3
- Three subjects - at **Level 3**, made up of:
  - 14 credits each, in three approved subjects
- Literacy - 10 credits at **Level 2 or above**, made up of the following from approved standards
  - 5 credits in reading
  - 5 credits in writing
- Numeracy - 10 credits at **Level 1 or above**, made up of:
  - achievement standards – specified achievement standards available through a range of subjects, or
  - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all three** required).

You can read the most up to date UE information:

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

### *Other National Certificates:*

NCEA is one of many National Certificates offered by NZQA. You may study courses which offer credits towards additional certificates to NCEA. Some may be offered through STAR courses.

Examples of certificates students have gained credits towards:

- National Certificate in Employment Skills
- National Certificate in Business Administration
- National Certificate in Computing
- National Certificate in Hospitality
- National Certificate in Tourism
- National Certificate in Agriculture
- National Certificate in Hairdressing
- National Certificate in Early Childhood Education and Care

## Scholarship

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

The Scholarship exams enable students to be assessed against challenging standards, and are demanding for the most able students in each subject. Scholarship students are expected to demonstrate high-level critical thinking, abstraction and generalization, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

## Endorsements

There are three types of endorsement you can be aiming for: subject, certificate and Vocational Pathways.

### *Certificate Endorsement*

If you gain 50 credits at Excellence, your NCEA will be endorsed with Excellence. If you get 50 credits at Merit (or Merit and Excellence), your NCEA will be endorsed with Merit. Credits earned can count towards an endorsement over more than one year and more than one level. However, they must be gained at the level of the certificate or above. For example, Level 2 credits will count towards endorsement of a Level 1 NCEA, but Level 1 credits will not count towards endorsement of a Level 2 NCEA.

### *Subject Endorsement*

You can get an endorsement for a subject if, in a single school year, you achieve 14 or more credits at Merit or Excellence, where at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards (this does not apply to Physical Education, Religious Studies and level 3 Visual Arts). A course endorsement can be gained independently of a qualification. For example, you could gain a Merit endorsement for your Level 2 Mathematics course without achieving the NCEA Level 2 qualification.

### *Vocational Pathways Award*

To achieve the Vocational Pathways Award, you will need to achieve

- NCEA Level 2, and
- 60 x Level 2 credits from the Recommended Assessment Standards for a Vocational Pathways, including 20 x Level 2 credits from Sector-Related Standards for the same sector.

There are Vocational Pathways Awards for the following sectors:

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

## Subject and Course Information

Learners will be given by each of their subject teachers at the start of the year:

- An outline of course achievement standards that are available in that course for the year including their number, name, credit value and internal/ external status
- A proposed timeline for all assessments and further assessment opportunities for the whole year

Teachers will share this electronically with students, usually via Google Classroom.

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# Managing Assessment

## Moderation of Tasks and Grades

NZQF qualifications are in the hands of teachers and workplace assessors to make accurate and fair judgements on learners' work. Some moderation (ie checking) of grades will be done nationally by the New Zealand Qualifications Authority. We have to 'get it right' or eventually our ability to award the NCEA would be withdrawn.

Also our teachers are involved in lots of checking procedures with other networked schools and training organisations.

So that learners are not disadvantaged and in order to most accurately meet the national standard, assessment decisions given to learners will be 'interim' until our internal moderation processes are completed.

## Authenticity

Standards-based assessment relies on learners providing evidence that they do understand, have the knowledge, or can practise the skill in relation to the standard. Authenticity is the assurance that evidence of achievement produced by a learner is their own.

Breaches in authenticity happen when a student:

- copies from another person or source (plagiarism)
- has too much guidance from the teacher or assessor
- get specific answers for the assessment activity from another source

Practices to assure authenticity will depend on the assessment context. Tests will be run on traditional lines; notes during field trips or experiments may be collected by the teacher; during research activities, learners may expect to have work-in-progress checked; ongoing work may be kept on the school site; Teachers may require plans, draft work and a full bibliography to be included with the final product.

Misconduct is a very serious issue and will be reported to and investigated by the Principal's Nominee. Learners will be given an opportunity to explain themselves in all cases. We will be using our knowledge of learners to ensure fairness in assessment. Consequences may include 'Not Achieved' grades in any and all standards likely to have been affected by the misconduct.

## Deadlines and Extensions

- You will be informed of due dates and times through the individual subject assessment guidelines.
- You may apply to the Principal's Nominee for an extension. This should happen before the due date, not after. Extensions will only be granted for circumstances outside your control and do not apply to non-attendance situations, such as work experience, work placement, holidays during school time and wilful absence.
- Only in exceptional circumstances, extensions can be granted after the due date for work submitted late.
- Medical certificates and/or other supporting evidence (e.g. note from home) may be requested from students who are applying for extensions.
- Students who receive extensions are notified of the new due date.

If you submit work late, without being granted an extension, it will not be marked and you will receive a **Not Achieved** Grade.

## Assessment clashes with school trips

NCEA Assessments take priority over school trips, unless the trip is for an internal assessment and has been signalled well in advance. Students are to notify teachers of clashes. In some circumstances alternatives could be negotiated, however a teacher does not need to make an alternative for a clash with a non NCEA assessment activity.

## Workload

NCEA requires learners to be organised and switched in to assessment procedures. Learners will need to take responsibility for their learning and their assessment. Staff will attempt to spread the workload through the year, but learners can expect to be working at some assessment activities for most weeks of the school year.

If you become concerned about your workload, please seek advice from your whānau teacher, the Principal's Nominee or one of the Deputy Principals.

## Further Assessment Opportunities

If your grade was at the borderline between a Not Achieved and Achieved you might be offered a resubmission. A resubmission can be offered when a student has made a mistake which they should be capable of discovering and correcting on their own. By definition, the problem should be capable of rapid resolution. From 2021 the highest result which can be attained through a resubmission is Achieved.

A maximum of one further opportunity for assessment (reassessment) can be offered within a year. This is at the school's discretion and will be signalled in your course handouts and official assessment documents. If a reassessment is offered you have the chance to redo the standard, using a different task.

## Appeals

Every student shall have the opportunity to:

- See their work after it has been marked
- Learn why assessment decisions were made
- Have the assessment decision re-considered upon written appeal .

Any learner may make an appeal over any issue related to any subject and any standard.

Appeals are most likely to concern:

- The fairness, or consistency of the marking
- Interpretations of the marking schedule
- Extensions not given
- A dispute over unacknowledged or copied work

Learners must make the appeal on the form provided to the Principal's Nominee within 1 week of the grade

announcement. Any signature on a grade allocation form or record does not deny the right of appeal.

The PN will consider the appeal, where appropriate seeking an independent assessment from another teacher with reliable experience in that subject. A written decision on any appeal will be given within 2 weeks. A further appeal can be made to the Principal, but this is most likely to be a check that procedures have been followed.

Appeal Forms are available from the Principal's Nominee

## The Privacy Act

The school reserves the right to keep all assessment data on its students. Class results with names will not be displayed and the school will not supply data or reports to outside persons except NZQA without the consent of the student. The school regards forms sent by an institution to which a student has applied, as implied consent. Data is not available to unauthorised people. You have the right to view your own data on request.

The school may also keep some student work as exemplars for future use by departments.

In keeping with the Privacy Act 2003 the school will not display student names and results in classrooms or on notice boards.

If you want to access the information held about you, or if you would like to correct any such information held, or if you have any privacy concerns, please contact either the Principal or the Principal's Nominee.

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## External assessments

### Derived Grades

The internal school examination results are used as derived grades should a student be unable to sit an NCEA external exam, or their result has potentially been impaired. Reasons for a derived grade could include serious illness, bereavement of a close family member or friend, or another emergency.

Derived grade applications are available from Ms Smith. All forms must be signed by a professional who can testify that a student is unable to sit the exam or that their results have been impaired.

### **Candidates who are absent from, or are impaired during, the MCAT examination**

When grades for the MCAT examination are submitted, the school can include a grade for any candidate who was impaired during the examination, or was unable to attend either MCAT examination, if:

- the grade held by the school is derived from standard specific evidence gathered prior to the date of the first MCAT examination
- 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

## **NCEA exams**

In order to enter your NCEA exams you will need your Admission Slip. The Admission slip is a document that is created by NZQA. You will receive your admission slip and instruction booklet for the exams in Term 4.

As many of the exams are available for sitting in digital format it is vital that the student has set up their NCEA learner login.

Exam scripts are returned electronically via the NZQA login in January/February. It is possible for students to appeal a result obtained in the external examinations. Instructions are provided with returned exam scripts.

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## **Special Assessment Conditions**

As many of the external exams are able to be completed digitally students who wish to use a computer in these external exams no longer have to apply for special assessment conditions. However, if they wish to sit an exam that is not offered digitally they may still need to go through the Special Assessments Conditions process (at this stage Maths and Geography are not offered in a digital form).

Students can receive extra support (in the way of reader/writer assistance, extra time, or other) for their external standards. This applies to students who have a long-term physical, medical or sensory condition or a specific learning difficulty which they believe will impact their performance in assessments..

If you think that this may apply to you please speak to the Principal or the Principal's Nominee as soon as possible. The application process requires substantial documentation and official testing, so it is best to begin as soon as possible.

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## **Recording Results**

### **Return of results**

For each standard attempted, learners will receive a grade which is recorded on the student management system, Edge. Students will also be given a written copy of their grade. Students are able to access their results through their student portal or by logging into NZQA.

Grades may be verified by being signed off by the learners at the awarding of the interim grade, and then again, if necessary, after any moderation or appeal procedure changes. Learners will be asked also to check results and sign them as correct before they are sent to NZQA at the end of the year.

# Record of Achievement & NCEA Certificate

NZQA will not post your Record of Achievement or NCEA Certificate to you unless you register online and request them.

You can request your Record of Achievement or NCEA Certificate when they become available. NZQA allows you to have one free Record of Achievement each year and one free NCEA Certificate at each level.

You are only allowed one free School Results Summary in your life. Most senior students will order this when they leave school. NZQA will charge a fee for every School Results Summary you ordered after the first one. It is recommended that you order this at the end of your schooling.

Students can request a University Entrance certificate when they qualify for this qualification. However NZQA does charge a fee for this.

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## Summary: Steps for NCEA success

- Make sure you know the totals required for your NCEA level or National Certificates.
- Set yourself further goals beyond the minimum numbers for the core certificate – how many merits and excellences to achieve?
- You will have to be aware and organised to do well. Use the Calendar function in your email to make yourself a study or homework plan.
- Always hand in the Assessment Activity and Result sheet with all work.
- Monitor your results carefully through Edge and NZQA.
- There is no such thing as late work. Extension and Compassionate Consideration requests will be made to the Principal's Nominee.
- Your work must be your own, or you risk serious consequences.
- All assessment decisions are interim until grades are checked with other schools – locally and nationally.
- You may appeal any assessment decisions to the Principal's Nominee.
- If you do not think you have been treated fairly and accurately, by any of the school's providers, then you are encouraged to give the school the chance to reconsider.