

St Matthew's Collegiate



National Qualifications Framework Student Handbook 2025

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Review date 2025
Next Review date 2026

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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.

These guidelines are to ensure you know your rights and responsibilities for assessment.

All assessment must be fair and consistent.

The guidelines apply to all internal assessment that generates results for national qualifications.

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.

General Background and Information

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

What is NCEA?

The National Certificate of Educational Achievement (NCEA) is the main school leaving qualification in Aotearoa New Zealand. Around 150,000 students study each year towards an NCEA.

Introduced in 2002, NCEA is widely considered credible and robust, both in Aotearoa New Zealand and overseas. It is recognised by employers and used by students as a stepping stone into employment, apprenticeships, and a wide range of further study options – from apprenticeships and trades training to degree-level study.

NCEA has three levels:

Level 1 — usually in Year 11

Level 2 — usually in Year 12

Level 3 — usually in Year 13

Each standard describes what a student needs to know, or what they must be able to achieve, in order to meet the standard. Some standards are internally assessed by teachers during the year, while others are assessed externally by NZQA at the end of the year (for example, in an exam or by a portfolio of work).

There are two types of standards that contribute to NCEA:

Achievement Standards — these recognise learning from our National Curriculum subjects. Students can achieve these standards with grades of: Achieved with Excellence, Achieved with Merit, Achieved, Not Achieved.

Unit Standards — these recognise learning in other areas (such as vocational learning and te ao Māori). These standards usually only offer Achieved or Not Achieved grades (ie, they either pass or fail).

Each standard is worth credits which are awarded when the standard is reached. The number of achievement standards/credits may vary from subject to subject.

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.

NCEA Level 1 Certificate

To gain

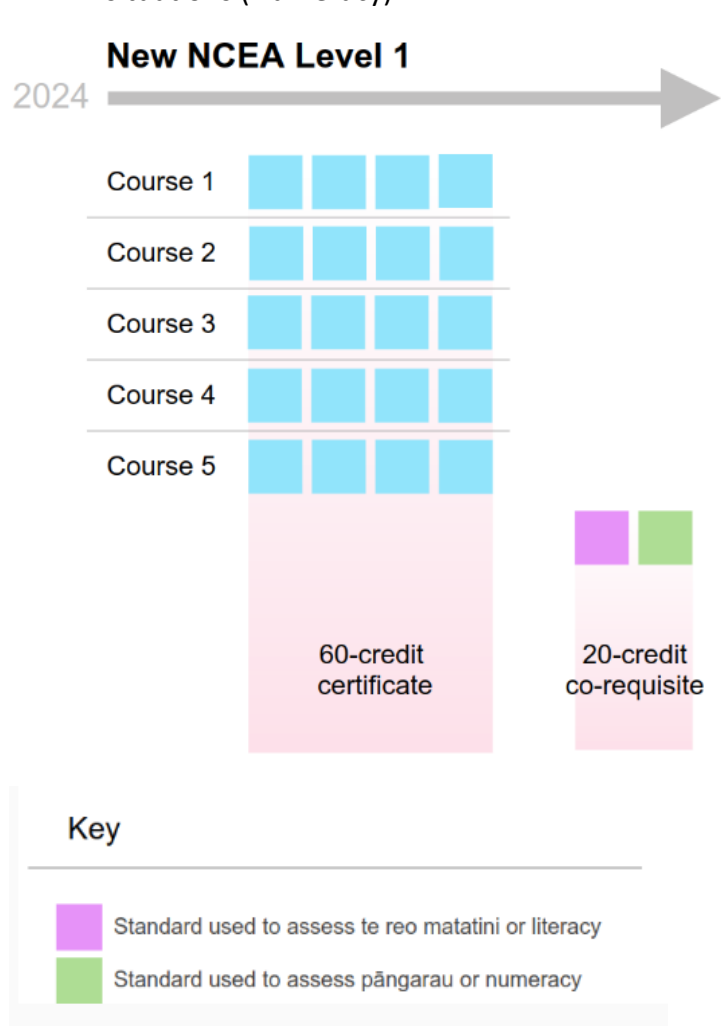
NCEA at Level 1 you must be awarded:

- 60 credits at Level 1 or higher
- 10 literacy credits (5 reading credits plus 5 writing credits)
- 10 numeracy credits

Literacy and Numeracy

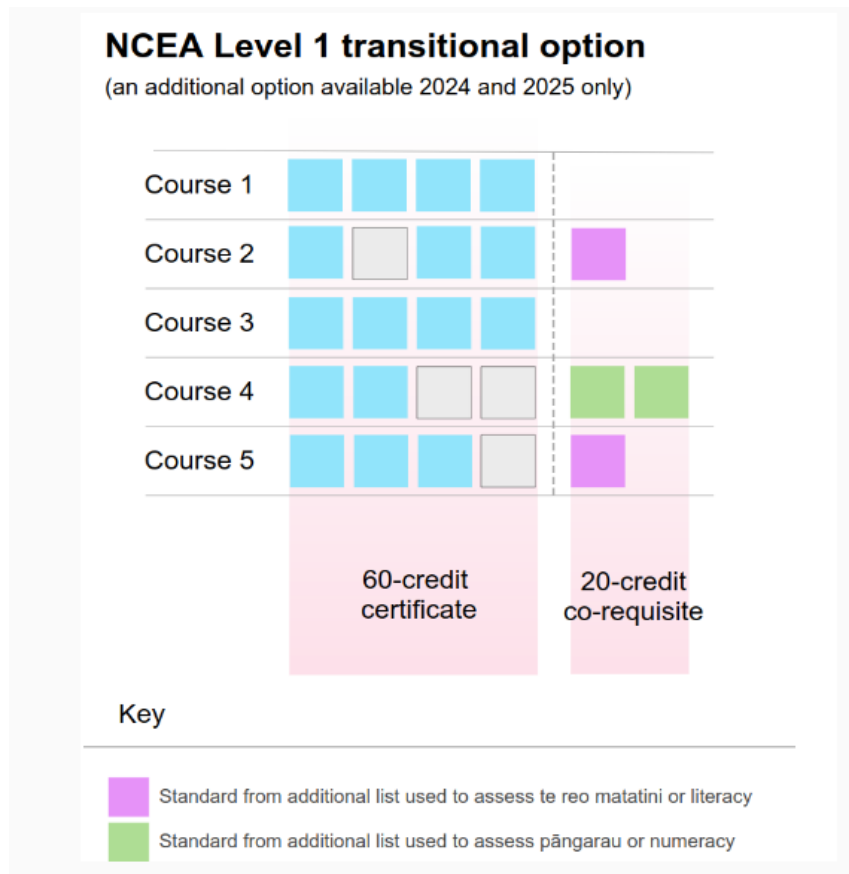
During 2024-2027 it is recommended that Literacy and Numeracy are gained by achieving the co-requisite standards. This allows all standards in all subjects to be counted towards the 60 level 1 credits needed for NCEA.

- US32403: Read written texts to understand ideas and information (Literacy Reading)
- US32405: Write texts to communicate ideas and information (Literacy Writing)
- US32406: Use mathematics and statistics to meet the numeracy demands of a range of situations (Numeracy)



In some instances, during 2024 - 2027, St Matthew's Collegiate may use the Transitional Option for specific students.

In this case students may use the credits gained from passing a subject Achievement Standard (from a given list) as their literacy or numeracy credits instead of using them towards the 60 NCEA level 1 credits. They cannot be used twice, but can be used for course and certificate endorsement.



NCEA Certificate Endorsement

High achievement is recognised through Endorsement.

Excellence: When you gain 50 or more credits at Excellence at the level of the certificate or above, your NCEA certificate will be endorsed with Excellence.

Merit: When you gain 50 or more credits at Merit at the level of the certificate or above, or if you gain 50 or more credits at a mix of Merit and Excellence, your NCEA certificate will be endorsed with Merit.

Credits for an endorsed NCEA certificate (Levels 1, 2 and 3) can be gained over more than one year.

NCEA Course Endorsement

Course endorsement shows achievement in a particular course or courses, as defined by the school. Course endorsement is not necessarily a *subject* endorsement.

- If you gain 14 or more credits at Achieved, (or a mix of Achieved and Merit), you will be awarded an Achieved endorsement for that course.
- If you gain 14 or more credits at Merit (or a mix of Merit and Excellence) in a course in a single year, you will be awarded a Merit endorsement for that course.
- If you gain 14 or more credits at Excellence in a course in a single year, you will be awarded an Excellence endorsement for that course.

Note:

To be awarded an endorsement, in most courses, you need at least three credits from internal assessment and three from external assessment.

Standards contributing to course endorsement must be assessed within one academic year

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.

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.

Breaches/Authenticity

The college must verify, as accurately as possible, that work submitted for assessment purposes has been produced and processed by the student who submits it.

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.

Your work must not have been copied, borrowed from another learner, photocopied from a book or downloaded from the internet. Generative AI tools for academic work or creative projects does not justify plagiarism. Proper credit must be given for the use of AI tools, published resources, articles from the internet etc to ensure work is honest, respectful, and follows ethical guidelines.

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 The Principal's Nominee 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.

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 or school office) and see the Principal's Nominee **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** available from the office or from the school website, should be completed in all cases. This should be accompanied by a note from a parent/caregiver and/or medical certificate.

- 1) If you are in danger of missing a deadline for legitimate reasons, an extension should be negotiated with The Principal's Nominee and subject teacher **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.
the Principal's Nominee 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.

Approved Leave

Approved leave must be applied for at least two weeks before the assessment date to the Principal Nominee. The student must contact the subject teacher and discuss the options for a new assessment date.

Family holiday during term time

Approve leave will not be granted or considered for a family holiday.
The following will apply

- If a student is absent from school during an assessment because of a family holiday, and was there for the majority of the teaching, then a 'Not Achieved' grade will be awarded.
- If an in-class or practical assessment is over multiple days and a student misses one or more of these days because of a family holiday, no extra assessment time will be offered.
- A student may hand in an assessment early before going on a family holiday in term time.

Not Entering Students into Achievement and Unit Standards

All students must be entered for the full set of achievement and/or unit standards offered in the course.

If a student is not entered for all achievement and/or unit standards can only be for the following circumstances and reasons:

- The student is not at the curriculum level
- The student Hauora and wellbeing is compromised
 - The student is absent for over 50% of the teaching programme
- The student is following an individualised programme of study.

Withdrawal from an Internal Standard

If a student wishes to withdrawal from an internal standard they should seek advice from the subject teacher or HoD.

Once the decision that the student has decided to withdraw from a standard then the caregiver must email the subject teacher and HoD.

The HoD reserves the right to make the final decision regarding withdrawing a student from a standard.

Students being withdrawn from achievement or unit standards can only be for the following:

- Student is not at curriculum level to complete assessment: eg learning support.
- Student wellbeing, this could include: illness, sickness, increased anxiety or depression.
- Students have been absent for over 50% of the teaching and learning. This could have been caused by prolong illness.

Procedure to withdraw a student from an achievement or unit standard:

1. Student to have a discussion with the subject teacher and/or HoD
2. Caregiver will email subject teacher and/or HoD
3. Subject teacher to reply with caregiver email (cc Principal Nominee in email).
4. Subject teacher removes student from standard on Kamar.

Note: The procedure to withdraw a student should be completed before the assessment is started. If a student decides to withdraw from a standard during an assessment, a not achieved grade will be awarded

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 The Principal's Nominee.

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

NCEA Fees and Financial Assistance

There are no fees for domestic students to sit NCEA standards.

There is a fee for international students of \$383.30 per year.

Application for reconsideration of NCEA results is \$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

2025 EXAMINATION TIMETABLE

Examinations available digitally shown in blue.

Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 4 Nov	AM		Mathematics & Statistics	Dance	Classical Studies
	PM		Latin	Japanese Making Music Spanish	Statistics
Wed 5 Nov	AM			English	
	PM		Geography		Earth & Space Science
Thu 6 Nov	AM		English		Latin
	PM		Chinese	History	French
Fri 7 Nov	AM			Chemistry	Accounting
	PM		Accounting		Biology
WEEKEND					
Mon 10 Nov	AM	French Spanish	Lea Faka-Tonga Te Reo Māori	Calculus	Samoan
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 11 Nov	AM	English			Physics
	PM	Gagana Tokelau	Dance	Biology	Art History
Wed 12 Nov	AM	Agricultural & Horticultural Science	Chemistry	Drama	Geography
	PM	Korean	Cook Islands Māori Drama	Digital Technologies Samoan	Psychology
Thu 13 Nov	AM	Mathematics and Statistics	Art History	Statistics	
	PM	History	Physics	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 14 Nov)					
WEEKEND					
Mon 17 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Biology	Economics	
Tue 18 Nov	AM	Science	History	Physics	Te Reo Rangatira
	PM	Digital Technologies	Agricultural & Horticultural Science	Media Studies	
Wed 19 Nov	AM	Chinese	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 20 Nov	AM	Physics Earth & Space Science	Media Studies	Te Reo Māori	Calculus
	PM	Vagahau Niue	Education for Sustainability Samoan	Earth & Space Science	Chinese
Fri 21 Nov	AM	Reo Māori Kūki 'Āirani		Music Studies	Spanish
	PM	Geography	Music		History
WEEKEND					
Mon 24 Nov	AM	Gagana Sāmoa	Japanese	Geography	
	PM	German	Earth & Space Science		Religious Studies
Tue 25 Nov	AM	Chemistry & Biology	Home Economics	Classical Studies	Te Reo Māori
	PM	Lea Faka-Tonga	German	Home Economics	Digital Technologies
Wed 26 Nov	AM	Religious Studies	Social Studies	French	Japanese
	PM	Health Studies	Business Studies	Health	
Thu 27 Nov	AM		Economics	Korean	
	PM		Health	Business Studies	
Fri 28 Nov	AM		Digital Technologies Spanish	Cook Islands Māori Social Studies	German

**** exams available digitally are shown in blue**

Submission dates for portfolios and reports

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

Dates for submitting portfolios and reports

Date	Level 1
Wednesday 22 October	Visual Arts
Wednesday 29 October	Dance Design and Visual Communication Drama Materials and Processing Technology Music New Zealand Sign Language Physical Education

How to create a new learner account

If you're new to the MyNZQA learner portal, you'll need to create an account.

Before you get started, you'll need your **NSN, National Student Number**.

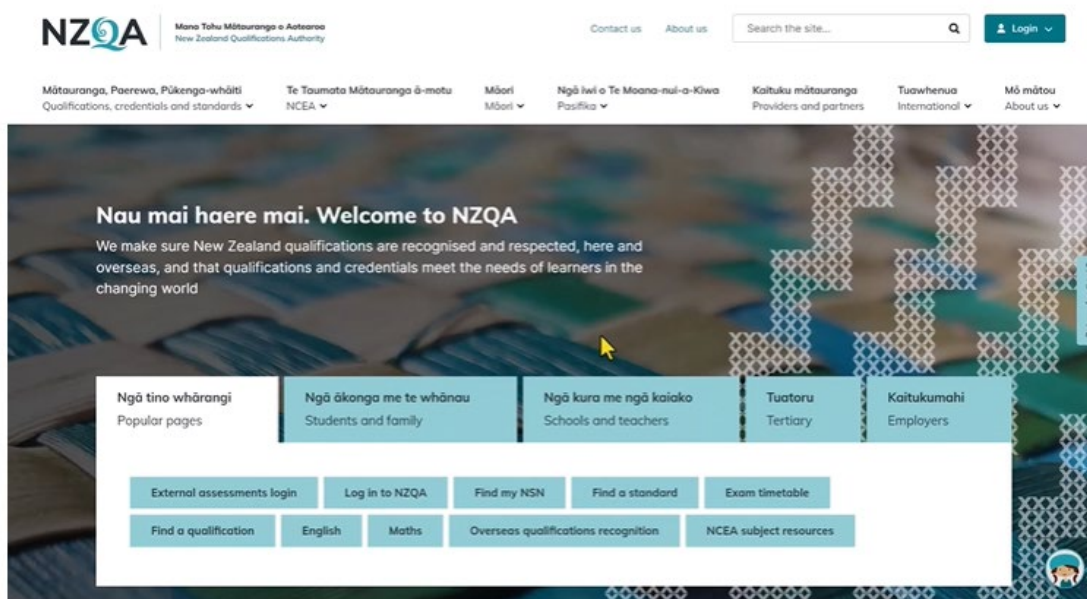
This is a unique number that's issued by the Ministry of Education, and you'll need it to verify your identity.

If you don't know your NSN, the easiest thing to do is to ask your dean or Principal's Nominee

Once you've got your NSN, go to the NZQA website.

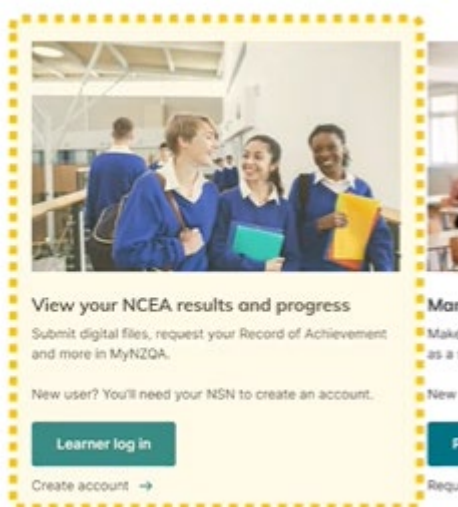
<https://www2.nzqa.govt.nz/>

Click the 'Login' button and scroll down the page.



Under 'View your NCEA results and progress'.

Click the link 'Create account'.



There are 3 steps to create a new account.

STEP ONE: Create your log in details.

Enter your email address, create a username, set your password, and confirm it. Then click 'Create account'.

The screenshot shows the 'STEP 1' page for creating an NZQA account. On the left, there is a yellow box with 'STEP 1' and the NZQA logo. The main content area is titled 'Step 1 of 3: Create your login details'. It includes instructions: 'To get access to your NZQA account, you will need to complete three steps: Step 1: Create your login details, Step 2: Verify your email address, Step 3: Verify your Identity'. There are two important notes: one about needing a National Student Number (NSN) for step 3, and another about completing the sign-up process within 20 working days. Below the notes is a form titled 'Create your login details:' with fields for 'Email' (containing 'alice.apple@abc.co.nz'), 'Username' (containing 'AliceApple123'), and 'Password' (masked with dots). A 'Confirm Password' field is also present. A blue 'Create account' button is highlighted with a mouse cursor. At the bottom, there are links for '< Back to Login' and 'Help'.

STEP TWO: Verify your email address.

We'll send you an email, which will include a link to click to confirm your address.

The screenshot shows the 'STEP 2' page for verifying the email address. On the left, there is a yellow box with 'STEP 2'. The main content area features the NZQA logo and a message box with a warning icon: 'An email has been sent to you. Please check your inbox and click the link to verify your email address (this may take a few minutes to come through)'. Below this message, there is a link: 'Haven't received the email? Click here to re-send the email or view our help page to see troubleshooting tips.'

Verify your email address

Click the link below to verify your email address.

[Verify Email Address](#)

This link will expire in 1 day. If this link expires, simply log in with your login details you created, and we will then resend this email again with a new active link.

If you didn't create this account, you can ignore this message.

This is an automatically generated message from [NZQA](#). Replies are not monitored or answered.

STEP THREE: Verify your identity.

Enter your NSN and date of birth.

Read and confirm you have read and understood the statements, including NZQA's privacy statement.

Then click 'Complete account setup'.

STEP 3

NZQA
New Zealand Qualifications Authority
Te Kaitiaki Take Kōwhiri
100 Waterloo Street, Wellington
0800 697 296

Step 3 of 3: Verify your identity

Please enter your National Student Number (NSN) and Date of birth to verify your identity.

If you don't know your NSN, you can either Live Chat or call us on 0800 697 296 during business hours. Outside of business hours you can complete this NSN request form.

National Student Number (NSN)

Date of Birth (DD/MM/YYYY)
Day: Month: Year:
Example: 31 09 1970

Please confirm that you are the student assigned to the above NSN and that the information you have entered above is true and correct to the best of your knowledge.

Please confirm that you have read and understood NZQA's privacy statement.

[Logout of this registration](#) [Help](#)

You will now be able to access MyNZQA learner portal.

If you any need help, ask Awhina or call us on 0800 697 296.

Entries and Results

This page shows your secondary school qualifications, endorsements, scholarships and earned credits. Please contact your school if any of the information below is incorrect. Your records will be updated once the corrections have been received by NZQA.

Overview 2022 2021 2020 2019

Qualifications and awards

New Zealand Qualifications and Credentials Framework (NZQCF) registered qualifications

Qualification	Level	Achieved with	Date awarded
National Certificate of Educational Achievement	3	Merit	10 August 2022
National Certificate of Educational Achievement	2	Excellence	29 September 2021
National Certificate of Educational Achievement	1	Excellence	29 October 2020

New Zealand University Entrance



St Matthew's Collegiate School

NCEA Level 1 2025

Acknowledgement Slip

I acknowledge I have read the NCEA Student Information booklet and will seek clarification if necessary.

Authenticity Statement

I understand that all work I submit will be my own work. I have read the Breaches of the Rules policies and procedures. I understand the consequences of sharing work with others and /or submitting work, which is not authentic, will result in a Not Achieved grade.

I understand that discussing an Internal or Submitted External assessment with others is a breach of assessment conditions

I understand that using generative AI tools for academic work or creative projects does not justify plagiarism. I will be transparent in my use of AI tools and give proper credit to the original creators and sources of information, ensuring my work is honest, respectful, and follows ethical guidelines.

I know that every subject has its own specific regulations/specifications and it is my responsibility to ensure that I understand what they are for each subject.

Permission for use of student work as Exemplars

I give permission for any of my work to be used as an exemplar to help everyone's learning.

Names: (Print).....

Signature: