



NEW PLYMOUTH BOYS' HIGH SCHOOL  
TE KURA TAMATĀNE O NGĀMOTU

# Assessment Procedures for NCEA 2022 Staff and Student Manual



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# INTRODUCTION

The school provides a variety of courses appropriate to different students' needs. A number of half-year options are offered to allow for greater course options. A full list of subjects on offer can be found on the school website. Each course will have an assessment statement which includes information on standards offered and credits available. Placement into courses will be decided by the Director of Curriculum in consultation with the appropriate Head of Faculty or Department.

This booklet outlines the school policy and procedures for assessment. It is important that you read and understand the information provided. These policies are in place to ensure assessment for qualifications is fair and valid. They have been put in place to ensure the New Zealand Qualifications Authority assessment rules and school consent to assess are met.

It is up to students to keep track of credits gained and to check they have been entered into the correct external assessments. This information can be accessed through the [parent portal](#), or the [NZQA student learner login](#).

Any queries regarding assessment procedures are to be directed to:

**Principal's Nominee:** [robert.wisnewski@npbhs.school.nz](mailto:robert.wisnewski@npbhs.school.nz)

**Assistant Headmaster – Education:** [michael.taylor@npbhs.school.nz](mailto:michael.taylor@npbhs.school.nz)



# REQUIREMENTS FOR AWARD OF QUALIFICATIONS

## Level 1

80 credits at Level 1 or above (*including [10 literacy credits and 10 numeracy credits](#)*)

**Total = 80 credits**

## Level 2

60 credits at Level 2 or above, plus 20 credits from any level

Level 1 literacy and numeracy

**Total = 80 credits**

## Level 3

60 credits at Level 3 or above, plus 20 credits at Level 2 or above

Level 1 literacy and numeracy

**Total = 80 credits**

### NOTE:

- *All subjects assessing unit or achievement standards count towards the NCEA requirements.*
- *Credits towards a certificate can be accumulated over more than one year.*

## University Entrance

[University Entrance](#) (UE) is the minimum requirement to go to a New Zealand university.

To qualify you will need:

- NCEA Level 3
- 14 credits in each of three subjects, from the [approved subjects](#) list.
- Literacy - 10 credits at **Level 2 or above**, made up of:
  - 5 credits in reading
  - 5 credits in writing
  - A list of the standards that contribute to these credits is available [here](#).
- Numeracy - 10 credits at **Level 1 or above**.

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

NOTE: Each university will have different specific requirements for entry. Please check the university website for up-to-date information. Gaining UE does not guarantee acceptance to all university courses.



# SCHOLARSHIP

New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling. New Zealand Scholarship assessments enable candidates to be assessed against challenging standards, and are demanding for the most able candidates in each subject. Assessment is by either a written/spoken examination or by the submission of a portfolio or report of work produced throughout the year.

There is no fee for domestic students to enter Scholarship; however international students are required to pay to sit these additional exams, see [fees for NCEA](#).

Monetary awards are available to those candidates that excel in these assessments, for full details see the [NZQA criteria](#).

Those students wishing to be entered into scholarship examinations must fill out the [scholarship application form](#) and hand this in by the end of week 3 in Term 3. It is important that there is consultation with the subject teachers prior to applying. Alternatively, the Scholarship Dean/Coordinator will work with students to ensure that Scholarship entries are thought through and correct.

## MERIT OR EXCELLENCE ENDORSEMENT

NCEA can be awarded with a Merit or Excellence endorsement at each of the three levels.

### Certificate Endorsement

For the NCEA certificate to be endorsed, students need a specified number of merit or excellence credits at that level. Credits can be accumulated over several years.

1. 50 credits at merit level or above for a merit certificate endorsement
2. 50 credits at excellence for an excellence certificate endorsement.

### Course Endorsements

Course endorsement credits must be completed in a single school year.

1. 14 credits (including 3 external\* and 3 internal) at merit level or above for a merit subject endorsement.
2. 14 credits (including 3 external\* and 3 internal) at excellence level for an excellence subject endorsement.
3. Students will need to be taking achievement standards to achieve a merit or excellence endorsement.

\* Note, this does not apply to Physical Education and Level 3 Visual Arts.



# ENTRY AND ELIGIBILITY

All students at Years 11 – 14 are eligible to be candidates for NCEA Levels 1, 2 and 3 achievement and unit standards, and the AP Education may give approval to students in Years 9 or 10 to enter for achievement or unit standards.

Entry for Level 1 is determined by performance at Year 10, Level 1 performance for Level 2 and Level 2 performance for Level 3 as set out in the [Subject Guide](#) on the school website. The final decision rests with the AP Education in consultation with the appropriate Head of Faculty or Department.

## Student attendance

There are no student attendance requirements for NCEA. The school will continue to apply its own attendance policies and procedures. Non-attendance cannot prevent the student entering for an internally or externally assessed achievement standard.

# COURSE AND ASSESSMENT STATEMENTS

The full range of courses available at NPBHS can be found on the [school website](#). Students are also given a Subject Choices Guide during Term 3 when they are asked to select their subjects for the following year. Some courses are subject to numbers, and will only run where deemed feasible.

Every course has an Assessment Statement which is made available on the Google Classroom page and school website at the beginning of each year. The statement includes important information about the student's course, credits available, whether they are internal or external standards, and other supporting information.

# AUTHENTICITY OF WORK

All work submitted by the student for all assessments must be genuinely their own.

Students must not accept undue assistance from any person in the preparation or submission of work. As an example, undue assistance would include providing actual adjustments, or dictating or directing the student to insert particular text or other aspects of the work. They may not use work produced by another student as their own. The sharing of work with another student to give them an unfair advantage is a breach of the rules.

All students doing NCEA must sign an authentication statement at the beginning of Term 1 agreeing to abide by the school's requirements.

## Breach of the rules

A suspected case of impersonation, dishonestly, assisting/hindering other candidates, or dishonest practice by a candidate in an internal assessment will be investigated by the Head of Faculty. 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, a "Not Achieved" is reported for the assessment standard. Caregivers will be notified regarding this issue. Names of the students involved and the outcome of the breach will be referred to the Principal's Nominee and AP Education.



# DEADLINES, MISSED ASSESSMENTS & EXTENSIONS

All internally assessed work must be handed in on the due date.

For all non-school related planned absences, students need to apply for an extension at least 48 hours prior to the due date or assessment date. This is to be done using the [Extension Request Application Form](#) which is available online or printed copies are at Student Services. This is to be handed to the appropriate HOF to decide on the outcome.

In the case of unplanned absences such as ill-health, family bereavement or other valid events, a parental note must verify the legitimacy of all absences. For any ill-health, a doctor's certificate may be required.

Only the Head of Faculty, in consultation with the student's teacher, may grant extensions. A school wide record is kept of those students who have been granted extensions.

If it can be established that a student was unjustifiably absent from school to complete an assessment, or hands in unjustified late work then a grade of Not Achieved will be given for that assessment.

## RESUBMISSIONS

A resubmission is when a learner has the opportunity to correct simple errors or omissions in their assessed work. Students should be able to identify and correct the issue themselves. This is limited to specific aspects of the assessment and no more than one resubmission is provided per assessment.

A resubmission opportunity may be offered to students only when a minor error prevents them from reaching an 'Achieved' grade.

The only change in grade boundary available for resubmissions is from 'Not Achieved' to 'Achieved.'

On this basis, the highest grade that can be awarded as a result of a resubmission of an internal assessment is limited to 'Achieved'.

No further teaching may take place and only general advice can be given.

It is the decision of the marker through moderation meetings to decide what warrants a resubmission for each standard. For more information, see: [Myth # 4: Resubmission » NZQA](#)

## FURTHER ASSESSMENT OPPORTUNITIES

It will be indicated on the course assessment statement whether a further assessment opportunity will be offered for any standard. Where manageable, and after further learning has taken place, students can be offered a maximum of one further opportunity for assessment per standard within a year. A different activity or task must be offered for each assessment opportunity.

Any further assessment opportunity must be offered to all students entered for that course. 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. Both grades are to be put into KAMAR and the highest grade from either assessment opportunity is reported.



# MODERATION

## Internal Moderation

All internal assessment standards must go through an internal moderation process before results can be returned to students and inputted into the school system KAMAR. This process ensures the validity of the assessments used at NPBHS. The Heads of Faculty must ensure that the correct procedures are followed in documenting this process.

Teachers in charge of the assessment activities must complete the Internal Moderation Coversheet through the SchoolBridge system.

## External Moderation

All internally assessed achievement standards and unit standards are subject to moderation by NZQA and other outside providers of standards. National external moderation provides an assurance that assessment decisions, in relation to assessment standards, are consistent nationally. These checks ensure that both the marking of students' work and the assessment task is at the national standard. All student assessment work is held by the school in order to meet the requirement of external moderation.

# APPEALS

Any assessment decision may be appealed by the student. Results are open to discussion and checking with the teacher concerned. Any problems must be addressed initially to the teacher for informal resolution.

If an informal resolution cannot be found, the Head of Faculty should be contacted. The Head of Faculty will require a formal written appeal to be made using the [Grade Appeal Form](#).

Should an appeal be made concerning an assessment decision, there will be immediate consultation between the Head of Faculty and teacher concerned. Where appropriate, independent advice may be sought to decide on the outcome. The Head of Faculty will advise the student of the decision for 'change' or 'no change' using the Grade Appeal Form.

If the student wishes to take their appeal further then the Principal's Nominee will check that the teacher and Head of Faculty have followed the correct procedures. The principles of natural justice will be followed for any appeal. The Principal's Nominee will make the final call of the appeal.

Any appeal must be lodged with the Head of Faculty within 7 days of the assessment result being given to the student.



# DERIVED GRADE PROCESS

Derived grades are not available for internally assessed standards.

A derived grade is available to candidates who are entered for an externally assessed standard and, for an approved reason, are unable to attend an NZQA external examination session(s) or whose performance is impaired in preparing for, or during, an examination session(s). The school process for this is in line with [NZQA guidelines](#) which can be found on their website. Any student wishing to apply needs to do so through the Principal's Nominee.

The evidence used for derived grades will be based on the results obtained in the school practice examination, given that it must be a quality assured authentic grade.

# SPECIAL ASSESSMENT CONDITIONS

This includes things such as additional time, reader-writer, separate accommodation, modified papers. Applications for special assistance are made by the school to NZQA through a NPBHS Needs Analysis process. NZQA will determine eligibility for each case. The Head of Learning Support (SENCO) ensures that special assessment conditions, timelines and procedures recommended by NZQA are met.

Students who need this assistance will be identified by the Head of the Learning Support Department (SENCO).

For more information see the [NZQA website](#). Any further queries regarding this can be directed to the Head of Student Support Services, [adrian.wright@npbhs.school.nz](mailto:adrian.wright@npbhs.school.nz).

# VERIFICATION

Students should have the opportunity to look over internal assessment when grades are returned, any appeal must happen within 7 days of receiving the grade. It is the students responsibility to keep a record of the grades and also track their progress using the parent portal or NZQA website.

Any discrepancy regarding grades must first be directed to the classroom teacher, then to the Head of Faculty and if needed the Principal's Nominee or Assistant Headmaster - Education.

# PRIVACY

The school is required to comply with the Privacy Act 1993. This means student information is to be kept confidential; a student can not see another student's grade without their permission. Also, a student's permission must be gained for their work to be used as an exemplar.

# STORAGE OF DIGITAL WORK

Students are expected to regularly back up any assessment work they create digitally. It is recommended that work is backed up electronically in at least two separate places i.e. Google Drive, and a memory stick or external hard drive. Where possible Google Classroom is used to track students progress and for work to be shared with the students' teacher.



# TRANSFER OF DATA TO ANOTHER SCHOOL

Students can only have one active secondary school enrolment with NZQA each year. This means that when a student transfers schools the new school should request from the previous school a full transcript of the transferring student's results for the year. The new school needs to make entries as appropriate for standards the student will be assessed for in the remainder of the year, including externals.

The previous school is responsible for ensuring they withdraw all entries and the NZQA enrolment once they are confident the student has been enrolled with NZQA by another school.

# EXTERNAL EXAMINATION RESULTS

The student's achievements will be reported separately by achievement standard or unit standard. Before 1 February, the student will be able to access their Results Notice online on the NZQA website through the [Learner Login](#). There will be a mailout of results only to those who apply through the Learner Log-in on the NZQA website between 1 October and 31 December in the year of assessment. This will report external assessment results for achievement standards, and all internal assessment results.

A Record of Achievement will be issued in April of the following year of entry on application by the student before 1 March. One free certificate is available per year for each student, this must be applied for in the learner login part of the NZQA site.

When the student has earned sufficient credits, he will be issued with a National Certificate of Educational Achievement at the relevant level in April of the year following assessment.

Any concerns regarding incorrect grades reported need to be directed to the Principal's Nominee or AP Education.

# COVID-19

COVID-19 and the ongoing pandemic has created a challenging assessment environment for schools to complete assessment work. The Principal's Nominee will work closely.

Relevant and up-to-date information is available at: [NZQA COVID-19 Resources](#). To access this material, teachers must log in to the NZQA website using the ESL details.



# Links to information from NZQA

[Understanding NCEA](#)

[Course Endorsements](#)

[NCEA Rules and Procedures](#)

[Fees associated with NCEA](#)

[Scholarship](#)

[University Entrance](#)

[Literacy Requirements for University](#)

[Approved Subjects for University Entrance](#)

[Results Publication](#)

[Reviews and Reconsiderations](#)

## Forms

[Extension Request Application Form](#)

[Grade Appeal Form](#)

[Withdrawal from a Standard Form](#)

[Scholarship Entry Form](#)

[Recognition of Drivers Licence Form](#)

