



**NAENAE COLLEGE**

**SENIOR STUDENTS  
NATIONAL QUALIFICATIONS  
INFORMATION**

**2024**

## NAENAE COLLEGE YEAR 11, 12 & 13

### NATIONAL QUALIFICATIONS INFORMATION

#### Gaining National Qualifications

This year your child will be working toward:

**NCEA Level One OR  
NCEA Level Two OR  
NCEA Level Three OR  
A combination of these**

<b>To get NCEA Level One:</b>	60 credits plus the Literacy and Numeracy co-requisite
<b>To get NCEA Level Two:</b>	60 credits plus the Literacy and Numeracy co-requisite
<b>To get NCEA Level Three:</b>	60 credits plus the Literacy and Numeracy co-requisite
<b>To gain entry to university:</b>	Gain NCEA Level 3 Literacy and Numeracy co-requisites A minimum of 10 Level Two Literacy credits (5 reading, 5 writing) A minimum of 14 Level Three credits in each of three approved subjects  <a href="#">Approved Subject List</a>

Students should be aiming to achieve at least 15 to 20 credits in each of their subjects in order to ensure they will gain a national certificate this year. Students can track their progress through the parent portal and their NZQA login, as well as the tracking tools provided in LAR. We will also provide students and their families with regular progress printouts.

## **National Certificate of Educational Achievement Endorsements**

### **1. Certificate Endorsement**

Students require 50 credits at Excellence to gain an NCEA endorsed with Excellence, and 50 credits at Merit (or Merit and Excellence), to gain an NCEA endorsed with Merit.

**Credits counting towards certificate endorsement may be gained over more than one year.**

### **2. Course Endorsement**

Students require 14 credits at Excellence to gain a course endorsed with Excellence, and 14 credits at Merit (or Merit and Excellence), to gain a course endorsed with Merit.

At least three credits must be from externally assessed standards and three credits from internally assessed standards.

**Credits for course endorsement must be gained in a single school year.**

If at any time during the year if you are not sure what stage your child is at and what it is that they still need to do to gain a full National Certificate then you should contact one of the following people:

Assistant Principal (Mrs Jane Hambidge)  
The Principal's Nominee (Mr Martin Laing)  
The School's Careers Advisor (Ms Tanwen Siencyn)

The school provides lots of support to students throughout the year to help them come to an understanding of the processes for National Qualifications.

### **Scholarship**

Scholarship examinations are intended for the highest academic students across the country. Students can opt to sit Scholarship examinations in any of their subjects (from an approved list). The examinations are held at the end of the year and students sit them in addition to their Level Three examinations.

Papers are marked and students are ranked. Top scholars are awarded with money. In Essence, Scholarship is a competition, and it is important to note that it is not a qualification and it does not carry credits.

Scholarship results are released later than Level Three results and are not used for entry to University. They may however, help with entry to restricted courses.

Students who wish to enter scholarship should discuss this with their teachers and Mr Laing as early as possible. There is a considerable workload in preparing for Scholarship and study needs to start early in the year.

## **How Students are Assessed**

### **Standards Based Assessment**

All courses are assessed using Standards – these can be either Achievement Standards or Unit Standards. Many courses offer a combination of both Achievement and Unit Standards, but some courses offer only Achievement Standards and some offer only Unit Standards. Likewise, most courses will have a combination of Standards assessed internally and externally, but some courses will only offer standards that are internally assessed. In all classes students will be issued with a course outline and assessment plan. This will include:

- Topics to be covered
- Titles, credit values of standards and credit type to be assessed against (all standards - both internal and external)
- The timing and nature of assessment activities, including milestones, final due dates, and opportunities provided (NB: if there is only one possible opportunity, you will be told this)
- Record sheets for you to track your progress
- Reference to the student assessment guidelines.

Teachers will follow the school's assessment policies and procedures at all times. They will also:

- Report on student progress through school reports
- Inform you if your child misses any assessments
- Inform you if they believe your child's attendance patterns are such that they may be at risk of not being fully prepared when they come to sit assessments
- Ensure fairness by following Naenae College policy on moderation of internal assessments and appeal procedures

### **Moderation of Internal Assessment**

All assessments are checked within subject departments for consistency with the Standard and between teachers. All departments undergo a bi-annual audit of their assessment procedures – this is carried out by the school's Assessment and Reporting Committee. The school's systems for this are checked every three years by the New Zealand Qualifications Authority.

Every year departments are required to submit samples of student work for external moderation for the Standards nominated by the New Zealand Qualifications Authority.

## Assessment Opportunities

Course outlines clearly indicate to students **when** the internal assessments will take place. Each department will have a policy on **how** assessments will be carried out. Make sure you and your child read the course outlines and that you are familiar with the policies. In some cases, students will have more than one opportunity to sit a standard during the year (i.e. the original assessment plus one resit opportunity).

## Special Assessment Conditions

If a student requires special assessment conditions teachers are informed of this. Provision will be made for the student to sit assessments under 'special assessment conditions' as required. The Learning Support Department will coordinate this with teachers. Please contact the Principal's Nominee, Mr Laing if there is a problem.

## Derived Grade (applies for external assessments only)

Students who are prevented from sitting examinations or otherwise presenting materials for external assessment, or who consider that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, may apply to NZQA to be granted a result through the derived grade process. **Any student needing to apply for a derived grade must contact the school's Principal's Nominee, Mr Laing immediately. He will ensure that all paperwork is completed and forwarded to NZQA.**

An applicant for a derived grade must:

- Complete the New Zealand Qualifications Authority's application form and submit it to the school by the closing date
- Supply a copy of their admission slip with the application
- Supply appropriate medical or documentary evidence

Except in exceptional circumstances, a derived grade will only be granted as a result of a circumstance that occurred no more than one month before the start of examinations or the submission of work for other external assessment. The New Zealand Qualifications Authority may vary these conditions for performance-based external standards.

## Some Important Points – Policies and Procedures

### Attendance in Class

Students are expected to attend all lessons unless they are at a legitimate school activity. Any other absences must be covered by a note, outlining the reasons for absence.

Students will not be excused from any lessons to complete assessments in other subjects.

**The school will inform parents/caregivers if students are not attending class.**

## Attendance at Assessments – Missed Assessment Applications

It is very important that students attend scheduled assessments. If they cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then they must apply to their teacher as soon as they know they will be late with an assignment or will be absent, or as soon as they return to school. Valid reasons for requesting an extension of time or a new assessment date are:

- Sickness: a medical certificate or a note from a parent/caregiver must be supplied
- Family trauma: a note from the parent/caregiver, Guidance Counsellor, Dean, or Form Teacher must be supplied
- School sporting/cultural activity: the teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is only valid if the student informs the teacher in advance of the assessment or due date.)

In **all** cases, a 'Missed Assessment' application form must be filled in and given to the teacher concerned (*see Appendix 1*). Mr Laing can provide this. **Requests for extension of time must be made before the due date.**

Based on the information presented in the 'Missed Assessment' application, the Principal's Nominee may decide to:

- Grant an extension
- Set a new assessment date
- Deny the application and award no credit for the standard(s) concerned

Teachers keep records of student progress toward externally assessed standards. Candidates for externally assessed achievement standards who have suffered from a temporary illness, non-permanent disability or other event close to or during the external assessment, and which they believe has significantly impaired their performance, may apply to NZQA for a derived grade in those external assessments.

## Authenticating Student Work

Work submitted by students must be their own. Each department will have procedures for authenticating student work for assessment. These will be practicable and compatible with the assessment and may very well mean requiring students to sign a declaration of authenticity.

The teacher has the right to challenge the authenticity of an assessment if they believe it is not the student's work. (**See below for further information**)

## Breaches of Rules (Misconduct/Cheating)

If a student's behaviour has disrupted an assessment, the Head of Department and/or Principal's Nominee must be informed and will determine the course of action to be taken and what penalties will apply, with the possibility of a Not Achieved grade awarded.

If there is a question about authenticity then the class teacher shows the suspect work to the Head of Department/ Principal's Nominee. Students may be asked to offer proof of authenticity (drafts etc.). Students suspected of having offered inappropriate help to their peers are also interviewed.

If the Head of Department judges that cheating has occurred then the student(s) concerned will gain a Not Achieved for the item of work. Parents/caregivers will be contacted.

Further penalties may be imposed by Senior Management. The seriousness of the penalty will be dependent on the seriousness of the cheating.

## **Appeals**

Students may appeal any assessment related decisions. This includes:

- The outcomes of internal assessment
- Decisions relating to misconduct
- Decisions relating to authenticity
- Decisions relating to any other breaches of the rules

The appeals pathway is from students to their class teacher, to the Head of Department, and then to the Principal's Nominee. Appeal Application Forms may be picked up from the Student Centre or the NCEA Coordinator. **(See Appendix 2 for the Appeal Application Form)**

### **Appeals Procedure**

1. The Teacher will give students an opportunity 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 for a decision, using an appeals form. The teacher is able to provide this form. This must be done within two weeks of the work being handed back.
4. If a student is still unhappy and disagrees with the Head of Department's decision, they may ask the Principal's Nominee (Mr Laing) to consider the case. The Principal's Nominee may consult with the Head of Department and other subject experts as deemed appropriate. The Principal's Nominee's decision is final.

## Appendix 1

### Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to your teacher.

<b>Name:</b>	<b>LAR:</b>
<b>Date of application:</b>	
<b>Missed assessment details:</b>	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment ( <i>practical, assignment, test, etc</i> )	
Date of assessment or due date:	
Reason for missing assessment: (please tick one) <ul style="list-style-type: none"><li><input type="checkbox"/> Illness: <i>medical certificate or a note from a parent/caregiver must be attached</i></li><li><input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (e.g. letter from a parent, counsellor, or tutor group teacher/dean)</i></li><li><input type="checkbox"/> School sporting/cultural activity: _____</li></ul> Teacher-in-charge of activity: _____	
The student and teacher have agreed to the following date:  New due date: _____  The new date must match the same assessment time allowance as other students completing the assessment.	
Decision by Principal's Nominee: <ul style="list-style-type: none"><li>● Approved</li><li>● Denied</li></ul> Signed: _____  Date: _____  The reason for this decision has been explained to me and I accept the decision.  Signed: _____ (student)  Date: _____	

A copy of this form AND documentation must be given to the Principal's Nominee and attached to the student's assessment (stapled or scanned).



## Appendix 2

### Appeal Application Form

Fill in the top section and hand in to the office or to your teacher/HOF within **two weeks** of getting your assessment back.

Name:	LAR:
Date of application:	
Subject:	
Name of teacher:	
Standard number and title:	
Grade awarded:	
Date assessment returned to student:	
<p>Reason for appeal:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.</li><li><input type="checkbox"/> I would like the HOD to reconsider my grade.<ul style="list-style-type: none"><li>- On a copy of your work indicate <b>why/where/how</b> your work meets a higher grade</li><li>or</li><li>- On a separate piece of paper, explain why you believe the work should be reconsidered.</li></ul></li></ul> <p>Failing this appeal, you are entitled to appeal to the Principal's Nominee. However, their decision is final.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I would like the Principal's Nominee to reconsider my grade.<ul style="list-style-type: none"><li>- <b>Please explain, using an extra sheet if needed.</b></li></ul></li></ul>	
<p><b>HOD's Decision:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The grade awarded by the teacher stands</li><li><input type="checkbox"/> The grade awarded has been changed to _____</li></ul> <p>The reason for this decision has been explained to me and I accept the decision.</p> <p>Signed: _____ (student)</p>	
<p>Signed: _____ (HOD) Date: _____</p>	
<p><b>Principal Nominee's Decision/Comment:</b></p> <p>Signed: _____ Date: _____</p>	