



LYNFIELD  
COLLEGE

## YEARS 11, 12 AND 13 ASSESSMENT GUIDELINES 2025

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

### NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)

During the year most Year 11, 12 and 13 students will be working towards a **National Certificate of Educational Achievement (NCEA)** at Level 2 or 3. Lynfield College does not offer a Level 1 Certificate as all Year 11 students will be working towards gaining a Level 2 Certificate over two years. Students in Year 11 will have one 'Lynfield' or NCEA assessment in each subject, once a term. Each Year 11 course will offer one NCEA assessment at either Level 1 or Level 2, worth credits.

- Students' work is evaluated using a method called **Standards Based Assessment (SBA)**. Each course has a set of Achievement or Unit Standards which award **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 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) for students who get all aspects correct and Not Achieved (N) *Please note: All Unit Standards are internally assessed.*

### Credits required for a certificate at Levels 2 or 3

Level 2	80 credits	At least 60 credits from Level 2 or higher + the 20-credit co-requisite (literacy and numeracy requirements)
Level 3	80 credits	At least 60 credits from Level 3 + the 20-credit co-requisite (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 Achieved, 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 LEVEL 1 LITERACY AND NUMERACY REQUIREMENTS

The literacy and numeracy requirements of the NCEA (Reading, Writing and Numeracy) are separate from the Certificate. All learners need to achieve a 20-credit co-requisite specific to literacy and numeracy. Students will be entered for the literacy and numeracy standards when they are deemed ready, and

students will have multiple opportunities to sit these assessments. Further information may be found at <https://www2.nzqa.govt.nz/ncea/subjects/litnum/>

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

## COURSE ASSESSMENT OUTLINE

Students will receive an assessment outline for each course at the start of the year.

It will include the following information:

- The level of the course
- The Standards to be assessed
- Details of which Standards are internally assessed, and which are externally assessed, and approximately when the assessments occur
- Procedures for authenticity of internally assessed standards
- Whether further assessment opportunities exist.

## VOCATIONAL PATHWAYS AWARDS

Vocational Pathways is a tool that helps students to see how their strengths, interests and achievements relate to future study options and job opportunities. To earn a Vocational Pathway Award a student needs to achieve:

- NCEA Level 2, including all the NCEA Level 1 literacy and numeracy requirements
- 60 recommended assessment standards (including 20 sector-related standards from the same sector pathway).

A student can achieve more than one Vocational Pathways Award.

## UNIVERSITY ENTRANCE

To be awarded UE you will need:

- NCEA Level 3 - 60 credits at Level 3
- 14 credits at Level 3 in each of **three subjects from the approved subject list** (see below)
- 10 Literacy credits at Level 2 or above, made up of:
  - 5 credits in reading
  - 5 credits in writing.
- 10 Numeracy credits at Level 1 or above, made up of:
  - Co-requisite Level 1 Numeracy unit standard 32406 or Te Pangarau unit standard 32412, or
  - Certain achievement standards.

<https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance>

**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 FOR UNIVERSITY ENTRANCE

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://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

## SUBJECTS OFFERED AT LYNFIELD COLLEGE

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

## CALCULATIONS USED FOR DUX

DUX will be calculated using a GPA (E = 4, M = 3, A = 2) of NCEA results. Only results that count towards a NCEA certificate will be used (not Scholarship, or University). For each year level the following will apply:

- Year 13 best 5 Level 3 subjects, with at least 3 results
- Year 12 best 6 Level 2 **or above** subjects.
- For external standards, the practice exam grade will be used in calculations
- If students have taken a subject a year in advance, then the external results they gained will count.

## IMPORTANT INFORMATION

You must ensure you understand the assessment rules applying to each course you are taking. These rules are outlined below:

## ASSIGNMENTS/INTERNAL ASSESSMENTS

- 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 mean 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 (an overseas holiday is NOT a valid reason). Please note, for practical assessments and experiments, it may not always be possible for an extension to be granted. The purpose of an extension is to finish off parts of the assessment, not to complete an entire assessment.

A link to an Extension Application form link will be shared by teachers in course information booklets and on Google Classroom.

## 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. If this is not possible a Paper A or Paper B will be used.

## 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.

## DERIVED GRADES

Instructions for applying for a **Derived Grade** for externally assessed Achievement Standards are provided by NZQA. The application form can be downloaded from the NCEA website or collected from the school office. A medical professional needs to complete a section of the form. Completed applications must be handed to the Principal's Nominee (Ms Moss) by the NZQA deadline set by NZQA each year

Derived grades may be available for illness, bereavement or a family crisis; For Aotearoa New Zealand representation (e.g. sport), the derived grade must be applied for in advance.

The derived grade will be based on evidence the school has collected during the year, usually from school exams. This grade is only provisional as NZQA will make the decision as to whether a derived grade is awarded.

<https://www2.nzqa.govt.nz/ncea/ncea-for-teachers-and-schools/managing-national-assessment-in-schools/derived-grades/>

## BREACH OF THE RULES OF ASSESSMENT

***Breaking assessment rules and misconduct is taken very seriously.*** Students are expected to follow written and verbal instructions and conduct themselves in a safe and appropriate manner in assessments.

***These include:***

- 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/or not switching them off)
- Inappropriate use of AI
- 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:
  - A warning
  - A result of '**Not Achieved**'
  - Reported to NZQA
  - Resubmitting the work under the HoD's or Principal Nominee's supervision
  - Information being passed on to the HoD's of other option classes
  - Work in other parts of the subject re-evaluated
  - 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 a student will 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, for final decision. Using an outside expert to verify the grade may form part of the final decision-making process
- 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
- The school appeal process means that the students work will be completely remarked. This means that the grade could stay the same but could also be higher or lower than the original grade.
- The NZQA appeals process allows students to request a reconsideration or review of their external assessment through NZQA. Information and deadlines are on the NZQA website. Students will be able to access their scanned external exams online in mid-January. NZQA do not return hard copies of exam papers.

## REASSESSMENT OPPORTUNITIES

In some subjects and where practical, one further opportunity to sit a standard may be offered. (This is a 'further reassessment opportunity' where a new equivalent task is created.) Conditions for a reassessment may vary depending on the nature of the task.

## RESUBMISSION

A resubmission opportunity may be offered when a minor error prevents an 'Achieved' grade being reached. Resubmissions should be able to be completed in a short time frame and without further teaching. A resubmission will provide an opportunity to move a grade boundary from 'Not Achieved' to 'Achieved'.

The Course Information Leaflet will indicate what forms of assessment will be used in each course, including whether a further assessment opportunity will be offered.

## VERIFICATION OF RESULTS

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

## LEARNER LOGIN

Students can register themselves on the NZQA website. Go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and click on LOGIN.

Students will need to know their National Student Number (NSN) and date of birth. They will be asked to create a User Name and a password. Students are advised to use their personal email for this so that you can access it once you leave school.

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 Deputy Principal for Assessment.

## 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 Mr Christie, our Careers Advisor, about requirements for the type of courses or job opportunities you want.

## YEAR 11 'LYNFIELD ASSESSMENT'

Additionally to the 'Lynfield' and NCEA assessments, each Year 11 course will have a mid-point tracking grade reported to students and parents once a term. This grade is based on Overall Teacher Judgement (OTJ) which could include participation in learning activities, homework, diagnostic and/or formative assessments, etc.

The OTJ will be one of:

- Making expected progress
- Below expected progress
- Well below expected progress

## 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, do digital exams, see results and have papers returned.

**FOR FURTHER INFORMATION CONTACT:**

**NZQA website** <http://www.nzqa.govt.nz>

**Mr Elliot Dye (Deputy Principal for Assessment) 627 0600, Ext. 709**

**Ms Jennifer Moss (Principal's Nominee) 627 0600 Ext. 709**

**Mr Neil Waddington (Academic Advisor) 627 0600 Ext. 744**

**Mr Russell Christie (Careers Advisor) 627 0600 Ext. 727**

## 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 Moss) instead.**

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### 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: .....



