

St Matthew's Collegiate



National Qualifications Framework Student Handbook 2020

Name:

Whanau Teacher:

Dean: *Mrs Rosie Taylor*

Principal's Nominee: *Ms Suzanne Leckie*

Teacher in charge of Reader/Writer Assistance (SENCO): *Mrs Angela Lammas*

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Next Review date 2021

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General Background and Information

National Certificate of Educational Achievement - Level 1, 2, 3 and Scholarship

Each subject is assessed against achievement or unit standards. The number of achievement standards varies from subject to subject.

Each standard is worth credits which are awarded when the standard is reached. The number of credits varies according to the amount of work being assessed. The number of credits available in each subject may vary.

Merit and Excellence may be awarded for each achievement standard if work of sufficiently high standard is submitted. The grades for Unit Standards are either Not Achieved or Achieved

Achievement standards are assessed either internally (i.e. by the school) or externally. The external assessments usually take place in November and usually by examination. All Unit Standards are internally assessed.

You will be able to access and check results from the NZQA website and via the app which will show the grade in each individual standard that has been attempted from May of each year.

The purpose of this booklet is to ensure that you understand the processes related to the internally assessed standards. It is important that you read the booklet carefully and ask questions if you do not understand anything.

Once you have read the booklet you will be required to complete and sign an authenticity declaration. Your results for internal assessment cannot be processed until this form is signed and returned.

Assessment

These guidelines are to ensure that you are aware of your rights and responsibilities for assessment.

All assessment must be consistent and fair.

The guidelines apply to all internal assessments (eg practical activities, briefs, tests and assignments) that generate results for national qualifications.

Breaches/Authenticity

Breaches include but are not limited to misconduct, cheating and breaches of the school rules that compromise the integrity of the assessment.

Any breach will be referred to the Principal's Nominee for further investigation.

It is essential that work submitted for assessment is your own work.

A Not Achieved grade will be awarded if you

- a. are found to have submitted work, which is not your own or cannot be verified as your own.
- b. knowingly allow work to be copied by another student and it is submitted for assessment

If it is suspected that work is not authentic, the matter will be referred to Ms Leckie for further investigation. The results of the investigation will be reported in writing to the you and your parent(s)/caregiver(s).

Acknowledgement and Recording of Assessment Results

When assessments are returned you will be required to sign a record sheet acknowledging and accepting your grade.

If you want to appeal a grade do not sign this (see below).

At the end of the year you will be provided with a printout of your personal results. This printout is to be signed and returned as an acknowledgement that the data held is accurate.

Appeals

You have a right to appeal if you:

- believe an assessment has not been fair, valid or consistent.
- believe you have been denied a resubmission/ further assessment opportunity.
- You believe moderation or marking is inconsistent.
- there has been an authenticity breach or allegation of an authenticity breach.

You should

1. Leave the work with the subject teacher.
2. Leave the results notice unsigned.
3. Fill in an **appeal form** request (available on the school's website) and see Ms Leckie **within five school days**.

The matter will be will investigated. You and your parent(s)/caregiver(s) will be informed in writing of the results of the appeal. This decision is final.

Missed Assessment/Extension

A **missed assessment form** (on the school website) should be completed in all cases. This should be accompanied by a note from a parent/caregiver.

- 1) If you are in danger of missing a deadline for legitimate reasons, an extension should be negotiated with Ms Leckie **in advance** (3 days). A Not Achieved grade will be given if the you fail to hand in the work.

Legitimate reasons may include, but are not limited to, sports, cultural or academic involvement, illness or personal / family crisis. Evidence will need to be provided. Ms Leckie will be responsible for determining the outcome.

- 2) If you are absent for a legitimate reason you will, if practicable, be given an assessment opportunity as soon as possible on your return to school. Teachers may be able to award a grade from existing standard specific evidence.
- 3) If you believe that your performance in an assessed activity has been impaired because of illness, bereavement, trauma or other unforeseen circumstance then you may apply for an extension or further assessment opportunity.

Further Assessment Opportunities and Resubmissions

A **resubmission** may be offered if you are on a grade boundary and a small omission can be rectified without any feedback from your teacher.

A **further assessment opportunity** may be offered for an internally assessed standard. This will only be available if it is practical and only after further teaching and learning. It is to be offered to all students in the course. This will be signalled in the Course Outline of each subject.

Special Assessment Conditions

You may be given special assessment conditions such as reader/writer, extra time, use of a computer. The guidelines used will be the same as those for external assessments. Not all standards, such as those requiring accuracy would not be considered for writer assistance.

Parents should contact the College if they have evidence that such assistance has been recommended.

NCEA Certificate

To gain

NCEA at Level 1 you must be awarded:

- 80 credits at Level 1 or higher
- 10 literacy credits (from a range of subjects)
- 10 numeracy credits (mainly from Mathematics). These credits may be gained from a range of subjects and may not meet the numeracy requirements for University Entrance (see below).

NCEA at Level 2 you must be awarded:

- 60 credits at level 2 and 20 at any other level (1 or 3)
- 10 credits in Literacy (from a wide range of subjects at level 1 or 2)

- 10 credits in Numeracy (mainly from Mathematics at level 1 or 2)

NCEA Level 3 you must be awarded:

- 60 credits at level 3 and 20 at level 2 or higher.
- 10 credits in Literacy (from a wide range of subjects at level 1, 2 or 3), and
- 10 credits in Numeracy (mainly from Mathematics at level 1, 2 or 3)

University Entrance

This is the minimum requirement to attend a NZ university. To qualify you need:

- NCEA level 3 made up of:
 - 14 credits in each of three approved Level 3 subjects
 - 10 Literacy credits; 5 credits in each of reading and writing from a range of level 2 and 3 subjects
 - 10 numeracy credits at level 1 or higher.

Note that the criteria above are minimum requirements. Many university courses have additional requirements for specific courses.

NCEA Endorsement

High achievement is recognised through Endorsement.

- **Excellence** endorsement is gained by achieving 50 credits, or more, at Excellence level.
- **Merit** endorsement may be gained by attaining a combination of Merit and Excellence grades, totalling 50 credits or more

NCEA Course Endorsement

High achievement in a school course is recognised by Course Endorsement. You must earn

- A minimum of 14 credits at Merit and/or Excellence in a single year
- at least 3 credits come from an internal assessment
- at least 3 credits must come from an external assessment.
- (Exceptions are made to the “3 credit rule” for Physical Education and L3 Visual Arts).

Externals

You will have **Alternative Evidence Exams** to help prepare for the external assessments (mostly exams but also portfolios of practical work) conducted by NZQA at the end of the year and to provide an emergency grade to NZQA should the need arise.

In the unlikely event that you are unable to sit external assessments (eg because of sickness or family trauma) or performance is impaired, a **Derived Grade** application may be made. You will need to see Ms Leckie.

This process of is generally not available for long-term illness or handicap.

NCEA Fees and Financial Assistance

NZQA no longer charge a fee to administer the NCEA

There is a fee for international students of \$383.30

Privacy

St Matthews stores your personal information in a secure way and that only authorised people have access to the information.

With your agreement, via the Authenticity form, your work may be used as an exemplar in the teaching process.

ALL YR 11 TEACHERS HAVE ACCESS TO A COPY OF NCEA SCHOOL POLICY. STUDENTS MAY ASK TO SEE IT IF FURTHER EXPLANATION IS REQUIRED ABOUT ANY OF THE ABOVE.

2020 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Fri 6 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Calculus
	2.00 pm	Chinese	German	Dance	Agricultural & Horticultural Science
WEEKEND					
Mon 9 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm		Classical Studies		German
Tues 10 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Earth & Space Science	Drama
Wed 11 Nov	9.30 am		Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thurs 12 Nov	9.30 am	Mathematics & Statistics			Classical Studies
	2.00 pm		Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 16 Nov	9.30 am	French	Te Reo Māori	Calculus	
	2.00 pm	Economics		Accounting	
Tues 17 Nov	9.30 am		English		Religious Studies
	2.00 pm	History	Chinese	Biology	Economics
Wed 18 Nov	9.30 am	English			Te Reo Rangatira
	2.00 pm	Drama	History	Health	Physics
Thurs 19 Nov	9.30 am	Business Studies	Chemistry	Agricultural & Horticultural Science / German / Chinese	English
	2.00 pm	Biology	Music	Media Studies	Accounting
Fri 20 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Samoan / Spanish	Geography	Chemistry	
WEEKEND					
Mon 23 Nov	9.30 am	Te Reo Māori / Art History	Japanese	Te Reo Rangatira / Social Studies / Psychology	Samoan
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
Tues 24 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics		Media Studies
Wed 25 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance		Physics	
Thurs 26 Nov	9.30 am	Physics	Home Economics	Classical Studies	Japanese
	2.00 pm		Media Studies	Home Economics	Art History
Fri 27 Nov	9.30 am	Chemistry	Business Studies	French	Te Reo Māori
	2.00 pm	Classical Studies	Health	Economics	
WEEKEND					
Mon 30 Nov	9.30 am	Japanese	Te Reo Rangatira / Latin	Japanese	
	2.00 pm		French	Spanish	Latin
Tues 1 Dec	9.30 am	Health	Samoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
Wed 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
	NO EXAMS				

Common Assessment Tasks (CATs)

Date	NCEA Level 1	NCEA Level 2	NCEA Level 3
Tue 15 Sept	Mathematics (MCAT)	Cook Islands Māori / Korean /Tongan	
Wed 16 Sept	Cook Islands Māori / Korean /Tongan		
Thu 17 Sept	Mathematics (MCAT)		Cook Islands Māori / Korean /Tongan
14-25 Sept 12-23 Oct	Digital Technology	Digital Technology	Digital Technology

- Guidelines for administration for the CATs will be published on the [Subject pages](#) and communicated by circular.
- Schools must indicate which day they intend to offer the Mathematics and Digital Technology CATs.

Submission dates for portfolios and reports

Date	NCEA Level 1	NCEA Level 2	NCEA Level 3	Scholarship
Wed 21 Oct	Visual Arts			
Wed 28 Oct		Visual Arts		
Wed 28 Oct	Design and Visual Communication / Technology	Design and Visual Communication / Technology	Design and Visual Communication / Education for Sustainability / Technology	Dance / Design and Visual Communication / Physical Education / Technology / Music
Thurs 5 Nov			Visual Arts	Visual Arts

Note: These are the deadlines for schools to submit materials to NZQA. Students should confirm dates for submission within their schools.