

***Sancta Maria College***



**National Certificate of  
Educational Achievement  
(NCEA)**

**NCEA  
Student Handbook  
2022**

This Student Handbook is the personal property of:

Name: ..... Homeroom: .....

## Table of Contents

Introduction .....	3
NCEA – National Certificate of Education.....	4
Gaining your NCEA Certificate – Total Credits Required.....	5
NCEA Overall Endorsement.....	6
Sancta Maria College Academic Honours.....	7
Subject / Course endorsement.....	8
What is Standard Based Assessments.....	9
Entrance to New Zealand Universities.....	10
Important Dates for 2022.....	11
National Student Number (NSN Number) Level 1 NCEA .....	11
Registering for Learner Login on the Web.....	11
NCEA App for your Mobile Phone.....	11
NCEA Results Notice.....	12
Record of learning and Certificates.....	12
NCEA or University Entrance (UE) Certificates.....	12
NCEA Results released to Universities and Polytechnics.....	12
Sancta Maria College Overall NCEA School Statistics.....	12
Quality Assurance .....	12
Special Assessment Conditions (SAC).....	13
Course Outlines.....	13
NZQA Fees.....	13
Further Assessment Opportunities - Resubmission.....	14
Further Assessment Opportunities - .....	15
Application Change of Assessment Date (Late, Extension, Missed Assessment).....	16
Missed Deadlines and Assessments Common Questions.....	19
Appeal of a Grade Given.....	21
Derived Grade for External Examinations.....	22
Breaches of the Rules – Internal Assessment.....	22
Authenticity.....	23
Rules of Assessment .....	23
Academic Misconduct Procedures.....	24
Withdrawing from a Standard.....	25
Reporting to Families about your Achievement.....	25
Practice Exams.....	26
Recording Assessment Results – Common Questions.....	26
Final Information.....	27
2022 NZQA Examination Timetable .....	28
Selected Information from the NZQA Website – <a href="http://www.nzqa.govt.nz">www.nzqa.govt.nz</a> .....	29
Extension/Change of Assessment Date and Missed/Late Assessment Form.....	30
Appeals Form.....	31

## 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 Heffernan (*Principal's Nominee*) [a.heffernan@sanctamaria.school.nz](mailto:a.heffernan@sanctamaria.school.nz) at any time if they wish to discuss issues with respect to assessment.

A Heffernan  
NZQA Principal's Nominee  
[a.heffernan@sanctamaria.school.nz](mailto:a.heffernan@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.

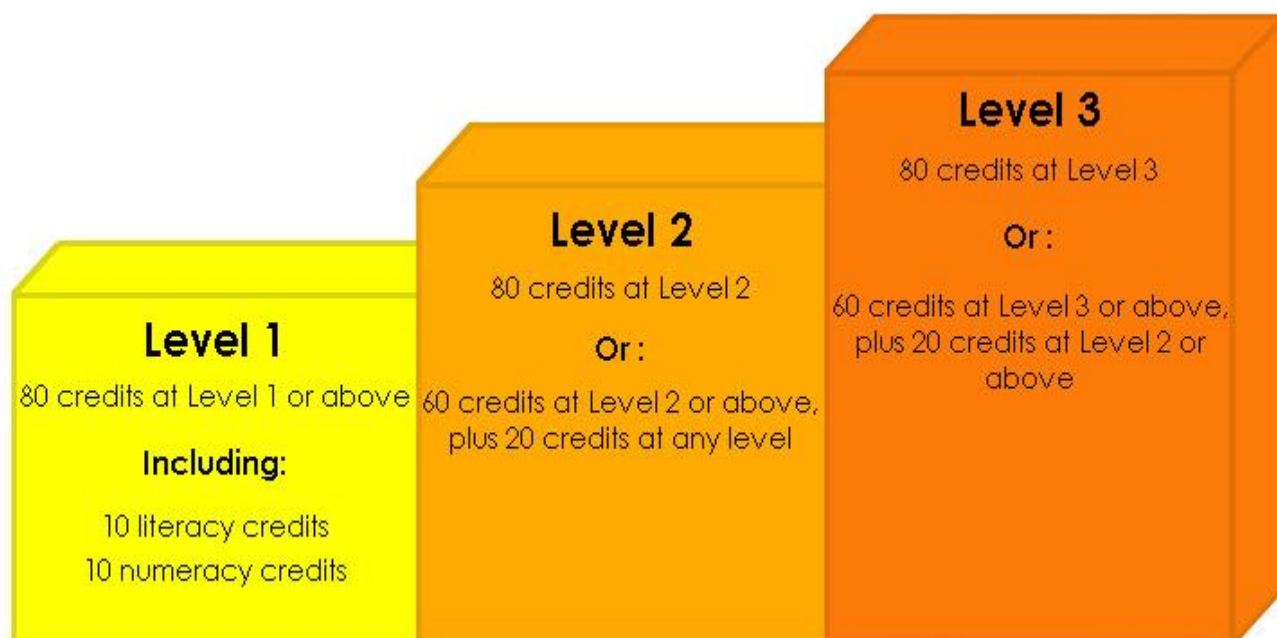
There will be three levels:     Level 1 NCEA  
   Level 2 NCEA  
   Level 3 NCEA

### Evidence Collected

This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Teachers will use this evidence to measure achievement against “written standards” e.g.: AS91504 3.4. 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	

## GAINING YOUR NCEA CERTIFICATE –TOTAL CREDITS REQUIRED



<b>Level 1 NCEA</b>	80 credits minimum at Level 1 or higher. <i>Your total of 80 Credits must include:</i> 10 literacy credits (English or Te Reo Māori) 10 numeracy credits (Math's, pangarau).
<b>Level 2 NCEA</b>	80 credits of which 20 can come from Level 1 and a minimum of 60 at level 2 or higher.
<b>Level 3 NCEA</b>	80 credits of which 20 can come from Level 2 and a minimum of 60 at level 3 or higher.
<b>University Entrance</b>	60 Credits at Level 3 Within 60 credits 42 credits must be..... 14 Credits in UE approved Subject 1 14 Credits in UE approved Subject 2 14 Credits in UE approved Subject 3 UE Literacy at Level 2 with 10 Credits, available from a variety of subjects 5 credits in reading and 5 credits in writing UE Numeracy at level 1 with 10 credits or higher

## NCEA OVERALL ENDORSEMENT

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Endorsement Awards show on your student Record of Achievement

### LEVEL 1 NCEA ENDORSEMENT

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

### LEVEL 2 NCEA ENDORSEMENT

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

### LEVEL 3 NCEA ENDORSEMENT

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

## SANCTA MARIA COLLEGE 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

## SANCTA MARIA COLLEGE ACADEMIC HONOURS – SCHOLARS BADGE

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

NCEA Level 1 Academic Honours	= Minimum FOUR SUBJECTS with Excellence Endorsement
<u>SCHOLARS BADGE</u>	Students will gain an endorsement for a course 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.

### LEVEL 2 SANCTA MARIA COLLEGE ACADEMIC HONOURS – SCHOLARS BADGE

NCEA Level 2 Academic Honours	= Minimum FOUR SUBJECTS with Excellence Endorsement
<u>SCHOLARS BADGE</u>	Students will gain an endorsement for a course 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.

### LEVEL 3 SANCTA MARIA COLLEGE ACADEMIC HONOURS – SCHOLARS BADGE

NCEA Level 3 Academic Honours	= Minimum FOUR SUBJECTS with Excellence Endorsement
<u>SCHOLARS BADGE</u>	Students will gain an endorsement for a course 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.

**SUBJECT / COURSE ENDORSEMENT**

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To demonstrate students are competent in both forms of assessment. Students will gain endorsement for a course; if in a single school year, they achieve the following:

Note: Externally Assessed Credits does not apply to Physical Education, Religious Studies as these courses are fully internally assessed and course endorsement can be achieved through internal credits only.

<b>Excellence Endorsement:</b>	14 or more Excellence credits 3 credits must be from internally assessed standards, 3 credits must be from external assessment (national examinations)
<b>Merit Endorsement:</b>	14 or more Merit and or Excellence credits 3 credits must be from internally assessed standards, 3 credits must be from external assessment (national examinations)



## WHAT IS STANDARDS BASED ASSESSMENTS

NCEA comprises of standards-based assessments:

<b>STANDARDS BASED ASSESSMENT</b>		
Standards Based Assessment is a process of judging learner achievement against pre-defined standards (learning outcomes). Students gain credits which go towards a national qualification. Credits can be gained either via Achievement Standards or by Unit Standards. Internal Assessment work for the NCEA is moderated both within the school and by NZQA through external moderation systems. This ensures that assessment is carried out consistently throughout the country.		
	<b><u>Achievement Standards</u></b>	<b><u>Unit Standards</u></b>
<b>Definition</b>	A nationally registered, coherent set of learning outcomes and associated performance criteria for achieved merit and excellence grades.	A nationally registered, coherent set of learning outcomes and associated performance criteria.
<b>Nationally Recognised</b>	Yes	Yes
<b>Based on curriculum documents (or their equivalent)</b>	Yes	Yes
<b>Predetermined set of criteria</b>	Yes	Yes
<b>Credits count towards a National Certificate in Educational Achievement (NCEA)</b>	Yes	Yes
<b>Recognise the degree of achievement</b>	Yes (Either Not achieved, Achieved, Merit or Excellence)	No (Either Not achieved or Achieved)

## Entrance to New Zealand Universities (University Entrance UE)

A person shall be qualified for entrance to a university in New Zealand if he/she has obtained:

A minimum of 60 credits at NCEA Level 3 or higher, on the National Qualifications Framework (NQF) including a minimum of 14 credits at NCEA Level 3 or higher, in each of three subjects from the Approved Subjects for University Entrance (UE) (*refer to link on page 14*).

A student will also need a minimum of 20 additional credits at Level 2 or higher.

A minimum of 10 credits at NCEA Level 1 or higher, in Mathematics/Numeracy

A minimum of 10 credits at NCEA Level 2 or higher, in English or Te Reo Maori - 5 credits must be in Reading and 5 credits must be in Writing.

The literacy credits will be gained from a schedule of approved achievement standards and unit standards.

### UNIVERSITY ENTRANCE STUDENTS MUST HAVE ALL OF THE BELOW LIST

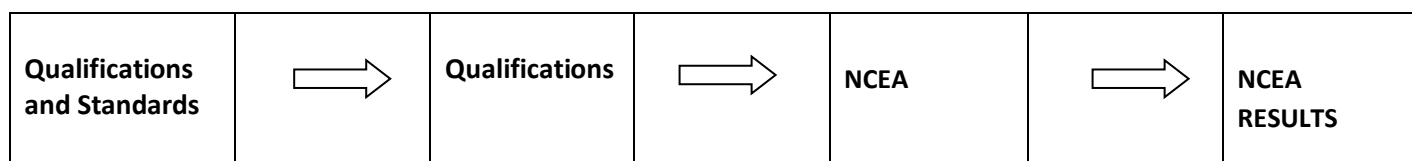
<b>NCEA Level 3 Certificate</b> <b>Total 80 Credits</b> <b>60 Credits at Level 3 + 20 Credits at Level 2)</b>	Approved Subject 1 (14 credits)	Approved Subject 2 (14 credits)	Approved Subject 3 (14 credits)	At least 38 further credits (18 credits at Level 3 or above and 20 credits Level 2 or above)
<b>Literacy Level 2</b> (or above) 10 credits	Reading (5 Credits)	Writing (5 Credits)		
<b>Numeracy Level 1</b> (or above) 10 credits	Mathematics/Numeracy (10 credits)			

unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all** three required).

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)



## Important Dates for 2022

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Each subject will have internal assessment dates during the academic year. These vary depending on the subjects you have chosen. Refer to your Course Outlines you have been given. These may change at times, always consult your classroom teacher to confirm the dates.

**Thursday 5<sup>th</sup> and Tuesday 10<sup>th</sup> May** Sancta Maria College Parent and Student NCEA Evening

**Monday 12<sup>th</sup> – Friday 16<sup>th</sup> September** Term 3 Derived Grade Exam Assessment Week.

**Monday 7<sup>th</sup> October** **Start of Term 4**

**Monday 7<sup>th</sup> November** NCEA/Scholarship External Examinations **start**

**Friday 2<sup>nd</sup> December** NCEA/Scholarship External Examinations **end**

## National Student Number (NSN)

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All students have one NSN number for their whole time as a student. This is used as a personal identity number when you complete internal and external assessments for NCEA. This number will be given to you when you receive your NSN card which you need to keep safe as you use this for entry into your exams (Derived Grade Exams Term 3 Week 8 and External exams Term 4 Week 4). Once you log onto NZQA keep your password in a safe place.

## Registering for Learner Login on the Web

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Once you have received your NSN number you will be able to register on the NZQA website to receive your results, look at your Record of Achievement and 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 App for your Mobile Phone

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Track your Achievement. Download the NCEA App.



## NCEA Results Notice

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In January, you can access a Results Notice which provides results for internal and external assessments from the previous year. These results are available on-line, but hard copies can be ordered before the 31<sup>st</sup> December of the year in which the results were obtained. To receive a printed hard copy of your results notice, you have to order this from your learner log-in webpage (Costs \$15.30). Ensure you have your NZQA login, as results will be online before they are posted to your home address.

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

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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.

You will receive any National Certificates you have gained in Late April. When you complete Level 3 you will also receive automatically a Record of Achievement after Year 13 and can request one on line after Year 11 and 12.

## NCEA or University Entrance (UE) Certificates

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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

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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 Australian Universities and some Polytechnics. This helps these institutions to process enrolments quickly.

## Sancta Maria College Overall NCEA School Statistics

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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

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To ensure that grade decisions at Sancta Maria College are consistent with those at other schools around the rest of the country, a system of internal moderation is established. This means that your teachers critique 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 is called external moderation. This process ensures that the standards in our College are fair and equal to those of other schools. Further information can be obtained within the Sancta Maria College Internal Moderation Procedures.

## Special Assessment Conditions (SAC)

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The Head of Learning Support (Mrs L. Oliphant) ensures that an independent professional identifies students who require special assessment conditions at enrolment. At the start of each year the SENCO (Special Educational Needs Co-ordinator) Mrs L Oliphant, 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 Mrs L Oliphant or the Principal's Nominee Mrs A Heffernan.

Students will be provided with valid and fair assessment conditions consistent with the assistance they would have as part of their learning environment.

## Course Outlines

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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 one can, be obtained from the Curriculum Leader (Head of Department or Subject Teacher).

## NZQA Fees

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### NZQA FEES (INCLUDING GST)

- Domestic student entry for all NCEA standards and subjects = Free
- Domestic student entry for a scholarship subject = Free
- International student entry to NCEA standards = \$383.30 per year
- International student entry to Scholarship subjects = \$102.20 per subject

### OTHER NZQA FEES

- Search and confirmation of past results = \$25.60
- Application for reconsideration of NCEA external exams = \$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
- 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

## **FURTHER ASSESSMENT OPPORTUNITIES – RESUBMISSION**

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A **resubmission** may be offered when a student can gain an Achieved grade, if they correct errors or omissions in their work in a short period of time.

Resubmission:

- Must be limited to specific aspects of the assessment and no more than one resubmission may be provided
- Must take place **before** the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible.
- Should be closely supervised to manage authenticity
- May be offered only where a teacher judges that a mistake has been made by the student, which the student has been capable of discovering and correcting themselves. For example, the student has handed in the assessment, but hasn't 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 amount of information a teacher provides to a student in identifying the error is important in this context. In the case above, the teacher might say “your method is fine but there is a problem with your calculations....” However, the teacher would not say, “there is a problem with your use of brackets in this calculation.”

### **NZQA Myth Busters Information - Resubmission – Myth Buster #4**

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Assessment-and-moderation/MNA-in-schools/Mythbusters-4-resubmission.pdf>

## **FURTHER ASSESSMENT OPPORTUNITY**

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When a student has not provided evidence of achievement for any grade from previously assessed work, **schools can offer a maximum of one further opportunity** for assessment of a standard within a year. See [Assessment and Examination Rules and Procedures](#).

- A **further assessment opportunity** occurs when a new, quality-assured assessment is provided for students after their first opportunity and after further learning has taken place.
- A maximum of one further opportunity for assessment means none or one. It does not mean one must be offered. It is the school's decision whether a further opportunity will be offered for any standard. If it is not manageable to offer a further opportunity, then students should be advised from the outset that there is only one opportunity to be assessed against that standard.
- If a further opportunity for assessment is offered to any student, it must be made available to all students entered for that standard, including those who did not complete the original assessment for a reason acceptable under the School's policy on missed and late assessment. This is regardless of their performance on the first opportunity. Therefore, further assessment opportunities need to be carefully planned
- Any further opportunity conditions must be consistent with those for the first opportunity.

**All students must be able to use the further opportunity to improve their original grade**

### **Results of a further opportunity**

Students must be awarded the highest grade they have achieved over both opportunities:

- If a student has not achieved the standard, they must have access to any grade from Not Achieved to Excellence when further evidence is gathered.
- If a student achieves a lower grade on the second attempt, the higher grade achieved on the first attempt is the result that must be reported to NZQA.

### **Manageability of a further opportunity**

It is the school's decision whether a further opportunity will be offered for any standard. Students should be advised from the outset that there is a single opportunity to be assessed against that standard if it is not manageable to offer a further opportunity.

## Application Change of Assessment Date (Late/Extension/Missed/Assessment)

Change of Assessment Date form is at the back of this handbook or can be obtained from the student centre or from Principal's Nominee.

*Appendix - Change of Assessment Date Form..... Pg30*

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

OR - **No award** can be given if sufficient evidence is not available.

## Explanation of rules regarding Application Change of Assessment Date (Late/Extension/Missed/Assessment)

Change of Assessment Date form can be found:

- At the back of the NCEA Student handbook
- From the student centre
- Principal's Nominee
- School Website - [https://www.sanctamaria.school.nz/wp-content/uploads/2019/09/SMC\\_Change\\_of\\_Assessment\\_Date\\_Application\\_form.pdf](https://www.sanctamaria.school.nz/wp-content/uploads/2019/09/SMC_Change_of_Assessment_Date_Application_form.pdf)

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 late with an assignment or will be absent, or as soon as they return to school. Valid reasons for requesting an extension of time or a new assessment date are:

### REASONS FOR CHANGE OF ASSESSMENT DATE

- **Isolating or sick with Covid:** Student is sick at home or self-isolating. This led to students missing class time. The missed class time must be directly related to the assessment due. This includes student MISSING teaching and learning applied to assessment, instruction about assessment or in class time where students who could attend were working on their assessment, or in class time where students missed opportunities for feedback from the teacher.
- **Illness/Sickness:** A medical certificate with the completed Missed assessment form should be supplied. Students may access the Missed Assessment form at the back of this student handbook or from the student centre.
- **Family trauma:** a note from the caregiver, counsellor, dean, homeroom teacher 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.



**WHEN DO I NEED TO APPLY FOR THIS CHANGE OF ASSESSMENT DATE:**

In all cases **where possible, this form should be completed prior to an assessment.** An 'Application Change of Assessment Date form must be filled in and given to the Principal's Nominee. 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

**External Assessment Practice / Mock Exams Change of Assessment Date:** 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.

If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by the Principal's Nominee and Deputy Principal- Curriculum

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

**BE AWARE YOU CANNOT REQUEST AN EXTENSION FOR AN ASSESSMENT IF YOU ARE GOING ON A FAMILY HOLIDAY**

## **Procedures for applying for a Change of Assessment Date (Late/Extension/Missed/Assessment)**

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### **Student and Teacher procedures for an Extension/Change of Assessment Date and Missed/Late Assessment**

*Appendix - Change of Assessment Date Form..... Pg30*

#### **Student and Teacher Steps!**

1. Go to the back of this handbook Pg30 or go to the student centre and collect a change of assessment date application form.
2. Student completes form and attaches necessary documentation (Eg: Medical Certificate, letter from guardian)
3. Student gives Change of Assessment application form to their Course/subject Teacher.
4. They (Teacher and student) collectively discuss the change in assessment date with student
5. Teacher signs the form, completes date for extension, and completes recommendation section and gives back to student who is applying for extension.
6. Student hands in form and meets with the Principals Nominee.
7. Principals Nominee will decide within a short period (3 working days).
8. Copy of Application Change of Assessment Date (Late, Extension, and Missed Assessment) form will be signed by student and a copy given to the student.
9. Student must show this form to their course / subject teacher with the decision/date made by the Principals nominee.

## Missed Deadlines and Assessments – Common Questions

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

**I have an assessment test today, or I have an assignment due, but I am too sick, or I have been in an accident, or there is a family emergency/trauma**

1. Email your teacher and Principal's Nominee straight away to tell them.
2. You must go to your doctor and get a Medical Certificate or guardian emails/and or writes explanation to their teacher and principals' nominee.
3. Go to the back of this handbook Pg29 or go to the student centre and collect a change of assessment date application form.
4. Student completes form and attaches necessary documentation (Eg: Medical Certificate, letter from guardian)
5. Student gives Change of Assessment application form to their Course/subject Teacher.
6. They (Teacher and student) collectively discuss the change in assessment date with student
7. Teacher signs the form, completes date for extension, and completes recommendation section and gives back to student who is applying for extension.
8. Student hands in form and meets with the Principals Nominee.
9. Principals Nominee will make a decision within a short period (3 working days).
10. Copy of Application Change of Assessment Date (Late, Extension, and Missed Assessment) form will be signed by student and a copy given to the student.
11. Student must show this form to their course / subject teacher with the decision/date made by the Principals nominee.

### **"I'm going on a school trip"**

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.

## Missed Deadlines and Assessments – Common Questions

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### **“I’m going on a family holiday. What should I do?”**

You must ask permission in writing to Mrs Dianne Blackbourne (Deans Assistant/Attendance Officer) and your year level Dean.

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. Your assessments come first.

### **“I am late handing in my work”**

You will have to 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 an exceptional circumstance. 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 driving test appointment. Non-essential appointments and medical appointments, that can easily be scheduled outside assessment time “Generally, unacceptable excuses – driving tests, physiotherapy, eye examinations and non-essential medical appointments. If you miss your assessment, you are very likely to get Not Achieved for assessments, you miss

## Appeal – Student Appeal Grade Procedures

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*Appendix - Appeal of Grade Form..... Pg31*

Students may appeal decisions regarding the outcomes of internal assessment. The appeals pathway is from students to their class teacher, to the Head of Department, and then to the Principal's Nominee.

The teacher will explain the criteria for each grade for an assessment when it is handed back to the student. If the student thinks that an assessment has been incorrectly graded, they can ask the teacher to reconsider.

The teacher will explain the result and consider any alterations if necessary. If another teacher did the marking, that teacher will be consulted.

If you're unhappy with the teacher's explanation, you may appeal this decision. Please follow the procedure below:

If an appeal results in any change to the application of the judgment criteria for the standard, the change needs to be applied to ALL student work/assessments regarding the standard appealed. Students may also use the procedure below to appeal a ruling on a breach of authenticity or assessment rules.

### **Step by Step Student / Teacher Appeal Procedures**

Appeals form is at the back of this student handbook pg 30 or can be obtained from the student Centre.

#### ***Appeals Procedure – up to 5 school days after work has been handed back***

1. The teacher allows students to check that they agree with the results given. If a student thinks that work has been incorrectly assessed, they should approach their teacher and ask the teacher to reconsider.
2. The teacher should explain the result and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted by the student.
3. If student remains unhappy with the teacher's explanation, they may ask the (Head of Department) for a re-mark and decision, using an appeals form. 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 decision the student may ask the Principal's Nominee to consider the case. An appeals form must be completed. The Principal's Nominee may consult with the subject advisor, the Curriculum Leader (Head of Department) or any other person with subject and standard knowledge.

## Derived Grades for NZQA External Examinations

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Teachers keep records of student progress toward externally assessed standards. These are used to report to parents and provide derived grades.

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 in week 8 term 3 are very important. A poor performance in these will directly impact your Derived Grade result.

## Breaches of the Rules - Internal Assessment (Cheating)

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- a. Sancta Maria College has written procedures for dealing with, investigating reported breaches of its rules relating to internal assessments. – Academic Misconduct Procedure. These procedures and policies can be accessed on our website <https://www.sanctamaria.school.nz/academic/>
- b. Principal's Nominee must investigate any report of a possible breach of the rules by a Candidate in an internal assessment in accordance with the Sancta Maria College's Academic Misconduct written procedure.
- c. The Principal's Nominee must allow the Candidate an opportunity to provide an explanation and will decide on any disciplinary action to be taken in accordance with the school's written procedures, if the explanation does not satisfy the Principal's Nominee that a breach did not occur.
- d. Where a Candidate has been found to have breached the rules whether *knowingly, fraudulently or unwittingly*, and the breach undermines the credibility of the assessment, the school must report a "Not Achieved" for the assessment standard.
- e. Candidates have the right to an appeal to the principal and/or Deputy Principal, of any decision made relating to any possible breach of the rules under the school's documented appeal process.

### Refer to NZQA – For Breach of the Rules for External Assessment Academic Misconduct Procedures

<https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules/7/1/9/>

## Authenticity

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All work submitted must be your own:

Full procedures are contained in the Academic Misconduct Procedure.

**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 assignment cover sheet verifying that this is your work.

## Rules of Assessment

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Refer to Academic Misconduct Procedure for full explanation of the following types of academic misconduct.

**You must not:**

1. Quote material from written or electronic sources without acknowledging the source (plagiarism).
2. Inappropriately help another student with any part of his or her work.
3. Submit multiple submissions of a single assessment
4. Impersonate
5. Use of unauthorised materials
6. Assisting others in academic misconduct (Allow someone else to copy your work)
7. Misrepresentation
8. Purchasing Assessment
9. Falsification and Fabrication
10. Breach of Ethics
11. Breach of Exams / Test Regulations
12. Ghost Writing (Allow someone else to do your work)
13. Use forbidden technology in a test or exam or assessment (e.g. non-designated printer, non-standard calculator, cell phone)
14. Any other form of academic misconduct or academic dishonesty.

**Any breach by a student of the 14 above assessment conditions or breach of authenticity, will be investigated for Academic Misconduct.**

## Academic Misconduct Procedures

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This is the process that is followed when the authenticity of work is compromised:

- If there is a question about authenticity then the class teacher shows the suspect work to the Curriculum Leader (Head of Department).
- The Faculty Leader (Head of Department) will collect all supporting data and collate and outline areas of discrepancy
- Faculty Leader (Head of Department) will interview the student after gathering the evidence.
- The Head of Department will give the evidence to the Principal's Nominee.
- The Principal's Nominee will interview the student and decide about whether Academic misconduct has taken place and if so the level/severity of Academic Misconduct.
- The student, Faculty leader (Head of Department) and parents will be informed of the decision by written letter.
- Students may use the "appeal academic misconduct process" if they want to query a decision.

The penalties for academic misconduct are severe and will result in you losing all credits for that particular standard.

Further penalties may be imposed by the Senior Leadership. The seriousness of the penalty will be dependent on the seriousness of the incident. The appeals process may be used to appeal a decision.

*Full Procedure and Penalty guidelines of all Academic Misconduct is contained in the Sancta Maria College Academic Misconduct Procedures*

### **Authenticating Student Work**

Each department will have procedures for authenticating student work for assessment. Please discuss this with your teacher. Sancta Maria College students must submit all work through TURNITIN where applicable as part of assessment authenticity procedures.

### **Plagiarism/Breach of Assessment Rules/Proof of Authenticity**

The student may be asked to offer proof of authenticity (drafts etc). Students suspected of having offered inappropriate help to their peers are also interviewed. Grades will not be awarded to students who have offered inappropriate help to their peers and is deemed a Breach of Assessment conditions. Further penalties may be imposed by Senior Leadership. The seriousness of the penalty will be dependent on the seriousness of the incident. The appeals process may be used to appeal a decision.

### **Adequate Assessment Opportunities**

If you have received adequate assessment opportunities but decide not to submit any work (either failing to hand-in any work, or writing nothing on an assessment, or being wilfully absent on the due date) then you will receive a *Not Achieved* grade.



## Withdrawing from a Standard

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- Only the Senior Leader of Senior School – Year 11-13 Mrs C Sullivan can withdraw a student from a standard. The following procedures must have been completed before any withdrawal will be considered by the Deputy Principal.
- Withdrawing from a standard requires the permission of your family, recommendation of your subject teacher, and, preferably, a three-way parent/student/teacher conversation.
- Withdrawal from a standard is designed to enable you to focus more on passing other standards in a course, especially if you are having difficulty coping.
- If you wish to withdraw from an internal or external standard you should seek the guidance of your subject teacher, Head of Careers or dean or speak directly to Mrs Sullivan.
- Similarly, a teacher wishing to recommend a withdrawal from a standard must discuss the situation with you before any recommendation can be made.
- You must continue to attend classes and meet course requirements even though you may have withdrawn from one or more standards.
- The senior leader Mrs C Sullivan reserves the right to make the final decision regarding withdrawing a student from a standard.

**Withdrawing from a standard is only completed in exceptional circumstances.**

## Reporting to Families about your NCEA Achievement

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- The school will make every effort to ensure that parents/caregivers are informed of relevant assessment and qualifications information.
- There will be an NCEA assessment, study and careers information evening for families in Term 2 and 3.
- All students and their families will receive progress reports in Terms 1, 2 and 3. These will focus on learning behaviours and will be accompanied by updated results on the parent portal.
- Teachers will contact each parent/caregiver of any student who has failed an achievement/unit standard
- In Term 3, students and their families will receive summative reports. Detailing student achievement in their practice external examinations and their internal assessment. This will be followed immediately by a Year 11-13 Student/Parent and Teacher Conference in Week 10 Term 3. All students are expected to attend.
- Anyone who does not have email access, or who makes a request, will be sent paper copies of reports and results.

## Practice Exams

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- The practice exams occur in Term 3 Week 8 Monday 12<sup>th</sup> – 16<sup>th</sup> September.
- These are very important as preparation for the externals in November and December.
- The Term 3 exams may be used to decide derived grades if you suffer an illness, injury or bereavement of a close family member during or immediately prior to the final NCEA external exams. Therefore, these exams will be moderated, and check marked.

## Recording Assessment Results – Common Questions

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### 1. How will my results be recorded?

- Your teacher will keep a copy of your results in the course mark book on KAMAR.
- Evidence of your achievement in each course may be collected in a variety of ways, e.g., individual assignments, briefs, tests, projects, field work and practical work.
- Some standards may be assessed internally during the year and others externally in end-of-year examinations or by portfolio submissions (e.g., Visual Arts, Design and Visual Communication, Textiles Technology, Multi Materials Technology and other courses).
- For internally assessed standards, if you do not achieve the first time you submit you may be given an opportunity to correct your work and improve the grade. This is called resubmission.

### 2. How will I know whether or not I have passed a standard?

- Once your teacher has marked your work s/he will return the assessment with your grade and some comments.
- You should record your grade in the space provided in your course / assessment outline for the subject.
- You can check whether the grade has been correctly entered on KAMAR by viewing the teacher's printout of results from his/her mark book or by viewing your results on the school portal.

### 3. What do I do if I think a mistake has been made on my records?

- Ask your teacher to double-check their records and the assignment cover sheet.
- If an error is discovered a correction will be made on the school's database and sent to NZQA.

### 4. What about checking my results on the portal?

- You can check your progress and entries along with all your other details through the school's portal. There is a parent login and a student login for each student.
- You can check your progress and entries through the KAMAR App on any apple product. Download the app from the AppStore, and login with your portal login and password.

### 5. How can I check my internal assessment entries and entries for externals and results on NZQA's website?

- Log in to Students and Learners on NZQA's website to:
  - a) Get your results; update your details; and see your Vocational Profile
  - b) Request a copy of your record of achievement; and
  - c) Remember your password.
- **See the Principals Nominee Mrs Heffernan immediately if you discover that your entries are not accurate.**

### 5. What if I don't have a Learner Login for NZQA's website?

- All students have a National Student Number (NSN). This is used as a personal identity number when you complete internal and external assessments for NCEA or other national certificates.
- Once you have received your NSN number you will be able to register on the NZQA website. If you haven't logged on before click on "Register now" in the Login. The steps and instructions are easy to follow. Keep your NSN and Learner Login details in a safe and secure place.

## FINAL INFORMATION

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It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected. You need to make sure that you check with your teacher if you are unsure about anything.

**Come Prepared.** Bring the right equipment and books to school, including a diary for your assessment dates. That way your written work and notes are tidy and organised.

**Organise Your Time.** Sometimes it's difficult to keep on top of your work, so start assignments early rather than leaving them to the last minute. You have study periods, so know what work to do that hour. Don't waste the time you are given.

**Procedures.** Be aware of what to do if you can't hand in your work or can't attend an assessment. What do you do if you are sick or on a trip or there's an emergency?

**Enjoy a Balanced Life.** Study and a job should be balanced with time for relaxation and rest. Remember, your main obligation is to achieve at school, not your paid job. Sancta Maria College provides your best chance to gain knowledge, skills and qualifications.

## 2022 Exam Timetable

<b>2022 EXAMINATION TIMETABLE</b>					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 7 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies	Dance	Calculus
Tue 8 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Te Reo Rangatira Cook Islands Māori	Drama
Wed 9 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 10 Nov	9.30 am	Mathematics & Statistics		Making Music Japanese	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
<b>CANTERBURY ANNIVERSARY DAY (Fri 11 Nov)</b>					
<b>WEEKEND</b>					
Mon 14 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	
Tue 15 Nov	9.30 am	Science	Social Studies		History
	2.00 pm	Samoan Gagana Samoa Spanish	Geography	Accounting	
Wed 16 Nov	9.30 am	Cook Islands Māori Reo Māori Kōki 'Āirani	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 17 Nov	9.30 am	English	Lea Faka-Tonga Cook Islands Māori		English
	2.00 pm	Drama	Chemistry	Health	Physics
Fri 18 Nov	9.30 am	Business Studies	History	Chemistry	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
<b>WEEKEND</b>					
Mon 21 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 22 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Geography
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies		Economics
Wed 23 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 24 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 25 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
<b>WEEKEND</b>					
<b>WESTLAND ANNIVERSARY DAY (Mon 28 Nov)</b>					
Tue 29 Nov	9.30 am	Japanese	Latin	Te Reo Māori	
	2.00 pm		French	Spanish	Latin
Wed 30 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Thu 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Fri 2 Dec	9:30 am	Social Studies	Dance	Art History	Earth & Space Science

PDF COPY OF EXAM TIMEABLE

<https://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/ncea/exams-and-portfolios/2022-Exam-Timetable.pdf>

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

**Subject NCEA Information**

<https://www.nzqa.govt.nz/ncea/subjects/>

**Understanding the NCEA**

<https://www.nzqa.govt.nz/ncea/understanding-ncea/>

**Course Endorsements**

<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/endorsements/>

**NCEA Rules and Procedures**

<https://www.nzqa.govt.nz/ncea/ncea-rules-and-procedures/>

**Results Publication**

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

**University Entrance**

<https://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/>

**Scholarship**

<https://www.nzqa.govt.nz/qualifications-standards/awards/new-zealand-scholarship/>



## SANCTA MARIA COLLEGE

### 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**

<b>Student Name:</b>	<b>Homeroom:</b>	
<b>Date of Application:</b>		
<b>Standard Number:</b>		
<b>Standard Title:</b>		
<b>Subject:</b>	<b>Level of Course:</b>	<b>Name of Subject Teacher:</b>
<b>Reason for missing assessment: (please tick one and attach necessary documentation)</b>		
<input type="checkbox"/> <b>Illness:</b> <i>medical certificate must be attached, if not, please state: .....</i>		
<input type="checkbox"/> <b>Covid Related:</b> <i>Explanation of how time away has led to needing change of assessment date:</i>		
<input type="checkbox"/> <b>Family/Personal Trauma:</b> <i>documentation must be attached (e.g. letter from parent/caregiver; counsellor)</i>		
<input type="checkbox"/> <b>School Sporting/Cultural Activity:</b> <i>documentation must be attached (e.g. letter from coach; teacher in charge; parent/caregiver)</i>		
<input type="checkbox"/> <b>Lateness:</b> <i>reason (eg, letter from a parent/caregiver)</i>		
<input type="checkbox"/> <b>Other Reason:</b> <i>Explain in Detail. Written letter with reason attached. Eg: letter from a parent/caregiver)</i>		

#### **Step 3 – Teacher to complete – Then hand to Principal’s Nominee**

<b>Name of Subject Teacher:</b>	<b>Subject Code</b>
<b>Explanation of whether Reassessment/Extension is possible (teacher to complete):</b>	
Yes      No	
<b>Why/Why Not:</b> _____	
_____	
<b>Original Date of Assessment or Due Date:</b>	
<b>New Due Date of Assessment if Approved:</b>	

#### **Step 4 – Principal’s Nominee to complete**

<b>Decision by Principal’s Nominee:</b>	
<input type="checkbox"/> <b>Extension Granted:</b> <i>New due date .....</i>	
<input type="checkbox"/> <b>New Assessment Date Granted:</b> <i>New due date .....</i>	
<input type="checkbox"/> <b>A Derived Grade will be used in determining a grade, only if evidence is available. (Curriculum Leader (Head of Department) to attach documentation of evidence used and grade awarded).</b>	
<input type="checkbox"/> <b>Application Denied:</b> <i>Reason .....</i>	
_____	
<b>Principals Nominee Signature:</b> _____	<b>Date:</b>
<b>The reason for this decision has been explained to me and I accept the decision.</b>	
Students Signature: _____	<b>Date:</b>



## Sancta Maria College Appeals Application Form

Fill in the top section and hand into the Principal's Nominee within five school days of getting your assessment back

Name	Home Room Class:
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Date of Application

Subject

Name of Teacher

Standard number and title

Grade Awarded:		<input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.
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Date of assessment returned to student

**Reason for appeal**  
I would like the HoD / Principal's Nominee to reconsider my grade. My reasons for this request are: *(please explain, using an extra sheet if needed)*

\_\_\_\_\_

\_\_\_\_\_

**HOD or Other Moderator's Decision**

The grade awarded or decision by the teacher stands.  
The decision or grade awarded has been changed to \_\_\_\_\_

***The reason for this decision has been explained to me and I accept the decision.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOD Signature: \_\_\_\_\_ (HOD) Date: \_\_\_\_\_

**Principal Nominee's Decision**

Principal Nominee's Grade Decision \_\_\_\_\_

Principal Nominee's Comment: \_\_\_\_\_

Signed: \_\_\_\_\_ (PN) Date: \_\_\_\_\_

