



WHANGANUI HIGH SCHOOL

the
NATIONAL CERTIFICATE
of
**EDUCATIONAL
ACHIEVEMENT**

Level 1

A Guide to NCEA

What is the National Certificate of Educational Achievement (NCEA)?

The NCEA is New Zealand's National qualification for school learners. The NCEA is one qualification on New Zealand's National Qualifications Framework (NQF) and it sits alongside more than 700 other National qualifications used throughout tertiary education and industry training.

How do students complete a NCEA Qualification?

There are three NCEA qualifications: **Level 1** (Year 11), **Level 2** (Year 12) and **Level 3** (Year 13). These are the first three levels of the NQF's eight levels (Level 8 being a PhD).

To be awarded a NCEA Level 1 qualification students must achieve:

- 80 credits, 60 of which must be from Level 1 standards.
- 10 credits must be achieved in prescribed literacy standards.
- 10 credits must be achieved in prescribed numeracy standards.

To be awarded a NCEA Level 2 qualification students must achieve:

- 80 credits, 60 of which must be from Level 2 standards. You must also have Level 1 Literacy and Numeracy.

To be awarded a NCEA Level 3 qualification students must achieve:

- 80 credits, 60 of which must be from Level 3 standards.

How is each course assessed?

NCEA is based on students meeting National standards. The standard describes the level of work required. As students meet these standards (Achievement or Unit standards) they earn credits towards their NCEA qualification. Each standard is worth a set number of credits. To challenge students sitting an Achievement standard, separate assessment standards have been set so that students can achieve a credit at three levels - Achieve, Merit or Excellence. In normal school curriculum subjects, at least half of the assessment will be by end of year examinations run by the New Zealand Qualifications Authority. The remaining assessment will be completed in school, and will mainly focus on skills and knowledge that is not easily assessed through examination.

Assessment Procedures.

Students will be provided with a course outline in each course (subject) studied. This outline will include the dates of all assessments, Achievement or Unit Standard titles, credit values and information on further assessment opportunities. Each subject must follow the School policy, which has been developed to ensure students are assessed fairly and consistently. An NCEA coordinator has been appointed to monitor all systems.

Student Attendance

It is vital that students attend classes and make every effort to achieve in the courses they enrol in. If a student is not meeting an 80% attendance rate in that course then the Principal may use his/her discretion to withdraw the student from the course.

Consistency

Each course will follow these guidelines:

- Dates for assessment deadlines will be adhered to.
- Assessment items will be accepted until 3:45 pm on the due date. They must be handed to the student's teacher or dropped in to the Student Centre.
- In special circumstances, the **NCEA coordinator** may grant additional time (up to 5 days) for work to be completed. Only the **Principal** has discretion to grant a longer extension. Please note that some assessments cannot be done at another time and missing them, for whatever reason will mean no achievement in that standard.
- Teachers will wait 10 school days before returning graded work. There will be no extensions approved once work has been graded and handed back to students.

Fairness

There will be circumstances, such as illness or bereavement, which prevent assessment items for an Achievement or Unit Standard being handed in on time, or missed, in the case of a test. Students must be aware of the following:

- If a student misses an in-class test through an approved absence, where **possible** an assessment opportunity should be provided. An absence can only be approved by the **NCEA Coordinator** and can only be done using the **Extension application form** (these are available at the Student Centre). If the absence is not approved then the student will be unable to sit the assessment.
- If NCEA assignment/research work is handed in late then it will not count towards the student's qualification unless an Extension has been applied for and approved. In cases of illness the **NCEA Coordinator** may grant an extension of up to 5 school days upon receipt of a medical certificate. In other cases such as bereavement, a parental note will be required. Extensions of over 5 days and up to 10 school days may be granted at the **Principal's** discretion.
- Non urgent medical, dental, hair, driving, work, holidays, music or counselling appointments are not reasons that will be accepted for extensions.

Appeal Procedures

If a student is unhappy with the grade awarded for an assessment item then they must immediately discuss this with the teacher. This should resolve most problems. However, if a student is still not satisfied with the teacher's explanation the following procedure will operate:

- The student must make a written appeal to the teacher within 2 days of receiving their grade (Appeal forms are available at the Student Centre). The **teacher** will respond to the student in writing using the space provided on the Appeal form.
- If the student is still not satisfied the appeal will be submitted to the **HOD/Checkmarker** who will investigate and respond in writing using the Appeal form.
- If the appeal has still not been settled to the student's satisfaction a formal procedure will take place. The **NCEA coordinator** will interview the student, teacher and HOD/Checkmarker. An independent expert may be approached to verify assessment decisions. The NCEA coordinator will then make a final decision on the appeal and advise the student and their parent/guardian.

Students may also appeal about other aspects of assessment conditions, such as, decisions about extensions, further assessment opportunities and outcomes of breaches of rules. In such cases students should speak to the NCEA coordinator for advice.

Helpful Advice

NCEA will demand a consistent and focused approach to your studies. All courses (subjects) will have a significant amount of Internal assessment as well as examinations at the end of the year. To keep up with the demands of the course you should:

- Keep a planner of assessment dates and make an effort to complete work early so that you can meet all assessment dates.
- Always talk to your teacher about the work you are expected to do. Each teacher will do their best to support you in meeting the demands of assessment tasks so if you have any queries **-ask your teacher!**
- Find out whether or not presentation matters. Do not waste time rewriting work because you have put a few twink blobs on the page.

Endorsed Certificates

Endorsement of certificates is a way of reflecting the Merit and Excellence credits on each individual's Record of Achievement. This will, hopefully, encourage students to do their best as endorsement of certificates requires 50 credits to be gained at the Merit or Excellence standard at the level of the certificate or above. Please note that credits gained in one year can be used to gain endorsement in another year.

Do I have to enter for all the assessments in a course?

The 5 - 8 standards in each school course (subject) represent outcomes associated with the natural division (topics) that occur in conventional school subjects e.g. Level 1 Physics has standards in practical work; motion; light and waves; electricity and magnetism etc. Students who enroll in NCEA courses will be expected to complete all the coursework associated with the subject and enter all relevant Achievement or Unit Standards.

What will happen if I cannot achieve a standard on my first attempt?

At the beginning of the year teachers will supply to their students an assessment outline. This outline will show which Achievement or Unit Standards have a further assessment opportunity. If the standard has a further assessment opportunity you will be able to attempt the Achievement or Unit Standard at another date. There is only ONE resubmission opportunity. In the case of failure at this time then the further assessment opportunity has to be a new task and more tuition may be necessary. You should note that some further assessment opportunities might be provided outside of normal school hours.

Unfortunately, some assessments may not be able to provide a further assessment opportunity due to factors such as the involvement of a distant field trip. Failure to achieve a credit in this case means you will be unable to gain credit for this Achievement or Unit Standard unless you resit the assessment in another year.

I am moving to another school.

What will happen to my results:

Please make sure that you advise the NCEA Coordinator so that arrangements are made to transfer all your assessment results to your new school.

I am going away from school for a few days and will miss sitting an in-class test, which is an assessment for NCEA.

What should I do?

Firstly, think very carefully about taking any time off as it may affect your assessment results. However, if the reason is genuine and important, please make sure you go to the Student Centre and fill out an Extension Application Form, well before your intended absence, and submit this to the **NCEA Coordinator**.

The NCEA Coordinator will contact your parent/guardian before granting any extension. Students must be aware that the NCEA Coordinator is only able to grant a maximum extension of 5 school days. In exceptional circumstances the **Principal** may grant an extension for a longer period of time.

Remember if you go away for longer than 5 to 10 school days and miss an assessment that has no reassessment opportunity then you may be unable to gain a credit in that achievement or unit standard.

Authenticity & Breaches of the Rule

All work submitted by students for NCEA assessments must be their own. **Plagiarism is not acceptable.** Any student who copies material without acknowledging the source is guilty of plagiarism and will receive a grade of 'Not Achieved' for that assessment task.

Any student caught **breaking the rules of an assessment** will also receive a grade of Not Achieved. Breaking the rules could include communicating with others during a test, using notes, using equipment that is not allowed, use of a cell phone and poor, or disruptive, behavior during the assessment.

Special Assessment Conditions (SAC)

Any student who has a significant physical or learning difficulty which impacts on the student's ability to demonstrate their true academic ability can apply for 'Special Assessment Conditions'. A student who applies and receives **Special Assessment Conditions** may be granted support such as extra time, a Reader/Writer, use of ICT etc. Please make an appointment to see Ms Cansfield in the Learning Support Centre if you think you should be considered.

Derived Grade

A derived grade is 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 a natural disaster, the death of a family member or close acquaintance, and National representative duties which have prevented them from sitting examinations or otherwise presenting materials for external assessment. Derived grade applications are made through the Principal's Nominee or the staff member delegated this responsibility.

Students must be aware of the importance of sitting the School examinations in this regard. Students are told about the application process to follow prior to the External examinations.

Monitoring NCEA Systems

An NCEA Coordinator has been appointed to oversee and monitor the implementation of systems to support the development of quality assessment practices in the school. The NCEA Coordinator will have a major role in responding to student needs. The Coordinator will process formal student appeals, grant Extension applications for late assessments and oversee the recording, verification and transfer of student achievement data. If you have any queries concerning NCEA that cannot be answered by your classroom teacher please see the NCEA Coordinator.

Privacy of Student Work

If a staff member wishes to use a student's work as an exemplar, then the student's permission must be sought.

LITERACY AND NUMERACY

The requirements for Literacy and Numeracy at Level 1 is 10 credits. At WHS students can achieve the 10 Literacy credits from a variety of curriculum/subject areas.

The 10 Numeracy credits will most likely be gained through Mathematics, and there are two pathways by which this can be done:

1. Via MAI1, where a specific package of three Unit standards will be offered in Number, Measurement and Statistics.

Or

2. 10 credits from achievement standards which count for Numeracy (mostly Mathematics, but some may be available from other subjects).

COURSE ENDORSEMENT

Course Endorsement provides recognition for students who perform exceptionally well in individual courses at Merit and Excellence level.

The key objective of Course Endorsement is to motivate students to achieve their potential in one or more courses.

Student will gain course endorsement where they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement.
2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards.
3. Sufficient credits in a single school year.

Note: Physical Education and Level 3 Visual Arts will be exempt from (2) above.

A course is a coherent programme of learning in a given year. Schools will determine the standards which make up each course, reflecting current practice. Course endorsement will not be awarded retrospectively. Multi-level courses are endorsable.

Counsellors

Many influences in your life can contribute to you feeling pressured in your work at school. Talking with someone not directly involved can help you to work through those feelings and to find ways that help you to achieve the goals you have in your life.

Our School Counsellor is available for confidential counselling. You can make an appointment at any time, with the counsellor, by going to the Student Centre.

A Message From the Principal

Dear Students

Wanganui High School is proud of its students and their achievements in terms of qualifications.

*The National Certificate of Educational Achievement provides a qualification with opportunities for **every** student to obtain recognition for the things they are good at, for the knowledge they gain at school, and for the skills they have developed.*

*The National Certificate will be very helpful to students, parents and future employers in showing **what students can actually do**.*

I wish you well in your studies.

Martin McAllen
Principal