



*Sancta Maria College*

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

**NCEA  
Student and Parent  
Handbook  
2024**

This Student Handbook is the personal property of:

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

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## Section 1: Introduction

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

This year you (your child) 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 and external standard based assessments (e.g., performances, tests, and exams etc) 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 2020, Privacy Act. No data or work completed by any student, will be shown to other students without the express permission of the student concerned. Staff will Student permission must be explicitly sought and gained if it is intended to use their work as benchmarks/exemplars for any other person to see. All NCEA results and personal documents must be kept secure.

All Sancta Maria College Procedures and Policies follow the 2024 NZQA Assessment Rules for Schools assessing against NCEA Achievement Standards and NCEA Co-requisite Standards, and candidates 2024. All rules and regulations in the links below are followed by Sancta Maria College.

[NZQA Assessment Rules for Schools 2024](#)

[NZQA Administrative Guidelines for Schools Assessing Against Achievement Standards and Candidates 2024](#)

[NZQA Secondary School Rules - Supporting Information](#)

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, procedures and anything NZQA/NCEA related

A Heffernan

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



## Section 2: National Certificate of Educational Achievement



### 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

## Section 3: Gaining your NCEA Certificate – Total Credits Required

[NZQA - ABOUT NCEA](#) – NZQA Website Explaining NCEA

[How to Achieve NCEA Level 1, 2, 3](#)

[NZQA INFORMATION ON ACHIEVING LEVEL 1,2,3](#)

LEVEL 1	LEVEL 2	LEVEL 3
60 credits at any Level (1, 2 or 3)	60 credits at Level 2 or above	60 credits at Level 3 or above
10 Literacy credits, and 10 Numeracy credits	10 Literacy credits, and 10 Numeracy credits	10 Literacy credits, and 10 Numeracy credits
<b>University Entrance</b>	60 Credits at Level 3 Within 60 credits 42 credits must be..... 14 Credits in UE approved in Subject 1, Subject 2, Subject 3 UE Literacy at Level 2 with 5 credits in reading and 5 credits in writing available from specific A/S standards. UE Numeracy at level 1 with 10 credits or higher	

**How do I enter for NCEA?** Your school will enter you for NCEA and these entries will be completed using the Kamar Student management system. Students will be entered for all or a majority of the standards applicable to that subject option unless approved by Deputy Principal Mrs Sullivan.

## Section 4: NCEA Overall Endorsement

Endorsement Awards show on your student Record of Achievement

[NZQA Overall Endorsement](#) – NZQA Website explaining Overall Endorsement

### 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

## Section 5: NZQA Subject / Course Endorsement

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:

[NZQA Subject Endorsement Guidelines](#) – NZQA Website explaining subject endorsement.

<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)

## Section 6: 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

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

### LEVEL 2 SANCTA MARIA COLLEGE ACADEMIC HONOURS

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

### LEVEL 3 SANCTA MARIA COLLEGE ACADEMIC HONOURS

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

Example of Gold and Silver Honours Badge



## Section 7: Sancta Maria College Academic Honours Scholars Badge

This is Sancta Maria College’s Premier Academic Award.

<b>NCEA Level 1 Academic Honours</b>	<b>Minimum of FOUR (4) SUBJECT with Excellence Endorsement at NCEA Level 1 in a single Academic Year</b>
<b>NCEA Level 2 Academic Honours</b>	<b>Minimum of FOUR (4) SUBJECT with Excellence Endorsement at NCEA Level 2 in a single Academic Year</b>
<b>NCEA Level 3 Academic Honours</b>	<b>Minimum of FOUR (4) SUBJECT with Excellence Endorsement at NCEA Level 3 in a single Academic Year</b>

Example of Academic Honours Scholar Badge





## Section 8: What are Standards Based Assessments

NCEA comprises of standards-based assessments:

### 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.

<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>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)

## Section 9: Literacy and Numeracy Co-Requisite for 2024

In 2024, the literacy and numeracy requirements of the NCEA are formally separated out from the certificate at Levels 1-3 and the 20-credit co-requisite becomes mandatory.

Learners can achieve the co-requisite using either :

- The co-requisite standards (Unit Standards: 32403,32405,32406)
- Credits from the List of Approved additional assessment standards
- Or a mixture of both (for example, the new co-requisite standards for literacy through the CAA and the list of approved standards for numeracy)

Whatever combination of standards they use, learners must achieve 10 literacy-rich and 10 numeracy-rich credits. You cannot have a combination of Co-requisite standards and Additional standards to create your total of 10 credits in Literacy or Numeracy

Identified students without Literacy (Reading / Writing and Numeracy) from Year 11-13 will be offered two different pathways to gain this qualification in 2024.

<b><u>PATHWAY</u></b>	<b><u>Standards, Type of Assessment</u></b>	<b><u>Date of Assessment</u></b>
<b>Pathway 1</b>	<p><a href="#">US32403</a>: Demonstrate understanding of ideas and information in written texts (Literacy Reading)</p> <p><a href="#">US32405</a>: Write texts to communicate ideas and information (Literacy Writing)</p> <p><a href="#">US32406</a>: Use mathematics and statistics in a range of everyday situations (Numeracy)</p>	<p><b><u>Assessment Opportunity 1:</u></b>            Reading – Tuesday 21<sup>st</sup> May            Writing – Wednesday 22<sup>nd</sup> May            Numeracy – Thursday 23<sup>rd</sup> May</p> <p><b><u>Assessment Opportunity 2:</u></b>  <b>Whole Year 10 Cohort and Identified Year 11-13 students.</b>            Reading – Wednesday 11<sup>th</sup> September            Writing – Thursday 12<sup>th</sup> September            Numeracy Friday 13<sup>th</sup> September</p>
<b>Pathway 2</b>	<p>Standards offered through Subject Courses</p> <p><a href="#">NZQA Additional Approved Standards to Gain Numeracy or Literacy</a></p>	<p>Internal Standards Completed throughout the year.</p> <p>External Standards Completed in November 2024 Exam period</p>

## Section 10: University Entrance (UE) and Scholarship

### NZQA UNIVERSITY ENTRANCE (UE) WEBSITE INFORMATION

To be awarded University Entrance (UE), you will need:

1. NCEA Level 3
2. 14 Credits at Level 3 in each of three approved subjects  
[NZQA UNIVERSITY ENTRANCE \(UE\) APPROVED SUBJECTS LIST LINK](#)
3. 10 Literacy credits at Level 2 or Above, made up of:
  - 5 credits in reading
  - 5 credits writing
4. 10 Numeracy credits at Level 1 or above made up of  
Co-requisite 32406 or certain achievement standards

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

NCEA Level 3 Certificate  Total 80 Credits 60 Credits at Level 3 + 20 Credits at Level 2)	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)
Literacy Level 2 (or above) 10 credits	Reading (5 Credits)	Writing (5 Credits)		
Numeracy Level 1 (or above) 10 credits	Mathematics/Numeracy (10 credits)			

### Results Information

For detailed information go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

Once you have met the requirements for University Entrance it will appear on your Record of Achievement via your personal login page on the NZQA Student Portal

**PLEASE NOTE ALL STUDENT INFORMATION IS TICKED AS YES AND IS AUTOMATICALLY ACCESSIBLE TO NZ AND AUSTRALIAN UNIVERSITIES**

## Scholarship Information

New Zealand Scholarship offers recognition and monetary reward and provides a further challenge for particularly able students. If you enter for New Zealand Scholarship, you will be assessed against a standard by either a written and/or spoken examination, or by submitting a portfolio or report of work from throughout the year. Sancta Maria College has, over the years, had great success preparing our students for these rigorous examinations. Further information can be given by your teachers or is on the [NCEA Scholarship Website Page](#).

### **Premier Award**

For the very top 7 to 12 candidates in New Zealand. The minimum eligibility requirement to be considered for this award is achievement of at least three Scholarships at "Outstanding" level in the same year. The number of recipients for this award is restricted and achieving the minimum requirement will not guarantee an award. Award: \$10,000 each year for up to three years as long as candidates maintain a 'B' grade average each year of their tertiary study.

### **Outstanding Scholar Award**

For the next 40-60 top Candidates. The minimum eligibility requirement to be considered for this award is achievement of three Scholarships including at least two at "Outstanding" level in the same year, or more than three Scholarships including at least one at "Outstanding" level in the same year. The number of recipients for this award is restricted and achieving the minimum requirement will not guarantee an award. Award: \$5,000 each year for up to three years as long as candidates maintain a 'B' grade average in tertiary study.

### **Scholarship Award**

For Candidates who achieve New Zealand Scholarship in three or more subjects in the same year and for Candidates who achieve two Scholarships at "Outstanding" level in the same year. Award: \$2,000 each year for up to three years for as long as the recipient maintains at least a 'B' grade average each year of their tertiary study.

### **Top Subject Scholar Award**

For the top Candidate in each one of the New Zealand Scholarship subjects. Award: \$2,000 each year for up to three years for as long as the recipient maintains at least a 'B' grade average each year of their tertiary study.

### Single Subject Awards

For Candidates who achieve New Zealand Scholarship in one or more subjects. Award: A 'one-off' award of \$500 per subject, for up to two subjects, (maximum payment \$1000).

## Section 11: Important Dates for 2024

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.

<b>Tuesday 21<sup>st</sup> May</b>	Identified Year 10-13 Reading 32403 Literacy Exam
<b>Wednesday 22<sup>nd</sup> May</b>	Identified Year 10-13 Numeracy 32406 Exam
<b>Thursday 23<sup>rd</sup> May</b>	Identified Year 10-13 Writing 32405 Literacy Exam
<b>Monday 22<sup>nd</sup> July</b>	<b>Start of Term 3</b>
<b>Tuesday 18<sup>th</sup> July</b>	Parent and Student NCEA Evening
<b>Wednesday 4<sup>th</sup> – Friday 13<sup>th</sup> September Term 3 Derived Grade Exam Assessment Week</b>	
<b>Wednesday 11<sup>th</sup> September</b>	All Year 10 Reading 32403 Literacy Exam
<b>Thursday 12<sup>th</sup> September</b>	All Year 10 Numeracy 32406 Exam
<b>Friday 13<sup>th</sup> September</b>	All Year 10 Writing 32405 Literacy Exam
<b>Monday 14<sup>th</sup> October</b>	<b>Start of Term 4</b>
<b>Tuesday 5<sup>th</sup> November</b>	NCEA/Scholarship External Examinations <b><u>START</u></b>
<b>Friday 29<sup>th</sup> November</b>	NCEA/Scholarship External Examinations <b><u>END</u></b>

## Section 12: National Student Number (NSN)

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 7/8 and

External exams Term 4 Week 4). Once you log onto NZQA keep your password in a safe place.

## Section 13: 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.

## Section 14: Track your NCEA Entries and Achievement

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There are two ways you can track your NCEA Standard Entries and Achievement.

1. NZQA Student Login Personal Portal - [Link to NZQA Student Login](#)
2. Sancta Maria College Portal – (SchoolBridge) – Login via school website or download the app - [Link to SchoolBridge Portal - Sancta Maria College](#)

NZQA is sent a datafile by the Principals Nominee on the 1<sup>st</sup> of every month (April 1<sup>st</sup> – December 1<sup>st</sup>) with all the results entered by your teachers into our Kamar student management system.

The results are processed by NZQA and take a few days to upload onto each student's individual results page.

**IT IS YOUR RESPONSIBILITY TO CHECK AND TRACK YOUR NCEA RESULTS.**

**IF THERE ARE ANY RESULTS MISSING OR YOUR RESULTS ARE INCORRECT, PLEASE E-MAIL MRS HEFFERNAN**

## Section 15: NCEA Results Notice – Record of Learning and Certificates

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In mid-January, you can access a Results Notice which provides results for internal and external assessments from the previous year. Results you can download or order from the NZQA learner portal.

In the (MyNZQA) Learner portal, you can download or order:

- New Zealand record of achievement.
- National certificates of educational achievement.
- University entrance certificates.
- School results summary.

## Section 16: 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 Australian Universities and some Polytechnics. This helps these institutions to process enrolments quickly.

**PLEASE NOTE ALL STUDENT INFORMATION IS TICKED AS YES AND IS AUTOMATICALLY ACCESSIBLE TO NZ AND AUSTRALIAN UNIVERSITIES**

## Section 17: Sancta Maria College Overall NCEA 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.

### 2023 Overall NCEA Academic Performance Results

	Year 11 NCEA Level 1	Year 12 NCEA Level 2	Year 13 NCEA Level 3	Year 13 UE
Sancta Maria	97.8%	97.1%	92.8%	82.7%
National	60.0%	72.2%	66.2%	47.2%

## Section 18: 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 policy of internal moderation is established and set procedures are in place for all standards that are assessed and entered to NZQA. 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 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 and External Moderation Procedure documents. Standards that are offered via outside agencies/companies (e.g.: Techtorium) must sign a consent to assess form with Sancta Maria College where they ensure both internal and external moderation procedures have taken place for this standard.



## Section 19: Special Assessment Conditions (SAC)

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The Head of Learning Support (Mrs R Price) ensures that either an independent professional identifies students who require special assessment conditions at enrolment or during a student's journey at Sancta Maria College evidence is collected and students are tested by Mrs Price.

At the start of each year the SENCO (Special Educational Needs Co-ordinator) Mrs R Price alongside SAC Coordinator Mrs Telfar, 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 R Price [r.price@sanctamaria.school.nz](mailto:r.price@sanctamaria.school.nz) or the Principal's Nominee Mrs A Heffernan [a.heffernan@sanctamaria.school.nz](mailto:a.heffernan@sanctamaria.school.nz)

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

### [NZQA Special Assessment Conditions \(SAC\)](#)

#### **Procedures for Students Requesting Special Assessment Conditions (SAC)**

- Students and Parents receive a weekly reminder email requesting SAC conditions for an upcoming assessment: [SAC Booking form](#)
- The students will be required to request their SACs, giving Mrs Telfer a minimum of five days' notice. Using app: Reminder email sent out each week to book in SAC conditions. Using the app students outline assessment, date, time and SAC requirements.
- Michaela Telfer will make SAC arrangements with (Teacher Aide) TAS and volunteers and will find an appropriate venue for the assessment to take place.
- Michaela Telfer will email all the SAC arrangements to the parents, students, and teacher.

## Section 20: 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 via your; schoology course page or from your Subject Teacher.

## Section 21: 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 per year = \$383.30
- International student entry to Scholarship per subject = \$102.20

## Section 22: FURTHER ASSESSMENT OPPORTUNITIES – RESUBMISSION

A **resubmission** (resub) may be offered to a student to gain an **ACHIEVED GRADE ONLY**, if they can correct minor errors or omissions in their work in a short period of time.

### Resubmission Rules:

- Provisions for **ONE** resubmission opportunity for each assessment event will be available **where practicable**. Must be limited to specific aspects of the assessment.
- 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 by a teacher to manage authenticity.
- For internally assessed standards if you do not achieve the first time you submit you **may** be given an opportunity to redraft and resubmit work to improve your grade. This may be in written form or you may be able to verbally explain your answers.
- Resubmissions will carefully be considered by each teacher and their professional judgement and decision will be deemed final.
- Resubmission must take place as soon as possible after the assessment has been completed.
- Resubmissions do not have a specific time limit and the given time must be deemed fair and equitable for all students. The amount of time provided for a resubmission depends on the nature of the assessment and how authenticity can be assured.
- A resubmission opportunity should only be offered where a teacher judges that a mistake has been made by the student, which the student has the capability to discover and correct themselves. For example, the students 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.”
- Must take place **before** the assessor gives overall feedback to the learner on the work done. If more teaching occurs after the first assessment opportunity, resubmission is not possible
- Can be offered after either the first or the one further assessment opportunity.
- If there are a lot of changes to be made, or they are significant, it is not a resubmission.
- Teachers must only give general feedback and must take care not to over-direct the students. They must ensure that students’ work is authentic.
- A student only has access to Grades of either Not achieved or Achieved.

### [NZQA LINK TO WEBSITE - RESUBMISSION MYTH BUSTER 4](#)

## Section 23: FURTHER ASSESSMENT OPPORTUNITY

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When a student has not provided evidence of achievement (A,M,E) for any grade from previously assessed work, **schools can offer a maximum of one further opportunity** for assessment of a standard within a school year.

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.

### Reassessment Rules:

- Only one further assessment opportunity for each standard can be offered in a year.
- Schools can decide whether a further assessment opportunity is offered for any standard. It must be manageable and practical decision for the school, and it can be on a standard by standard basis. Students must be told up front whether a further assessment opportunity is available for a standard.
- The further assessment opportunity can only be offered after further learning has taken place.
- A different activity or task must be offered for the further assessment opportunity.
- The further assessment opportunity must be offered to all students entered for that standard in that course, regardless of the grade that they have achieved. Students do not need to take up the opportunity.
- A student must have access to all grades- Not Achieved, Achieved, Merit or Excellence - whether it is their first or subsequent attempt at the standard.
- The highest grade from either assessment opportunity will be reported.
- Students can have one resubmission opportunity for each assessment
- 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.

**NZQA Myth Busters Information - Reassessment – Myth Buster #5**

**[NZQA LINK TO WEBSITE - REASSESSMENT MYTH BUSTER 5](#)**

## Section 24: Application Change of Assessment Date (Late Submission, Extension, Missed Assessment)

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All Sancta Maria College Application for Change of Assessment Date Policy is produced under the NZQA Managing missed assessment opportunities and late submission of student work guidelines:

[NZQA Guidelines for Missed Assessment and Late Submissions](#)

*Appendix Change of Assessment Date Form.....(See back of booklet)*

Accumulated evidence for the specific 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.

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

## Section 25: Rules for Change of Assessment Date Form

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Change of Assessment Date form can be found:

- At the back of the NCEA Student and Parent handbook
- From the student centre
- Principal's Nominee
- School Website - [Link to Change of Assessment form via bottom of Website page](#)

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

### **VALID REASONS FOR REQUESTING A CHANGE OF ASSESSMENT DATE:**

- **Illness/Sickness:** Student who is sick at home on the day of the due assessment or students missing class time prior to due date. The missed class time must be directly related to the assessment due. This includes student MISSING teaching and learning applied to the assessment, instruction about assessment and/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.
- **Family trauma/Accident/bereavement/family crisis:** a note from the caregiver, counsellor, dean, navigator teacher must be supplied.
- **Timetabled school activities, such as school camps, field trips, Sporting, cultural activities:** 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.
- **National or regional representation and sport or other activities**

### **Student Application Change of Assessment Date must contain:**

1. Completed Change of Assessment Form signed by Teacher, Student and Principals Nominee
2. Written letter by Parent, Dean, Deputy Principal, Teacher, or Counsellor explaining the reason for change of assessment date.

**ASSESSMENT LATENESS AND ABSENCE**

Students are expected to submit assessments on time. Students unable to do so must liaise with the relevant Teacher/HOD prior to the deadlines to determine whether an extension will be granted (see Change of Assessment Form).

All internal assessments must be completed and submitted at the specified day and time. Otherwise, a Not Achieved grade must be awarded.

If a student is absent for a valid reason (e.g. illness) on the day an assessment is due, then it is the responsibility of the student to either:

- upload it digitally, if that is an agreed submission method, or;
- arrange for the assessment to be handed in to the school office on the due date, and clearly marked to the attention of the appropriate staff member.

A student unable to fulfil this requirement must complete the Change of Assessment Date Form: (Ticking Extension). You must also provide a medical certificate or letter of explanation together with the assessment on the day of return to school and give this to your teacher or HOD.

**Absences for Tests / Live assessment**

Derived grades are not available for internal assessments. Notes from parents explaining a student's absence on an assessment day must be given directly to their teacher by the student, who will discuss the absence with the HOD. If the absence may be excused on medical or compassionate grounds the student may be required to sit a test of comparable difficulty. If it is not possible to offer another assessment opportunity, then previous evidence collected can be used or further evidence can be collected.

The student may be awarded a grade based on evidence already recorded only if this evidence is sufficient and equivalent to what the NCEA standard requires. If the absence cannot be satisfactorily explained, a Not Achieved grade will be given.

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

**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.

**POSSIBLE RESPONSES BY PRINCIPALS' NOMINEE IF THEIR REASON IS ACCEPTABLE:**

- Grant the Extension
- Set a new assessment date or negotiate an earlier date permitting the work.
- Provide the student with a further assessment opportunity where practicable.
- Withdraw the entry.
- Consider other student evidence that could inform a grade.

**POSSIBLE RESPONSES IF THE REASONS APPLICATION IS UNACCEPTABLE:**

- Deny the application and normal school submission rules apply
- 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

**External Assessment Mock Derived Exams Change of Assessment Date Procedures:**

- If a student misses the External Derived Grade Exam due to any of the above reasons. All effort by the teacher and student should be made for the student to sit an assessment that is similar to the NZQA external assessment. An example is if the external standard is assessed by NZQA through an exam then the teacher must make all effort to assess the student in the same manner.
- Candidates for externally assessed achievement standards who have suffered from the above reasons and their performance has been significantly impaired they may apply for compassionate consideration. Compassionate Consideration can only be approved by the Principal's Nominee. Teachers keep records of student progress toward externally assessed standards and this grade will be entered into the Kamar Derived Grade column against the student's name.



## Section 26: Procedure Steps 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**

Change of Assessment Date form can be found:

- At the back of the NCEA Student and Parent handbook
- From the student centre
- Principal's Nominee
- School Website - [Link to Change of Assessment form via bottom of Website page](#)

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

1. Go to the back of this handbook or go to the student centre and collect a change of assessment date application form.
2. Student completes form and attaches necessary documentation (E.g.: Medical Certificate, letter from guardian, Dean, Teacher or counsellor)
3. Student gives Change of Assessment application form to their Course/subject Teacher.
4. The Teacher and student collectively discuss the change in assessment date form
5. Teachers Ticks and Signs whether they approve or decline the students application
6. If Teacher Approves they complete date for extension, and completes recommendation section and gives back to student who is applying for extension.
7. Student hands in fully completed form and meets with the Principals Nominee.
8. Principals Nominee will decide within a short period (3 working days).
9. 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.
10. Student must show this form to their course / subject teacher with the decision/date made by the Principal's nominee.

## Section 27: Missed Deadlines and Assessments – Common Questions

### 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. Go to the back of this handbook or go to the SMC website and complete the 'Change of Assessment Date Form'.
3. You must go to your doctor and get a Medical Certificate or guardian can email/and or writes explanation to their teacher and principals' nominee.
4. Student completes form and attaches necessary documentation (E.g.: Medical Certificate, letter from guardian)
5. Student gives or emails Change of Assessment application form and evidence documentation to their Course/subject Teacher.
6. The Teacher and student collectively discuss the change in assessment date
7. Teachers Ticks and Signs whether they approve or decline the students application
8. Teacher completes date for extension, and completes recommendation section and gives back to student who is applying for extension.
9. Student hands to or emails form and evidence documentation to the Principals Nominee.
10. Principals Nominee will make a decision within a short period (3 working days).
11. 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.
12. 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 your teacher/s 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 what is a priority. Generally, all assessments will have priority over other extra-curricular activities.

## Cont....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 (Attendance Officer) and Deputy Principal – Mrs Sullivan. 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 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 internet connection, my computer or printer is broken”.**

You need to be aware that technology can fail at crucial moments. 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 using Office365 or Google Drive. 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.

### **“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 assessment you missed.

## Section 28: Appeal – Student Appeal Grade Procedures

*Appendix - Appeal of Grade Form.....Go to the back of this booklet.*

Students may appeal decisions regarding the outcomes of internal assessment. 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 in Grade, the change judgement criteria 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 Procedure – up to 5 school days after work has been handed back:***

The teacher allows students to check that they agree with the results given by explaining 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.

1. If the student thinks that work has been incorrectly assessed, they should approach their teacher and ask the teacher to reconsider.
2. The teacher should explain why the student received this grade or make any necessary alterations. If the assessing was done by another teacher in the department, the marking teacher must be consulted by the student.
3. If the student disagrees with the Teachers decision the student may ask the Principal's Nominee to consider the case. An appeals form must be completed.
4. The Principal's Nominee may consult with the subject advisor, the Head of Department or any other person with subject and standard knowledge and will re-mark the assessment using the students work and writing the result with an explanation on the appeals form. This must be done **within two school weeks** of the appeal being lodged.
5. Principals Nominee will meet or email the student with the unchanged or new result and explain the reason for this.
6. Student and Principals Nominee must sign Appeal form with result.
7. The decision can be appealed and the same process will be completed by the Deputy Principal Yr11-13 using a different marker. DP's Decision is final.
8. If the Principal's Nominee was involved in the initial assessment the Deputy Principal Yr11-13 will nominate another staff member to carry out the investigation.
9. In extenuating circumstances the Principal's Nominee may, at their discretion, accept appeals after the 5-day appeal interval.

## Section 29: Derived Grade for NZQA External Examinations

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### [NZQA Derived Grade Website Information:](#)

Teachers keep records of student progress and grades toward externally assessed standards. These grades are reported to NZQA prior to the External November Exams and are used if a student applies for a derived grade/s.

The collection of Derived Grades must be collected using the same method NZQA uses to assess the same external standard. An example of this is if NZQA uses an exam to assess the standard the teacher must collect the derived grade data in the same manner.

Derived grades are evidence-based grades that we may award to students when they can't attend an examination or external assessment, or their performance is impaired.

Common reasons why students apply for derived grades:

- a temporary acute illness or injury
- a significantly disturbing or distressing experience
- a sudden and significant change to a chronic illness that happens no more than 4 weeks before the student's first affected assessment.
- national representation in a sport, academic or cultural event.

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.

## Section 30: Breaches of the Rules - Internal & External Assessment (Cheating)

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1. 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/>
2. 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.
3. 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.
4. 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.
5. 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.
6. External Assessment Academic Misconduct: If a Sancta Maria College student is found to breach NZQA rules the **NZQA BREACH OF EXTERNAL ASSESSMENT** Academic Misconduct Procedures will be applied in all cases.

## Section 31: Authenticity – Assessment is written by the student only:

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### [NZQA Website Link: Authenticity](#)

All work submitted must be written and created by the student only:

Full procedures are contained in the Academic Misconduct Procedure.

#### **It is your responsibility to:**

- Submit work that is entirely your own.
- Attend classes regularly to allow teachers to see you working on assignments and to discuss the work with you.
- Keep a record of all resources that you use 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.
- All electronic submissions require a record of the history to be made available to your teacher. For most written subjects, that means use of office 365 and submission through TURNITIN.
- Other types of assignment require an alternative log trail, e.g. 'versions' - discuss with your teacher.
- It is your responsibility to: • keep all drafts and working documents, and hand them into your teacher, if required; • keep a record of all sources you used, including handwritten plans and websites.
- Be prepared to discuss your work with your teacher.

## Section 32: Rules of Assessment – What Cheating looks like

Refer to Academic Misconduct Procedure for full explanation of the following types of academic misconduct. **Any breach by a student will be investigated for Academic Misconduct.**

### **You must not:**

1. Quote material from (written, electronic) 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.
15. Use of Artificial Intelligence tools to write your assessment.

### **USE OF AI IN ASSESSMENT**

There are many types of Artificial Intelligence (AI) that have become available. The most widely known is the Large Language Model (LLM) ChatGPT, but there are many others that generate content that goes well beyond text.

#### **Students must ensure that:**

- If students are given permission to use AI by their teacher it is used enhance, rather than replace, a student's own learning
- Recognise the risks and limitations (including inaccuracy and bias)

#### **There are restrictions about how students may use AI in assessment to maintain authenticity:**

- For most assessments, you MUST NOT USE any form of AI (including paraphrasing tools)
- You may only use AI if you have been given approval by the person in charge of the subject
- If AI is permitted at any stage of an assessment, you must document how it was used, for example: a. accurately reference it b. identify the AI tool used c. retain all prompts entered into AI



## Section 33: Academic Misconduct Procedures

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

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

Step 1: If there is a question about authenticity, then the class teacher shows the suspect work to the Curriculum Leader (Head of Department).

Step 2: The Faculty Leader (Head of Department) will collect all supporting data and collate and outline areas of discrepancy.

Step 3: The Faculty Leader (Head of Department) will interview the student after gathering the evidence and document this down in the 'Academic Misconduct Form.'

Step 4: The Head of Department will give the evidence to the Principal's Nominee.

Step 5: 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.

Step 6: The student, Faculty leader (Head of Department) and parents will be informed of the Principal Nominee's decision by written letter.

Step 7: 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.

### **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 possible 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.

## Section 34: Withdrawing from a Standard

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- Only the Deputy Principal 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 by 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 and is not common practice for students at Sancta Maria College.**

## Section 35: 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 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.

## Section 36: Practice Exams

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- The practice exams occur in Term 3 Week 7/8 Wednesday 4<sup>th</sup> – Friday 13<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.

## Section 37: Recording Assessment Results – Common Questions

### 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).

### 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
- You should record your grade in the space provided in your course outline for the subject.
- You can check whether the grade has been correctly entered on KAMAR by viewing your results on the school portal.

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

- Ask your teacher to double-check their records and Kamar.
- If an error is discovered a correction will be made by the teacher on Kamar 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. "SchoolBridge"
- You can check your progress and entries through the School Bridge. Download the app from the AppStore, and login with your school e-mail and password.

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

- Log into Students NZQA website to:
  - a) Get your results; update your details; and see your Vocational Profile
  - b) Request a copy of your record of achievement.
- **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.

## Section 38: 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 is 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 during that hour. Do not waste the time you are given.

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

## Section 39: 2024 External Exam Timetable

2024 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue.					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 5 Nov	AM	Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
	PM	Gagana Sāmoa Spanish	Biology	Japanese Making Music Spanish	Statistics
Wed 6 Nov	AM			English	
	PM	Geography	Spanish	Cook Islands Māori Social Studies	German
Thu 7 Nov	AM		English		Latin
	PM	Reo Māori Kūki Āirani	Accounting	History	French
Fri 8 Nov	AM	Mathematics & Statistics		Chemistry	Accounting
	PM		Music		History
WEEKEND					
Mon 11 Nov	AM	French	Lea Faka-Tonga Te Reo Māori	Calculus	Samoan
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 12 Nov	AM	English			Physics
	PM	Korean	Drama	Samoan	
Wed 13 Nov	AM	Science	Chemistry	Drama	Geography
	PM	Gagana Tokelau Vaqahau Niue	Geography	Biology	Art History
Thu 14 Nov	AM	Agricultural & Horticultural Science	Art History	Statistics	Drama
	PM	History	Chinese	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 15 Nov)					

WEEKEND					
Mon 18 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Health	Economics	
Tue 19 Nov	AM	Chemistry & Biology	History	Physics	Te Reo Rangatira
	PM	Health Studies	Business Studies Cook Islands Māori	Health	
Wed 20 Nov	AM	Chinese (Mandarin)	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 21 Nov	AM	Physics Earth & Space Science	Latin	Te Reo Māori	Calculus
	PM		Economics	Korean	
Fri 22 Nov	AM	Religious Studies	Physics	Business Studies	
	PM	German	Media Studies		Biology
WEEKEND					
Mon 25 Nov	AM	Digital Technologies	Japanese	Geography	
	PM		Earth & Space Science		Religious Studies
Tue 26 Nov	AM		Home Economics	Classical Studies	Te Reo Māori
	PM		German	Home Economics	
Wed 27 Nov	AM		Social Studies	French	Japanese
	PM		Agricultural & Horticultural Science	Media Studies	
Thu 28 Nov	AM		Education for Sustainability Samoan	Earth & Space Science	Chinese
	PM			Music Studies	Spanish
Fri 29 Nov	AM		Dance		Earth & Space Science

## 2024 NOVEMBER EXTERNAL STANDARDS EXAM TIMETABLE

## Section 40: Selected Information from the NZQA Website –

<b>FOR MORE INFORMATION</b>	
<b><u>NCEA</u></b>	<p>Speak to your teachers or Mrs Heffernan or Heads of Departments            Contact the New Zealand Qualifications Authority (NZQA): Phone            0800 697 296 <a href="http://www.nzqa.govt.nz/ncea">www.nzqa.govt.nz/ncea</a></p> <p><b><u><a href="#">LINK FOR STUDENTS</a></u></b>  <b><u><a href="#">THE EXAM TIMETABLE</a></u></b>  <b><u><a href="#">NZQA WEBSITE</a></u></b>  <b><u><a href="#">UNDERSTANDING NCEA</a></u></b>  <b><u><a href="#">NZQA COURSE ENDORSEMENTS</a></u></b>  <b><u><a href="#">NCEA RULES AND PROCEDURES</a></u></b>  <b><u><a href="#">UNIVERSITY ENTRANCE</a></u></b>  <b><u><a href="#">APPROVED SUBJECTS FOR UNIVERSITY ENTRANCE</a></u></b>  <b><u><a href="#">SCHOLARSHIP</a></u></b></p>
<b><u>CAREERS ADVICE</u></b>	<p>Speak to our school careers advisor (Mrs Rogers)            Speak to our Gateway coordinator (Mrs King)            Login to personal portal on Careers Central</p> <p><b><u><a href="#">CAREERS CENTRAL</a></u></b>            Contact Careers New Zealand: Phone 0800 222 733  <a href="http://www.careers.govt.nz">www.careers.govt.nz</a></p>
<b><u>QUALIFICATIONS</u></b>	<p>See what qualifications are available:            New Zealand Qualifications Framework <a href="http://www.nzqa.govt.nz/nzqf">www.nzqa.govt.nz/nzqf</a></p>
<b><u>STUDY SKILLS</u></b>	<p>Find NCEA study tips and skills: <a href="http://www.studyit.govt.nz">www.studyit.govt.nz</a></p> <p><b><u><a href="#">SANCTA MARIA COLLEGE STUDY SKILLS GUIDE</a></u></b>  <b><u><a href="#">NZQA SUBJECT NCEA RESOURCES</a></u></b>            Attend specific subject tutorial sessions afterschool/lunchtimes</p>



## Section 41: 2024 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 or counsellor or dean must be attached		
<input type="checkbox"/> <b>Family/Personal Trauma:</b> documentation must be attached (e.g. letter from parent/caregiver; 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 with reason attached. E.g.: letter from a parent/caregiver)		
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: _____	
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:
<i>The reason for this decision has been explained to me and I accept the decision.</i> Student Signature: _____	Date:





## Section 42: 2024 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

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

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

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

<b>Please tick</b>	<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
<b>REASON FOR THIS DECISION:</b>	

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

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

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