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NZQA QUALIFICATIONS
Level 1 NCEA – To gain Level 1 NCEA you must achieve at least 80 credits, which includes 10 Literacy credits and 10 Numeracy credits. The Literacy and Numeracy credits come from specified standards available through a range of subjects.

Level 2 NCEA – To gain Level 2 NCEA you must achieve at least 60 credits at Level 2 or above and 20 further credits from any level. The NCEA Level 1 Literacy and Numeracy requirement must be met to achieve the Level 2 NCEA qualification.

Level 3 NCEA – To gain Level 3 NCEA you must achieve at least 60 credits at Level 3 or above and 20 credits from Level 2 or above. The NCEA Level 1 Literacy and Numeracy requirement must be met to achieve the Level 3 NCEA qualification.

UNIVERSITY ENTRANCE
University Entrance (UE) is the minimum requirement to go to a New Zealand university. Students will need all of the following to be awarded UE:

- NCEA Level 3
- 14 credits at Level 3 in each of three approved subjects.
- Numeracy - 10 credits at Level 1 or above from specific achievement standards.
- UE Literacy - 10 credits (five in reading and five in writing) at Level 2 or above from specific standards.

CERTIFICATE ENDORSEMENT
NCEA can be gained with Merit or Excellence. If you gain enough credits to have NCEA awarded and 50 or more of them are at Excellence, you will earn NCEA with Excellence. If you gain 50 or more of them at Merit or a mixture of Merit and Excellence you will earn NCEA with Merit.

COURSE ENDORSEMENT
Course endorsement will provide recognition for performing exceptionally well in individual courses. You can gain an endorsement for a course, if in a single school year, you achieve:

- 14 or more credits at Merit or Excellence, and
- at least 3 of these credits are from externally assessed standards and at least 3 credits come from internally assessed standards. Note, this requirement does not apply to Physical Education or Level 3 Visual Arts. A student can be awarded an endorsement for PE or Level 3 Visual Art through all internal credits or all external credits.

A course endorsement can be awarded even if a qualification for that level is not achieved. For example, a student may achieve a Merit endorsement for their Level 1 Mathematics course even if they have not achieved NCEA Level 1.

SCHOLARSHIP
Scholarship provides recognition and monetary reward to top students. Scholarship exams enable students to be assessed against challenging standards, and are demanding for the most able students in each subject.
SPECIAL ASSESSMENT CONDITIONS (SACs)

Some students will have the need for special assessment conditions. Generally, students requiring SACs are identified in Year 9 and 10, but any student diagnosed for the first time irrespective of year level should contact the Head of Learning Support. The Head of the Learning Support processes SACs for NCEA assessment, based on NZQA regulations. Please note, NZQA requires the school to hold current, documented evidence. This evidence is to be supplied by the student’s parents/guardian and come from a suitably qualified, independent and registered professional. When the SACs are approved they are offered in the school’s practice assessments, internal assessments and external examinations. Students are encouraged to speak with their teacher prior to any assessment to confirm that the SAC has been arranged.

MISSED OR LATE ASSESSMENTS

Awatapu College places a high value on regular attendance to enable students to do their best. Students are expected to be in class and attend form time unless they are ill or there are circumstances that are accounted for by parents/guardian. The exception to this is when students miss an NCEA internal assessment. See i. and ii. below.

If students know in advance they will be away from school, and miss an assessment, they must notify their relevant teacher/s as soon as possible. Students should be aware that assessment dates are subject to change and leave from school is at the student’s own risk of missing assessments.

When students are absent from school it is their responsibility to catch up on work missed and to find out any assessment deadlines advised during the period of absence.

i. **Absence from internal Achievement Standard or Unit Standard assessment**

   If students are absent from an assessment task they are required to deliver to the Principal’s Nominee:

   a. If unwell: a medical certificate stating that the Doctor has seen and found them to be unwell on the date of the assessment.

   b. If they have experienced exceptional circumstances: a written explanation of the circumstance that has prevented them carrying out the assessment. The Principal’s Nominee will treat exceptional circumstances on a case-by-case basis and confidentially.

   Where a medical certificate is not available or an exceptional circumstance does not qualify as a justified absence, later sittings of missed assessments will not be available. Not Achieved will be recorded for assessment tasks missed.

   On receipt of a medical certificate or where an exceptional circumstance qualifies as a justified absence, the student will be eligible for later sitting of missed assessments. Bereavement, accidents, and selection for national or regional sports/cultural representation are examples of justified absences. **Please note a later sitting may not always be possible regardless of the reason for absence.**

ii. **Failure to deliver an internally assessed assignment by the due date**

   For internally assessed assignments, the due date is the due date! No extensions will be given unless a medical certificate or a special circumstance is provided and approved by the teacher.
Extensions will not be given due to loss or failure of an electronic device. For assignments completed electronically, it is strongly recommended students save onto more than one device or their drive on the school’s network. Assignments must be completed and handed in by a time specified by the teacher. Failure to do so will result in a Not Achieved (or Not Submitted) result being awarded.

If students are going away from school on a school related trip it is their responsibility to ensure that the assignment is completed and delivered by the due date or by a time arranged with the teacher.

**Absence from practice tests and school examinations**

Practice tests and school examinations are used to give students practise with sitting assessments as well as providing feedback on progress. In addition to this, these assessments give teachers the opportunity to gather evidence about the standard at which students are working. This evidence is used when writing school reports and could be used for allocating a derived grade. Therefore, a student’s absence from a practice test or a school examination runs the risk of them not being able to receive a grade should they be ill or have an acceptable special circumstance for missing an external examination.

**Justified absence from external examinations**

Please contact the Principal’s Nominee as soon as possible.

**FURTHER ASSESSMENT OPPORTUNITY**

The opportunity to have one repeat of an assessment towards a standard will differ from standard to standard as well as between subjects. A further assessment opportunity will be a new assessment task and can only be offered after further learning has taken place. The course information provided by subject teachers at the start of the year will indicate if there are any further assessment opportunities. Where a further assessment opportunity is offered, all students will have access in an attempt to improve their grade, including those who did not complete the original assessment with an acceptable reason. Where a student does not have an acceptable reason for failing to submit the first assessment or did not make a genuine attempt, as judged by the teacher, a second opportunity will be denied and the reported grade will be Not Achieved (or Not Submitted).

**RESUBMISSION**

A resubmission opportunity may be offered for an assessment where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves. By definition, the problem should be capable of rapid resolution.

**DERIVED GRADES**

For externally assessed NCEA examinations where a student is unable to attend or has impaired performance, derived grades may be applied for. Derived grades are only allocated when a student has met the guidelines set out by NZQA, and the school has evidence of the standard at which the student is working. The NZQA guidelines can be found on [http://goo.gl/g40t99](http://goo.gl/g40t99). In general, derived grades are taken from the school examinations. In all situations contact the Principal’s Nominee as soon as possible.
MISCONDUCT IN ASSESSMENT
All breaches of the rules will be investigated and held on file with the Principal’s Nominee.

Authenticity and plagiarism
The authenticity of student work for internally assessed standards will be checked. This means that teachers will use a method that is appropriate for the type of assessment to establish that the work has been the student’s own development. If students have used material from another source (eg. a website) to help them with their research it must be acknowledged in their bibliography. Quotations must be stated as such. Students may be questioned orally about their work, asked to produce development stages and requested to sign an authenticity statement. If the work is not found to be completely their own development or a student allows another to use their work then in the first instance:

- A ‘Not Achieved’ grade will be awarded
- No resit will be permitted
- Home contact will be made
- A NZQA Breach of Rules - Formal warning will be issued.

Should a student repeatedly breach the rules of assessment then more serious disciplinary action will be taken.

Disruption to an assessment
Any behaviour that continues to cause distraction to other students in an assessment will result in the offending student being removed from the assessment. Disciplinary action will be taken.

Taking inappropriate material or equipment into an assessment
Any written material or electronic device taken into an assessment that has not been approved by the teacher will be considered a breach of assessment conditions and the Principal’s Nominee notified. Disciplinary action will be taken.

Any dispute will be dealt with under the appeal process.

The school and NZQA examinations allow you to take an emergency pack into your examinations, which can include a switched off cell phone, wallet, car and/or house keys. The emergency items must be placed on the floor, under their desk, in a clear resealable plastic bag.

APPEALS
If you are concerned over any matter relating to internal assessments, you should discuss it with your teacher first, then the Head of Department and then if necessary the Principal’s Nominee to have your case reviewed. Any appeal must be made within five school days of the date of issue of assessment results. The decision of the Principal’s Nominee will be final.

MODERATION OF INTERNAL ASSESSMENTS
Moderation is a process which ensures consistency of assessment between classes and schools. The school may retain your work into the following year for moderation purposes.
PRIVACY
Every possible attempt will be made by the College to ensure that students’ work and results are kept in such a way as to comply with the Privacy Act 1993. Where students have given permission for their work to be used as exemplars, all reasonable steps will be taken to ensure the student is not identified.

RECORDING RESULTS
It is strongly recommended that students keep a record of internally assessed results and regularly check these using the school portal. A results recording template can be found in the school logbook. Results can be viewed at any time on the parent/student portal and later in the year NZQA will give students information on how to access results via the NZQA website. Any omissions or errors should be checked with the subject teacher.

Not Achieved (N) will be reported when a student has:

- been given ‘adequate’ opportunity to achieve the standard and has presented nothing.
- presented work or evidence for assessment which has not met all the criteria.

‘Adequate’ opportunity
The following is a guideline for Awatapu College judgments on adequate opportunity:

A student will be awarded Not Achieved if he/she:

- refuses to take part in an assessment (written or performance).
- fails to attend an assessment without a valid reason (in most cases the valid reason is a medical certificate, however other reasons will be considered on a case by case basis by the Principal’s Nominee.
- Takes leave, approved or otherwise, during an assessment time. Leave letters will indicate ‘Not Achieved will be recorded for assessments missed while on leave’. Exceptions to this are school trips and other justified absences such as selection for National or Regional representation in cultural and sporting activities. Exceptional circumstances will be considered on a case by case basis by the Principal’s Nominee.

Where a student misses an assessment or a significant proportion of the teaching and learning towards an assessment for an approved reason, they may be withdrawn from that assessment if a later sitting is not possible.

NZQA FEES AND FINANCIAL ASSISTANCE
Students and their parents/caregivers will be notified of the NZQA fees due towards the middle of the first term. These will be payable through the school up until the end of August and thereafter will need to be paid directly to NZQA and a late fee may be charged.

Financial assistance for NZQA fees is available to those who meet at least one of the following criteria:

- Be receiving work and income or study link benefit.
- Have joint family income below the threshold for the community services card.
- Have more than one child undertaking these qualifications in the same year where the amount per family is greater than $200.
Financial Assistance forms are sent out with school accounts in the first term. They may also be collected from the School Office or downloaded from NZQA here [http://goo.gl/c2SGYA](http://goo.gl/c2SGYA).

**CONTACT INFORMATION**

If you require any further information about the assessment of NCEA you may contact the Awatapu College School office on (06) 356 4817, or NZQA on 0800 687 296.

Awatapu College’s Principal’s Nominee is Mr Peter Howarth. He can be contacted on (06) 356 4817 ext. 8808 or via howarth@awatapu.school.nz.