



LYNFIELD COLLEGE

YEAR 13

STUDENT ASSESSMENT GUIDELINES 2020

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

NCEA

During the year most Year 11, 12 and 13 students will be working towards a **National Certificate of Educational Achievement (NCEA)** at Level 1, 2 or 3. These assessments will be marked in a style called **Standards Based Assessment (SBA)**. 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 to gain credits towards a qualification. You will be awarded credits if you gain an Achieved (or higher).

- For **Achievement Standards**, there are four possible grades that you can be awarded: Achieved with Excellence (**E**), Achieved with Merit (**M**), Achieved (**A**) and Not Achieved (**N**)
- Achievement standards can be assessed in two ways: **Internal or External**. **Internal Standards** will be assessed in school throughout the year, either by assignments, portfolios, in class tests or school exams. These are marked by your teachers. **External Standards** are mostly assessed at the end of the year at school during the NCEA external exams. These are not marked by your teachers. All external exam papers are returned to students in mid-January
- Some courses do not have any externally assessed Achievement Standards
- For **Unit Standards**, there are two possible grades that can be awarded: Achieved (A) and Not Achieved (N) **Please note: All Unit Standards are internally assessed.**

Credits required for a certificate at Levels 1, 2 or 3

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 <i>+ 20 from Level 1 + Level 1 literacy and numeracy requirements</i>
Level 3	80 credits	At least 60 credits from Level 3 <i>+ 20 from Level 2 + Level 1 literacy and numeracy requirements</i>

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 Merit or Excellence if 14 credits are gained at that level or higher, with at least three of these credits from both internal and external standards (except 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. They are identified in each course in the Senior Course Information Booklet and in the Course Information Leaflets.

Please note: NCEA Certificates do NOT have to be completed in any one year.

UNIVERSITY ENTRANCE

You will qualify for entrance to any New Zealand University in 2019 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 higher in **Numeracy**, i.e. gained NCEA Level 1
- 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**. These literacy credits will be selected from a schedule of approved Level 2 or 3 Achievement Standards that may be offered in subjects that include Accounting, Biology, Business Studies, Chemistry, Dance, Economics, English, Geography, History, Maori and Sports Science. 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.

APPROVED SUBJECT LIST

The list of approved subjects and standards for entrance to university:

- 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': <https://goo.gl/ACI04L>

Accounting	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

ASSIGNMENTS/INTERNAL ASSESSMENTS

- All students doing the same assignment will receive the same amount of time in which to complete the assessment.

MEETING A DEADLINE

- All work **MUST** be submitted on or before the due date
- The deadline will be indicated on the assignment. It is *the student's responsibility* to make sure their work is submitted by the deadline
- Failure to meet the due date may result in **'Not Achieved'**
- If there are special circumstances that means work cannot be submitted by the due date, an extension can be requested before the due date. A valid reason is needed to be granted an extension. (e.g. medical, bereavement, representing NZ; NOT an overseas holiday). Please note, for practical assessments and experiments, it may not always be possible for an extension to be granted. An Extension Application form is available from the subject HoD or the Principal's Nominee (Ms Harris).

TESTS

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

RECOGNISING ACHIEVEMENT and DERIVED GRADES

- When a student misses an assessment 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 Head of Department within **five (5)** days of the missed assessment activity
- The HoD will make a recommendation to the NZQA Principal's Nominee (**Ms Harris**, Deputy Principal) 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 by the NZQA deadline. Evidence will be based on the results recorded from the School Exams for that External Standard.

BREACH OF THE RULES OF ASSESSMENT

Breaking assessment rules and misconduct is taken very seriously. Students are expected to follow written and verbal instructions.

This includes:

- Submitting another person's work and pretending it is your own (plagiarism) 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
- Inappropriate use of a mobile phone or device (this includes having the phone on their person and not switching them off)
- Taking notes and handouts into an exam
- Students are expected to follow the assessment instructions – this includes written and verbal instructions issued as part of the assessment process
- The course of action *could also* include some or all of the following if a breach is proven:
 1. A warning
 2. A result of **'Not Achieved'**
 3. Reported to NZQA
 4. Resubmitting the work under the HoD's or PN's supervision
 5. Information being passed on to the HoD's of other option classes
 6. Work in other parts of the subject re-evaluated
 7. work in other subjects re-evaluated
- Parents/Caregivers will be informed of the situation and the breach will be recorded on KAMAR
- 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 assessments you need to sign the Authenticity Section on the front of the coversheet.

APPEALS

When assessed work is returned to students, teachers will go over the way in which it has been marked and students will be asked to sign that they agree with the grade and accept it. If a student feels the grade given for an assessment is incorrect, they should query the matter with the subject teacher as soon as the work is returned. If the matter remains unresolved then the student should see the Principal's Nominee about the following procedures:

- Put the concern in writing on a 'Grade Appeal Form'. This form is available from the Principal's Nominee (a copy is also at the end of this guide). This form must be **completed within 5 school days of receiving the work back** from the teacher
- For internal assessments, the Appeals pathway is: Subject teacher – HOD - NZQA Principal's Nominee (Ms Harris) for final decision
- Using an outside expert to verify the grade may form part of the final decision-making process
- For external assessments, all students will receive their answer booklets after they have been marked 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.

Students may also appeal if they think that an assessment rule has been broken. For example, other students being given extra time for no good reason after they handed work in on time.

ASSESSMENT OPPORTUNITIES

- In some subjects and where practicable, **one** further opportunity to sit a standard **may** be offered. (This is a reassessment opportunity where a new equivalent task is created.) This will depend on the nature of the task and when in the year the assessment activity is being done
- Resubmission may be offered at grade boundaries so small errors can be corrected before feedback is given to the class

- Students who fail to undertake the initial assessment with no adequate excuse will 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.
- Students should try their best to achieve University Entrance within their subject courses during the current academic year.
- There may also be limited opportunities available to complete a standard or have a further assessment opportunity in Maths, Health and Technology. This requires Head of Faculty approval.
- Students who want the opportunity to complete extra standards can enrol with Te Kura Summer School. This offer is free of charge. Please note, Te Kura do not offer all standards in all subject areas.

VERIFICATION OF RESULTS

- When an assessment is returned to a student, they will be asked to verify and sign a print out of their result, to verify that it matches the result that will be sent to NZQA.

RETAINING WORK

- Teachers may need to retain a copy of a student's work for moderation, copyright or authenticity purposes
- It is advisable to file all returned work and keep it safely until the end of the year.

RECORD OF ACHIEVEMENT (RoA).

Students in Years 12 and 13 *who ordered an RoA* online should have received an **Interim Results Notice** in January. To request the annual free copy of the RoA, learners need to make a request by logging on through the online Learner Login area.

LEARNER LOGIN

Students can register themselves on the NZQA website. Go to www.nzqa.govt.nz and click on LOGIN.

You will need to know your **National Student Number (NSN)**, your **date of birth** and think of a User Name and a password *that you will remember!*

Once you have registered, you can check on your details and results throughout your senior school years as they become available. Your NSN will stay the same all through your schooling, and after school. Try to remember your User Name and Password – **put them on your phone!**

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.

PRIVACY ACT

All your assessment results are confidential to you and your teachers. Unless you give permission, they should not be told to any other student. If you are concerned with breaches of your privacy, you should talk to the teacher concerned, the Head of Faculty/Department, or Ms Harris.

ADVICE TO STUDENTS

- **PLAN** carefully for your assessments. The student portal has an assessment calendar that allows you to see the assessments for each course.
- **PREPARE** fully for each assessment. Attendance in class and completion of coursework is the best preparation. Make sure you have a copy of the achievement criteria for each standard, so you know what is expected.
- **MONITOR** your progress by looking on the student portal or using your NZQA login. 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 Mrs Keir, our Careers Advisor, about requirements for the type 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 student portal for each subject
- Logged on to the student portal for Student Assessment Calendar
- A **NZQA login/password** to check entries and results

For further information contact Ms Sandy. Harris (Deputy Principal and Principal's Nominee) through the school office 627 0600 Ext: 709 or access the NZQA website <http://www.nzqa.govt.nz> or NCEA apps on  or  Google play

GRADE APPEAL FORM

PART A: STUDENT TO COMPLETE

Student's name: Form Class:

Standard reference number, (i.e. AS 90123):

Subject: Teacher: HoD:

Date sat: Result: *(please tick one)* N A M E

The reason(s) for my appeal are: *(continue overleaf if necessary)*

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Evidence to support my appeal is: *(continue overleaf if necessary)*

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Signed: Date:

When you have completed and signed PART A, take the form to the Head of Department. If the HoD is your teacher, you may take it to the Principal's Nominee (Ms Harris) instead.

PART B: HoD TO COMPLETE

Action taken: *(continue overleaf if necessary)*

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After careful consideration, my judgement as to the grade is: N A M E

Signed: Date: