

This Student Handbook is the personal property of:

DARGAVILLE HIGH SCHOOL

The logo of Dargaville High School is a circular emblem. It features a central shield with a blue upper half and a pink lower half, separated by a white vertical line. A large, stylized tree with a brown trunk and green foliage is centered on the shield. The shield is surrounded by a wreath of green leaves. At the bottom of the wreath is a blue banner with the white text 'KA-URI'.

National Certificate of Educational Achievement (NCEA)

Name: Form Class:

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2022 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 7 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies	Dance	Calculus
Tue 8 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Te Reo Rangatira Cook Islands Māori	Drama
Wed 9 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 10 Nov	9.30 am	Mathematics & Statistics		Making Music Japanese	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 11 Nov)					
WEEKEND					
Mon 14 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	
Tue 15 Nov	9.30 am	Science	Social Studies		History
	2.00 pm	Samoan Gagana Sāmoa Spanish	Geography	Accounting	
Wed 16 Nov	9.30 am	Cook Islands Māori Reo Māori Kūki 'Āirani	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 17 Nov	9.30 am	English	Lea Faka-Tonga Cook Islands Māori		English
	2.00 pm	Drama	Chemistry	Health	Physics
Fri 18 Nov	9.30 am	Business Studies	History	Chemistry	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 21 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 22 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Geography
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies		Economics
Wed 23 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 24 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 25 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
WESTLAND ANNIVERSARY DAY (Mon 28 Nov)					
Tue 29 Nov	9.30 am	Japanese	Latin	Te Reo Māori	
	2.00 pm		French	Spanish	Latin
Wed 30 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Thu 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Fri 2 Dec	9:30 am	Social Studies	Dance	Art History	Earth & Space Science

Introduction

The information contained within this assessment guide will help to explain NCEA and assessment guidelines to students who are sitting NCEA and their parents, whanau or caregivers for 2022 NCEA qualifications.

NCEA (**N**ational **C**ertificate of **E**ducation **A**chievement) is New Zealand's national secondary school qualification and provides students with pathways to tertiary education and workplace training. This year you will be gaining qualifications through standards at NCEA Level 1, 2 or 3 in all subjects. You may also work towards other National Certificates in subjects such as Tourism and Hospitality or through a Gateway or STAR programmes. Your credits can be applied towards more than one qualification.

This booklet contains guidelines that will help you to achieve success this year. During the year, your teachers will be collecting evidence that shows that you have achieved the standards so it is important that systems for assessment are consistent and fair. It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all the internal assessments (e.g. practical activities, briefs, tests and assignments) that provide evidence that you have reached the standards. They also apply to practice exams and to work that you complete for other external assessments like portfolios.

All student data and work is covered by the Privacy Act. No data or work completed by any student will be shown to other students without the express permission of the student concerned. Students and their parents or caregivers are welcome to contact the Assistant Principal, Mrs Troath, (Assessment Dean), at any time if they wish to discuss issues to do with assessment.

Mrs A Troath
Assistant Principal
Assessment Dean/Principals Nominee

The National Certificate of Educational Achievement (NCEA) and Evidence Collected

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

This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in Visual Art, Graphics and Technology.

Achievement Standards Outcomes/Grades	Unit Standards Outcomes/Grades
Achieved with Excellence = E	Excellence and Merit grades are NOT applicable when sitting a Unit Standard Assessment (although some Unit Standards do)
Achieved with Merit = M	
Achieved = A	Achieved = A
Not Achieved = N/A	Achieved = A Not Achieved = N/A

For internally assessed standards, if you do **not achieve** the first time you submit your work, you **may** be given an opportunity to redraft and resubmit your work to gain an Achieved grade.

NOTE –In some NCEA assessments it is not possible to provide re-assessment opportunities. Always aim to achieve the **highest** grade you can in every assessment. Check with your subject teacher and Mrs A Troath to find out which NCEA assessments are not eligible for re-assessment opportunities.

To Pass NCEA:

At NCEA Level 1

You need 80 credits minimum at NCEA Level 1 or higher. These must include 10 Literacy credits (English or Te Reo Maori) and 10 credits Numeracy (Mathematics, Pangarau). Remember Literacy and Numeracy credits are available in other subject areas. Check on your NCEA entry sheet to find out which assessments have Literacy and Numeracy credits.

Endorsements:

NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 1 Endorsement with Merit	= 50 credits at Merit (Excellence credits can also contribute to the '50' endorsement credits)

At NCEA Level 2

You need 80 credits, of which 20 can come from NCEA Level 1, and a minimum of 60 at NCEA Level 2 or higher.

Endorsements:

NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 1 Endorsement with Merit	= 50 credits at Merit (Excellence credits can also contribute to the '50' endorsement credits)

At NCEA Level 3

80 credits of which 20 can come from NCEA Level 2, and a minimum of 60 at NCEA Level 3 or higher.

Endorsements:

NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 1 Endorsement with Merit	= 50 credits at Merit (Excellence credits can also contribute to the '50' endorsement credits)

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 at Excellence, their NCEA will be endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (Excellence credits can also contribute to the '50' Merit endorsement credits) their 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.

<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/endorsements/online/>

Course (subject) endorsement

Course/subject endorsement provides recognition for a student who has performed exceptionally well in an individual course/subject.

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

- 14 or more credits at Merit or Excellence, and
- 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, Religious Studies and Level 3 Visual Arts.

A course endorsement is not a qualification. 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 2 Mathematics course regardless of whether they achieve NCEA Level 2.

Entrance to New Zealand Universities

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

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:
 - 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).

For university approved subjects view this link:

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

University Approved Subjects offered at DHS:

All NCEA subjects offered at Dargaville High School are University Approved except Tourism, PITA, Police, Building and Hospitality.

Results Information

To check NCEA results and progress you can do the following:



- 1) Log on to www.nzqa.govt.nz and top right hand of the screen click on
- 2) Ask your form teacher, subject teacher or Assessment Dean to have an update of credits and results from KAMAR
- 3) Go on to Parent Portal and check your results (ask your form teacher or Mrs A Troath for a password)

Quality Assurance

To ensure that grade decisions at Dargaville High School are consistent with those at other schools around the country, a system of moderation is established. This means that your teachers critique materials before use, verify a sample of grade judgments and keep up their professional development.

When an internal assessment has been marked these results are only “provisional” until that material has been internally moderated for result confirmation. Internal moderation can be carried out by another teacher, in department meetings or in a minority of cases with teachers from other School. Once moderation is complete your results will be confirmed and sent to NZQA.

Assessment completed under Supervision by Offsite Providers.(Eg Gateway, Star, Vocational Courses, Sports courses etc.)

For internally assessed standards from off-site providers, Dargaville High School must keep a duplicate record of the results within the school which is accessible to the Assessment Dean. In some cases this may also include the assessment work. When the work has been returned by the provider, it is Dargaville High School’s responsibility to record the grade so it can be forwarded to NZQA.

National Student Number (NSN)

All students have an NSN number. This is used as a personal identity number when you complete internal and external assessments for NCEA. Once you log onto NZQA (www.nzqa.govt.nz) keep your password in a safe place.

Registering for Learner Login on the Web

Once you have received your NSN number you will be able to register on the NZQA website to receive your results, look at your Record of Achievement (ROA) and also make a request for an official Record of Achievement (ROA). You may have one of these per year free of charge.

<https://secure.nzqa.govt.nz/for-learners/records/register.do?nsn=>

NCEA Assessment Results Notice

In January, you can access a Results Notice which provides results for internal and external assessments from the previous year. These results are available on-line, but hard copies can be ordered before the 31 December of the year in which the results were obtained.

NCEA or University Entrance (UE) Certificates

You are entitled to **one free NCEA or UE certificate** (provided you have paid the relevant NCEA fee). Any more copies will cost \$15.30 each (*may be subject to change*). You can order online.

NCEA Results released to Universities and Polytechnics

In January, NZQA will send all NCEA Level 2, Level 3 and University Entrance results that have been authorised for release to all New Zealand Universities and some Polytechnics. This helps these institutions to process enrolments quickly.

Special Assessment Conditions (SAC)

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

The Principal's Nominee, Mrs Troath, ensures that students who require Special Assessment Conditions (SAC) have these available. This means that students with specific learning needs or disabilities can be given special conditions for their assessments. The Special Needs Coordinator, Mrs Pumipi and The Principal's Nominee are responsible for this and will inform teachers regarding any requirements that may be approved. If parents are concerned about a student's assessment conditions, they should contact the Principal's Nominee, Mrs Troath (439 7229 Ext 708). As a result of a Special Assessment Condition (SAC) being applied for and subject to approval, a student may be provided with valid and fair assessment conditions, consistent with the assistance they could have as part of their learning environment.

Course Outlines

At the start of the year you will receive a course outline for every NCEA subject you take. They maybe in hard copy or on a Google classroom. These outlines are very important. The course outlines will include important information about your course, credits available, whether they are internal or external standards and other crucial information. If you have misplaced your copy request another one from your subject teacher or Assessment Dean (Mrs A Troath).

Checking and Sending Results to NZQA

Your teachers have to carefully check and verify grades awarded to their students in Kamar to ensure that correct results are sent to NZQA.

During the year students should keep a check on the standards they are entered for to ensure that your entries are correct. Printouts of NCEA entries and assessment results will be issues to you at least twice per year to coincide with key dates for NCEA – once at the time of initial entries (mid-year) and once at the time of final entries and final payments (late August). Students are expected to carefully check entries and results with subject teachers and form tutors. Refer to any errors to the Assessment Dean Mrs Troath.

<https://www.nzqa.govt.nz/login/>

Parent portal <https://portal.darghigh.school.nz/index.php>

Appeals

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Students may appeal decisions regarding the outcomes of internal assessment. The appeals pathway is from students to their class teacher, to the Head of Department (HOD), and then to the Assistant Principal/Assessment Dean, Mrs Troath.

Appeals Procedure

1. The teacher allows students to check that they agree with the results given. If a student thinks that work has been incorrectly assessed they can ask the teacher to reconsider.
2. The teacher should explain the result and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted.
3. If a student is unhappy with the teacher's explanation, they may ask the Head of Department (HOD) for a re-mark, using an Appeals form (see attached document Assessment Appeals form). This must be done **within five school** days of the work being handed back.
- 4 If the student disagrees with the Head of Department's (HOD's) decision, they may ask the Assessment Dean, Mrs Troath to consider the case.

Procedures for Application for Change of Assessment Date (an Extension)

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Accumulated evidence for the particular standard being assessed can be used to determine a grade, if the **absence or missed deadline is justified**.

OR –Not Achieved can be given if sufficient evidence is not available.

If a student cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then they must apply to the Assessment Dean, Mrs Troath as soon as they know they will be absent. Any clashes of accredited assessments with major school events should be discussed with the Assessment Dean who will approve the new assessment timing in writing.

In general assessments take priority over all other activities. Valid reasons for requesting an extension of time or a new assessment date are:

- **Illness:** A medical certificate with the completed Student Assessment Extension application form should be supplied. Students may access these from Mrs Troath or from this Student Handbook.
- **Family/Personal Trauma:** a note from the parent/caregiver or DHS counsellor with a completed Student Assessment Extension application form

- **School Sporting/Cultural activity:** This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.

In all cases, a “completed Student Assessment Extension application form” must be completed and given to the Assessment Dean, Mrs Troath. **Where possible, this form should be completed prior to assessment.**

If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by the Assessment Dean, Mrs Troath.

If you do not sit the assessment at the correct time (due to one of the above reasons, the only people that can grant an extension are the Assessment Dean, Mrs Troath in consultation with the Head of Department.

Based on the information presented in the completed “Student Assessment Extension application form”, the Assessment Dean, Mrs Troath may decide to:

- Grant an extension
- Set a new assessment date
- Decline the application and award a Not Achieved for the standard(s) concerned

Derived Grade for Externally Assessed Standards

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/>

Teachers keep records of student progress toward externally assessed standards. These are used to report to parents and provide Derived Grades. A Derived Grade is to be given to a candidate who has been clearly disadvantaged through illness or misadventure, or who considers that their performance in an **external** assessment has been seriously impaired because of exceptional circumstances beyond their control. 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.

Dargaville High School must provide a grade based on **pre-existing standard-specific evidence** for **each standard** for which a Derived Grade is being sought. No Derived Grade is possible if the school holds no standard-specific evidence. Results from standards assessed in the **Practice School Examinations** will be generally used as evidence. Therefore, your school examinations are very important. A poor performance in these will directly impact your Derived Grade result.

Authenticity

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/authenticity-requirements-for-non-examination-external-assessment/>

All work submitted must be your own.

It is your responsibility to:

- Keep all drafts and working documents, and hand them into your teacher if required.
- Keep a record of all resources that are used including handwritten plans and websites.
- Acknowledge the source of all material in your assignment, citing whether it is from text, electronic material or people.
- Ensure your data is accurate.
- Be prepared to discuss your work further with your teacher, if required.
- Sign the assignment coversheet verifying that this is your work.

You must not:

- Copy another student's work.
- Quote material from written or electronic sources without acknowledging the source (plagiarism).
- Inappropriately help another student with any part of their work.
- Allow someone else to copy your work.
- Allow someone else to do your work.
- Use forbidden technology in a test or exam (eg non-designated printer, non-standard calculator, cell phone etc).

This is the process that is followed when the authenticity of work is an issue:

- The Head of Department (HOD) will interview the student after gathering the evidence.
- The Head of Department (HOD) will give the evidence to the Assessment Dean, Mrs Troath

The Assessment Dean, Mrs Troath will interview the student and make a decision.

- The student and parents will be informed of the decision.

The penalties for malpractice are severe and will result in you losing all credits for the particular standard.

Plagiarism/Breaches of Assessment Rules

If there is a question about authenticity then the class teacher shows the suspect work to the Head of Department (HOD) who will refer the matter to the Assessment Dean, Mrs Troath.

Missed Deadlines and Assessments

a) "I have an assessment today, or an assignment is due, but I am too sick."

A medical certificate will generally be required. Once the student returns to school, he/she will be required to complete "Student Assessment Extension application form" or obtain a copy from the Assessment Dean, Mrs Troath and hand the completed form to Mrs Troath.

b) "I have an assessment today, but there's been an accident or some family emergency or trauma."

When you return to school you must bring a note from your parent/caregiver. The Assessment Dean, Mrs Troath may contact your parent/caregiver. You will also need to fill in a "Student Assessment Extension application form". You may be given an extension or further opportunity to complete the assessment.

c) "I have to hand in this assessment today, but I am too sick to come, or there's been some family emergency or trauma."

Send the assessment to the school office if you can. If this is not possible, you will also need to complete a "Student Assessment Extension application form"

d) "I'm going on a school trip."

You will need to notify the teacher in charge affected before the trip. The teacher in charge will decide about your assessment in consultation with the appropriate Head of Department (HOD). **All** in-class assessments **must** be completed on the notified day.

All assignments handed in on the day notified. A "Not Achieved" will be recorded unless the correct form is completed, otherwise, **no** grade will be awarded. Sometimes you might have to make a decision about which is a priority. **Generally all assessments will have priority over other activities.**

e) "I'm going on a family holiday."

You must ask permission in writing and submit to the Assessment Dean, Mrs Troath. Inform your teachers, but be aware that you are very likely to get no grade for assessments you miss.

f) "I have tutoring, eg a music lesson, cultural or sports practice, rehearsal..."

Do the assessment at the correct time. This has priority over all other activities.

g) "I am late handing in my work."

You will have to talk to your teacher. You must fill in a "Student Assessment Extension" application form.

h) "I know I'm going to be late handing it in for a good reason."

You must complete "Student Assessment Extension" application form.

i) "My computer or printer breaks down."

You need to be aware that technology can fail at the crucial moment. This is unlikely to be acceptable as a reason for late work. It is your responsibility to guard against losing your work through technological failure by printing out your work at regular intervals and saving your work on a back-up disk.

If your printer breaks down, print at school.

j) "I chose not to come to that test or hand in that assessment."

You will get a Not Achieved grade for that assessment. Your ability to advance to NCEA Level 2 or Level 3 in that particular subject area may be compromised by failure to complete all course work.

COVID and implications on NCEA achievement

<https://www.nzqa.govt.nz/about-us/covid-19/>

Dargaville High School always follows advice and guidance from NZQA. COVID has previously had implications on external examinations and assessments. It is situation 'normal' at present concerning NCEA but we will provide timely advice and guidance if examinations and assessments are requiring change due to COVID.

The Vocational Pathways provide new ways to achieve NCEA Level 2. These pathways will let you see how learning and achievement will be valued in the workplace. They will also suggest the types of study options and jobs opportunities available to learners. Employers will be able to see learner strengths, abilities, interests and achievements when they look at the Vocational Pathways information.

Detailed information about the Vocational Pathways can be found [here](#).

Vocational Pathways Profile

The Vocational Pathways Profile is a visual graph that shows learners' achievement against the Vocational Pathways. A learner will be able to see their progress and identify where they need to raise their level of achievement. This will help learners when planning their courses for the following year. Learners will be able to check that their course selections provide the pathways they need to achieve their goals.

Learners can see their Vocational Pathways Profile whenever they [login](#) to the NCEA website and it is also available on Kamar.

Learners can also use the [Profile Builder](#) to plan a Vocational Pathway.

Vocational Pathways Award

To achieve the Vocational Pathways Award, a learner must:

- achieve NCEA Level 2 which includes literacy (10 credits) and numeracy (10 credits) at Level 1 or above, and
- achieve 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. *Credits from the Recommended Assessment Standards and Sector-Related Standards must come from the same Vocational Pathway e.g. Primary Industries.*

A learner can achieve more than one Vocational Pathways Award if they complete more than one Vocational Pathway.

A learner can see any Vocational Pathways Award they have achieved through the learner [login](#). Achievement is recorded on the learner's Record of Achievement.

Q&A: How does NCEA Level 2 compare with a Vocational Pathways Award?

To achieve **NCEA Level 2**, you need:

- literacy (10 credits) and numeracy (10 credits) at Level 1 or above; and
- 60 credits at Level 2.

To achieve a **Vocational Pathways Award** (in a particular sector), you need:

- NCEA Level 2 **AND**
- 60 Level 2 credits from the Recommended Assessment Standards for a particular Vocational Pathways sector e.g. Primary Industries, including 20 Level 2 credits from Sector-Related Standards for the same sector e.g. Primary Industries.

NCEA EXAMS AND PAPERWORK:

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/external-examination-information-for-students/>

NCEA Admission Slip

You will receive an admission slip and instruction booklet for the exams in Term 3/4. Bring your admission slip to the NCEA exams with ID. Student ID is fine (Photographic ID is best). If you lose your slip you can get a new one at the school office.

National Student Number (NSN)

You will have a NSN for the NCEA Exams. Your exam papers will be personalised (have the NSN on them, not your name) when you go into the exam room. Take your NSN with you to the exams (it is on your Admission Slip) because it will help you locate your exam room and is needed on the rare occasion when exams are not personalised.

Exam Timing and Rooms in November and December

Report to the exam room 20 minutes before the start - take your admission slip with you. The admission slip will have your NSN, reporting and exam times on it and is the official document from NZQA relating to your NCEA exams. You cannot leave the exams until after 45 minutes. You cannot go to the toilet until after 1 hour. You cannot leave the exams if there is less than 15 minutes to go.

NOTE: these instructions will be repeated in the NCEA instruction booklet you receive with your admission slip in Term 4.

STUDENT ASSESSMENT EXTENSION APPLICATION

Instructions:

This form is to be used by students to request an Assessment Extension for a missed or late internal assessment.

Student Name: _____ Date: _____

Subject: _____ Level: _____

Teacher Name: _____

Date of the Assessment: _____

Standard Name and Number: _____

Assessment Title / Context: _____

I request an extension for the above assessment. The reason for this request is:

☐ Ill health Medical Certificate attached Yes / No

Details / Date: _____

☐ Family reasons Documentation attached Yes / No

Details / Date: _____

☐ School Commitment

Details / Date: _____

☐ Other Reasons

Details / Date: _____

Signed: _____
Student Date

Assessment Dean to complete:

Extension of Time given: Yes / No New Due Date: _____

New Assessment Occasion granted: Yes / No

New Assessment Occasion date: _____

Reason if declined: _____

Student informed: Yes / No Date: _____

Signed: _____ Date: _____
Assessment Dean

ASSESSMENT COVER SHEET

SECTION I STUDENT DECLARATION

To be completed by the student and handed in with their assessment work.

Student Name: _____ Teacher: _____

Subject: _____ Year Level: _____

Standard Name and Number: _____

Assessment Title / Context: _____

Date Assessment Work handed in: _____

Student Declaration: I hereby declare that:

- This material which I submit for internal assessment is entirely my own, and I have not received undue assistance or unauthorised help in the preparation of my work.
- I have read and understand the School's assessment requirements and the consequences of submitting material that is not my own work.
- I have met all the School's assessment requirements, including the acknowledgment of sources of information and assistance.

Signed: _____ Date: _____
Student

SECTION II STUDENT VERIFICATION

To be completed by the student after the marked assessment work is returned.

The above marked assessment work was returned to me on _____

My assessment grade of _____ is verified and I agree that the assessment result is fair and accurate.

OR I wish to appeal the assessment grade

☐ Yes

☐ No

I give permission for this work to be used as an Exemplar Sample

☐ Yes

☐ No

Signed: _____ (student) Date: _____

SECTION III STUDENT RECEIPT

To be signed by the teacher and retained by the student, when the assessment work is first handed in to the teacher assessor.

Student Name: _____ Teacher: _____

Subject: _____ Standard Number: _____

Assessment Title / Context: _____

Date Assessment work received: _____ Signed teacher: _____

STUDENT AUTHENTICITY DECLARATION

Instructions:

This Student Authenticity Declaration is to be completed by students to confirm the authenticity of their assessment work. The signed and dated Declaration is to accompany the completed student work when the material is handed in to the teacher assessor for marking.

Student Name: _____ Teacher: _____
Subject: _____ Year Level: _____
Standard Name and Number: _____
Assessment Title / Context: _____
Date Assessment Work handed in: _____

Student Declaration: I hereby declare that:

- I have read and understand the School's assessment requirements and the consequences of submitting material that is not genuinely my own work.
- This material which I submit for internal assessment is entirely my own, and I have not received undue assistance or unauthorised help in the preparation of the work.
- I have met all the School's assessment requirements including the acknowledgement of the sources of information.

Signed: _____ Date: _____
Student

Date Assessment work received: _____

Teacher Assessor Comments:

Teacher Assessor Name: _____ Signed: _____

Date: _____

STUDENT ASSESSMENT APPEAL FORM

Instructions:

This form is to be used by students to appeal any assessment-related decision made by a teacher assessor, or any aspect of the internal assessment process, including 'Breach of the Rules' and Assessment Extension decisions.

PART I (Student to complete)

Student Name: _____

Subject / Class / Level: _____ Teacher Name: _____

Department: _____ HOD: _____

Standard Number: _____ Version: _____ Level: _____
(If applicable)

Standard Name: _____

Assessment Title: _____
(If applicable)

Type of Assessment: _____

Date of Assessment or due date (if applicable): _____

What is the assessment decision that you are appealing? _____

Reason for the Appeal: _____

What do you think is the correct decision? _____

Evidence to support Appeal: _____

Supporting information attached, includes: _____

Signed: _____

Student

Date

Part II (HOD to complete)

I have reviewed the above Appeal and have made the following decision.

Signed: _____
HOD Date

Decision discussed with student: _____ (date)

Part III (Student to complete)

I am satisfied with the review of my Appeal.

Signed: _____
Student Date

OR

I am not satisfied with the review of my Appeal and hereby formally request that it be reviewed by the Principal's Nominee.

Part IV (Principal's Nominee to complete if applicable)

I have reviewed the above Appeal and after consultation with an independent third party have made the following decision.

Principal's Nominee to check the process and the communication of the outcome:

<input type="checkbox"/> HOD advised	Date: _____
<input type="checkbox"/> Teacher Assessor advised	Date: _____
<input type="checkbox"/> Student advised	Date: _____
<input type="checkbox"/> Caregiver advised	Date: _____

Mark book adjusted ☐ Yes ☐ Not applicable

Signed: _____
Principal's Nominee Date

Selected Information from the NZQA Website – www.nzqa.govt.nz

Understanding the NCEA

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

Course Endorsements

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/endorsements/>

NCEA Rules and Procedures

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-rules-and-procedures/>

Results Publication

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/>

Guide to Online Results

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/guide-to-online-results>

Reviews and Consideration

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/reviews-and-reconsiderations>

University Entrance

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

Approved Subjects for University Entrance

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

University Entrance to Australian Universities

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

Literacy Requirements for University

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

Entrance to Overseas Universities

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

Review of University Entrance

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

Scholarship Information

Scholarship <http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship>

TRACKING your NCEA progress.

THINGS TO DO DURING ACADEMIC COACHING		✓
1. Collect a Course Outline from each of your teachers. That's all of them, no exception!		
2. Check how many Standards are assessed in each course. Add them up. That's how many different assessments (assignments, tests, essays and exams) you've got this year. Remember to download and use a credit tracker application e.g NCEA pal		
3. Check which are Internal and which are External assessments		
4. Check the end of year external Examination Timetable for when your exams are on.		
5. Transfer all the Dates that all assessments are due on onto your own personal Assessment Calendar. Refer to it regularly for what's coming up.		
6. Check which ones are "one-offs" with no further assessment opportunities? Highlight them. Put any known reassessment opportunity dates on your calendar too.		
7. Highlight your "busy times". Any in the same week? Any on the same day?		
8. Check for clashes with other commitments as they arise. Do this often, at least weekly.		
9. Regularly check the with your Teachers for changes to the Assessment dates.		
10. Check the Course Outlines and your Assessment Handbook for what to do if you miss an assessment.		
11. Check what to do if you want to be withdrawn from attempting an assessment. There are strict procedures.		
12. Highlight any Literacy or Numeracy sub-totals too.		
13. Check the NZQA website, but not until after May. The NZQA website won't be as up to date as you are, but check that their list of your subjects and Standards matches yours.		
14. Check the Entry Information sheets distributed at FT time for your correct subjects (especially if you've changed classes during the year).		
15. Check it with your teachers for the correct Standards (especially if you did any extra Standards that the whole class didn't do).		
16. Check it for any Standards you did previously that have been "rolled over" to this year's entry, especially from Y10 work and/or if you have changed schools this year.		
17. Check the Tracking Data sheets that are delivered with your Half Year and End of Year Reports.		
18. Report all errors and bring any questions about conflicting information to the Assessment Dean – Mrs Troath		