

St Dominic's College NQF Student Information 2023

Keep this booklet in a safe place. Know what is in it. If you don't understand parts of it discuss it with an adult who can help you. Your subject teachers, Form Teacher, Dean, Academic Coach and the Principal's Nominee – Ms. Rutherford can all help answer your questions.



What is NCEA?

NCEA stands for the National Certificates of Educational Achievement and they are three of several thousand **National Certificates** that are part of the **National Qualifications Framework**. The NQF includes most qualifications available in New Zealand through secondary schools, universities, tertiary providers or workplace training. Gaining NCEA at Levels 1-3 indicates a student's ability to reach the standard required in a range of skills and learning areas that will be different for each learner.

For students to be awarded **NCEA Level 1 they must achieve 80 credits**, all of which must be from Level 1 (or higher) Achievement Standards or Unit Standards. **Of these, 10 must be standards that meet the literacy requirements and 10 must be standards that meet numeracy requirements.** The balance of the 80 credits can be gained from Achievement Standards or Unit Standards at any level. If the Level 1 Certificate is not gained in Year 11, the student can complete it in Year 12.

Level 2 NCEA requires 80 credits including 10 literacy credits at Level 1 and 10 numeracy credits at Level 1, and they may include up to 20 credits from any level above or one level below Level 2. If the Level 2 Certificate is not gained in Year 12, the student can complete it in Year 13.

Level 3 NCEA requires 80 credits, which may include up to 20 credits from any level above or one level below Level 3. The 10 Level 1 literacy credits and 10 Level 1 numeracy credits requirements must also be met for Level 3 NCEA to be awarded.

Level 1, 2 or 3 certificates can all be endorsed with Merit or Excellence provided 50 or more credits at that level are gained at Merit (or above) or Excellence.

University Entrance

From 2015 UE requirements are

- NCEA L3 Certificate (see above) - INCLUDING
- 14 credits in each of 3 approved subjects at L3+
- 10 numeracy credits at L1+
- 5 credits in writing and 5 credits in reading at L2+

Each subject on your timetable comprises a “**course**” of a group of standards. Achievement Standards and Unit Standards are modules of work usually worth between 1 and 8 credits. Most Year 11 subjects offer about 20 credits towards the Level 1 NCEA, drawn from a range of Achievement and Unit Standards.

A course can be endorsed with Achieved, Merit or Excellence provided 14 or more credits at that level are gained at Achieved (or above), Merit (or above) or Excellence, including at least 3 external and 3 internal credits. These credits must be achieved in the same academic year.

How does the system work?

Some Achievement Standards are assessed **internally** (at school, by our own staff); some are assessed **externally** (by national examination or an outside assessor). Standards that are internally assessed go through a process called **moderation** to ensure that the quality of assessment meets national guidelines, and is fair to each student in the country. Examinations for externally assessed standards are run by NZQA at the end of the year, starting in mid-November.

Unit Standards are assessed on an Achieved/Not Achieved basis; **Achievement Standards** are assessed on a scale ranging from Not Achieved to Achieved with Excellence, but note that a person who passes with Excellence gains the same number of credits as someone who earns Achieved. **Quality is more important than Quantity.** i.e. within the 80 credits for each level, it is better to gain Excellences and Merits than to gain a very large number of credits. Employers and universities will be looking closely at the standard of the credits gained.

Course and Assessment details

Within two weeks of the start of the year teachers must provide you with a course outline that includes the course title, subject, level and topics/units of learning and standards to be assessed against. Although the course outline should include likely assessment dates, teachers may alter the course or the proposed assessment dates in response to changing circumstances. It is expected that teachers will discuss such changes with you and involve you in the process. You should have a paper or electronic copy of the course outline as a record sheet to track your progress. Assessment dates should be recorded in your Homework organiser. This should be referred to and updated regularly so you do not get caught out.

No assessment will be scheduled for the first week of any term, nor will assignments be due that week.

Remember that assessment may be done in a number of ways - it is simply a way of gathering evidence that a student has reached a standard. Conferencing with a student may help clarify borderline cases.

If you have a medically diagnosed condition that means you may need special assessment conditions, please see the Learning Support Coordinator, Mrs. Glenn, **before you start any assessments** for the year.

Enrolling for NCEA

You will automatically be entered for NCEA once you have started gaining standards. You will need to track your progress and check your results for accuracy several times throughout the year. Domestic students no longer need to pay a fee to enter NCEA Levels 1, 2 or 3, or New Zealand Scholarship examinations. **International students need to pay the fees required (\$383.30 (GST incl.) for NCEA and \$102.20 (GST incl.) per Scholarship subject entered). These fees are due by the beginning of Term 3 each year.** You will be expected to check your own entries and results frequently on the NZQA website <https://secure.nzqa.govt.nz/for-learners/records/login.do> - Learner log on. You will need your NSN and date of birth. Please check this site regularly throughout the year.

Authenticity

You will submit most assignments to the box in the admin corridor on or before the due date, along with a signed authenticity statement. These statements are very important and must not be lost. Keep them in a clear file along with the information in this leaflet.

Authenticity simply means that the work you hand in is really your own, and not someone else's. In other words, **authenticity means not having cheated.**

If your teacher has any reason to doubt that the work you submit for assessment is your own, the school will investigate. **If the whole or any part of the work is found to be copied, there will be no award made for that standard.**

Where cheating takes place with the assistance of another student, that other student will also receive no credits for that standard.

Each subject will have in place measures designed to check that students are submitting only work that is genuinely their own. This will include requiring students to attach a signed statement to an assessment stating that they did this task without assistance. It may also involve doing some assessment work in class or handing in working notes or drawings.

General guidelines concerning authenticity

- Ideas obtained from written sources should be expressed in the student's own words and referenced.
- Where material is copied word-for-word from a source it must be shown as a quote (inside speech marks) and the source given.
- All sources used (including Internet sources) must be listed in a bibliography set out in an approved way that allows the assessor to find the source. For Internet sources, give the address or, if required, a printed version of the information.
- Art folios, music compositions, technology projects, etc must be the student's own, original work. They may not contain elements that have been designed, created or produced by someone else unless specified by the teacher.

Missed or Late Assignments

It is a serious matter not to turn up to a scheduled assessment or to fail to hand in an assignment on time. **Work done outside class must be handed into the assignment box in the administration corridor on or before the day and time that has been agreed with the subject teacher.** It must have a signed authentication sheet attached. These are available beneath the box as are Yellow Appeal sheets and Blue Missed Assessment application forms. Your submission will be recorded, and a receipt will be sent to you via your Form Teacher, usually that same day.

If you are sick and /or going to be absent from school when work is due, you must hand in the work before the due date, get a parent to deliver it to the office before the due date and time, or have applied for an extension. Doing nothing is not an option. IF YOU ARE TOO SICK TO COME TO SCHOOL YOU MUST NOTIFY THE SCHOOL AND ENSURE YOU COMPLETE A BLUE FORM (SEE BELOW) WITHIN 3 DAYS OF RETURNING TO SCHOOL IF YOU WISH TO APPLY FOR AN EXTENSION.

Students need to keep tabs on what is due when, and when tests, field trips, etc. are scheduled. As a general principle **assessment activities take priority over any other activities.** Where there is an unavoidable conflict with another school-related activity (eg sports fixture, field trip, camp) you must discuss the issue with your subject teacher (**before** the clash arises) and see what can be done to reschedule the assessment for you. You may be required to hand it in before you go or apply for an extension. Extensions must be approved by Ms. Rutherford. As a general rule, academic work takes priority.

A student who cannot be present for an assessment must:

- **Contact the school AND THE TEACHER (ask the office to pass on a message)** before the scheduled start of the task and explain the reason for non-attendance.
- **Within 3 days of return to school, post in the box a Blue Missed Assessment form,** including a written reason (usually a **medical certificate or note from a parent/caregiver or from the Dean**) for the student's inability to attend. Parent queries should be addressed to Ms. Rutherford.

If for any reason a student's work is not going to be ready on time, an application must be made to Ms. Rutherford for an extension **before** the assessment is overdue. A blue form is to be completed for any such request and posted in the assignment box. **EXTENSIONS MAY NOT BE GRANTED BY THE SUBJECT TEACHER.**

An extension may be given if in the opinion of Ms. Rutherford and the Subject teacher:

- There is a good reason for the lateness.
- The assessment is still likely to be valid, reliable and authentic.
- No unfair advantage is likely to have been gained by the late submission.

Students should bear in mind that an application for an extension will often fail to meet at least one of these criteria.

If a student has been present for the teaching of a standard, but fails to complete the assessment, a grade of Not Achieved must be awarded. Students wishing to withdraw from an internal standard must agree this with their classroom teacher in advance of the teaching for the assessment. Parents/guardians will be informed if internal assessments are not submitted or if a student asks to be withdrawn from a standard.

Derived Grades

Candidates who have been prevented from doing an assessment, or who consider that their performance in an assessment has been seriously impaired because of **exceptional circumstances beyond their control**, may apply for a compassionate consideration on the same Blue Missed Assessment form. The exceptional circumstances will have occurred within the five days prior to the assessment.

Any application for compassionate consideration must be in writing on the blue form accompanied by documentation within 48 hours of when the assessment was done / due. The application goes to Ms. Rutherford by posting it in the box. A compassionate consideration will only be given where the student has been present for the relevant part of the course, has demonstrated competence in the area being assessed, and where the teacher has data that proves this. There is a Derived Grade process, on an NZQA form, should you be ill during an external examination. This will be explained in the NCEA Exam briefing later in the year.

Further Assessment Opportunities / Resubmissions

At St Dominic's College further assessment opportunities will be given for internally assessed standards where the Department concerned has decided it is reasonable and practicable to do so. NZQA does not require that students be given a further assessment opportunity.

A further assessment opportunity for written standards may be held on the first Monday (usually) of the Terms 1, 2 and 3 holidays and will be supervised by Senior Management or the subject teacher. These further assessment opportunities need to be prearranged.

Resubmissions are only given if the work submitted is borderline between a Not Achieved and Achieved grade. The maximum grade that can be attained following a resubmission is an Achieved. The marker / subject teacher will make this decision. Resubmissions are not intended to be major rewrites, they are for small issues that may be addressed quickly and easily and that, if fixed, will make a difference to the grade. Resubmissions may look different depending on the subject i.e. a resubmission in English may be completed differently than a resubmission in Digital Technology. Resubmissions are usually completed in less than 15 minutes, away from the rest of the class and require no extra material to be used. The student is not told what needs to be done to improve the work. The teacher will tell you exactly what the conditions of the resubmission are for the specific subject and assessment.

Breaches of the Rules

Any breach of assessment or examination rules, or disruptive behaviour that hinders others, is considered serious and may result in grades for the standards concerned being withheld. Each situation will be investigated by the Principal's Nominee and her decision is final.

Internal Results

Internal results will be given to you individually after the marking for that standard has been moderated within the school and all extension dates have passed. You will then be asked to sign your name against a printout of your result from the school system. The person signing the printout of results for a standard is signing to say that the grade on the assessment paper is the same as the grade entered on Spider, not that they agree with the grade being awarded. It is a check to ensure results have been entered correctly on the school database. You should also then check that the grade appears correctly on the NZQA website in the following months. **Enter the result in the record table in your Homework Organiser / Strategic Tracker.**

Appeals

If you believe you have been unfairly assessed or that the assessment process was faulty for whatever reason you must, in the first instance, raise your concern with your subject teacher. If you are still unhappy with the result after this discussion see Ms. Rutherford and fill out a Yellow Appeals form. There is a process that she will follow that includes consulting the teacher and Subject Leader. In exceptional circumstances, an outside moderator will be consulted.

Note that an appeal must be lodged within five school days of receiving back the piece of work in question.

Retention of Work

When an assessment is returned after marking you will be able to study it and check it but you will not be able to keep it. This is because a proportion of papers will be checked by NZQA moderators to see that our standards of assessing student work are in line with national standards. If there is any doubt as to the accuracy of records, the original assignment is consulted.

Important words and people

NZQA	New Zealand Qualifications Authority – the government organization which sets up and controls the different school and industry qualifications.
Standard	What you have to do, and the level that you have to do it to, to get a number of 'credits'. Your teacher will give you this but you can also check on the web. All standards are registered and New Zealand wide.
Credits	The "points" value of each standard.
Assessment	Any task (including a test, assignment, practical task, field trip, portfolio or examination) which is used to check that you have reached the standard. Performing Arts assessments need to be digitally recorded for moderation.
Moderation	The process of making sure that the marking of standards is the same between schools and within schools, making sure that marking is consistent and fair. Your work, and the assignment documents, will be checked by other markers, both inside and outside the school.
Derived Grade	An estimated grade based on earlier data rather than the assessment paper.
Principal's Nominee	The person who works directly with NZQA is the Principal's Nominee: Ms. Rutherford.