

# **Paraparaumu College**

## **Procedures for NCEA and other National Certificates**

**Information for students, parents, whānau and  
caregivers**



**2018**

## Paraparaumu College Assessment Procedures 2018

'The overriding principle of the Paraparaumu College Assessment policy is to ensure fairness to all'

(Words in Italics will lead you to a link when viewed online)

### What is NCEA?

NCEA consists of three certificates: Level 1, Level 2 and Level 3.

The key requirements for each certificate are:

- To get any certificate the minimum number of credits is 80
- A single subject will generally offer between 18-22 credits
- To qualify for level 1 you **MUST** gain 10 credits in English or Te Reo Maori, and 10 numeracy credits as part of the 80 credits.
- 20 of your Level 1 credits count towards level 2 and 20 credits from Level 2 count towards level 3 as well as counting for the overall certificate.
- Multi level courses allow you to earn credits for more than one certificate - you can use Level 2 or 3 credits towards a Level 1 certificate if you do not have enough.

UE or University Entrance is the minimum needed 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**).

Once you have met the requirements for University Entrance it will appear on your Record of Achievement through NZQA

### How does the system work?

Students studying for NCEA may attempt two types of standards - achievement standards and unit standards. Each standard is usually worth anywhere between 2 and 8 credits, and will assess a particular aspect of a subject.

Students attempting *achievement* standards are assessed according to 4 grades: Not Achieved (N), Achieved (A), Merit (M), and Excellence (E).

Most, but not all, *unit* standards carry only 2 grades: Not Achieved (A) and Achieved (A). All unit standards and some achievement standards are assessed internally by your teachers at school.

A Not Achieved grade is awarded when a student has been given the opportunity to achieve but does not turn up for the assessment, misses the deadline or whose work does not meet the standard. The school is required to report the Not Achieved grade to NZQA.

Please note: a student who passes with Excellence gains no more credits than someone who achieves with Merit or Achieved, but each Excellence credit, (and Merit credit) counts towards a certificate endorsement and a subject / course endorsement.

Some achievement standards are assessed by an examination at the end of the year - these are called external standards.

A student who does not attempt an external standard in an examination (either by being absent or by not writing any answers in their examination booklet) is not awarded a grade for that standard.

### **Managing your credits**

To keep track of your progress in terms of credits, Literacy, Numeracy, subject and level endorsements the app [MyBlueprint](#) which can be uploaded to phones and computers is recommended. It has some great functions that allow you to download your credits directly from NZQA as well as information on courses and entry requirements from universities and other tertiary providers.



For parents and employers the NZQA app called [NCEA guide](#) is highly recommended and can answer many of the questions which may arise.



### **Course and Assessment details**

Students will receive a course outline for every subject they take. This contains:

- a list of topics to be covered
- standards being offered with the version number, number of credits, how it will be assessed, approximately when the assessment will take place and whether a further assessment opportunity will be offered.

### **Enrolling for NCEA**

This will be done by Paraparaumu College. In Term 2 you will receive a card with your NSN (National Student Identification) number - a 9 digit number that is unique to you, and information on how to access the NZQA website.

Throughout the year you should visit the NZQA website to check your results have been correctly loaded and monitor your progress.

By mid August you will be required to confirm the external standards that you will be sitting at the end of the year

### **Fees**

NCEA results are available on NZQA website from mid January 2019. You will only

receive these if you have paid the required fee by December 2018. Non payment of this fee means you will get no official record of your credits.

Financial assistance is available to all families who receive a benefit or whose income is at or below the threshold for eligibility for a Community Services Card. Information will be available in Term 2.

### **Special Assessment Conditions (SAC)**

These are available to students who have special learning needs which meet the criteria set down by NZQA. This requires an assessment by an assessor. These generally need to have been completed by the end of Year 10. Approved SAC are available for internal and external standards. See the Head of Learning Support for more information, this is Adele Campbell ([cma@paraparaumucollege.school.nz](mailto:cma@paraparaumucollege.school.nz)).

### **Authenticity**

All work submitted for assessment purposes must be a student's own work. For long-term assessments, working drafts may need to be submitted. Where evidence indicates that work presented for internal assessment is not an individual's own work, a Not Achieved grade will be awarded.

Assessment misconduct is failing to follow the conditions under which an assessment activity is run.

It takes many forms:

- Copying out material from a source like a book, the internet or other electronic material without acknowledging that the material, words or ideas are someone else's. A few words changed don't make this form of plagiarism any more acceptable.
- Undue help from home, or from a tutor, or from a reader-writer
- Using or copying all or part of another student's work
- Giving work to another student which allows that student to use it or copy it
- Using written or recorded material in an internal assessment or external examination
- Using another student to sit an external examination for you
- Disrupting an examination, e.g. moving around the room, scanning neighbour's papers
- Failing to follow instructions during the internal or external assessment

Involving other students

Where a second student has participated in the misconduct, that person may also be penalised. It is very important that you don't lend your assessment work to others. It is okay to discuss the topic with someone else but the final piece of work must be your own ideas in your own words.

A range of penalties may occur depending on the seriousness of the incident, and may result in:

- Loss of grade for one or all students involved
- Repeat incidents of assessment misconduct may mean you are withdrawn from that subject

Breaches of the rules include plagiarism, impersonation, false declarations of authenticity, cheating and all forms of collusion in tests and exams.

You may be required to sign a declaration of authenticity when you hand in your work.

If a breach of the rules is suspected

- the teacher will retain the evidence of the breach and discuss the situation with the HOD and Principal's Nominee (PN)
- The teacher will notify the parent / guardian of the alleged breach of the rules
- The PN will investigate the matter, keep a written record of the investigation and consult with others as required.
- The PN will make the final decision and notify the student and the parent / guardian in writing of the outcome of the investigation.
- The school will report Not Achieved if the breach is proven.

### **Guidelines concerning authenticity**

There are a number of methods the college will use to make sure your work is the result of your own efforts. Departments may:

- Ask you to complete the task in class
- Provide all the resources you need in class
- Collect work in at the end of the lesson and hand it back to you in the next lesson
- Ask to see the draft copies of the work as you do it and ask you to submit these drafts with the final work
- Ask you to hand in all your photocopies or downloaded resources
- Expect you to meet checkpoints before the final deadline
- Discuss your work with you or ask you to do an additional written or oral task to check your understanding of the material as a final check
- Ideas obtained from sources should be expressed in your own words.
- If material is quoted word-for-word it must be shown as a quote by using speech marks, and the source shown.
- All sources, including internet addresses, must be listed as directed by your teacher
- Art folios, music compositions, technology projects and other internal assessments must all be your own original work. You must not use elements which have been designed, created, or produced by someone else unless specified by the teacher.

### **Late Work/ Absence from Assessment**

Late work or absence from an assessment will result in Not Achieved being awarded for that standard.

Students should keep tabs on what is due when and when field trips etc are scheduled.

Where there is conflict with another school related activity you must discuss this with your teacher **before** the clash arises and see what can be done to reschedule the assessment.

You must also complete an [Application for Extension](#) form,

Sometimes you may be unable to be at an assessment or hand it in the day it is due, because of illness or exceptional circumstances beyond your control, in this instance you must also complete an [Application for Extension](#) form. If this is deemed **legitimate**, and supported by a doctor's certificate in the case of illness, the following outcomes may be possible:

- provide a specified time extension to submit work for assessment (eg an assignment)
- schedule the assessment at another agreed time
- provide a further assessment opportunity
- use relevant standard-specific evidence to award a grade
- no credit awarded.

## Further Assessment Opportunities and Resubmission

At Paraparaumu College, one further assessment opportunity will be given for internally assessed standards, where the department concerned has decided it is reasonable and practical to do so

Also, specific aspects of a completed assessment and a subsequent further assessment can be reviewed, called 'Resubmission'.

**Further assessment** involves the student completing a new task, or the same task in a different context, and follows the following guidelines:

- Any further opportunity conditions must be consistent with those for the first opportunity.
- One further opportunity for assessment of a standard can be provided each year. This does not mean one must be offered, but if it is offered, it must be to all students and assessment grades must be available.
- A further assessment opportunity is only appropriate after additional teaching and learning has taken place
- The highest grade earned by a student is the one which will be reported to NZQA

Full details relating to the standards being assessed, including whether further assessment opportunities and resubmission are available for standards will be provided by departments.

**Resubmission** takes place *before* feedback is given by your teacher, and no further teaching or learning is provided. It is an opportunity for you to find and correct errors or mistakes in already submitted work.

Resubmissions follow these guidelines:

- A resubmission should be limited to specific aspects of the assessment and no more than one resubmission should be provided.
- Students should be capable of discovering and correcting immediately.
- Any resubmission must not compromise the authenticity or validity of the work
- A resubmission can be offered after either the first or the further assessment opportunity or after both.

## Appeals

Students have the right to appeal any assessment-related decisions, including breaches of the rules, missed and late assessments, as well as grades awarded for assessments.

In the first instance the student should try and resolve the issue directly with the teacher concerned. If this does not produce a satisfactory outcome the student should lodge a formal appeal

Appeals are to be made within five school days from the time of the event, or once assessed work is returned and gone over by the teacher.

For all appeals, an '[Appeal Application Form 2018](#)' is to be completed by the student and handed to the appropriate HOD to process. The PN may be involved in the decision if needed. The decision made on the Appeal by the HOD/PN will be final. Application Forms are available on PC4ME and the college website.

## Derived Grade

If circumstances are such that a student believes that he/she has a case for a derived grade for an externally assessed standard, application supported by documented evidence must be made in writing by the student using the appropriate NZQA forms and submitted

to the Principal Nominee by the closing date published by NZQA. The derived grade related to an absence from an external assessment must be based on authentic evidence related to the standard. If students have failed to attend common examinations or tests, or failed to complete other assessments relevant to that standard, or no other evidence is available, the school will have no valid information to supply to NZQA. Therefore allocation of a derived grade will not be possible. **There is no derived grade process for NZ Scholarship.**

### **Privacy Act**

When an assessment is returned to you after marking you will be able to study and check it but you will not be able to keep it. This is because a proportion of papers will be checked by NZQA moderators to see that we are assessing in line with national standards.

Records of student work and release of results must be done in accordance with the privacy legislation. Staff are to obtain written approval to use assessed student work as exemplars.

### **Retention of Student Work**

All internal assessment material will be retained by the department until it is no longer required for moderation purposes.

### **Managing computer problems**

Computers are essential tools but technological problems can add another layer of stress when you are racing to meet deadlines.

### **Individual computer or printer problems at home or in the school**

These are NOT acceptable reasons for late work.

If you are relying heavily on computer technology, take precautions:

- Make frequent backups on a new disk or USB memory stick and in your H drive
- Have your work saved in at least 2 places or use Google Docs and share this with your teacher
- Print frequent drafts with a dated footer (as protection if you lose all or some of a file)
- Complete your assessment at least two nights before it is due so you can solve computer problems
- Manage your time so that printing is not done on the day the work is due
- Make arrangements to print your work at school if the home printer is broken, and make sure you have a printer balance to do this
- Submit the assessment on time in electronic form then organise a printed copy

### **Network or hardware failure in the school computer network during a computer-based in-class school assessment**

This is not your fault so the teacher will make equivalent time available to you. This may have to be in the lunch break or during study periods.

You are responsible for:

- Making effective use of class time when the network is operating well
- Using a new disk or USB memory stick to do regular backups
- Printing regular drafts with the date in the footer
- Topping up your print balances well in advance
- Communicating any issues with your teacher in a timely fashion

### **Student Obligations**

1. Understand the assessment programme, procedures and policies.
2. Understand the requirements of each assessment being completed.
3. Check thoroughly the accuracy of the assessment by teachers when work is returned and verify grades in writing within 5 school days once work is returned.
4. Check the student / parent portal and NZQA to further verify the grades you believe were gained. If there is a discrepancy speak to your class teacher in the first instance.
5. Discuss problems/concerns with the Teacher/HOD.

If you have any queries regarding the information in this booklet, or need more clarification about NCEA and its processes, please contact the Principal's Nominee (PN), Miss Nichola Coe, ph 9025170 or [coe@pc.school.nz](mailto:coe@pc.school.nz)