



# **STUDENT and PARENT GUIDELINES**

**2023**

**YEARS 11-13**



**Mahurangi  
COLLEGE**

<b>Contents</b>	<b>Page</b>
<b>1. NCEA</b>	<b>3</b>
<b>2. Course Requirements</b>	<b>3</b>
<b>3. Assessment Calendar</b>	<b>3/4</b>
<b>4. How to Gain NCEA</b>	<b>4</b>
<b>5. Level 1 Literacy and Numeracy Requirements</b>	<b>4</b>
<b>6. University Entrance (UE)</b>	<b>4/5</b>
<b>7. Endorsements</b>	<b>5</b>
<b>8. Scholarship</b>	<b>6</b>
<b>9. Vocational Pathways</b>	<b>6</b>
<b>10 Special Assessment Conditions (SAC)</b>	<b>6</b>
<b>NCEA Internal Assessment Procedures</b>	
<b>11. Course Completion</b>	<b>7</b>
<b>12. Illness / Family Trauma</b>	<b>7</b>
<b>13. Assessment Deadlines</b>	<b>7</b>
<b>14. Planned Absence</b>	<b>8</b>
<b>15. Authenticity</b>	<b>8</b>
<b>16. Misconduct</b>	<b>8</b>
<b>17. Appeals</b>	<b>9</b>
<b>18. Reporting / Signposting</b>	<b>9</b>
<b>19. Derived Grade Process</b>	<b>10</b>
<b>20. Student's Responsibility</b>	<b>10</b>
<b>21. The Moderation Process</b>	<b>10</b>
<b>22. Balancing School Obligations With Part Time work</b>	<b>10</b>
<b>23. Driver Licence Credits</b>	<b>10</b>
<b>24. Planning and Tracking NCEA progress – NCEA Student App</b>	<b>10</b>
<b>25. Contacts</b>	<b>11</b>

# NCEA

**NCEA** stands for the **National Certificate of Educational Achievement** and is a standards-based system where separate standards are used to assess different areas of knowledge and skills.

NCEA is a flexible qualification. It involves a mix of both internal and external assessment. The type of assessment varies across subjects and NCEA levels, so the mix of assessment varies for each student depending on the courses they are taking.

There are two types of standards:

- **Unit standards** that are not usually related to the NZ Curriculum and tend to be used more in workplace subjects such as hospitality, tourism and engineering. Most are assessed at **Not Achieved** or **Achieved** only.
- **Achievement standards**. Depending on their performance, students may gain one of four grades - **Not Achieved** (N), **Achievement** (A), Achievement with **Merit** (M) and Achievement with **Excellence** (E).

**For further information you can go to:**

**<http://www.nzqa.govt.nz/qualificationsstandards/qualifications/ncea/understanding-nce>**

**or there is now the NCEA Guide App**



## Course Requirements

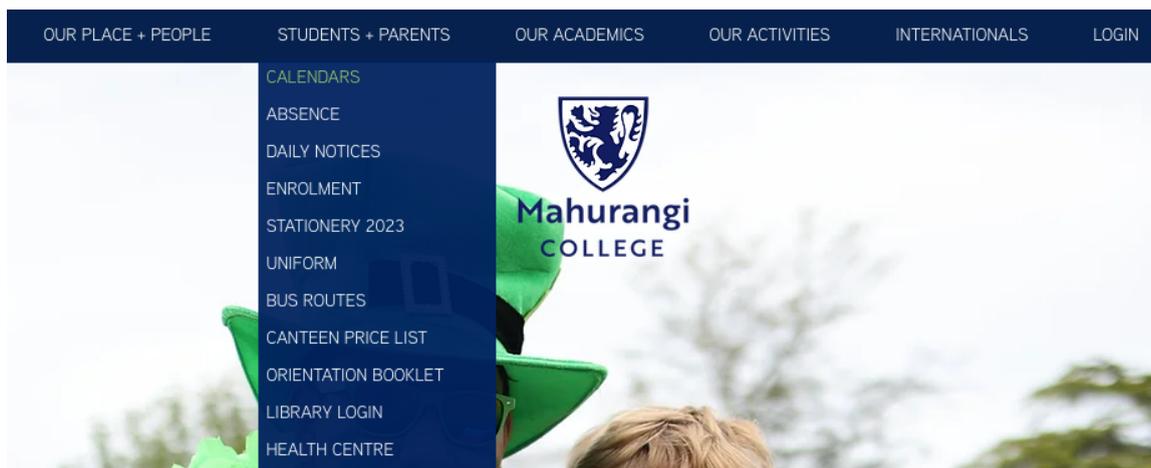
By now you should all have been given the following by each of your subject teachers:

1. A **course outline** – topic areas to be covered within the course which includes the standards being assessed, whether they are internal or external, their credit value and due date.
2. Subject specific requirements and costs.

## Assessment Calendar

The Assessment Calendar for Yr 11-13 is available on the College's website:

[www.mahurangi.school.nz](http://www.mahurangi.school.nz) and then click on Students + Parents then Calendar as shown below:



Please ensure that your parents or guardians have seen these NCEA Guidelines that are also available online.

## How to Gain NCEA

There are three levels to the NCEA certificate and each standard that is completed is worth credits that contribute to gaining NCEA at Level 1, Level 2 and Level 3. Credits can be gained over more than one year.

The latest ministry information can be found at:  
[NCEA Credits](#)

## Level 1 Literacy and Numeracy Requirements

### Literacy and numeracy requirements:

Minimum of 10 credits each. Our HOYs will track your progress. You can also track your progress through your Student Record of Achievement

**It is important to note that a student will not be awarded Level 1 NCEA if they do not have a minimum of 10 Level 1 numeracy and 10 Level 1 literacy credits, regardless of their overall credit total.**

## University Entrance

University Entrance (UE) is the minimum requirement to go to a New Zealand university. To be awarded UE you will need:

- **NCEA Level 3**
  - Three subjects - at **Level 3**, made up of:
    - 14 credits each, in three approved subjects (To find the list of University approved subjects please go to - <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>)
- Literacy - 10 credits at **Level 2 or above** – **You must have 5 reading and 5 writing credits**
- Numeracy - 10 credits at **Level 1 or above**, as specified previously.

**However, it is important to note that Auckland University and many overseas universities require:**

- **a minimum of 17 external credits** in subjects such as calculus and physics for courses such as Engineering. Students are then selected on the basis of their rank score and must have a minimum rank score of 260 for Engineering and 230 for Architecture for example (This rank score is calculated by awarding 4 points for an Excellence, 3 for a Merit and 2 for an Achieved)
- **a minimum of 17 credits in English at Level 2 and/or 3** or evidence that you will be completing a Stage 1 English paper in the first semester.

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

## **Endorsements**

NCEA qualifications can be endorsed with Merit or Excellence, to reflect high achievement.

There are two types:

**A Course Endorsement** indicates consistently high levels of performance, in a particular subject.

- A course will be endorsed with Excellence when the student achieves **14** or more credits with Excellence in the course.
- A course will be endorsed with Merit when a student achieves **14** or more credits with Merit or Excellence in the course.
- These 14 or more credits must include a minimum of **3 internally assessed credits** and **3 externally assessed credits**.
- Exempted from this rule are courses that include **14** or more credits in Physical Education or Level 3 Visual Arts. A course will be endorsed:
  - (a) if **14** or more credits are achieved with Merit or Excellence from internally assessed Physical Education standards
  - (b) if **14** credits are achieved with Merit or Excellence from one of the **externally** assessed Level 3 Visual Arts standards or **14** or more credits are achieved with Merit or Excellence from **internally** assessed Level 3 Visual Arts standards.
- A course endorsement can be gained independently of a qualification. For example, a student may gain a Merit endorsement for their Level 2 Mathematics course without achieving the NCEA Level 2 qualification.
- **The course must be completed within one school year.**

**A Certificate Endorsement** indicates overall commitment and success, generally across a full school year or more.

- An excellence certificate of endorsement will be awarded if a student gains **50** or more credits at Excellence level over all the courses they are studying.
- A merit certificate of endorsement will be awarded if a student gains **50** or more credits at Merit or Excellence level.
- **Credits can be gained over more than one year, however, it is important to note that only one certificate of endorsement will be**

**awarded to a student in one year.** (ie. if a student gained a merit course endorsement at Level 1 and the following year they gained a number of excellence credits but not enough to gain an excellence endorsement at Level 2, because credits can count back, they cannot gain a Level 1 Excellence Endorsement and a Level 2 Merit Endorsement. The Level 2 Merit Endorsement is deemed higher than a Level 1 Excellence Endorsement so they will only be awarded the Level 2 Merit Endorsement.)

## Scholarship

The Scholarship examinations provide a further challenge for the most able secondary school students. Scholarship provides recognition and monetary reward to the top students. Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

## Vocational Pathways

These are part of the Government's wider Youth Guarantee initiative. The Vocational Pathways provide new ways to achieve NCEA Level 2 and let you see how learning and achievement will be valued in the workplace. Students are able to identify the courses and subjects required to achieve a vocational pathway. Employers will be able to see learner strengths, abilities, interests and achievements when they look at the Vocational Pathways information.

You can find more information here on the NZQA site: [Vocational pathways](#)

## Special Assessment Conditions (SAC)

SAC provide extra help for approved students when they are being assessed for their NCEA so that barriers to achievement can be removed and they then have a fair opportunity to achieve credits.

Examples of SAC are the use of a writer or computer, rest breaks, Braille or enlarged print on the papers, or the use of a reader.

Only students approved by NZQA can use SAC for assessments, internal and external, for NCEA.

## Who Can Apply for SAC?

A student may have sensory, physical, medical and / or learning difficulties / disabilities that might be able to be overcome or reduced considerably with appropriate assistance. The school **must** be able to provide appropriate evidence of this when an application is made to NZQA. Students with ongoing medical conditions eg concussion, depression, should be managed through SAC's rather than the derived grade process. (PN Seminar, 2017)

Please contact Gaynor Tahitahi, Head of Faculty Te Korowai Aroha  
[-g.tahitahi@mahurangi.school.nz](mailto:g.tahitahi@mahurangi.school.nz) or [a.taylor@mahurangi.school.nz](mailto:a.taylor@mahurangi.school.nz)

# NCEA INTERNAL ASSESSMENT PROCEDURES

These guidelines set out the school's expectations for NCEA assessment. The aim of the system is to ensure that all assessment **is fair, valid and consistent**.

## Course Work

- All students enrolled in a course at Mahurangi College are expected to attend all classes in their subjects and to complete the course requirements, including class work, assignments, tests, exams and homework.

## Assessment Submissions

Submission dates will be clearly stated by the subject teachers when the assignment is issued. If you are absent on the submission day you must ensure that the assignment is delivered to the office before school on the due date, or you have emailed the submission to the teacher on the submission date. *Please note: all emails contain the time and date received. If you encounter a problem with the internet, it is your responsibility to find another means of getting the work to your teacher.*

Assignments are to be handed to the Student Services Office **before gam** on the due date unless other arrangements have been made within the Faculty.

1. Late work will not be accepted, except under special circumstances. (see below)
2. Absence for an assessment will be deemed **not achieved**. Students that were ill or had a family trauma at the time of the assessment **must** complete a missed assessment application. Please note, a new assessment opportunity is not always possible.

## Illness / Family Trauma

If you have an illness, your parent/caregiver should contact the college.

A 'Missed Assessment' application for another assessment opportunity **due to illness, must** be accompanied by a **signed note or email if it is for ONE day only** or a **medical certificate if it is for TWO or more days**.

**Family Trauma:** please supply a letter from a caregiver or the Guidance Counsellor/counsellor with the Missed Assessment Application form.

**Note:** Having a medical certificate/ letter does not entitle you to a re-assessment opportunity, it merely supports your application.

## Planned Absences

If a student can foresee an absence e.g. school trip, Spirit of Adventure etc. then you must negotiate with the Head of Faculty **IN ADVANCE**. In these situations, an extension of time **may** be given provided course completion is not jeopardised and you are not given an unfair advantage.

The '***Missed Assessment Application***' form is located in the plastic pockets by the Student Services office.

Please note that the '[Missed Assessment Application](#)' form must be signed by your subject teacher or the HoF.

**Note: Family holidays in school time do not excuse you from assessments.** A letter must be written to Mr Giles requesting leave and a 'Missed Assessment' application must be completed for all assessments that will be missed during the absence. If you miss vital teaching time, your ability to complete the standard may be compromised.

## External Assessment

This is controlled by NZQA and involves schools providing evidence based on the pre-requisite (qualifying) exams and coursework.

You must complete the [Derived Grade Application](#)

## Authenticity

This is the assurance that the work produced by a student is their own. You cannot:

- submit work that has previously been submitted
- copy from another person or source (plagiarism)
- have too much guidance from the teacher or anyone else
- get specific answers for the assessment activity because it is publically available on sites such as TKI.

You will be required to sign an [authenticity statement](#) at the beginning of the year and this will be stored in a file by the Principal's Nominee.

**Note: Any work found not to be the student's own work will result in a 'not achieved' grade.**

## Misconduct

Misconduct, which may include cheating, copying another student's work, or allowing another student to copy your work will mean no credits will be gained. The student/s involved will also forfeit any opportunity to be reassessed in that Achievement Standard/Unit Standard and the matter will be treated as a serious discipline issue.

## Appeals

- All appeals for reconsideration of grades awarded for an achievement standard must be made within seven days of the work being handed back.
- No work will be eligible for appeal if there is correction fluid present or if it is written in pencil (unless it is a subject requirement).
- The appeal must be made using the '[Students Appeals Application](#)' form (located outside the Student Services office) and should be given to the Head of Faculty. It must state what is being appealed and the reason the appeal is being made.
- The Head of Faculty will consult with the Principal's Nominee.

## Reporting / Signposting

- All students keep a record of their achievements on the '[Student Record Of Achievement](#)'. For year 11 & 12 students, these are in their English Google Classroom and for yr 13, this will be arranged with the HOY, yr 13.
- A summary of your obtained achievement standards will be included in your school report.
- If there is concern regarding non-completion of work, missing assessments, failure to submit assessment work your parents/caregivers will be notified.

## Derived Grade Process (End of year final external exams only)

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 that have prevented them from sitting examinations or otherwise presenting materials for external assessment.

This process highlights the importance of the pre-requisite/qualifying school exams. If a student has to apply for a derived grade due to unforeseen circumstances, a grade will be derived from these school exams if all the conditions set by NZQA are met. A complete guideline for this process and eligibility for a derived grade can be downloaded from -

<http://www.nzqa.govt.nz/ncea/acrp/secondary/forms.html>

## Student's Responsibility

The meeting of NZQA requirements - meeting course requirements, prior notification of expected absences and post notification of unexplained absences is the **student's responsibility**.



## The Moderation Process

As a school, we are required to have policies and procedures in place to ensure that results reported to NZQA are accurate and consistent with the assessment criteria for each standard. Each year:

- all assessment material is critiqued and modified as necessary, **before use**
- judgements are consistent across classes
- for each standard a **sufficient sample** of each teacher's grade judgements is verified - this is particularly important around the grade boundaries and these samples of work are **purposefully selected**.
- annotated benchmark samples of student work are identified and retained in each of the resource areas
- for each standard, assessment materials are retained with a selection of student work for the purpose of external moderation by NZQA
- all advice from external moderation is actioned before the materials are used again
- staff use external professional links to maintain their understanding of the standards.

## Balancing School Obligations with Part Time Work

The Employment Act clearly states that, "employment must not prevent or interfere with attending school. Young people aged less than 16 years cannot work during school hours or after 10pm or before 6am on school nights."

As a school, we acknowledge the importance of learning life skills and developing a work ethic through part time work – budgeting, commitment, punctuality, time management and so on but the priority for our students has to be their schooling. It is important that they gain the correct amount of sleep, that they have the energy to be focused and engaged while at school and that they have time to complete all of their assessments to a high standard. Experts agree that students who work more than 15-20 hours per week often experience decreased school success that can lead to dropping out entirely. Working long hours can also limit opportunities to build friendships and explore interests that enhance intellectual and emotional development. Our students have a limited number of years to gain their school qualifications but years ahead of them in the work force, at this stage in their lives school must take precedence.

## NZTA Class 1 Driver Licence Credits

There are 3 unit standards available to those students who have gained either their Learner Licence (US 29363 - 2 credits), Restricted Licence (US 29364 - 4 credits) or Full Licence (29365 - 2 credits).

To approve these credits the PN must sight the original licence and be given a photocopy of the original.



## Planning and Tracking NCEA Progress - NCEA Student App

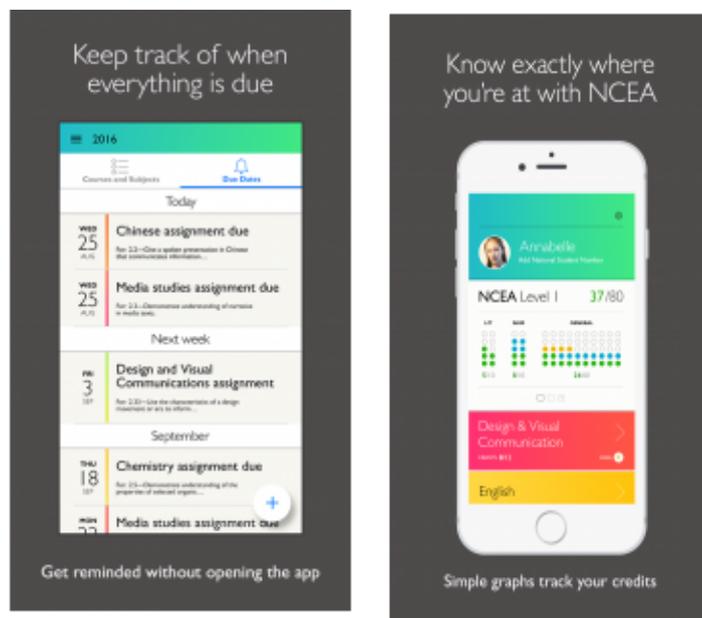
### The key purpose of the App?

NZQA has developed a mobile App, with the input of students to help students plan their NCEA study programmes, set goals and track their progress.

### What does the App do?

Functionality provides students with the ability to:

- Select and set their NCEA credit goals and targets
- See how they are tracking towards NCEA Levels one, two and three - including literacy, numeracy and University Entrance (UE)
- Set reminders for each standard such as when assignments are due
- Capture results as they are achieved and cross check with the school or NZQA



## Contacts

If you have any queries regarding NCEA, please do not hesitate to contact:

- Ms Catherine Hutton - Deputy Principal / Principal's Nominee – [c.hutton@mahurangi.school.nz](mailto:c.hutton@mahurangi.school.nz)

