

# St Matthew's Collegiate



## National Qualifications Framework Student Handbook 2023

**Name:**

**Whanau Teacher:**

**Dean:** *Ms Alison Glass*

**Principal's Nominee:** *Mrs Sandie Sherwen*

**Teacher in charge of Learning Assistance (SENCO):** *Mrs Rachel MacKay*

Review date 2023

Next Review date 2024

# 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/credits may vary from subject to subject.

Each standard is worth credits which are awarded when the standard is reached.

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 (by NZQA markers). The external assessments usually take place in November and usually by examination.

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 Mrs Sherwen for further investigation. The results of the investigation will be reported in writing to you and your parent(s)/caregiver(s).

Work must be submitted by 4 pm on the due date unless otherwise indicated by your teacher.

# 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 Mrs Sherwen **within five school days**.

The matter will be investigated. You and your parent(s)/caregiver(s) will be informed, in writing, of the result 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 Mrs Sherwen **in advance** (3 days). A Not Achieved grade will be given if 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.

Mrs Sherwen 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 the boundary of **Not Achieved/Achieved** and a small omission can be rectified without any feedback from your teacher. In this case the best grade you may gain is **Achieved**.

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 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 **Derived Grade 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 Mrs Sherwen.

This process 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

Application for reconsideration of NCEA \$20.40 per Standard

## 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.

## COVID

General information about education under each COVID-19 Alert Level can be found on the [Unite Against COVID-19](#) website.

**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.**

## National secondary examinations timetable

### Examination

ALL NCEA (levels 1–3) and New Zealand Scholarship examination sessions are **three hours**.

All exam sessions start at either 9.30 am or 2.00 pm.

DATE	TIME	LEVEL1	LEVEL2	LEVEL3	SCHOLARSHIP
Mon 6 Nov	9.30 am	**Japanese	**Latin	**Te Reo Māori	Calculus
Mon 6 Nov	2.00 pm		**French	**Japanese/ Making Music/ **Spanish	Latin
Tue 7 Nov	9.30 am	**Agricultural & Horticultural Science	**Art History	Statistics	Drama
Tue 7 Nov	2.00 pm	Geography	**Spanish	**Cook Islands Māori/ **Social Studies	
Wed 8 Nov	9.30 am	**Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
Wed 8 Nov	2.00 pm	Music	Accounting	**History	French
Thu 9 Nov	9.30 am	Mathematics & Statistics		Chemistry	Geography
Thu 9 Nov	2.00 pm	**Korean	Drama	**Samoan	Statistics
Fri 10 Nov	9.30 am	**English	**Lea Faka-Tonga	**Media Studies	Physics
Fri 10 Nov	2.00 pm	Biology	Music		Accounting
<b>WEEKEND</b>					
Mon 13 Nov	9.30 am	**French	**Te Reo Māori	Calculus	Samoan
Mon 13 Nov	2.00 pm	Economics	**Korean	**Agricultural & Horticultural Science/ **Chinese/ **German	Biology
Tue 14 Nov	9.30 am	Science	Chemistry		English
Tue 14 Nov	2.00 pm	**Samoan/ **Spanish	Geography	Biology	Art History
Wed 15 Nov	9.30 am		**English		Religious Studies
Wed 15 Nov	2.00 pm	**Cook Islands Māori/ **History	**Chinese	Accounting	German
Thu 16 Nov	9.30	**Business Studies	**History	Physics	Te Reo Rangatira

DATE	TIME	LEVEL1	LEVEL2	LEVEL3	SCHOLARSHIP
	am				
Thu 16 Nov	2.00 pm	Drama	**Cook Islands Māori/ **Social Studies	**Health	
<b>CANTERBURY ANNIVERSARY DAY (Fri 17 Nov)</b>					
<b>WEEKEND</b>					
Mon 20 Nov	9.30 am	**Art History/ **Te Reo Māori	**Japanese	Latin/ **Psychology/ **Te Reo Rangatira	Chemistry
Mon 20 Nov	2.00 pm	**Classical Studies	**Health	Economics	
Tue 21 Nov	9.30 am	**Media Studies	**Te Reo Rangatira	Drama/ **Lea Faka-Tonga	History
Tue 21 Nov	2.00 pm	Chemistry	**Classical Studies	**Art History	Economics
Wed 22 Nov	9.30 am	Accounting		**English	
Wed 22 Nov	2.00 pm	**Home Economics	Economics	**Korean	**Media Studies
Thu 23 Nov	9.30 am	**German	Biology	Geography	
Thu 23 Nov	2.00 pm	Dance	Earth and Space Science		
Fri 24 Nov	9.30 am	Physics	**Home Economics	**Classical Studies	Te Reo Māori
Fri 24 Nov	2.00 pm		**German	**Home Economics	
<b>WEEKEND</b>					
Mon 27 Nov	9.30 am	**Te Reo Rangatira	Physics	**Business Studies	Agricultural & Horticultural Science
Mon 27 Nov	2.00 pm	**Chinese	**Media Studies		
Tues 28 Nov	9.30 am		**Business Studies	**French	Japanese
Tues 28 Nov	2.00 pm	**Latin	**Agricultural & Horticultural Science		
Wed 29 Nov	9.30 am	**Health	**Education for Sustainability/ **Samoan	Earth & Space Science	Chinese
Wed 29 Nov	2.00 pm			Music Studies	Spanish
Thurs 30 Nov	9.30 am	**Social Studies	Dance		Earth & Space Science

**\*\* Assessment also offered digitally**

### *Common Assessment Tasks (CATs)*

Date	NCEA Level 1	NCEA Level 2	NCEA Level 3
Tue 12 Sept	Mathematics (MCAT)		
Thu 14 Sept	Mathematics (MCAT)		
To be confirmed	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 25 Oct	Visual Arts			
Wed 1 Nov	Design and Visual Communication / Technology	Design and Visual Communication / Technology/Visual Arts	Design and Visual Communication / Education for Sustainability / Technology	Dance / Design and Visual Communication / Music / Health and Physical Education / Technology
Thu 9 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.