



# National Certificate of Educational Achievement

# NCEA Student Handbook 2026



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## Introduction

NCEA is New Zealand's national secondary school qualification and provides students with pathways to tertiary education and workplace training.

This year you will be gaining qualifications through standards at NCEA Level 1, 2 or 3 in all subjects. You may also work towards other National Certificates, such as those in Travel and Tourism or Careers. Your credits can be applied towards more than one qualification.

This booklet contains guidelines that will help you to achieve success this year.

During the year, your teachers will be collecting evidence that shows that you have achieved the standards, so it is important that systems for assessment are consistent and fair.

It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all the internal assessments (e.g., practical activities, briefs, tests, and assignments) that provide evidence that you have reached the standards. They also apply to practice exams and to work that you complete for other external assessments like portfolios.

All student data and work are covered by the Privacy Act. No data or work completed by any student, will be shown to other students without the express permission of the student concerned.

Students and their parents or caregivers are welcome to contact Mrs Leishman (*Principal's Nominee*) [c.leishman@sanctamaria.school.nz](mailto:c.leishman@sanctamaria.school.nz) at any time if they wish to discuss issues with respect to assessment.

C. Leishman  
NZQA Principal's Nominee  
[c.leishman@sanctamaria.school.nz](mailto:c.leishman@sanctamaria.school.nz)

## National Certificate of Educational Achievement (NCEA)



### WHAT IS NCEA?



Year 11, 12 and 13 students will be working towards the qualification called NCEA, which stands for National Certificate of Educational Achievement.

There will be three levels:

- Level 1 NCEA
- Level 2 NCEA
- Level 3 NCEA

### Evidence Collected

This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations, and essays. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in Art, DVC and Digital Technology.

Achievement Standard Outcomes	Unit Standard Outcome
Achieved with <b>Excellence</b> = E	<b>Achieved</b> = A
Achieved with <b>Merit</b> = M	
<b>Achieved</b> = A	

### Common Assessment Activity (CAA)

In order to gain an NCEA Certificate at any level, there are 3 Standards which must be achieved.

They are:

Reading    Writing    Numeracy

These standards are administered on dates prescribed by the NZQA. At Sancta Maria College, all students who have not yet achieved these standards will be given the opportunity to sit the CAAs in May and/or September. They are digital examinations.

***Note that any Level 1 or 2 standards used towards the Literacy or Numeracy co-requisite do not count towards your Level certificate.***

### To Gain Level 1 NCEA you need

60 credits minimum at NCEA Level 1 or higher **and** the Literacy and Numeracy co-requisite (10 Literacy credits (English or Te Reo Māori) and 10 credits Numeracy (Mathematics, Pangarau))

NCEA Level 1 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence

### To Gain Level 2 NCEA you need

60 credits at Level 2 (or above) **and** the Literacy and Numeracy co-requisite

NCEA Level 2 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 2 Endorsement with Excellence	= 50 credits at Excellence

### To Gain Level 3 NCEA you need

60 credits at Level 3 **and** the Literacy and Numeracy co-requisite

NCEA Level 3 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 3 Endorsement with Excellence	= 50 credits at Excellence

### SUBJECT ENDORSEMENTS

Each subject a student takes may be available for a course endorsement. This recognises high quality results across the majority of standards in that subject. You can get a subject endorsed with Merit or endorsed with Excellence. Students need to pass at least one external standard in examinable subjects to gain endorsement. This is to demonstrate students are competent in both forms of assessment. The exceptions are Physical Education, Religious Education and Visual Arts L3 where achievement in an external standard is not required. To gain a subject endorsement you need at least 14 credits or above at Merit or Excellence.

<b>Excellence Endorsement:</b>	14 or more Excellence credits
<b>Merit Endorsement:</b>	14 or more Merit and or Excellence credits

## Academic Honours

In Term 1 at the start of every academic year, we celebrate our student’s academic achievements with a prestigious Academic Honours badge ceremony. This is where each child that has achieved the following in their NCEA results will be awarded a badge to match their outstanding NCEA achievement.

### LEVEL 1 SANCTA MARIA COLLEGE ACADEMIC HONOURS

NCEA Level 1 Academic Honours - GOLD	= 50 credits at Excellence
NCEA Level 1 Academic Honours - SILVER	= 50 credits at Merit and/or Excellence

### LEVEL 2 SANCTA MARIA COLLEGE ACADEMIC HONOURS

NCEA Level 2 Academic Honours - GOLD	= 50 credits at Excellence
NCEA Level 2 Academic Honours - SILVER	= 50 credits at Merit and/or Excellence

### LEVEL 3 SANCTA MARIA COLLEGE ACADEMIC HONOURS

NCEA Level 3 Academic Honours - GOLD	= 50 credits at Excellence
NCEA Level 3 Academic Honours - SILVER	= 50 credits at Merit and/or Excellence

## Academic Honours – Scholars Badge

### LEVEL 1 SANCTA MARIA COLLEGE ACADEMIC HONOURS – SCHOLARS BADGE

NCEA Level 1 Academic Honours <u>SCHOLARS BADGE</u>	<p><b>= Minimum FOUR SUBJECTS with Excellence Endorsement</b>                  Students will gain an <b>endorsement</b> for a <b>course</b> if, in a single school year, they achieve: 14 or more credits at Excellence, and at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards.</p>
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### LEVEL 2 SANCTA MARIA COLLEGE ACADEMIC HONOURS – SCHOLARS BADGE

NCEA Level 2 Academic Honours <u>SCHOLARS BADGE</u>	<p><b>= Minimum FOUR SUBJECTS with Excellence Endorsement</b>                  Students will gain an <b>endorsement</b> for a <b>course</b> if, in a single school year, they achieve: 14 or more credits at Excellence, and at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards.</p>
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## Entrance to New Zealand Universities (University Entrance UE)

### University Entrance requirements

To be awarded UE, you need:

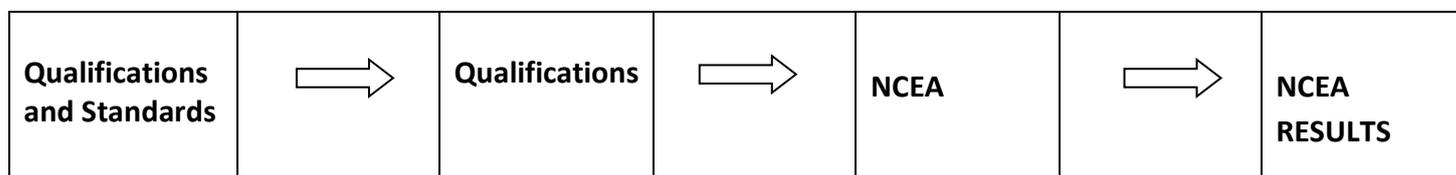
- NCEA Level 3
- 14 credits at Level 3 in each of 3 approved subjects
- 10 Literacy credits at Level 2 or above, made up of:
  - 5 credits in reading
  - 5 credits in writing.
- 10 Numeracy credits at Level 1 or above, made up of:
  - co-requisite Level 1 Numeracy unit standard 32406 or Te Pāngarau unit standard 32412, or
  - certain achievement standards.

Wherever possible, you should continue your mathematical studies beyond this foundational level to keep your future pathways open. University Entrance numeracy requirements are a minimum for entry to university-level study, and some degrees have specific prerequisites from Level 3 Mathematics standards.

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

#### Results Information

For detailed information go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and follow these tabs (below).



## National Student Number (NSN)

All students have an NSN. This is used as a personal identity number when you complete internal and external assessments for NCEA. This number will be given to you on your examination admission slip, which you need to keep safe, as you must use this for entry into your final examinations. Once you log onto NZQA <http://www.nzqa.govt.nz/login/> keep your password in a safe place.

## Registering for Learner Login on the Web

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Assessment-and-moderation/MNA-in-schools/PN-Seminars/2020-LNA-Seminar/The-Student-login.pptx>

Once you have received your NSN number you will be able to register on the NZQA website to receive your results <http://www.nzqa.govt.nz/login/>, look at your Record of Achievement (RoA) and also make a request to receive an Official Record of Learning sent to you. You may have one of these per year free of charge.

## NCEA Results Notice

In January, you can access a Results Notice which provides results for internal and external assessments from the previous year. These results are available online, but hard copies can be ordered before the 31<sup>st</sup> December of the year in which the results were obtained.

## Record of Learning and Certificates - School Results Summary (SRS)

The SRS lists all the results for all the standards that a student attempted, including those Not Achieved. It also lists all the qualifications, endorsements and scholarships that you gained while at school, and has a summary of credits by course and by level.

This can be downloaded from the NZQA website through your secure log in.

## NCEA or University Entrance (UE) Certificates

You are entitled to one free NCEA or UE certificate (provided you have paid the relevant NCEA fee). Any more copies will cost \$15.30 each (*may be subject to change*). You can order online.

## NCEA Results released to Universities and Polytechnics

In January, NZQA will send all NCEA Level 2, Level 3 and University Entrance results that have been authorised for release to all New Zealand and some Polytechnics. This helps these institutions to process enrolments quickly.

## School Statistics

To see how well a school, group of schools, or other groups of students have achieved in NCEA, go to Secondary School Statistics from the NZQA website.

## Quality Assurance

To ensure that grade decisions at Sancta Maria College are consistent with those at other schools around the country, a system of internal moderation is established. This means that your teachers' critique the assessment materials before use, verify a sample of grade judgments and keep up their professional development. National moderators also check a sample of the student work marked in every subject at Sancta Maria College. This process ensures that the standards in our college are fair and equal to those of other schools.

### Special Assessment Conditions (SAC)

The Head of Learning Support ensures that students who require Special Assessment Conditions (SAC) have these available. At the start of each year, they will notify subject teachers of any student who requires SACs. Students are encouraged to speak with their teacher prior to any assessment to confirm that the SAC has been arranged and where it will take place. If parents are concerned about their child's assessment conditions they should contact HOD Learning support or the Principal's Nominee.

By receiving SACs, students will be provided with valid and fair assessment conditions consistent with the assistance they could have as part of their learning environment.

### Course Outlines (Assessment Statement)

You will receive a course outline for every NCEA subject you take from each teacher. These outlines are very important. The course outlines will include important information about your course, credits available, whether they are internal or external standards and other crucial information.

If you misplace your copy, please request another copy from your Subject Teacher.

## Assessment Processes

### Resubmissions

For internally assessed standards, if you have gained a Not Achieved grade but you are very close to an Achieved grade boundary, you **may** be given an opportunity to correct simple errors or omissions in the assessed work to improve your grade. This is called a resubmission (resub). Note - no further learning opportunities will be provided and the highest grade possible on a resubmission is an Achieved grade.

A resubmission opportunity would only be offered where a teacher judges that a mistake has been made by the student, **which the student should be capable of discovering and correcting themselves**. For example, the student may have handed in the assessment but may not have made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment. The NZQA regulations around this are as follows:

- the resubmission could be verbal or written.
- the resubmission is limited to specific aspects of the assessment and no more than one resubmission opportunity will be provided
- the resubmission will take place **before** the teacher gives any feedback to the whole class (or any student) on the work done.
- will be closely supervised to manage authenticity

### Reassessment

If a student has gained a Not Achieved grade, they may be entitled to a reassessment.

In this case, a completely new task will be given to the student **after additional teaching and learning has taken place**. This could include a new test, a new writing topic or a new research topic. The student will be able to gain a grade at any level. In some subject areas and for some internal assessment standards, a further assessment opportunity is not offered for practical reasons. If it is not manageable to offer a further assessment opportunity, students will be advised from the outset.

### Appeals

Students may appeal any assessment decision about internal assessment.

If the appeal is about a grade or assessment decision made in a subject the appeals pathway is from students to their subject teacher, to the Head of Department (HOD), and then to a Deputy Principal. If an appeal results in any change to the application of the judgment criteria for the standard, the change will be applied to all student work.

The procedure is as follows:

1. The teacher allows students to check that they agree with the results or decision given. If a student thinks that work has been incorrectly graded, they can ask the teacher to reconsider.
2. The teacher will explain the result and make any necessary alterations. If the assessment marking was done by another teacher in the department, that teacher will be consulted.
3. If a student is unhappy with the teacher's explanation, they may appeal to the Head of Department (HOD) for reconsideration. This must be done **within five school days** of the work being handed back.
4. If the student disagrees with the Head of Department's (HOD's) decision, they may ask the Principal's Nominee, Mrs C. Leishman, to consider the case. An Appeals form must be completed (see Appendix)

## Change of Assessment Date / Missed Assessment

Accumulated evidence for the particular standard being assessed can be used to determine a grade, if the **absence or missed deadline is justified**.

OR - **Not Achieved** can be given if sufficient evidence is not available.

If a student cannot hand in an assignment on time or do an in-class test or practical activity on the day, then they must apply to the Principals Nominee as soon as they know they will be absent.

Valid reasons for requesting an extension of time or a new assessment date are:

- **Illness/Sickness**: A medical certificate with the completed Change of Assessment Date form should be supplied. Students may access the Change of Assessment Date form at the back of this student handbook or from the Student Centre.
- **Family trauma**: a note from the caregiver, counsellor or Kaihautū must be supplied.
- **Sporting/cultural activity**: This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.

In **ALL** cases a Change of Assessment Date form should be submitted to the Principal's Nominee.

**Where possible, this form should be completed prior to an assessment.** Requests for extension of time must be made before the due date.

Based on the information presented in the 'Application Change of Assessment Date', the Principal's Nominee may decide to:

- grant an extension
- set a new assessment date
- deny the application and award no credit for the standard(s) concerned

## Application Steps

1. Go to the student centre and collect a change of assessment date application form.
2. Complete the form and attach necessary documentation (Eg: Medical Certificate, letter)
3. Give the Change of Assessment application form to your subject teacher.
4. Teacher signs the form, completes date for extension, and completes recommendation section and gives back to student who is applying for extension.
5. Student hands in form and meets with the Principals Nominee.
6. Principals Nominee will make a decision within a short period (3 working days).
7. A copy of the Application Change of Assessment Date (Late, Extension, and Missed Assessment) form will be given to the student.
8. Student must show this form to their subject teacher with the decision/date made by the Principal's nominee.

If you do not sit the assessment at the correct time, the only people that can grant an extension is a Deputy Principal- Curriculum and Principal's Nominee

## Missed Deadlines and Assessments – Common Questions

### *What to do if...*

#### **I have an assessment today, or an assignment is due, but I am too sick.**

1. Phone your Kaihautū straight away to tell them. Leave a message if you have to.
2. You must go to your doctor and get a Medical Certificate.
3. Once back at school you need to get a Change of Assessment Date and Missed Assessment form and fill it in. (This form can be obtained from Principal's Nominee or the Student Centre)
4. Attach a copy of the Medical Certificate to the Form
5. Hand the completed form and medical certificate to the Principal's Nominee
6. The Principal's Nominee will make a decision within a short period of time.
7. You may be awarded a grade if your subject teacher has recorded evidence that you met all the criteria of the standard in other authentic work.

#### **I have an assessment today, but there's been an accident or some family emergency or trauma.**

1. Phone your Kaihautū as soon as you are able to. Leave a message if you have to.
2. When you return to school you must bring a note from your parent/guardian and collect the Missed Assessment Form.
3. Complete this form and hand it to the Principal's Nominee. The Principal's Nominee may contact your parent/guardian.
4. You may be given an extension or further opportunity to complete the assessment.

**“I have to hand in this assessment today, but I am too sick to come into school, or there's been some family emergency or trauma.”**

1. Send the assessment to the school office if you can.
2. Email your assessment to your teacher
3. If this is not possible, you will also need to complete a “Change of Assessment Date (Late) form – refer to the back of this handbook.

**“I'm going on a school trip”**

1. You will need to notify the teacher in charge affected **before** the trip. The teacher in charge will decide about your assessment in consultation with the appropriate Curriculum Leader (Head of Department).

**All** in class assessments **must** be completed on the notified day, all assignments handed in on the day notified. Otherwise, A Not Achieved Grade will be recorded unless the correct form is completed. Sometimes you might have to make a decision about which is a priority. Generally, all assessments will have priority over other activities.

**“I'm going on a family holiday? What should I do?”**

1. You must ask permission in writing to Mrs Dianne Blackbourne (Deans Assistant/Attendance Officer) and your year level Dean.
2. Tell your teachers, but be aware that you are very likely to get Not Achieved for assessments you miss.

**No extension can be granted due to a family holiday.**

**“I have tutoring, a music lesson, cultural or sports practice, rehearsal.....”**

- Do the assessment at the correct time. The other things are not as high a priority as your NCEA assessments.

**“I am late handing in my work”**

- Talk to your teacher who will consult with the Curriculum Leader (Head of Department) over whether your work can be accepted - this is likely to be the case only in exceptional circumstances. You must fill in an “Application for Change of Assessment Date (if Late) or Missed Assessment” form.

**“I know I'm going to be late handing it in for a good reason”**

- Ask your teacher for an extension. Fill in the missed assessment/extension form.

**“I lost my USB and my computer or printer has broken down”.**

- You need to be aware that technology can fail at the crucial moment. This is unlikely to be acceptable as a reason for late work. It is your responsibility to guard against losing your work

through technological failure by printing out your work at regular intervals and saving your work on a back-up USB.

If your printer breaks down; print at school.

#### **I chose not to come to that test or hand in that assessment.**

- You will get Not Achieved for that assessment. This is unacceptable and your parents/caregivers will be notified. Your teacher will complete a student Missed Assessment form.

#### **“I have an appointment to sit my driving test”**

- Reschedule your appointment. Non-essential appointments and medical appointments, that can easily be scheduled outside assessment time will not be accepted as reasons for a missed assessment.

If you miss your assessment, you are very likely to get Not Achieved for the assessment you have missed.

## ***Derived Grade for Externally Assessed Standards***

Teachers keep records of student progress toward externally assessed standards. Candidates for externally assessed achievement standards who have suffered from a temporary illness, non-permanent disability or other event close to or during external assessments, which has significantly impaired their performance, may apply for compassionate consideration.

A derived grade is to be given to a candidate who has been clearly disadvantaged through illness or misadventure, or who considers that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control. This includes the death of a family member or close acquaintance, or national representative duties which have prevented them from sitting examinations or otherwise presenting materials for external assessment

Sancta Maria College must provide a grade based on **pre-existing standard-specific evidence for each standard** for which a derived grade is being sought. No derived grade is possible if the school holds no standard-specific evidence. Results from standards assessed in the Practice School Examinations will be used as evidence. Therefore, your school examinations are very important. A poor performance in these will directly impact your Derived Grade result.

## *Authenticity*

### What is Plagiarism?

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

It also includes using another's work, this includes student, parents or family members, friends or a tutor and claiming it as your work.

### Referencing other people's work

Using quotes is an important part of proving points or explaining and providing evidence in your assessments.

You must show when you are using somebody else's work. You can do this by using quote marks “ ”. At university you will need to use a referencing system. APA is one of the most commonly used. It gives credit to any sources you have used in way that is universally understood.

[Add citations and a bibliography - Computer - Google Docs Editors Help](#)

### During a research projects or assignment

You will be expected to provide drafts of your work to your teacher as requested.

Your teacher will ask to see your assignment at regular points during the assignment period. (This is called a milestone check)

Your teacher may give you feedback, or they will simply stamp or date your work as being seen at various points.

Your teacher may ask you to verbally discuss your work.

### When the Assignment is completed

All assignments and internals are checked for plagiarism. This may include plagiarism checkers which checks web based and student-to-student work or may be based on the judgement of the marker with relation to the language and style of writing in comparison to other work you have produced.

All work submitted must be your own. **It is your responsibility to:**

- Keep all drafts and working documents, and hand them in to your teacher if required.
- Keep a record of all resources that you used including handwritten plans and web sites.
- Acknowledge the source of all material in your assignment, citing whether it is from text, electronic material, or people. (refer Bibliography at the end of this handbook)
- Ensure your data is accurate
- Be prepared to discuss your work further with your teacher if required

- Sign the Authenticity Cover sheet to verify that this is your own work.
- Calculators – If a supervised test / exam allows the use of calculators, you must reset the calculator. During the final step of clearing the calculator you must present it to the supervisor as proof this has been done. You must practice clearing / resetting your calculator in advance of any assessment, so you are aware of which settings are changed.

## Authenticity Statement (Cover Sheet)

For every assessment you will be required to sign an authenticity statement to confirm:

- The assignment is my own original work and that I have not copied or plagiarised any work (written or otherwise).
- I have not allowed any other student to view or copy my work. This includes leaving my work accessible to another student without my knowledge.
- I have not used any third party (person or computer generation) to generate any part of this assignment.
- I have identified my source information and that it has been acknowledged in the appropriate manner. i.e reading lists, references, and direct quotations.
- My submission will include drafts and resource materials to the assessor. Failure to do so may indicate the work is not eligible for assessment.
- I understand any evidence to indicate that the submission does not meet this authenticity standard will result in disciplinary action which will make me ineligible for a grade in this standard.

## Breaches of the Rules - Internal Assessment

Sancta Maria College has written procedures for dealing with reported breaches of assessment rules. If there is a question about authenticity, the subject teacher will refer the work through to the Head of Faculty who will in turn refer it on to the Deputy Principal. The student will be given an opportunity to provide an explanation, which may include offering proof of authenticity (drafts etc). Students who are suspected of offering inappropriate help to their peers are also interviewed. The Internal Assessment and Authenticity cover sheets must be used, and the conditions of the assessment adhered to throughout.

The Appeals process may not be used to challenge a decision relating to a breach of Authenticity as the decision will be made only after a full review of the information.

This is the process that is followed when the authenticity of work is an issue:

- The Head of Faculty (HOF)/Head of Department (HOD) will consider the information presented by the subject teacher/ marker which indicates a possible breach of authenticity or plagiarism.

- The Head of Department (HOD) will give the evidence to the Deputy Principal, (in charge of Assessment).
- The Deputy Principal (assessment) and the HOD (or marker) will meet with the student and invite them to answer the allegation. This may include asking for further information. All of the information will be reviewed and a decision will be made.

If found in breach of the assessment conditions:

- The student will lose the opportunity to receive the grade for the standard and may lose any further assessment for the given standard.
- The student, Kaihautū and parents will be informed of the decision.

## 2026 NZQA Examination Timetable

2026 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 10 Nov	AM	Mathematics and Statistics	Geography Latin	Dance	Classical Studies
	PM	Te Ao Haka	Japanese	Digital Technologies Samoan	Media Studies
Wed 11 Nov	AM			English	
	PM	Gagana Tokelau Korean	Te Ao Haka	Cook Islands Māori	Geography
Thu 12 Nov	AM		English		Chemistry
	PM	Physics Earth & Space Science	Chinese	Physics Te Ao Haka	French
CANTERBURY ANNIVERSARY DAY (Fri 13 Nov)					
WEEKEND					
Mon 16 Nov	AM	French	Lea Faka-Tonga Te Reo Māori	Calculus	Samoan
	PM	Te Reo Māori	Chemistry	German History	Statistics
Tue 17 Nov	AM	English			Accounting
	PM	Geography	Dance Korean	Biology	Art History
Wed 18 Nov	AM	History	Art History	Health Japanese	Physics
	PM		Physics	Economics	Psychology
Thu 19 Nov	AM		Mathematics & Statistics	Making Music Spanish	Economics
	PM	Chemistry & Biology	Accounting		Biology
Fri 20 Nov	AM		Biology	Chinese Drama	
	PM	Religious Studies	Cook Islands Māori Drama	Chemistry	Agricultural & Horticultural Science
WEEKEND					
Mon 23 Nov	AM	Japanese	French	Latin Psychology Te Reo Rangatira	English
	PM	Spanish	Business Studies	Agricultural & Horticultural Science	Earth & Space Science
Tue 24 Nov	AM	Commerce	Agricultural & Horticultural Science	Statistics	Te Reo Rangatira
	PM		History	Geography	
Wed 25 Nov	AM	Health Studies	Te Reo Rangatira	Lea Faka-Tonga	Calculus
	PM	Science	Classical Studies	Accounting	Drama
Thu 26 Nov	AM	Digital Technologies	Media Studies	Te Reo Māori	
	PM	Vagahau Niue	Health	Media Studies	Chinese
Fri 27 Nov	AM	Reo Māori Kōki 'Āirani	Economics	Music Studies	Spanish
	PM		Digital Technologies	Art History	History
WEEKEND					
WESTLAND AND CHATHAM ISLANDS ANNIVERSARY DAYS (Mon 30 Nov)					
Tue 1 Dec	AM	Social Studies	Earth & Space Science	Classical Studies	Te Reo Māori
	PM	Lea Faka-Tonga	Music	Home Economics	Digital Technologies
Wed 2 Dec	AM	Agricultural & Horticultural Science	German Social Studies	French	Japanese
	PM	Gagana Sāmoa		Earth & Space Science	Religious Studies
Thu 3 Dec	AM	German	Home Economics	Korean	
	PM	Chinese	Education for Sustainability Samoan	Business Studies	
Fri 4 Dec	AM		Spanish	Social Studies	German

## NZQA Fees – Secondary Education Fees (as of February 2023)

<b>Fees</b>	<b>GST inclusive</b>
International student entry to NCEA standards	\$383.30 per year
International student entry to Scholarship subjects	\$102.20 per subject
<b>Fees</b>	<b>GST inclusive</b>
Search and confirmation of past results	\$25.60
Application for reconsideration of NCEA	\$20.40 per standard
Application for reconsideration of Scholarship paper	\$30.70 per subject
Return of Level 3 Art portfolios to overseas addresses	\$102.20 per portfolio
Issuing a copy of a student's record of achievement or School Results Summary	\$15.30
Reprint of certificates for NCEA Levels 1, 2 or 3	\$15.30
Return of assessment material to overseas addresses	\$30.70
Processing fee for late entries for standards by NCEA secondary school candidates	\$50.00
Arranging a special examination session	Actual cost
Per statement per qualification per year	\$25.60
Flat fee for requests of more than 2 certified statements requested at the same time	\$51.20

## Selected Information from the NZQA Website [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

### Understanding the NCEA

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/>

### Course Endorsements

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/course-endorsement/>

### NCEA Rules and Procedures

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-rules-and-procedures/>

### Results Publication

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/>

### Guide to Online Results

<https://www.nzqa.govt.nz/ncea/ncea-results/results-publication/guide-to-online-results/>

### Reviews and Consideration

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/reviews-and-reconsiderations>

### University Entrance

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

### Approved Subjects for University Entrance

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

### University Entrance to Australian Universities

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/entrance-to-australian-universities/>

### **Literacy Requirements for University Entrance**

<https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>

### **Entrance to Overseas Universities**

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance//entrance-to-overseas-tertiary-courses/>

### **Scholarship**

<http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship>

## **Appendices**

### **Student Internal Assessment Cover Sheet**

Each department will have procedures for authenticating your assessment work.

All students will be required to complete a Student Internal Assessment Cover Sheet for each internal standard they complete. This cover sheet requires you to sign that the work submitted is all your own. It also provides you with important information, such as, whether resubmission, reassessment is possible.



## 2026 NCEA Change of Assessment Date Form

Attach appropriate letters or certificates,

**Where possible this form should be completed prior to assessment.**

Completed copy of this form will be returned to the student and a copy held on file.

### Step 1 – Student to complete – Tick one box.

Extension of Due Date	<input type="checkbox"/>	Change the Assessment Date	<input type="checkbox"/>
Student Missed Assessment	<input type="checkbox"/>	Handed in Late Assessment	<input type="checkbox"/>

### Step 2 – Student to complete – Then hand to Teacher

Student Name:		Homeroom:
Date of Application:		
Standard Number:		
Standard Title:		
Subject:	Level of Course:	Name of Subject Teacher:
Reason for missing assessment: <i>(please tick one and attach necessary documentation)</i>		
<input type="checkbox"/> <b>Illness:</b> Medical certificate or explanation letter from parent, counsellor or dean attached		
<input type="checkbox"/> <b>Family/Personal Trauma:</b> documentation must be attached (letter from parent/counsellor)		
<input type="checkbox"/> <b>School Related /Sporting or Cultural Activity:</b> documentation must be attached (e.g. from coach; teacher in charge; parent/caregiver)		
<input type="checkbox"/> <b>Lateness:</b> reason (e.g. letter from a parent/caregiver)		
<input type="checkbox"/> <b>Other Reason:</b> Explain in Detail written letter from Parent or Counsellor with reason attached.		
Evidence Attached: Parent/Guardian Letter <input type="checkbox"/> Medical Evidence <input type="checkbox"/> Other <input type="checkbox"/>		

### Step 3 – Teacher ONLY to complete – Then hand to Principal's Nominee

Name of Subject Teacher:	Subject Code
Explanation of whether Reassessment/Extension is possible (teacher to complete):	
YES      NO	
Why/Why Not:	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>	
Original Date of Assessment or Due Date:	
New Due Date of Assessment if Approved:	

### Step 4 – Principal's Nominee ONLY to complete

Decision by Principal's Nominee:	
<input type="checkbox"/> Extension Granted: <i>New due date .....</i>	
<input type="checkbox"/> New Assessment Date Granted: <i>New due date .....</i>	
<input type="checkbox"/> A Derived Grade will be used in determining a grade, only if evidence is available.	
<input type="checkbox"/> Application Denied: <i>Reason .....</i>	
Principals Nominee Signature: _____	Date:
The reason for this decision has been explained to me and I accept the decision. Student Signature: _____	Date:



## 2026 Assessment Grade Appeal Application Form

Before an appeal, students should ask their teacher for detailed feedback about the reasons for the assessment decision. If the assessing was done by another teacher in the department, that teacher must be consulted. This Appeal Form must be completed and returned within 5 school days of the return of the assessment grade to the student.

### STEP 1: STUDENT COMPLETES THEN HAND TO PRINCIPALS' NOMINEE

Name of Student			Year Level	Subject Code	Subject Teacher Code
Standard Number	NCEA Level	Credits	Standard Title		Grade Received
Reasons for Appeal: Please explain in box below or attach separate explanation					
Student Signature: _____				Date: _____	
Yes -I have sighted Appeal form and explained why they received this grade:					
Teacher Signature: _____					

### STEP 2: PRINCIPALS NOMINEE COMPLETES AND THEN HANDS TO EXTERNAL MARKER OR HOD

Appeal Granted <input type="checkbox"/> YES <input type="checkbox"/> NO	Reason: _____
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### STEP 3: EXTERNAL MARKER OR HEAD OF DEPARTMENT RE-MARK ASSESSMENT AND THEN HANDS TO PRINCIPALS' NOMINEE

Please tick	<b>EXTERNAL MARKER OR HEAD OF DEPARTMENTS RESULT:</b>
<input type="checkbox"/>	The grade awarded or decision by the teacher stands.
<input type="checkbox"/>	The decision or grade awarded has been changed to _____
REASON FOR THIS DECISION: _____	

### STEP 4: PRINCIPALS NOMINEE COMPLETES AND MEETS WITH STUDENT AND HOD

The reason for this decision has been explained to me and I accept the decision.	
Student Signature: _____	Date: _____
If the grade has changed, I will ensure all student work with similar criteria will be re-marked:	
HOD Signature: _____	Date: _____
Final Grade Given to Student: _____	
Principals Nominee Signature: _____	Date: _____

\* If the student disagrees with the decision, the student may appeal to the Deputy Principal (Curriculum) whose decision will be final.