

ASSESSMENT GUIDELINES 2016

for qualifications on the NZ Qualifications Framework (NZQF)

The aim of these guidelines is to ensure understanding and equity for all students.

What is NCEA?

During the year most senior students will be working towards a **National Certificate of Educational Achievement (NCEA)** at Level 1, 2 or 3. Each course has a set of achievement or unit standards which give credits when you provide evidence that you have met the criteria for the standard. A **Standard** is a statement which defines what a student must know and be able to do in order to gain credits towards qualifications on the NZQF.

- Achievement Standards: outcomes are graded into: **Not Achieved (NA)**, **Achieved (A)**, **Achieved with Merit (M)**, **Achieved with Excellence (E)**.
- Unit Standards outcomes are graded into **Not Achieved (NA)** or **Achieved (A)**
- For each standard in which you gain 'Achieved' (or higher) you will be awarded credits.
- Some standards will require evidence from work done in class (internal) - other standards are awarded through assessment from outside school (external e.g. exams).

A National Certificate of Educational Achievement is issued by NZQA at 3 levels:

Credits required for a certificate.

Level 1	80 credits	80 Level 1 or higher including credits to meet both literacy and numeracy requirements (see below)
Level 2	80 credits	At least 60 credits from level 2 or higher + 20 from Level 1 + Level 1 literacy and numeracy requirements
Level 3	80 credits	At least 60 credits from level 3 + 20 from Level 2 + Level 1 literacy and numeracy requirements

The certificate can be **endorsed** with Merit or Excellence if 50 credits are gained at that level or higher.

The outcome for a course can be **endorsed** with a Merit or Excellence Course Certificate if 14 credits are gained at that level or higher, with at least three of these credits from both internal and external standards (Except Level 3 Visual Arts and L1,2,3 Physical Education).

Meeting the Level 1 Literacy and Numeracy requirements:

A student must achieve at least ten Level 1 credits from Literacy standards and ten Level 1 credits from Numeracy standards to be eligible for a Level 1 National Certificate of Educational Achievement.

The Literacy and Numeracy standards have been allocated by NZQA and are identified across all the courses in the Senior Course Information Booklet and in the Course Information Leaflets. Students should find out which standards in each of their courses meet the Literacy and Numeracy requirements so progress towards the Level 1 Certificate can be monitored – a list is available on e-LynC.

How NCEA works.

- You must ensure you understand the assessment rules applying to any course that you are undertaking. These will be set out in the course information leaflets you receive.
- The rules that follow apply to ALL courses.

READ THE RULES CAREFULLY. KEEP THIS SHEET FOR REFERENCE DURING THE YEAR.

ASSIGNMENTS

- All students doing the same assignment will receive the same amount of time in which to complete it.
- The due date (deadline) will not be changed, except if exceptional circumstances make a change necessary. You will be advised in writing of any changes.
- All students must hand in their completed assignment work by the given deadline. The deadline and the room will be indicated on the assignment. It is the student's responsibility to make sure their work reaches the correct place by the deadline.

TESTS

- All students will be given at least one week's notice of the time of an assessment test.
- Where more than one class is doing the same test, tests will be done by all classes on the same day provided the timetable allows.

ATTENDANCE

Students must attend all classes as set out in the current Prospectus. Attendance is particularly important for authenticity, recognizing achievement and derived grade considerations set out below.

RECOGNISING ACHIEVEMENT and DERIVED GRADES

- When a student misses an assessment test or deadline due to illness or circumstances beyond their control they may apply for their achievement level to be recognised with a grade.
- A written request, which includes a detailed explanation of the circumstances and a doctor's certificate in the case of illness, must be handed to the HOD within **five** (5) days of the missed assessment activity. The subject teacher and Dean will be consulted for a recommendation.
- The HOD will make a recommendation to the NZQA Principal's Nominee (Mr Winn) who will make the final decision about **an extension, a further assessment opportunity or recognising achievement** using evidence other than the test or assignment. If there is no evidence a grade cannot be awarded.
- Evidence available to the teacher must demonstrate that all the criteria for the standard have been met. If absences or incomplete work mean that evidence of meeting the criteria is not available an 'Achieved' grade (or higher) may not be awarded until evidence of meeting all the criteria is recorded by the teacher.
- Instructions for applying for a **Derived Grade** for external exams are provided by NZQA to all candidates. Completed applications must be handed to the Principal's Nominee (Mr Winn) by the NZQA deadline. Evidence will be based on results recorded for the coursework.

MEETING A DEADLINE

- All work **MUST** be handed in on the due date.
- Failure to meet the due date may result in "Not Achieved".
- For oral assessments (such as a speech or presentation of a project) students will be given at least three days notice of their place in the speaking order. Failure to be in class on that day or failure to be prepared for that piece of speaking will be treated as a missed deadline.
- If there are special circumstances as to why work cannot be handed in by the due date, an extension can be requested before the due date. An Extension Application form is available from course teachers or the HOD. Recognition for an achievement grade may be applied for as outlined above.

DISHONEST PRACTICE / MISCONDUCT

- Handing in another person's work and pretending it is your own (plagiarism) is a very serious form of misconduct which will not be tolerated. This includes copying another student's work, allowing someone to copy your work or copying from resource material without identifying the source.
- Communicating with someone else in any way during a test or exam is also considered misconduct.
- Students are expected to follow the assessment instructions – this includes written and verbal instructions issued as part of the assessment process.
- The following outcomes are possible where dishonest practice or misconduct is proven:
 - i. Warn or censure the student
 - ii. A Not Achieved grade awarded
 - iii. In either case, all or part of the candidate's results may be cancelled.
- A letter will be sent home informing parents of the situation.
- Staff need to be able to monitor the progress of your work to prove authenticity – attendance in class and meeting milestones are particularly important to enable authenticity to be verified.
- When handing in assignments you need to sign the Authenticity Sheet.

APPEALS

If a student feels that the grade given is incorrect, or was adversely affected by circumstances beyond their control they should query the matter with the subject teacher as soon as the work is returned. If the matter remains unresolved then see Mr Winn about the following procedure:

- Put the concern in writing on an 'Appeal Request Form' available from the Mr Winn. This must be done within 5 (five) school days of receiving the work back from the teacher.
- For internal assessments, the Appeals procedure is:
Subject teacher ⇒ HOD ⇒ NZQA Principal's Nominee (Mr Winn) for final decision.
Using an outside expert to verify the grade may form part of the final decision-making process.
- For external assessment all students will receive their answer booklets after marking and will be able to request a reconsideration or review of their external assessment through NZQA. Information and deadlines are included by NZQA with the returned papers.

ASSESSMENT OPPORTUNITIES

- Where practicable, **one** further opportunity to sit a standard may be offered. This will depend on the nature of the task and when in the year the assessment activity is being done.
- Students who fail to undertake the initial assessment with no adequate excuse may not be able to attempt a later assessment opportunity.
- The *Course Information Leaflet* will indicate what assessment strategies will be used in each course including whether a further assessment opportunity will be offered.
- Resubmission may be offered so small errors can be corrected before feedback is given to the class.

MARK RECORDS

- Subject teachers will keep a record of the grades you obtain.
- A record of your grades will be made available through SMS Student on e-LynC. Students should check this to ensure no error has been made in the transfer of grades. (verification)
- All students should keep an accurate record of the standards and grades as they are achieved.

RETAINING WORK.

- Teachers may need to take back work for moderation purposes.
- It is essential that students file all returned work and keep it safely until the end of the year.

ENTRY FEES

NZQA have set the entry fees at \$76.70. (International students pay a higher fee)

FINANCIAL ASSISTANCE

The school will process applications for financial assistance and forward them to NZQA. This must be done on the official form and handed in by the due date (before the end of Term 2.) See Mr Delgrosso.

SPECIAL ASSESSMENT CONDITIONS

If you require special assistance to complete assessment activities (internal or external) this will be offered to you through the Learning Support Department. You must ensure an application is made in writing - NZQA requires this before the end of Term 1. After this date any problems related to sitting external exams will be dealt with through the 'derived grade' procedures.

ADVICE TO STUDENTS:

You are advised to:

- **Plan** carefully for your assessments. e-LynC has an assessment calendar that allows you to see all the assessments timed for each week.
- **Prepare** fully for each assessment. Attendance at class and completion of coursework is the best preparation. Make sure you have a copy of the criteria for each standard so you know what is expected.
- **Monitor** your progress by recording your results – there is space in your Course Information leaflet. If you have any concerns about your progress talk to your teacher before the assessment or discuss it with the Dean or the Academic Advisor.
- **Look ahead** to your future pathways into tertiary study, trade training/apprenticeships or a job. University Entrance criteria are listed below. Make an appointment to see the Careers Advisor, Mrs Keir, about requirements for the sort of courses or job opportunities you want.

CHECK THAT YOU HAVE:

- ✓ A **Course Information Leaflet** for each subject you are doing – refer to the files in the e-LynC course for each subject (www.moodle.lynfield.school.nz)
- ✓ Logged on to e-LynC for SMS Student and Assessment Calendar.
- ✓ A **NZQA login/password** to check entries and results (after May).

UNIVERSITY ENTRANCE

You will qualify for entrance to any New Zealand University in 2017 if you have:

- gained Level 3 NCEA Certificate - 60 credits at Level 3 and 20 credits at Level 2 or higher.
- a minimum of 14 credits at level 3 or higher in each of **three subjects from the approved subject list** (see below).
- a minimum of 10 credits of level 1 or above Numeracy standards (ie gained Level 1 NCEA)
- a minimum of 10 credits at level 2 or higher in **Literacy** from English or Te Reo Maori; 5 credits must be in **Reading** and 5 credits must be in **Writing**. The literacy credits will be selected from a schedule of approved achievement standards. These may include two specific Level 4 English for Academic Purposes unit standards.



University of Auckland Academic English language requirement - 17+ Level 2 (or above) credits in ENGLISH.

If this requirement is not met an additional English course must be completed at the University of Auckland in 2016.

APPROVED SUBJECT AREAS:

The list of approved subjects for entrance to university (NZQA 2014):

- At least three subjects used for the University Entrance qualification must be from this list as detailed above.
- Specific Achievement Standards are designated for each 'subject' - check on e-LynC.

Accounting (including 13COM)	Earth and Space Science	Music
Biology	Economics	Painting
Business Studies	Education for Sustainability	Photography
Calculus	English	Physical Education
Chemistry	Geography	Physics
Chinese	German	Printmaking (Practical Art)
Classical Studies	Health Education	Processing Technologies
Construction & Mechanical Tech.	History	Science
Dance	History of Art	Sculpture (Practical Art)
Design (Practical Art)	Home Economics	Statistics
Design & Visual Communication	Japanese	Technology
Digital Technologies	Mathematics	Te Reo Māori
Drama	Media Studies	Te Reo Rangatira

For further information - contact **Mr R. Winn** through the school office (6270600)

or

access the **NZQA web** site <http://www.nzqa.govt.nz>

or

access e-LynC / SMS Student – <http://moodle.lynfield.school.nz>

