

Baradene College



NCEA Handbook

2020

These guidelines apply to all assessments, whether formative or summative, internal or external. It is vital that you read this handbook carefully and with your parents/caregivers so that you are aware of your rights and responsibilities for assessments. If you have any difficulty understanding the guidelines please talk to your teachers, Dean or the Principal's Nominee.

Overview of Standards Based Assessment:

NCEA is a standards-based qualification. This means that standards of performance have been established for all work completed by you, the student. Generally, a College subject, for example, History is divided into 5 or 6 standards, representing particular contexts, skills or pieces of knowledge

Achievement Standards and Unit Standards:

There are two types of standards: Achievement Standards and Unit Standards.

- **Unit standards** are internally assessed. If you reach the required standard of performance and achieve the standard, you will be awarded an Achieved grade. If you do not achieve the required standard, you will receive a Not Achieved grade. There are some unit standards which are graded Not Achieved, Achieved, Merit and Excellence. Unit standards do not count towards UE.
- **Achievement Standards** are either internally assessed by teachers at the College or externally assessed at the end of year in the NCEA examinations. In most subjects you will be tested using both these methods. The grades are as follows:

Not Achieved	N
Achieved	A
Merit	M
Excellence	E

Achievement Standards are worth a set number of credits, e.g. 4 credits. **The level of achievement of the standard does not change the number of credits for that particular standard.**

Internal and External Assessment:

Internal assessment could be assessment of a portfolio or an essay. All details are explained in the task handed out to you by your subject teacher.

In contrast, external assessments involve sitting examination papers of achievement standards in November.

Internal assessment work is marked by the College and moderated within the College. Standards are assessed and reported separately.

External assessments are marked by teachers who are employed by NZQA.

NCEA Certificates minimum requirements:

To gain NCEA certificates, you must reach a set total number of credits at each level, made up from Achievement Standards or Unit Standards or a mix of both. The NCEA certificate can be awarded at levels 1, 2 or 3.

Level 1 NCEA

80 credits at level 1 or higher

10 of these credits from literacy standards (e.g. English and History)
and 10 credits from numeracy credits (e.g. Mathematics and Physics)

Level 2 NCEA

80 credits, of which 60 must be at level 2 or above and 20 credits at any other level.

Level 3 NCEA

80 credits, of which 60 must be at level 3 and 20 credits at level 2 or above.

NCEA Level 1, 2 or 3 Certificate of Endorsement

- If you gain 50 or more credits at excellence level, you receive NCEA Level 1, 2 or 3 Certificate of Endorsement with Excellence.
- If you gain 50 or more credits at merit level (or a mixture of merit and excellence), you receive NCEA Level 1, 2 or 3 Certificate of Endorsement with Merit.

NCEA Course Endorsement

- If you gain 14 or more credits at excellence level in one year and 3 of those Excellence credits are gained in an external assessment, then you will receive course endorsement with Excellence.
- If you gain 14 or more credits at merit or excellence level, in one year, and 3 of those merit or excellence credits are gained in an external assessment, then you will receive course endorsement with Merit.

Exempted from this rule are internally assessed courses which include 14 or more internally assessed credits in Physical Education, Religious Studies or Level 3 Visual Arts. These courses will be endorsed:

- If 14 or more credits are achieved with Merit or Excellence from internally assessed Physical Education or Religious Studies standards.
- If 14 credits are achieved with Merit or Excellence from one of the externally assessed Level 3 Visual Arts standards *or* 14 or more credits are achieved with Merit or Excellence from internally assessed Level 3 Visual Arts standards.

Entrance to University, Polytechnic or Technical Degree Programmes

The **minimum** standard for entrance to degree courses in 2020 is:

NCEA Level 3 (60 credits at Level 3 or higher and 20 credits at Level 2 or higher)

AND **14 credits in each of three university approved subjects**

- **UE LITERACY** – 10 credits at Level 2 or above made up of 5 credits in reading and 5 credits in writing from a range of standards
- **UE NUMERACY** – 10 credits at Level 1 or above, made up of achievement standards from a range of subjects or 3 specific unit standards

This is commonly referred to as University Entrance [UE]. However, the minimum may not be enough to qualify for your chosen degree course. You will need to check this with the Careers Department.

Some universities will rank you on your best 80 credits **at level 3** or higher over **a maximum of five approved subjects** and **a maximum of 24 credits** per subject.

For example: **Excellence = 4 points; Merit = 3 points; Achieved = 2 points.**

Scholarship Awards:

New Zealand Scholarship will be offered for some Year 13 subjects. This is a monetary award to recognize top scholars throughout the country. It does not attract credits nor contribute towards a NCEA qualification. However, the fact that a student has gained a Scholarship will appear on their Record of Achievement [ROA]. Scholarship challenges the top students in each subject. Students can enter Scholarship subjects in Year 12 and Year 13.

Teachers offer scholarship tutorials during the year. A timetable will be available in March. Students can enter one or more scholarship examinations as well as complete their Level 3 Achievement Standards. There are awards available for students achieving Scholarship in three subject areas; however, these must be attained in each of the subject areas in the same year.

All students entering for scholarship will be required to sign the 'Scholarship Entry Contract' which outlines their intention to attend extra classes and to complete the additional work involved in preparation for the Scholarship examination. This contract will be monitored by the HOFs, Year 13 Dean and the Director of Teaching and Learning, throughout the year.

Single Subject Award:

- For students who achieve Scholarship in up to two subjects.
- A 'one off award' of \$500 per subject.

Top Subject Scholar Award:

- For students who are top in one of the 27 Scholarship subjects.
- \$2,000 each year for three years; as long as the student maintains a 'B' grade average in tertiary study.

Scholarship Award:

- For students who achieve three Scholarship subjects.
- \$2,000 each year for three years; as long as the student maintains a 'B' grade average in tertiary study.

Outstanding Scholar Award:

- For the top 40-60 students who achieve three Scholarship subjects with at least two outstanding performances.
- \$5,000 each year for three years; as long as the student maintains a 'B' grade average in tertiary study.

Premier Award:

- For the very top 5-10 students who achieve three Scholarships with outstanding performances.
- \$10,000 each year for three years; as long as the student maintains a 'B' grade average in tertiary study.

NCEA Interim Results Notice:

The Interim Results Notice is posted to you late in January and shows results for all assessed standards entered by the student the previous year. Interim results need to be ordered online the year before.

The Record of Achievement [ROA]:

A Record or Achievement [ROA] is an official transcript of all the national qualifications and standards that a person has achieved.

If you are a Year 13 student who requires a copy of your Record of Achievement [ROA] for applications for university scholarships, you must request this from NZQA online, at least one month before submitting your application.

Learner Login:

In late June, every student will receive a white card with their Learner Log in details.

You will require your National Student Number (NSN) **and** password or PIN to log in. If you have **not** logged in before, you must **register** first to generate a password.

The white card has your address and NSN number. When you get your NSN number, learn it off by heart or save it to your cell phone.

If you have not got your NSN, or forgotten it, then you should ask the Principal's Nominee.

Further Assessment Opportunity:

A **maximum** of one further opportunity for assessment of an Achievement Standard can be provided within a year if it is manageable and feasible. It is the College's decision as to whether a further assessment opportunity will be offered for any Achievement Standard. Your subject teachers will let you know this information in their course outlines. Further learning is required where a further assessment opportunity is required.

If another assessment opportunity is made available you must be awarded the highest grade you have achieved over both opportunities. If you do not achieve the Achievement Standard on your first attempt, you must have access to any grade from Not Achieved to Excellence on your second attempt. If you achieve a lower grade on the second attempt, the higher grade achieved on the first attempt is the result that will be reported to NZQA.

Resubmission:

This is limited to specific aspects of the assessment task and no more than one re-submission opportunity should be provided per assessment opportunity. Re-submission should only be offered **when a teacher judges that students have made a mistake which they should be capable of discovering and correcting themselves**. Feedback can only be general. Re-submission opportunities must take place prior to the teacher giving specific feedback to the whole class or to individual students. If more teaching occurs after the first assessment opportunity, a re-submission is not possible. Re-submission should be completed as far as possible under the same conditions as the original assessment task.

Authenticity:

You must sign the **Baradene College Authenticity Statement** which will be given out and collected in by each Year 10-13 Homeroom teacher. The master copies are kept by the Principal's Nominee.

All work submitted for Achievement Standards must be your own. It is your responsibility to:

- Keep all drafts and working documents, and hand them in to your subject teacher if required.
- Keep a record of all resources that you use including handwritten plans and web sites.
- Acknowledge the source of all material in your assessment, citing whether it is from text, electronic material or people.
- Ensure your data is accurate.
- Be prepared to discuss your work further with your subject teacher or HOF if required.

You must not:

- Copy anyone else's work
- Copy material from written or electronic sources without acknowledging the source (plagiarism). You must footnote/endnote quotes and paraphrased ideas. Do not cut and paste unacknowledged work.
- 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, for example a non- standard calculator or cell phone.
- Share my work with any other student.
- Take notes into an assessment when it is not allowed.

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

- The subject teacher marking the assessment will inform the HOF if there is an authenticity issue with your assessment.
- The HOF will interview you about the authenticity of your assessment after gathering the relevant evidence.
- The HOF will give all the evidence to the Director of Teaching and Learning who will then interview you and make a final decision.
- You, your parents/caregivers, may be called in to meet with the Director of Teaching and Learning
- Your subject teacher, HOF and Dean will be informed of the decision

The penalties for cheating or plagiarism are severe and will result in you losing all the credits for that particular Achievement Standard. Please keep your College password private. If other students have your password and thus access to assessment information this is a breach of assessment protocol both for you and the other student.

Attendance Requirements for Students:

You will be notified of NZQA entry procedures throughout the year.

Final entries for internal achievement standards is 1st December. Grades are determined from evidence gathered by your subject teacher. If you miss assessments (for whatever reason) you may be withdrawn from an internally assessed standard if deadlines fall before this final entry date.

You must attend a course of study to cover the teaching and learning programmes necessary for the external and internal Achievement Standard assessment. This includes class work, subject trips and homework. You must attempt all external assessment standards. **Final entries for external Achievement Standards close on 1st September.**

Prolonged absence, explained or not, will hinder your preparation. In individual cases, you may need to withdraw from some Achievement Standards. This will be done in consultation with yourself, your parents/caregivers, the relevant subject teachers and HOF, Dean and the Principal's Nominee.

Absence:

It is your responsibility to bring a note to the Homeroom teacher **on the day following an absence**. This must be written by a parent/caregiver and give an acceptable reason for absence, i.e. illness or important medical appointment which cannot be scheduled outside of College hours. This is a requirement to fulfil course completion.

If you are absent when an assessment is due to be handed in or you cannot be present for an in-class assessment event, **your parents/caregivers must personally inform the Dean** on that day (who will inform the relevant subject teacher) on the morning of the assessment. The assessment must be **delivered to the College reception by 3.30 pm on the due date**. Please make sure that the assessment is in an envelope with the relevant subject teacher's name.

On the day you return to the College, you will need to bring a medical certificate which your doctor has completed. You should collect a Missed Assessment Form from the Principal's Nominee or download it from One Note.

This form must be completed by your subject teacher and signed by the Head of Faculty and the medical certificate attached. Both forms should be handed in to the Principal's Nominee. In most cases, an alternative date for sitting or completing the internal assessment will be decided on by the subject teacher.

The only acceptable reason for absence from an assessment is severe sickness, bereavement, representing the school at a school fixture or representing a sporting code at regional or international level. No appointments will be made on the day of an assessment. **Specialist appointments or orthodontic appointments should be re-scheduled around internal assessments.**

Computer failure is not an acceptable excuse for a late assessment. When using a computer in the completion of an assessment it is your responsibility to back-up files in multiple locations and to ensure you can print your assessment by the due date.

If you are absent for any scheduled individual or group performance assessments for legitimate reasons, you may be tested on the day you return to the College, providing the class testing timetable is not complete. Where possible, provided there is appropriate evidence supplied, time may be allocated to complete the assessment missed.

You may be absent for **'Self Interest Leave'**. The written consent of the Principal must be obtained prior to the absence by your parents/caregivers. Any requests are at the discretion of the Principal. If you are absent due to self-interest you must see the Principal's Nominee two weeks prior to departure and submit any assessments before you leave. Missed assessments will not be repeated and will result in a Not Achieved grade. Prior to a decision being made, you should discuss the situation with the teachers concerned.

If you are absent for an assessment due to College, regional or national representative commitments, College trips or for a planned medical procedure e.g. major surgery, you must negotiate with the Principals Nominee four weeks prior to departure regarding any assessments. If these are legitimate and condoned absences, then extensions will be given.

Assessment Procedures:

All assessments must be handed in at the time stipulated on the assessment task. You will sign a sheet, in front of your subject teacher, to acknowledge receiving your work. **Work not handed in on time will be judged Not Achieved.**

Baradene College requires all students to complete course work. Your subject teachers will notify your Dean if you are failing to meet deadlines and therefore not achieving in enrolled Achievement Standards.

If you feel unable to complete or hand in assessment work on time it is **your responsibility to speak to your teacher** to discuss the situation before the due date. Your parents/caregivers may also contact the College. Your subject teacher may discuss the situation with their HOF, your Dean and/or the Principal's Nominee when necessary. The HOF in consultation with the Principal's Nominee will decide if an extension is to be granted.

You may not withdraw from an Achievement Standard unless allowed by the Principal's Nominee, in consultation with the relevant HOF and subject teacher. Baradene College students enrol for a course of study which has been determined by the HOF to be the most balanced and beneficial.

The assessment programmes and entry requirements for students who arrive at the College later in the year will be negotiated with the relevant HOF and Principal's Nominee.

Guidelines for extension applications:

- You must fill in the **Baradene College Missed Assessment Application Form** and attach the relevant supporting evidence. This form must be filled in **at least two weeks prior** to an explained absence or on the day of return to the College after an explained absence.
- You must obtain a medical certificate in the case of sickness. You must see the medical doctor during the time you are absent.
- You must pass the form(s) to **your subject teacher** for possible recommendations, for example, rescheduled dates. You are then responsible for forwarding the form(s) to the relevant HOF and the Principals Nominee, who will either approve or turn down the extension. This decision will be made in consultation with the subject teacher, HOF and Dean.

Absence on the due date of an assessment hand in or in-class assessment (please refer to instructions under '**absence**').

- Extra time after school or when appropriate may be given for in-class assessments of more than one period, ensuring authenticity.
- In some cases you may have to withdraw from the achievement standard, for example, missing a one-off College field trip that relates specific to the assessment task.
- Absence on the day of an assessment or handing in an assignment late **without an explanation** will result in an N grade. You could be awarded a grade if there is a reassessment opportunity later in the year.
- External subjects such as Technology and Visual Arts have a due date in November for handing in external boards and portfolios for sending to NZQA.

- If you are stood down for misconduct, the Principals Nominee will be informed you of any assessments due during the stand down period. The same guidelines apply as for an explained absence.
- If a subject teacher, HOF or Dean is concerned about a student's non-compliance, e.g. not attending class regularly or not attending field trips, they will inform the Principal's Nominee who will interview the student concerned. A letter of non-compliance will be sent to your parents/caregivers.

Recording of Results:

Your assessments will be marked and moderated and returned to you within two to four weeks. When the work is returned the subject teacher will discuss with you why you got that particular grade and clarify any questions or queries you might have.

Subject teachers will then ask you to **sign a results sheet** (this is an electronic print out of the entered results from KAMAR) to verify and accept your grade within three days of the grades being given to you. The subject teacher keeps a copy of the results sheet, gives a copy to their HOF and another copy is given to the Principal's Nominee.

Assessment results are entered into KAMAR and submitted to NZQA on a monthly basis. It is expected that you will regularly login and check your results on the NZQA website. If there are any errors, please see your subject teacher immediately. This needs to be done before your NCEA examinations.

Appeals:

If you think an assessment has been incorrectly marked, you can ask the subject teacher to reconsider. If you cannot reach agreement on your grade with your subject teacher, the following procedure should be followed:

If you are unhappy with the teacher's explanation, you may ask the HOF for a decision, using the Appeal Application Form which can be downloaded from One Note or obtained from your Dean. This must be done **within three College days of the assessment being handed back**. Your subject teacher will pass the assessment and its relevant paperwork onto the HOF.

If you disagree with the HOF decision, you can ask the Principal's Nominee to reconsider the appeal case by the HOF. This must be **done within three College days of the HOF decision**. The Principal's Nominee may consult with the HOF and/or an outside agency. Their decision is final and you will be required to sign the results sheet after the decision is made.

Any assessment decision can be appealed.

Privacy Act:

No personal data, work or results can be disclosed to any person other than yourself, your parent/caregiver or teaching staff. Assessed work will not be given to any other student.

You have the right to access, check and correct any assessment data held by the College. It is important that you sign off all your internal assessment grades to verify they are correct. Your internal assessment during and post marking are kept in a private and secure manner.

Your permission will be sought if your work is going to be used as an exemplar for a subject.

Special Assessment Conditions [SAC]:

- Students are evaluated for reader/writer/extra provision by the Learning Support following specific criteria by NZQA.
- The College applies to NZQA each year on behalf of students for SAC for internal and external assessments.
- An appeal can be lodged with NZQA if a SAC is approved.
- Students must be assessed **within three years** by a registered educational psychologist to retain eligibility (usually Year 10 will carry them through to Year 13).
- Normally such students have been identified at entry by Learning Support; however, a recommendation for consideration for SAC can be presented at any time by a student, parent/caregiver or teacher. This can be done through the Deans or directly to the Learning Support Centre.
Students eligible to access extra support may have:
 - A manifest physical (motor, visual or other sensory) disability.
 - A writing disability (processing difficulty including fine motor or perceptual problems which make writing slower or less legible).
 - A significant learning difficulty such as a severe reading delay.
- A list of students eligible for SAC is circulated to teachers and SAC will be available to them for assessments and College examinations throughout the year.
- A file will be kept for each student to track evidence for use of their SAC including annual needs analysis based on their results and use of SAC the previous year. Note that SAC is available only for conditions resulting from long term disabilities.
Conditions resulting from a recent accident e.g. broken arm, which would call for Derived Grade applications in the external NZQA exams.

Derived Grade Process:

If you are unable to attend the NCEA external examinations your parent/caregiver must contact your Dean on the day of your examination or before the start of the examination. Please contact your Dean via e-mail.

NZQA has specific criteria for allowing a Derived Grade. This information regarding derived grades can be obtained via the NZQA website. The Principal's Nominee will be able to tell you if your situation fits the criteria. If your situation does, then the Principal's Nominee will e-mail your parent/caregiver the required Derived Grade forms to fill in. These forms can also be obtained via the NZQA website.

Derived Grades will be based on your grades obtained in the Senior Assessment Examination week. If you have not done any practice assessments for the external Achievement Standards you can only be eligible for a Not Achieved. **It is essential that you keep copies of your examinations** and any other practice you may have done, as these will be required as evidence of your grades.

Examinations and Examination Conduct:

Senior College examinations are held in Term Three in the format of the NZQA examinations. NZQA examinations are in Term Four. It is important that you prepare fully for these examinations and perform to the best of your ability. Grades for the internal College examinations are used to provide evidence when recommending grades in case of an application made for Derived Grades for external examinations.

Examination conduct for all formal internal assessment, College exams and NCEA/Scholarship examinations is as follows:

- Students must follow supervisors' instructions without questions at all times.
 - Correct College uniform must be worn to all examinations.
 - Students must enter quietly and remain so. Talking is prohibited until all papers have been collected and students have left the examination room.
 - Bags cannot be taken into the examination room.
 - There is to be no use of correction fluid.
 - Equipment cannot be borrowed.
 - Pens and pencils brought into the examination room must be in a clear plastic bag
 - There is to be no eating or drinking.
 - All question papers are to be handed in along with answer scripts at the end of the examinations.
 - Electronic devices other than those approved are not permitted in the examination room.
-
- Log on to the NZQA website to track your achievements are regular intervals at www.nzqa.govt.nz . You should know your National Student Number (NSN) off by heart
You may enrol in revision classes at www.nceacampus.org.nz to help you to revise for individual subjects

BARADENE COLLEGE
MISSED ASSESSMENT APPLICATION FORM
SAMPLE ONLY



Must be handed in on the day you return to the College/or at least one week prior to absence

Fill in the top section, attach appropriate letters or medical certificates and hand to your **subject teacher** who will pass this information on to the relevant HOF, your Dean and the Principal's Nominee.

Student Name: _____ Home Room: _____

Date of application: _____ Date of assessment or due date: _____

Subject: _____ Teacher: _____

Standard number and title: _____

Type of assessment (*practical, assignment, test, etc*): _____

Missed assessment details: _____

Reason for missing assessment: (please tick one)

- Illness:** Baradene College Medical Form [Appendix C] must be completed by a medical doctor.
- Family or personal trauma:** documentation must be attached, for example, a letter from parent/caregiver, counsellor, or Dean.
- College/sporting or cultural activity:** State activity and dates. _____

Signature of teacher-in-charge of activity: _____

Decision by HOF and Principal's Nominee:

- Extension granted. New due date: _____
- New assessment date granted. New due date: _____
- Application denied. Reason: _____

HOF Signature: _____

Principal's Nominee Signature: _____

The reason for this decision has been explained to me and I accept the decision.

Student Signature: _____



BARADENE COLLEGE

Scholarship Entry

Contract 2020

13

One contract per scholarship subject entered.

Student Name: _____ Home Room: _____

Subject: _____

The Scholarship qualification will extend the **best** secondary students and will enable the identification of top scholars throughout New Zealand.

Scholarship Applicant:

I agree that I will endeavour to:

- Complete all additional work set
- Attend any scholarship tutorials that are provided.
- Attain a high level of achievement in the Year 12 and/or Year 13 College examinations.

I understand that I may be advised to **withdraw** from Scholarship if I do not meet the above requirements.

Signed: _____ Date: _____

Parents/Caregivers:

- I/we agree that my/our daughter may enter the Scholarship examination for the subject of _____
- I/we understand that she may be advised to withdraw from Scholarship if she does not meet the requirements of the Scholarship contract.
- I/we understand Scholarship withdrawals must be before the 21st August 2020.

Parent/Caregiver _____ Name: _____

Parent/Caregiver Signature: _____ Date: _____

This form is to be returned to the Principal's Nominee, by Friday, 12 June 2020

Planning and tracking NCEA progress - NCEA Student App

The key purpose of the App?

NZQA has developed a mobile App called NCEA Student to help students plan their NCEA study programme, set goals and track their progress. <https://www.nceatrank.nz/>

The App is available from the desktop site: <https://app.nceatrank.nz/login> or App Store: <https://apps.apple.com/us/app/nceatrank/id1198116937>

What does the App do?



Why use NCEATrack?

Easy, efficient and fun:

NCEATrack makes managing your progress much more fun and effective. Its simplicity is what helps students know where they are placed in terms of their achievement in the school year.

Built by ex-students

NCEATrack was built to identify inconveniences in the current tracking platform. It is developed by ex NCEA students and is solely focused on making management easier and more effective.

Cloud based

Being a secure online web application, NCEATrack can be accessed from anywhere and is compatible with your mobile device.

Features

Track at your pace:

Tired of waiting for your results? With NCEATrack you add your own results, keeping you up-to-date with your progress.

Endorsements:

We'll let you know when you've got the minimum required credit count for subject and course endorsements.

Timetable:

Add your weekly timetable to your profile. Synced with the NCEATrack app, means no more carrying that piece of paper around.

Level One to Level Three:

Track all of your NCEA levels, as you progress from Level One to Level Three. All in one easy-to-use account.

Historical results:

View your previous results, compare them with your latest results and find that trend of work that's making you succeed.

Safe and secure:

We take privacy very seriously. Rest assured we strive to provide the safest system we can.

DE
DM
DA

