

# Baradene College



## NCEA Student Handbook

2024

## **Table of Contents**

**Introduction**

**Overview of Standards Based Assessment**

**Achievement Standards and Unit Standards**

**Internal and External Assessment**

**NCEA Certificates minimum requirements**

**NCEA Level 2 or 3 Certificate of Endorsement**

**NCEA Course Endorsement**

**Entrance to New Zealand Universities**

**National Student Number (NSN Number) Level 1**

**Registering for Learner Login on the Web**

**Scholarship Awards**

**NCEA Results Notice**

**NCEA or University Entrance (UE) Certificates**

**School Results Summary (SRS)**

**NCEA Results released to Universities and Polytechnics**

**NZQA Fees**

**Further Assessment Opportunities/Resubmissions**

**Authenticity**

**Attendance Requirements for Students**

**Assessment Procedures**

**Guidelines for extension applications**

**Recording Results**

**Appeals**

**Privacy Act**

**Reporting to Families about your NCEA Achievement**

**Practice Exams**

**Recording Assessment Results – Common Questions**

**Special Assessment Conditions (SAC)**

**Derived Grade Process**

**Examinations and Examination Conduct**

**Final Information**

**Examination Timetable**

**Missed Assessment Form SAMPLE**

## Introduction

NCEA 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 2 or 3 in all subjects.

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.

These guidelines in this booklet 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.

Students and their parents or caregivers are welcome to contact the Director of Assessment, Dean or teacher at any time if they wish to discuss issues with respect to assessment.

Mrs V Golding  
Director of Assessment

## 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 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.

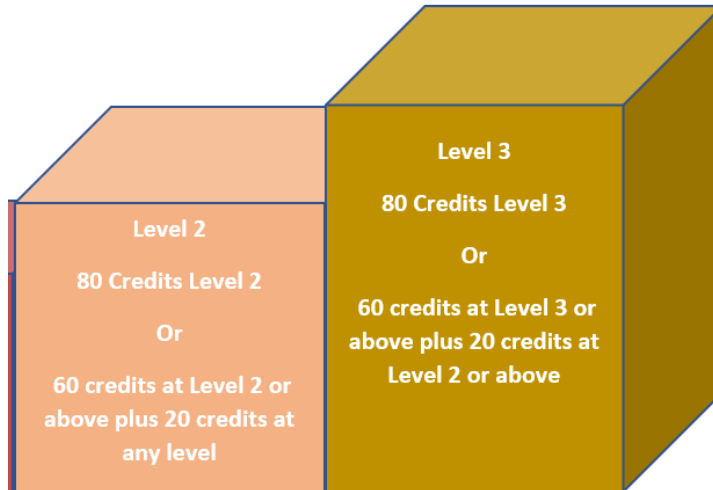
In contrast, external assessments involve sitting examination papers of achievement standards in November.

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 2 or 3.



## NCEA Level 2 or 3 Certificate of Endorsement

Endorsement Awards show on your student Record of Achievement

### Level 2 NCEA Endorsement

NCEA Level 2 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 2 Endorsement with Merit	= 50 credits Mixture of Excellence or Merit

### Level 3 NCEA Endorsement

NCEA Level 3 Endorsement with Excellence	= 50 credits at Excellence
NCEA Level 3 Endorsement with Merit	= 50 credits Mixture of Excellence or Merit

## NCEA Course Endorsement

To demonstrate students are competent in both forms of assessment. Students will gain endorsement for a course; if in a single school year, they achieve the following:

<b>Excellence Endorsement:</b>	14 or more Excellence credits 3 credits must be from internally assessed standards, 3 credits must be from external assessment (national examinations)
<b>Merit Endorsement:</b>	14 or more Merit and or Excellence credits 3 credits must be from internally assessed standards, 3 credits must be from external assessment (national examinations)
<b>Achieved Endorsement:</b>	14 or more Achieved credits 3 credits must be from internally assessed standards, 3 credits must be from external assessment (national examinations)

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.

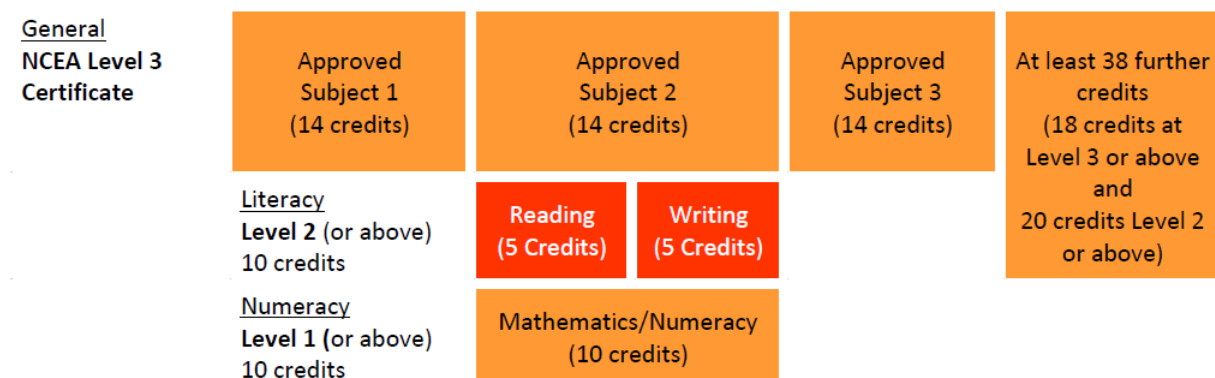
### Entrance to University, Polytechnic or Technical Degree Programmes

A person shall be qualified for entrance to a university in New Zealand if she has obtained:

NCEA Level 3 including a minimum of 14 credits at NCEA Level 3 or higher, in each of three subjects from the Approved Subjects for University Entrance (UE).

A minimum of 10 credits at NCEA Level 1 or higher, in Mathematics or Pangarau.

A minimum of 10 credits at NCEA Level 2 or higher, in English or Te Reo Maori - 5 credits must be in Reading and 5 credits must be in Writing. The literacy credits will be gained from a schedule of approved achievement standards and unit standards.



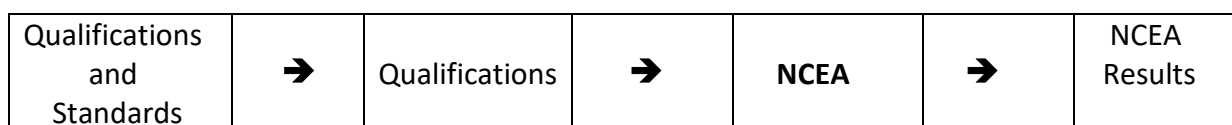
However, the minimum may not be enough to qualify for your chosen degree course. You will need to check this with the Careers Department.

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.**

### Results Information

For detailed information go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and follow the path below



## 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 <http://www.nzqa.govt.nz/login/> 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 <http://www.nzqa.govt.nz/login/> 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. You will also need this for digital examinations.

## 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.

<b>Single Subject Award</b>	For students who achieve Scholarship in up to two subjects. A 'one off award' of \$500 per subject.
<b>Top Subject Award</b>	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
<b>Scholarship Award</b>	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.
<b>Outstanding Scholar Award</b>	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.
<b>Premier Award</b>	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 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 certificate and/or Record of Achievement. Any more copies will cost \$15.30 each (*may be subject to change*). You can order online.

## School Results Summary (SRS)

The SRS lists all the results for all the standards that a student attempted, including those Not Achieved. It also lists all the qualifications, endorsements and scholarships that you gained while at school, and has a summary of credits by course and by level.

This can be downloaded from the NZQA website through your secure log in.

You must order any certificate or ROA online. You can order them at any stage but only the first copy is free.

## 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.

## NZQA Fees

<b>NZQA Fees (Including GST)</b>	<b>Cost</b>
International student entry to NCEA standards	\$383.30 per subject
International student entry to Scholarship subjects	\$102.20 per subject
<b>Other NZQA Fees</b>	
Search and confirmation of past results	\$25.60
Application for reconsideration of NCEA	\$20.40 per standard
Application for reconsideration of Scholarship paper	\$30.70 per subject
Return of Level 3 Art portfolios to overseas addresses	\$102.20 per portfolio
A copy of a student's record of achievement or School Results Summary	\$15.30
Reprint of certificates for NCEA Levels 1, 2 or 3	\$15.30
Return of assessment material to overseas addresses	\$30.70



## 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 to all students, 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 to achieve. Resubmissions are only given to Students who have gained a non-achieved. If a student receives a resubmission opportunity Achieved is the highest grade that can be awarded.** 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 completed online prior to the commencing any assessments. The files are kept by the Director of Assessment online.

**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. This includes Chat GPT, Quill Bot or a similar artificial intelligence function.
- 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 Assessment who will then interview you and make a final decision.
- Your subject teacher, HOF and Dean and parents 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, via email.

**Final entries for internal achievement standards are 1<sup>st</sup> 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 1<sup>st</sup> 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 Director of Assessment.

### **Absence – General**

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.

### **Absence – Assessment**

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. Long-Term assessments must be **delivered to the College reception by 3.30 pm on the due date.** Any digital assessments must be by **3.30pm submitted by Turnitin.** Please make sure that the assessment has the relevant subject teacher's name attached.

If you are too unwell to hand in your assessment on the day you return to the College, you will need to bring a medical certificate which your doctor has completed. You need to collect a Missed Assessment Form from the Director of Assessment **on the morning you return.**

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

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.**

### **In Class Assessment**

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.

### **Leave – Self Interest**

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 Director of Assessment **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.

### **Leave – Representing College**

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 Director of Assessment **four weeks** prior to departure regarding any assessments. If these are legitimate and condoned absences, then extensions will be given.

### **Missed Deadlines and Assessments**

Students should always try to hand in work electronically, via Turnitin or emailing the Director of Assessment. Failure to submit an assessment will result in a non-achieved being awarded.

### **Common Questions**

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

You must email your Dean. A medical certificate will be required. Once the student returns to school, she will be required to complete an “Missed Assessment” form. **Any assessment which are long-term must be handed in electronically or to the school office.**

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

You must email your Dean or Director of Assessment. When you return to school you must bring a note from your parent/caregiver. Your parent/caregiver will be contacted. 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."***

You must email your Dean. Submit the assessment electronically or hand a hard copy to the school office if you can. If this is not possible you must email the Director of Assessment.

***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 Faculty (HOF).

**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.

**It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected.**

**It will be your responsibility to check with your teacher if you are unsure about anything.**

### **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 HOF 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 Director of Assessment when necessary. The HOF in consultation with the Director of Assessment will decide if an extension is to be granted.

You may not withdraw from an Achievement Standard unless allowed by the Director of Assessment, in consultation with the relevant HOF and Dean. 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 Director of Assessment.

## 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 morning on the day of return to the College after a medical absence.
- You must obtain a medical certificate in the case of sickness. You must see the medical doctor during the time you are absent, **not after to be accepted for a missed assessment**.
- 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 Director of Assessment, who will either approve or turn down the extension. This decision will be made in consultation with the subject teacher, HOF, Dean and Director of Assessment.

### 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 a **Non-Achieved** grade.
- 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 Director of Assessment will inform you of any assessments due during the stand down period. The same guidelines apply as for an explained absence.

## 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 inform you and discuss 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 your grade being given to you. **You must make sure the grade on the paper matches the grade entered in Kamar**. The subject teacher keeps a copy of the results sheet, gives a copy to their HOF and another copy is given to the Director of Assessment.

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 must follow the following process.

1. Ask the subject teacher to look at your paper again
2. You are to have a conversation with HOF
3. If still unhappy you may go through the Appeal Application process which can be obtained from the Director of Assessment. 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.**

The Director of Assessment may consult with the HOF and/or an outside agency. The Director of Assessment decision is final.

## 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.

## Reporting to Families about your NCEA Achievement

- The school will make every effort to ensure that parents/caregivers are informed of relevant assessment and qualifications information.
- There will be an NCEA assessment and careers information evening for families.
- All students and their families will receive NCEA Academic transcripts in Terms 1, 2 and 3, WHICH WILL SHOW ALL Internal Assessment results and external standards entered.
- Any student that fails an achievement or unit standard will be placed on Academic monitoring and a formal letter will be sent home.

## Practice Exams

- The practice exams occur in **Term 4 - (TBC)**
- These are very important as preparation for the externals in November and December.
- The Final Term exams may be used to decide derived grades if you suffer an illness, injury, or bereavement of a close family member during or immediately prior to the final NCEA external exams. Therefore, these exams will be moderated, and check marked.

## Recording Assessment Results – Common Questions

### 1. How will my results be recorded?

- Your teacher will keep a copy of your results in the course mark book on KAMAR.
- Evidence of your achievement in each course may be collected in a variety of ways, e.g., individual assignments, briefs, tests, projects, field work and practical work.
- Some standards may be assessed internally during the year and others externally in end-of-year examinations or by portfolio submissions (e.g., Visual Arts, Design and Visual Communication, Technology, and other courses).

### 2. How will I know whether I have passed a standard?

- Once your teacher has marked your work, they will return the assessment with your grade and some comments.
- You can check whether the grade has been correctly entered on KAMAR by viewing the teacher's printout of results from their mark book or by viewing your results on the school portal.

### 3. What do I do if I think a mistake has been made on my records?

- Ask your teacher to double-check their records and the assignment cover sheet.
- If an error is discovered a correction will be made on the school's database and sent to NZQA.

### 4. What about checking my results on the portal?

- You can check your progress and entries along with all your other details through the school's portal. There is a parent login and a student login for each student.

### 5. How can I check my internal assessment entries and entries for externals and results on NZQA's website?

- Log in to Students and Learners on NZQA's website to:
  - a) Get your results; update your details; and see your Vocational Profile
  - b) Request a copy of your record of achievement; and
  - c) Remember your password.
- See the Director of Assessment immediately if you discover that your entries are not accurate.

### 6. What if I don't have a Learner Login for NZQA's website?

- All students have a National Student Number (NSN). This is used as a personal identity number when you complete internal and external assessments for NCEA or other national certificates.
- Once you have received your NSN number you will be able to register on the NZQA website. If you haven't logged on before click on "Register now" in the Login. The steps and instructions are easy to follow. Keep your NSN and Learner Login details in a safe and secure place.

## 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 four 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 or the Director of Assessment on the day of your examination or before the start of the examination.**

NZQA has specific criteria for allowing a Derived Grade. This information regarding derived grades can be obtained via the NZQA website. The Director of Assessment will be able to tell you if your situation fits the criteria. If your situation does, then the Director of Assessment 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 and **may be reviewed if not moderated.**



## Examinations and Examination Conduct

Senior College examinations are held in the beginning of Term Four 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 always follow supervisors' instructions without questions.
- 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
- Water bottles must be clear with no writing. No eating.
- 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.

## Final Information

It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected. You need to make sure that you check with your teacher if you are unsure about anything.

**Come Prepared.** Bring the right equipment and books to school, including a diary for your assessment dates. That way your written work and notes are tidy and organised.

**Organise Your Time.** Sometimes it's difficult to keep on top of your work, so start assignments early rather than leaving them to the last minute. Year 13 have study periods, so know what work to do that hour. Don't waste the time you are given.

**Procedures.** Be aware of what to do if you can't hand in your work or can't attend an assessment. What do you do if you are sick or on a trip or there's an emergency?

**Enjoy a Balanced Life.** Study and a job should be balanced with time for relaxation and rest.

## DigitalExams Student checklist

### Before exam day...

#### Prepare yourself

*Making sure you know what to expect in a digital exam will help you feel more confident on exam day.*

- Have a play in the [practice activities](#) to get familiar with the digital exam platform
- You can also get familiar by using [digitised past exam papers](#)
- If you're new to NCEA, set up your [Learner login](#) and password. If you're returning to NCEA, make sure you remember your username and password. You'll use this login to access your digital exam.
- Practise your typing skills.
- If you're doing Te Reo Rangatira, Te Reo Māori or a foreign language exam, practise enabling and using your language keyboard

#### Prepare your device

- If you are using a school owned device, complete the practice activities on this device.  
If you are providing your own device, complete the [digital exams device check](#) and make sure:

you're using an approved browser (*Chrome 85+ or Safari 11+*);  
 an approved operating system (*Chrome OS, Microsoft Windows 8.1, 10+ or Apple Mac OS 10.14+*)  
 you know how to disable your notifications,  
 screensaver and automatic updates

### On exam day...

#### Remember to bring

- your admission slip
- your fully charged device (for BYOD students)
- pens (black and blue colours are permitted) in case you need to switch to paper and a pencil and eraser for note taking.
- emergency evacuation pack: clear, sealable plastic bag containing mobile phone (switched off), watch (alarms and notifications switched off), keys, money, bus pass and medicines
- a fully charged power bank, stored in your emergency pack, if you have one.

#### Exam day reminders

- Arrive at least 20 minutes early to set up
- You can ask to your supervisor to plug in your power bank during the exam if required
- Login from the NZQA homepage using your Learner login username and password. If you have issues logging in, ask your exam supervisor for help
- You can move to paper between standards but you can't switch back to digital again
- You can choose to do your exam on paper if you do not agree to NZQA collecting digital activity data.

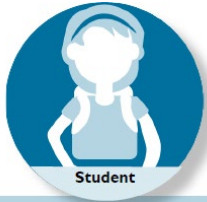
### After exams...

#### Access your digital exam answers

- Digital exam answers can be accessed from the digital exam platform in late January
- Access your results using your Learner login username and password

#### Know where to get support

- Not happy with your results? Find out where you can get support [here](#)
- Apply for a review or reconsideration. More information [here](#)



## Digital Exams

The first step to enable you to access any digital exams is to ensure you have a NZQA Login. You need to have your NZQA ID number-(NSN) This is on your NSN Card or Exam Entry Sheet.

**If you have any issues with finding your NSN number please see Director of Assessment**

### Logging into NZQA-Digital Exams

Set up your <https://www2.nzqa.govt.nz/login/> or check you remember your details.

If New Create account or use your NSN details to login.



#### View your NCEA results and progress

Submit digital files, request your Record of Achievement and more in MyNZQA.

New user? You'll need your NSN to create an account.

Learner log in

Create or activate account →

Once you have login you can access past digital exams and information for NZQA including results and exam timetable.

## Setting up your device-Digital Exams

You must ensure you have the correct Device set up to participate in Digital Examinations.

Please check the link to ensure your Device is compatible to the exam platform

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/device-readiness-check/>

Any issues please see IT

Home > NCEA > NCEA exams and portfolios > External exams > Digital exams device check

**NCEA**

Understanding NCEA

Entry into NCEA

NCEA exams and portfolios

- External exams
  - External examination information for students
  - Examinations timetable
  - Digital exams
  - Grade Score Marking
  - Get your school ready for digital exams
  - **Digital exams device check**
  - Managing exam pressure
  - Managing the pressure of exam results

# Digital exams device check

**On this page**

- [Device check table](#)
- [Setting up your device](#)
- [Language keyboards](#)
- [Device and browser specific set up instructions](#)

Whether you're a student providing your own device for digital exams or a school , checking devices are set up correctly and meet the specifications for a digital exam is an important part of being ready.

Most laptop and desktop computers, including Chromebooks, are compatible with the digital exam platform.

## 2024 EXAMINATION TIMETABLE

Examinations available digitally shown in blue.

Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 5 Nov	AM	Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
	PM	Gagana Sāmoa Spanish	Biology	Japanese Making Music Spanish	Statistics
Wed 6 Nov	AM			English	
	PM	Geography	Spanish	Cook Islands Māori Social Studies	German
Thu 7 Nov	AM		English		Latin
	PM	Reo Māori Kūki 'Āirani	Accounting	History	French
Fri 8 Nov	AM	Mathematics & Statistics		Chemistry	Accounting
	PM		Music		History
<b>WEEKEND</b>					
Mon 11 Nov	AM	French	Lea Faka Tonga Te Reo Māori	Calculus	Samoan
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 12 Nov	AM	English			Physics
	PM	Korean	Drama	Samoan	
Wed 13 Nov	AM	Science	Chemistry	Drama	Geography
	PM	Gagana Tokelau Vaqahau Niue	Geography	Biology	Art History
Thu 14 Nov	AM	Agricultural & Horticultural Science	Art History	Statistics	Drama
	PM	History	Chinese	Accounting	Agricultural & Horticultural Science
<b>CANTERBURY ANNIVERSARY DAY (Fri 15 Nov)</b>					
<b>WEEKEND</b>					
Mon 18 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Health	Economics	
Tue 19 Nov	AM	Chemistry & Biology	History	Physics	Te Reo Rangatira
	PM	Health Studies	Business Studies Cook Islands Māori	Health	
Wed 20 Nov	AM	Chinese (Mandarin)	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 21 Nov	AM	Physics Earth & Space Science	Latin	Te Reo Māori	Calculus
	PM	Dance	Economics	Korean	
Fri 22 Nov	AM	Religious Studies	Physics	Business Studies	
	PM	German	Media Studies		Biology
<b>WEEKEND</b>					
Mon 25 Nov	AM		Japanese	Geography	
	PM		Earth & Space Science		Religious Studies

<b>Tue 26 Nov</b>	AM		Home Economics	Classical Studies	Te Reo Māori
	PM		German	Home Economics	
<b>Wed 27 Nov</b>	AM		Social Studies	French	Japanese
	PM		Agricultural & Horticultural Science	Media Studies	
<b>Thu 28 Nov</b>	AM		Education for Sustainability Samoan	Earth & Space Science	Chinese
	PM			Music Studies	Spanish
<b>Fri 29 Nov</b>	AM		Dance		Earth & Space Science

**BARADENE COLLEGE  
MISSED ASSESSMENT APPLICATION FORM**



**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 Director of Assessment.

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: \_\_\_\_\_

Director of Assessment Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

