



PALMERSTON NORTH BOYS' HIGH SCHOOL

NCEA

POLICY & PROCEDURES

2016

**A Guide for Students
& Parents**

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This booklet is intended to inform Palmerston North Boys' High School students and their parents about NZQA and school requirements for standards-based assessment and entering for the NCEA qualification.

The information is correct at the time of writing but is subject to change dependent on NZQA policy and procedures.

Further information can be found on the NZQA website: www.nzqa.govt.nz

If you have any general enquiries they can be directed to Mr Gibbs or Mr Atkin.

Ph (06) 3545176 or e-mail gibbsp@pnbhs.school.nz or atking@pnbhs.school.nz

P Gibbs
NZQA Principal's Nominee
February, 2016

1 INTRODUCTION

This guide summarises essential policies and procedures pertaining to NCEA assessment as required by Palmerston North Boys' High School and NZQA.

It is to be read in conjunction with the appropriate course information issued to all students and any other material issued by the school or NZQA.

2 COURSE INFORMATION

For each subject, students have been issued with information that:

- outlines the content of the course;
- provides information about the Achievement Standards and/or Unit Standards being offered; whether they will be assessed internally or externally and the credit value for each;
- gives an indication of due dates and test dates;
- details any particular departmental policy and procedures.

3 GENERAL POLICY AND PROCEDURES

i. NCEA

Entries

- Students electing to take a particular subject will enter for all the Achievement Standards made available in that subject. They will not normally be able to elect to withdraw from any standards that have been prescribed as part of the course.
- Whole school policies and procedures will apply to all students in whatever course of study they elect to take.
- The school will endeavor to ensure that all entries are made correctly.
- Students are responsible for checking that entries are correct. This can be done via their individual login on the NZQA website and/or via the Provisional Record of Achievement that is posted home with school reports.
- In certain circumstances students may enter NZQA standards in subjects they do not take. Requests are to be made to the NZQA Co-ordinator.
- It is the responsibility of students to check the NCEA examination timetable, which is available now on the NZQA website, for potential exam clashes, especially three way clashes, and discuss these with Mr Gibbs or Mr Atkin.

ii. ATTENDANCE AND COURSE COMPLETION REQUIREMENTS

Attendance

- All attendance requirements set by the school must be met. Unexplained absences will be followed up and disciplinary action will occur.
- Unapproved or unexplained absences may make a student ineligible for NCEA assessments and the associated credits.

Course Completion

- Similarly, course requirements must be met. This involves the satisfactory completion of informal and formative tasks including completion of class work, assignments, reports and other homework.
- Students will make a satisfactory attempt to complete all Achievement Standard assessments and submit them by the due date unless prior arrangements have been made.
- NCEA Internal Assessment tasks not submitted by the due date will be ineligible for credits.
- Students who fail to submit NCEA internal assessment tasks, or who fail to make a satisfactory attempt, will be followed up in accordance with PNBHS procedures (see Appendix One, pg. 13).
- Students will be ineligible for reassessment opportunities (where available) if they fail to submit work deemed to constitute a satisfactory effort by the due date.

4 INTERNAL ASSESSMENT POLICY AND PROCEDURES

i. AUTHENTICITY

- All work submitted for NCEA assessment must be the student's own work. Tasks not possible to authenticate will not be set. Furthermore, students must not directly assist or provide work for others to copy as part of any assessment task.
- All students have on their files an authenticity statement that they have signed. **Any cases of plagiarism will result in an immediate loss of credits and disciplinary action being taken.**

ii. ASSESSMENT SUBMISSION, EXTENSIONS and MISSED ASSESSMENTS

- Students are responsible for ensuring any work submitted electronically for an assessment is received successfully by their teacher.
- Extensions will be considered by the Head of Department on an individual basis and will be granted after taking into account the following:
 - the nature of the task, and the amount of time students have had to complete it;
 - the timing, duration and reason for the student's absence from school.
- Except in cases of extenuating circumstances, retrospective requests for extensions will not be considered.
- Taking into account the above, no late work will be accepted. If assessments are missed or performance is impaired due to factors beyond the student's control then one reassessment may occur if possible.
- If a student is aware that he will be absent from school on the due date of an assessment, the work must be handed in before that day.

- If a student is to be absent from school on the day of an assessment task because of a scheduled school activity, the student should communicate this in advance with the relevant teacher so that appropriate arrangements can be made.
- Should a student be absent from school on the due date of an assessment through illness or injury, arrangements must be made to have the assessment work **handed in at the school's main office by 10.00 a.m.** A medical certificate is also required.
- If unable to hand work in as stated above, a medical certificate must be presented upon the student's return to school.
- All student assessment scripts will be kept at school until they are no longer required by the school or NZQA for moderation purposes.

iii. **FURTHER ASSESSMENT OPPORTUNITIES**

- Students will be advised if any further assessment opportunity exists. Where the opportunity exists there will be only ONE further assessment.
- Where there is a further assessment opportunity, it will be provided where practicable in the following order of priority:
 - It is able to fit into the normal school assessment programme.
 - Students were absent for approved reasons for a previous assessment.
 - Students who wish to improve the grade obtained in a previous assessment.

iv. **RE-SUBMISSION**

- Re-submission opportunities will be provided in some Achievement Standards that require work over an extended period.
- Re-submission will only be available in cases where a minor deficiency has prevented a student from reaching the required standard.
- All final decisions on re-submission will be made by the teacher under the direction of the HOD on a case-by-case basis.

v. **APPEALS**

- Students have the right to appeal assessment outcomes. This needs to be discussed with the class teacher in the first instance. Students may appeal any assessment-related decision, such as decisions relating to results, missed and late assessments and breaches of the rules.
- An application for formal appeal must be made within five school days of the assessment being returned. Appeals must be made by parents on the official application form obtainable from Mr Atkin.

- The NCEA Co-ordinator or the Principal's Nominee will make the final decision on any appeal.

vi. **EXAMINATIONS AND OTHER ASSESSMENTS**

- These will occur as they are deemed appropriate. Their purpose is to:
 - obtain summative information on a student's ability;
 - provide a formative assessment / practice for external Achievement Standards;
 - provide opportunities for summative reassessment of internally assessed Achievement / Unit Standards where possible;
 - provide information (which may be comparative) on learning outcomes for students;
 - gather appropriate information for reporting purposes.
- Results will be recorded as a grade:

NA or N	Standard not achieved
A	Standard achieved
M	Standard achieved with merit
E	Standard achieved with excellence
- Reporting Not Achieved results: Where a student has presented work or evidence for assessment OR has been given an adequate opportunity to achieve the standard (consistent with school internal assessment procedures), the outcome of that assessment must be reported to NZQA as N, A, M or E.

vii. **SPECIAL ASSESSMENT CONDITIONS**

1. Candidates with a permanent or long-term:
 - medical, physical or sensory condition and/or
 - specific learning disability that directly impacts on their ability to be assessed fairly in assessments for National Qualifications may apply for entitlement to Special Assessment Conditions.
2. NZQA grants entitlement to Special Assessment Conditions so that approved candidates may be fairly assessed and have access to assessment for National Qualifications. Special Assessment Conditions are approved so that entitled candidates can demonstrate their knowledge, skills and understanding, without providing unfair advantage over other candidates.
3. Special assessment conditions will only be granted for candidates with a specific learning disability who can access the curriculum at the appropriate level of assessment.
4. Candidates identified and funded as speakers of English as a Second Language are not entitled to Special Assessment Conditions even in conjunction with a specific learning disability.

5. Through testing and examinations the school makes every effort to identify candidates who might be eligible for Special Assessment Conditions. However, if a student is new to the school and an opportunity for testing has not been available, then applications can be made early in Term 1 via Mrs Rankin, Head of Learning Support.

viii. **DERIVED GRADE APPLICATIONS FOR EXTERNAL EXAMINATIONS**

A student 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 may apply for a derived grade. 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 must be made through Mr Gibbs, the Principal's Nominee.
- Candidates should contact Mr Gibbs as soon as possible if an application is likely.
- Candidates must collect or download an application form **before** consulting a medical practitioner. Applications cannot be processed without the correct documentation and a medical certificate may not be sufficient as it may not cover all requirements.
- Derived Grade application forms must be returned to the Principal's Nominee before the end of NCEA examination period in December.

5 NCEA – 2016

NCEA LEVEL 1

- **A minimum total of 80 credits are required**
 - Unit and Achievement Standard credits all count
- **Must gain “Literacy and Numeracy” pre-requisites.** This means:
 - a minimum of 10 specified Level 1 literacy credits across a range of subjects and
 - a minimum of 10 specified Level 1 numeracy credits across a range of subjects must be obtained.
- Internal and External standards all count

NCEA LEVEL 2

- **A minimum total of 80 credits**
 - At least 60 credits at Level 2
 - 20 or more credits at any other level
 - Credits already used for Level 1 can count towards Level 2

NCEA LEVEL 3

- **A minimum of 80 credits**
 - At least 60 credits at Level 3
 - The remaining 20 credits from Level 2 or higher

CERTIFICATE ENDORSEMENT – RECOGNISING HIGH ACHIEVEMENT

- Each year the standards achieved by a learner to date will be used to calculate the highest certificate endorsement for which they are eligible.
- For a **merit endorsement** an endorsed certificate can be issued to learners who have achieved 50 credits at Merit or Excellence at the same level, or higher, on the National Qualifications Framework (NQF) as the certificate being awarded.
- For an **excellence endorsement** an endorsed certificate can be issued to learners who have achieved 50 credits at Excellence at the same level, or higher, on the National Qualifications Framework (NQF) as the certificate being awarded.
- Credits can be accumulated over more than one year for the purposes of certificate endorsement.
- In any one year a learner will be awarded an endorsed certificate only at the highest level of endorsement recognised that year except when a learner has achieved two or three NCEA qualifications in a single year.
- Students will gain an endorsement for a course if, **in a single school year**, they achieve both of:
 - 14 or more credits at Merit or Excellence level and
 - at least three of these credits are from externally assessed standards and three credits from internally assessed standards. Note that this does not apply to Physical Education Studies, Religious Studies and Level 3 Visual Arts.

6 UNIVERSITY ENTRANCE

“UE” will be gained by a student obtaining ALL of the following:

- NCEA Level 3
- Three subjects - at **Level 3 or above**, made up of:
 - 14 credits each, in three approved subjects
- Literacy - 10 credits at **Level 2 or above**, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - 10 credits at **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**).

7 NZQA ENTRIES, EXAMINATIONS AND REPORTING

ENTRIES

- Entries will be made automatically by the school to NZQA for all standards (internal and external) associated with a student's course of study.
- Students are responsible for checking that they have been entered into the correct Standards in each of their subjects. This can be done via the NZQA website and the Provisional Record of Achievement that accompanies mid-year school reports.
- Students may, in special circumstances, be withdrawn from certain standards.
- Payment of entry fees is expected by 8 July 2016. (See further information on p 11).

NB: Failure to pay fees to the school by the final cut off date will incur an extra \$50 late fee payable to NZQA before any student results are noted on a Record of Achievement (ROA).

- Students "sign off" their internal standard grades as being true and correct before a final submission is sent to NZQA.

EXAMINATIONS

- All NZQA examinations are conducted at school according to an NZQA timetable that will be issued to students.
- Students receive specific examination information nearer the time from both the school and NZQA through "Candidate Information" notices.
- Any student who wishes to apply for a derived grade must make an application to the NZQA Co-ordinator. An application is made on the basis of an applicant's performance in practice assessments.

All students are expected to sit all examinations they are entered for.
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RESULTS AND REPORTING

- Students receive their results in mid-January. These are provisional. Scholarship results are released in mid-February.
- All examination papers are returned to students who are able to request a reconsideration (re-mark) or a review (check on correct transfer of information).
- To request the annual free copy of the RoA, learners need to make a request by logging on through the online Learner log in area or by calling the NZQA Call Centre on 0800 697296. This facility is available from 1 February to 30 June each year.
- You can order additional copies of your ROA at a cost of \$15.30. The application form can be downloaded from the NZQA website.
- National Certificates are forwarded to eligible students once their results have been confirmed.

8 SCHOLARSHIP & MONETARY AWARDS

SCHOLARSHIP

Scholarship provides recognition and monetary reward to top academic students. These examinations are available in all subjects and are particularly demanding.

There is a Scholarship Entry fee of \$30.00 per subject. This is additional to the NCEA fee of \$76.70.

Scholarship assessment is a single external assessment consisting of a three hour examination in all subjects except Practical Art and Technology for which portfolios must be submitted. The examinations and portfolios will be assessed by external markers.

To be eligible to receive a Scholarship award, students must be enrolled in tertiary study in New Zealand for the years in which they receive monetary awards. For awards with second or subsequent year payments, recipients must maintain a 'B' average each year of their tertiary study in New Zealand.

Students will have the opportunity to enter for Scholarship assessment in one or more of the subjects for which scholarship is offered. There may be more subjects in the future. Students need to seek advice from their teachers before decisions are made in Term III. Scholarship examinations are also open to Year 12 students studying NCEA Level 3 subjects.

MONETARY AWARDS (Please note: the criteria below are indicative only and are subject to change):

- **Premier Awards** (5-10 students nationally)
 - For the very top 5-10 students nationally.
 - \$10,000 each year for three years as long as candidates maintain at least a 'B' grade in tertiary study.
- **Outstanding Scholar Awards** (40-60 students nationally)
 - The minimum eligibility to be considered for this award is three Scholarships with at least two at 'Outstanding' level or more than three scholarships with at least one at 'Outstanding' in the same year. The number of recipients for this award is restricted, however, and achieving the minimum requirement will not guarantee an award.
 - \$5,000 each year for three years as long as students maintain a 'B' grade average in tertiary study.
- **Scholarship Awards** (Approximately 200 students nationally)
 - Scholarships achieved in three or more subjects:
 - \$2,000 each year for three years as long as students maintain a 'B' grade average in tertiary study.

- **Top Subject Scholarship Awards**

- Best performing student in each subject;
- \$2,000 each year for three years as long as students maintain a 'B' grade average in tertiary study.

- **Single Subject Awards**

- Scholarships gained in one or two subjects;
- A 'one-off' award of \$500 per subject (maximum of \$1000).

There is an extensive list of eligibility criteria which can be found on the NZQA website.

9 NZQA CANDIDATE WEBSITE

Each student will have their own page on the NZQA website www.nzqa.govt.nz.

The site described as "Candidate information" will contain:

- The latest NZQA news for all students.
- Other information about the National Qualifications Framework (NQF), the NCEA and providers of NZQA standards and qualifications.
- NZQA Policy and Procedures.
- Each student's entries, results and Record of Achievement (ROA).

To gain access to their page students will need to register and provide a password. This will be available in June once entries have been made and confirmed with NZQA.

Once registered the student can "log in" at any time from any internet connection. To do this they must go to the NZQA home page, select Learner Log In then enter their NSN and password.

10 FEES - 2016

The following information is a summary of the fees that are payable to NZQA through the school. All students who are entering for Unit Standards and / or Achievement Standards or for the Scholarship Examinations i.e. all Year 11, 12 and 13 students and a small number of Year 10 students, are required to pay fees.

Standard Fees

ENTRY	FEE
All NQF Achievement and Unit Standards	\$76.70 per candidate
Scholarship Entries per subject	\$30.00 per subject

International Fee Paying Candidates

ENTRY	FEE
All NQF Achievement and Unit Standards	\$383.30 per candidate
Scholarship Entries (additional to NQF fees)	\$102.20 per subject

A late fee of \$50 is payable for entries received by NZQA after the closing date. NCEA Fees are to be paid to the school by July 8, 2016. Separate arrangements will be made for students making Scholarship entries

Financial Assistance

To be eligible for financial assistance the applicant (normally the parent or guardian of the candidate) must meet at least **one** of the following criteria:

- Be receiving a Work and Income or Study Link benefit.
- Have a joint family gross income below the threshold for receipt of the Community Services Card.
- Where the total fees to pay would otherwise exceed a limit set by the Minister of Education, a fee payer with two or more children who are candidates is entitled to partial remission of fees, irrespective of family income.

Financial assistance **cannot** be granted for foreign fee-paying students.

The financial assistance fees structure for 2016 can be found on the NZQA website.

- Further details regarding the payment of fees will be issued during Term II.
- **All entry fees to be paid on or by July 8, 2016.**
- If you have any inquiries about fees please contact Mr Gibbs, Principal's Nominee.

11 Appendix One

Non – Submission/Unsatisfactory Effort of NCEA Internal Assessment Tasks

For students completing Level 1 subjects:

1. The subject teacher writes to the students' parents advising them of the non-submission/unsatisfactory effort, that their son has not gained the available credits and has placed himself at risk of not making entry to the next level in that subject and will still need to submit the assessment (a new date is given for the assessment task to be submitted). The teacher informs the HOD and Dean and the information is recorded in pupil files.
2. Should the student fail to meet this new sub-mission date they are referred to the HOD who sends a second letter to parents. A detention/s is issued to complete this task. The Dean is informed and the information is recorded in student files.
3. Should the student fail to meet this obligation, they are referred to the Dean.

For students completing Level 2 subjects:

1. The teacher informs the HOD who writes to parents informing them that their son has failed to gain the credits for the standard and is now at-risk of not making entry into the next level in that subject. The teacher informs the Dean and the information is recorded in student files.
2. Should a student fail to submit a second assessment the HOD writes to the parents informing them their son is unable to take the subject at the next level. The information is recorded in student files and the Dean is informed.
3. Should a student fail to submit two or more standards across all subjects, they will be followed up by the Dean.

For a student completing Level 3 subjects:

1. The teacher informs the HOD who writes to the parents explaining the non-submission and associated loss of credits. The letter explains the university entrance criteria and that their son has placed himself at risk through failing to submit the assessment. The information is recorded in student files and the Dean is informed.

Please note: **Any failure to submit an internal assessment by the due date makes a student ineligible for a reassessment opportunity.**

12 Appendix Two – NCEA External Examination Timetable 2016



2016 Examination Timetable						
	Day	Date/Time	Level 1	Level 2	Level 3	Scholarship
Day 1	Wed 9 Nov	9.30am				Drama
		2.00pm				
Day 2	Thurs 10 Nov	9.30am	English	Spanish		English
		2.00pm		Earth and Space Science	Biology	
Canterbury Anniversary Day Weekend						
Day 3	Mon 14 Nov	9.30am	Science	Classical Studies	Agricultural and Horticultural Science	History
		2.00pm	Agricultural and Horticultural Science	Agricultural and Horticultural Science	Making Music	Chemistry
Day 4	Tues 15 Nov	9.30am	Economics	Physics	Latin	Economics
		2.00pm	Physics	Economics	Physics	French
Day 5	Wed 16 Nov	9.30am	Geography	Dance	Geography	Japanese
		2.00pm	Dance	Geography	Dance	Physics
Day 6	Thurs 17 Nov	9.30am	Mathematics		Spanish	Statistics
		2.00pm		English		Biology
Day 7	Fri 18 Nov	9.30am		Biology	History	Spanish
		2.00pm	History		Accounting	Music
Weekend						
Day 8	Mon 21 Nov	9.30am	Home Economics	Chemistry	Home Economics	Geography
		2.00pm	Chemistry	Home Economics	Chemistry	Te Reo Māori
Day 9	Tues 22 Nov	9.30am	Accounting	Art History	Classical Studies	Chinese
		2.00pm	Te Reo Māori	Accounting	English	
Day 10	Wed 23 Nov	9.30am	Biology	History	Art History / Calculus	Agricultural and Horticultural Science
		2.00pm	Chinese / German	Latin	Music Studies	Samoan / Te Reo Rangatira
Day 11	Thurs 24 Nov	9.30am		Mathematics		Art History
		2.00pm	Spanish		Statistics	
Day 12	Fri 25 Nov	9.30am	Business Studies	Samoan / Te Reo Rangatira	Business Studies	Calculus
		2.00pm	Music	Business Studies	Economics	Earth and Space Science
Weekend						
Day 13	Mon 28 Nov	9.30am	Health	French	Health	Latin
		2.00pm	French	Health	French	
Day 14	Tues 29 Nov	9.30am	Latin	Media Studies	Chinese / German	Classical Studies
		2.00pm	Media Studies	Chinese / German	Media Studies	
Day 15	Wed 30 Nov	9.30am	Samoan / Te Reo Rangatira	Social Studies	Samoan / Te Reo Rangatira	Accounting
		2.00pm	Social Studies	Music	Earth and Space Science	German
Day 16	Thurs 1 Dec	9.30am	Japanese	Te Reo Māori	Japanese	Media Studies
		2.00pm	Classical Studies	Japanese	Te Reo Māori	
Day 17	Fri 2 Dec	9.30am	Drama	Education for Sustainability	Drama	
		2.00pm	Art History	Drama	Social Studies	
Weekend						