



Chanel College - Te Kāreti o Kanihera

# Chanel College NZQA Guidelines 2024



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# Akonga Guidelines for National Assessment 2024

Welcome to NCEA 2024. This document is designed to help you understand how NCEA works.

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Akonga – student / learner

Kaiako – teacher / subject teacher

Atawhai – form teacher

**Note:** The NCEA qualification is undergoing significant change from 2024 onwards. Year 11, akonga will complete their NCEA qualifications under the new framework, Year 12 and 13 akonga will sit it under the previous existing framework.

## **So what is NCEA?**

NCEA is split into the three separate qualifications of NCEA Level 1, 2 and 3. NCEA enables akonga to prepare for a wide range of pathways that lead to further study, training and employment. **NCEA Level 2 is recognised as the key foundation level qualification.**

The NCEA qualifications are based on credits. Akonga need the following credits for each Level qualification:

- **NCEA Level 1:** 80 credits (including 10 Literacy and 10 Numeracy credits) **or** 60 credits plus they meet the requirements of both the Literacy and Numeracy Corequisites.
- **NCEA Level 2:** 80 credits (60 credits at NCEA Level 2 plus 20 credits at any other level). *The NCEA Level 1 Literacy and Numeracy requirements must also be met **or** akonga must meet the requirements of both the Literacy and Numeracy Corequisites.*
- **NCEA Level 3:** 80 credits (60 credits at NCEA Level 3 plus 20 credits at NCEA Level 2 or above). *The NCEA Level 1 Literacy and Numeracy requirements must also be met **or** akonga must meet the requirements of both the Literacy and Numeracy Corequisites.*

**Note:** Literacy and Numeracy at NCEA Level 1 and University Entrance Literacy (at NCEA Level 2) can be gained in certain standards in a variety of subjects. Check your assessment statement or speak to your Atawhai, Kaiako or Dean if you have questions.

The Literacy and/or Numeracy Corequisite standards will be offered to akonga (mainly in Year 10) in June and November 2024.

## **So how do I gain these credits?**

NCEA has two types of assessment standards – Achievement Standards and Unit Standards.

- Every subject offers a number of assessment standards and each assessment standard is worth a specified number of credits.
- Credits can be gained through a combination of Internal and External assessment standards. What assessment standards you sit will depend on your course.
- Internal assessment is carried out throughout the year and is marked by kaiako in the school. You earn credits from Internal assessments throughout the year.
- External assessment is carried out in November and the examinations are marked by an external panel. You learn what credits you have earned from the External assessments in January of the following year.

## **Recognising high achievement**

In Achievement Standards akonga can gain one of four grades – Not Achieved, Achieved, Merit or Excellence. Merit represents very good performance and Excellence represents outstanding performance. Unit Standards normally offer Not Achieved or Achieved grades.

NCEA acknowledges high achievement in a number of ways. You can gain a Certificate Endorsement, a Subject Endorsement or Scholarship.

**Certificate Endorsement** – encourages akonga to achieve Merit and Excellence grades in their assessments. Certificate endorsements can be gained at NCEA Level 1, 2 and 3. A Certificate Endorsement is shown on your New Zealand Record of Achievement, showing your overall commitment and success. There are two grades of endorsement:

***NCEA endorsed with Merit*** is gained by achieving 50 or more credits with Merit or higher at the level of the certificate or above. This can be a mix of Merit and Excellence credits.

***NCEA endorsed with Excellence*** is gained by achieving 50 or more Excellence credits at the level of the certificate or above.

**Subject Endorsements** – Subject endorsements are shown on akonga Record of Achievement and they indicate consistently high levels of performance in a particular area of learning. Subject Endorsements are gained by achieving 14 credits at Achieved, Merit or Excellence level in a subject with at least three of these credits coming from externally assessed standards and three credits from internally assessed standards in one calendar year.

**Note:** External credits are not required in Physical Education and Religious Education as these are a completely internal assessment based subject.

**Scholarship** – is a prestigious part of the New Zealand education system. Results do not contribute to NCEA certificates; instead high achieving akonga are recognised and financially rewarded. Scholarship is gained through sitting and achieving in a separate examination.

Akonga doing NCEA Level 3 courses have the opportunity to enter for a Scholarship in a variety of university approved subjects.

**University Entrance** – is the minimum requirement to go to a New Zealand university.

To gain University Entrance you will need **all** of the following:

- NCEA Level 3
- 14 credits each, in three different NCEA Level 3 [approved subjects](#)
- Literacy - [10 credits at NCEA Level 2 or above](#), made up of:
  - 5 credits in reading
  - 5 credits in writing
- Numeracy - 10 credits at NCEA Level 1 or above, made up of:
  - Achievement Standards – specified achievement standards available through a range of subjects, **or**
  - Unit Standards - package of three numeracy unit standards (26623, 26626, 26627- all three required); **or**
  - You have gained your Numeracy credits through passing the Corequisite standards discussed earlier.

**Important:** Most universities have specific entry requirements. You should ensure you know what these are for your intended university and course. Talk to the Careers Faculty if you have any questions.

## **Other qualifications**

### National Certificates

There are many national certificates available through the New Zealand Qualifications Framework. These include Business Administration, Tourism, and Computing. Some akonga often have credits that count toward these that they are not aware of. If you are interested, ask your kaiako or go on the NZQA website for further information.

## **Practical things**

### Official NZQA information

All NZQA information is available through the NZQA website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz). There is also an NCEA app which can be downloaded through iTunes or Google Play.

### Learner log-in

You need to log in through the [learner log in section of the NZQA site](#).

Important information is found through the learner login including your examination results which are released in January. You need to have your NSN number to access your learner log in. You can see this on KAMAR or ask your Atawhai teacher.

## **Assessment statements**

At the start of the year you will be given access to an assessment statement for each of your courses by your Kaiako. The assessment statement will show:

- A statement about the course
- The assessment standards offered
- The number of credits the assessment standards are worth
- Whether the standard counts for Literacy or Numeracy credits
- The week of the assessment
- The number of opportunities you have to attempt that standard. Note that one further assessment opportunity MAY be offered if practicable. Further assessment opportunities are with a new task or context. You can achieve any grade range with a further assessment opportunity.

You should also have other important course information available, which includes

- Subject specific assessment practice
- Vocational pathways information
- Endorsement information
- If the course is University Entrance approved and what standards count for University Entrance reading and writing literacy

## **Assessment guidelines**

### Procedures

You will be required to sign and submit the Authenticity of Student Work 2024 document prior to the completion of any NCEA internal assessments (See Appendix A and [this link](#) for the document). All work completed must be your own original work. If other sources of information have been used they must be acknowledged in accordance with the correct referencing model used in your subject domain.

You will receive relevant information such as the specific task and due dates at a reasonable time prior to the due date of any assessment. The task may be given to you in hard copy or electronically.

Your work will be assessed and moderated according to school and department policies.

You must complete all assessments under strict guidelines as outlined by your kaiako. Internal standards must be treated in a similar way to external standards to ensure authenticity of your work.

Once marking is complete your kaiako will return your work to you with a grade. This should normally be **within three weeks** of the due date.

You are not allowed to keep your internal assessments as your work must be retained and stored by the school usually for one year, and in some cases samples of akonga work will be retained for moderation purposes.

If you fail to submit an assessment before the final deadline or are absent for an unjustified reason and have not filled out an extension form, you will not have achieved the standard and in addition, will be ineligible for a resubmission. If no further assessment opportunity is available then your final grade will be Not Achieved.

You cannot be withdrawn from an internal assessment if you have been present for the teaching and learning of that standard but have chosen not to submit your work. In this instance you will be awarded Not Achieved. See also the section of this booklet on ***School expectations, deadlines, lateness and extensions.***

### The Privacy Act 2020

Schools are required to comply with the Privacy Act 2020. In informing akonga about their grades, and making decisions regarding exemplars, please remember the following:

- Kaiako must keep akonga information confidential. For example, you are not allowed to see other akonga results without their permission; and
- Kaiako must get your permission before using your work as an exemplar.

### Special Assessment Conditions (SACs)

If you have a diagnosed learning need, this should have been raised prior to Year 11 with the Head of Department and or your Atawhai teacher. Provision will be made for you to have valid and fair assessment conditions, consistent with the assistance you would normally have as part of your learning environment and in accordance with the school's policies.

If the Head of Department or your Atawhai teacher is unaware of your special learning needs they should be approached by you or your parent / caregiver.

**You need to take responsibility for reminding kaiako about your SACs. You also need to be aware that if you choose not to use your SACs, you may lose them.**

For external examinations, Mrs Meade, the Learning Support Coordinator will apply to NZQA for the appropriate assistance. In the first instance, parents/caregivers should check with the Head of Department, or Mrs Meade that you will qualify. To assist NZQA's acceptance of your

application, it is important that you have an ongoing history of special assistance at the school.

### School expectations, deadlines, lateness and extensions

#### Internal assessment standards

The school expectation is that akonga will be entered for and will complete all internal assessment standards that are offered in their timetabled subjects. Where akonga are offered a number of internal assessment standards to choose from, the school expectation is that they will sit enough internal assessment standards to meet the required number of credits offered in that course.

A Not Achieved grade will be awarded where akonga are in class for the teaching and learning of a standard but they choose not to sit the assessment or hand in the work by the deadline date.

In special circumstances akonga may choose to submit an application for withdrawal from an internal assessment. This application must be submitted before the internal assessment takes place/the hand in date and must be approved by your kaiako, the HoD and Mr Senior as the Principal's Nominee.

See Appendix B for the Application for Withdrawal from an Internal Assessment 2024 form. The form is also [linked here](#).

#### Deadlines and lateness

Assessed work is due at the time and date stated in the assessment statement that has been made available to you at the start of the year or on the rearranged date provided by your kaiako.

Work submitted after this time is deemed to be late and will not be accepted for marking unless an extension to an internal assessment (see below) has been granted. If no extension to an internal assessment has been granted, Not Achieved will be awarded for any work not handed in by the deadline. Examples of reasons that may not be regarded as valid for not sitting an assessment or granting an extension are:

- Stress or anxiety due to having to sit examinations
- Minor ailments such as minor cough, cold or headache
- Self - interest absence or parents being on holiday
- Day to day family or school based disturbances

If you miss assessment periods due to being on a school related trip, you are automatically granted an extension for the time you were away with no application required.



### Extension applications

If you require an extension to an assessment or deadline, you must apply to Mr Senior for consideration **before the assessment is due** (except in exceptional circumstances). Your kaiako is not able to grant an extension to an assessment or give extra days to complete the assessment.

Based on the information presented in the application, an extension to the deadline may be granted, a new assessment date set, or the application denied and no credit for the standard awarded. Applications for an extension to a deadline for an assessment are unlikely to be granted if Kaiako set draft deadlines or check points have not already been met.

Note the following situations where **you MUST provide a medical certificate** to gain an extension to an NCEA assessment:

- For a Drama, Dance, Music or other performance-based assessment
- If you have missed three or more periods of an assessment, when the assessment is being completed in class

See Appendix C for the Application for an Extension to an Internal Assessment 2024 form or [follow this link](#).

Mr Senior decision, as Principal's Nominee, on requests for an Extension to an internal assessment is final.

In some cases a further assessment opportunity may not be able to be offered. In this instance it may be possible, if authentic accumulated evidence for that particular standard can be provided, for you to still achieve the standard.

If you are on a family trip for which the school has not granted an exemption from attending school under The Education Act (1989) you will not be able to sit the assessment that you have missed and gain the credits.

The Education Act (1989) allows the school to exempt students from attending school for up to 5 days. The circumstances in which the school can grant this exemption are:

- If you are a National/local representative in a sporting or cultural event in New Zealand or overseas;
- Bereavement leave or exceptional family circumstances, at the Principal's discretion.

## Resubmissions

You are not automatically entitled to a resubmission opportunity.

Resubmissions can only be offered if you are at the Not Achieved/Achieved grade boundary. The highest grade you can be awarded after a successful resubmission is an Achieved. You should be able to discover and correct errors yourself with no further teaching taking place.

Resubmissions must be completed within a specified time frame, usually ranging between 30 minutes and 24 hours.

Kaiako will not accept any late resubmissions. However, make sure you tell your kaiako about any relevant circumstances (eg work commitments that night) before he or she sets the due date.

## Results appeals process

If you wish to seek reconsideration of your results by appealing you must request this using the form below, stating reasonable grounds, **within seven days of receiving your result**.

In the first instance you should speak with your kaiako who may be able to answer your queries. If the matter is not resolved, you must complete an Appeal Form and submit it to the Head of Faculty who will investigate.

If you are still not satisfied, the Appeal Form will be passed to the Principal's Nominee who will make a decision within seven days of the appeal being submitted to her. The Principal's Nominee decision on the grade awarded is final.

See Appendix D for the Application for the Appeal of an Internal Assessment Grade 2024 or [the link here](#).

## Assessment Rules and Authenticity

A breach of assessment rules includes:

- Handing in assignment/assessment material that cannot be shown to be your own work. When you submit your work for an assessment, kaiako must be confident that the work was done by you, not your parents, another akonga or another source. You are asked to sign an authenticity statement at the beginning of the year that states this (see Appendix A). To ensure authenticity, you must follow the guidelines and procedures that are set in place by your kaiako. You may be asked to hand in all your research materials with the completed task, meet regular deadlines to show how your assessment is progressing, bring other evidence to class such as a USB, and / or keep a journal or log.

- Copying from the internet without using a referencing system (use the CC referencing system which is detailed earlier in this booklet).
- Claiming kaiako notes as your own.
- Knowingly allowing another akonga to copy your work and submit it for their assessment. This includes when you become aware that your work may have been compromised and you do not report it. This will affect all akonga who allow this to happen, with everyone involved losing the credits for that assessment.
- Failing to follow instructions during an assessment.
- Cheating in an assessment/test, including using a cell phone, taking notes into an assessment, communicating with another akonga during the assessment.
- Behaving in such a way that the integrity of the lesson or assessment is compromised.
- Providing information that is incorrect, eg on the authenticity statement, extension application or withdrawal application.

Where there is a breach of assessment rules the kaiako/Head of Department will investigate the possible misconduct and discuss this with the Principal's Nominee.

Some possible consequences are:

- A Not Achieved grade being awarded for your work
- Any further assessment opportunity for the standard may be withheld
- Other sanctions as determined by the school behaviour policy

A record of those who are in breach of assessment rules is kept by the Principal's Nominee. Parents may be informed of the situation. The Principal's Nominee decision on breach of assessment rules is final.

### **Derived grades**

Derived grades are only available for external assessments. If you cannot sit your external examination due to medical or trauma-related reasons, you need to contact the Principal's Nominee, Mr Senior, immediately. He will give you the appropriate form which must be completed by a medical professional or a counsellor/ psychologist or similar. You must see one of these professionals as soon as possible, as a delay may compromise your chance of your application being successful.

This form must also be returned as soon as possible (ideally within days of receiving it; if the exam missed is on the last day of the examinations, it must be returned to school in the next

working day) as the deadline for making the online submission for derived grades closes within days of the examinations being complete.

**Note:** Kaiako will provide a grade for the examination missed based on standard specific authentic evidence. This means your performance in the Term 3 examinations is likely to be used. It is therefore very important that you try your best in these examinations.



# Chanel College

## AUTHENTICITY OF STUDENT WORK 2024

AKONGA NAME: \_\_\_\_\_ ATAWHAI CLASS: \_\_\_\_\_

This form is to certify that:

1. I have read all parts of the **Akonga Guidelines for National Assessment 2024** booklet and I understand its content. I am able to access the booklet for future reference later in the year.
2. I understand that all work submitted by me for internal assessment consideration must be my **own original work**.
3. I agree to **acknowledge all sources of information** and disclose any assistance received from other people in the preparation of work to be submitted for internal assessment.
4. I will follow the **guidelines and procedures** set in place by my kaiako to ensure my work is authentic, including any draft or check point submissions that may be required.

I understand that if my work is deemed not to be authentic, there will be an investigation by the subject teacher, HOD and Principal's Nominee. If my work is found to have breached the rules i.e not be deemed as authentic work, then my parents/caregivers will be notified, and no credits will be awarded for that standard. I will have a right of appeal in this case. I understand I must make this appeal to the Principal's Nominee within seven days of receipt of notification that credits will not be awarded. I understand that if there is a further assessment opportunity for that standard, I will not have the opportunity to attempt this.

Akonga signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed, this form is to be returned to the Mr Senior where it will be centrally stored at school.



## NCEA – Change of Assessment Date Form (if Late) or Missed Assessment Form

Student to complete **Step 1**, attaches appropriate letters or certificates, teacher to complete **Step 2**, before handing into the Deputy Principals' Office. **Where possible this form should be completed prior to assessment.** A completed copy of this form will be returned to the student and a copy held on file.

### Step 1 – Student to complete

Akonga Name:	Atawhai Class:
Date of application:	
Subject:	Name of Subject Teacher:
<b>Reason for missing assessment: (please tick one)</b> <input type="checkbox"/> <b>Illness:</b> <i>medical certificate must be attached, if not, please state: .....</i> ..... <input type="checkbox"/> <b>Family/Personal Trauma:</b> <i>documentation must be attached (eg letter from parent/caregiver; counsellor; House Leader)</i> <input type="checkbox"/> <b>School Sporting/Cultural Activity:</b> <i>documentation must be attached (eg letter from coach; teacher in charge; parent/caregiver)</i> <input type="checkbox"/> <b>Lateness:</b> <i>reason (eg, letter from a parent/caregiver)</i>	

### Step 2 – Teacher to complete

Name of Subject Teacher:	Subject Code:
Is Reassessment/Extension possible (teacher to complete)?: Yes / No	
Standard number:	Standard Title:
Original date of assessment or due date:	
New Assessment/Extension due date:	

### Step 3 – School Use Only

<b>Decision by Deputy Principal: (Mr Chris Senior)</b>  <b>Extension Granted:</b> <i>New due date</i>  <b>New Assessment Date Granted:</b> <i>New due date</i>  <b>A Derived Grade will be used in determining a grade, only if evidence is available. (Faculty Head/or Head of Department to attach documentation of evidence used and grade awarded).</b>  <b>Application Denied:</b> <i>Reason .....</i>	
Deputy Principal: .....	Date: ...../ ...../ .....



## NCEA – Application for withdrawal from an internal assessment Form

Student to complete **Step 1**, attaches appropriate letters or certificates, kaiako to complete **Step 2**, before handing into the Deputy Principals' Office. A completed copy of this form will be returned to the student and a copy held on file.

### Step 1 – Student to complete

Akonga Name:	Atawhai Class:
Date of application:	
Subject:	Kaiako:
Standard number:	Standard Title:
Original date of assessment or due date:	
Reason for requesting to be withdrawn from the assessment:	
Evidence in support of your request (medical certificate etc)	

### Step 2 – Teacher to complete

Is there a further assessment opportunity available for this standard? <input type="checkbox"/> Yes (state possible date) <input type="checkbox"/> No <input type="checkbox"/> Maybe (give details)	Will withdrawing from this standard have any adverse impact on the akonga future pathway? <input type="checkbox"/> Yes (please give details below) <input type="checkbox"/> No <input type="checkbox"/> Maybe (give details)
Kaiako approval, signature and date: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe (give details)	HoD approval, signature and date: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe (give details)

### Step 3 – Principal's Nominee

Is this akonga on track to achieve their NCEA certificate this year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe (give details)	Will withdrawing from this standard have an adverse impact on the akonga gaining any of the following? <input type="checkbox"/> Level 1 Numeracy <input type="checkbox"/> Level 1 Literacy <input type="checkbox"/> UE Literacy <input type="checkbox"/> University entrance
Principal's Nominee approval, signature and date: <input type="checkbox"/> Yes <input type="checkbox"/> No	



## NCEA – Application for the appeal of an internal assessment Form

Student to complete **Step 1**, Head of department to complete **Step 2**, before handing into the Deputy Principals' Office. A completed copy of this form will be returned to the student and a copy held on file.

### Step 1 – Student to complete

Akonga Name:	Atawhai Class:
Date of application:	
Subject:	Kaiako:
Standard number:	Standard Title:
Date of assessment/hand in date:	Date grade returned to akonga:
Have you discussed your grade with your Kaiako, and if yes, what were their comments?	
Tick the relevant box below to show what assessment decision you are appealing:: <input type="checkbox"/> the grade awarded <input type="checkbox"/> A breach of the assessment rules (misconduct, plagiarism, cheating etc) <input type="checkbox"/> Other (give details)	
Explain why you think the incorrect assessment decision has been made:	
Explain what you think the correct assessment decision should be and why you think this. State or attach any evidence that you have to support this:	
Set out here any other information you think may be relevant to your appeal:	

### Step 2 – Head of Department Decision

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**Step 3 – Principal’s Nominee Decision**

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**Final grade awarded for this NCEA assessment**

Grade awarded <input type="checkbox"/> Not Achieved <input type="checkbox"/> Achieved <input type="checkbox"/> Merit <input type="checkbox"/> Excellence	Any other comments
Date outcome of the appeal communicated to the student:	Date outcome of the appeal communicated to the student’s parents/caregivers:

Principal Nominee signature \_\_\_\_\_

Date \_\_\_\_\_