



## Edgewater College

# NCEA Assessment Student Handbook

Version January 2021

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# 1 Welcome to NCEA

## 1a Understanding NCEA

Understanding NCEA is an app that both you and your whanau can use to learn more about this qualification. The app is free from the iTunes and Google play stores.

The information can be viewed in English or Te Reo Māori.

<https://www.nzqa.govt.nz/ncea/understanding-ncea/mobile-app/>

### How it works



[Watch a video](#)  
explaining how  
NCEA works



- Each year, students study several courses or subjects.
- In each subject, skills and knowledge are assessed against several standards. For example, a Mathematics [standard](#) could be: *Apply numeric reasoning in solving problems*.
- Schools use a range of internal and external [assessments](#) to measure how well students meet these standards.
- When a student achieves a standard, they gain several credits. Students must achieve a certain number of credits to gain an NCEA certificate.
- There are three [levels of NCEA certificate](#), depending on the difficulty of the standards achieved. In general, students work through levels 1 to 3 in years 11 to 13 at school.
- Students are recognised for high achievement at each level by gaining NCEA with Merit or NCEA with Excellence. High achievement in a course is also recognised. For more information, read about [Endorsements](#).

From <<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/>>

## 1b International Students

International students taking NZQA subjects are bound by the same regulations as domestic students.

The main difference is that International Students need to pay a fee to sit the qualification. This is \$383.30 (incl. GST) for the year's courses. See [fees for NCEA](#).

Further information can be found by found this link <https://www.nzqa.govt.nz/audience-pages/international/>

You can also talk to Mrs. Scanlan, Director of International Students or the Dean of your year level.

## 2 Types of standards

Students can achieve two types of standard - unit standards and achievement standards.

- **Unit standards** are competency based
- **Achievement standards** are New Zealand curriculum based

### How standards are achieved

As students study new topics, your teachers will explain what will be assessed and how.

Teachers ensure that students are prepared for assessment.

If students pass the assessment, the standard is achieved. See [Assessment of standards](#) for more information.

Assessments measure what a student knows or can do against the registered criteria of a standard in courses you study. If you meet the criteria, you achieve the standard, and gain credits towards a qualification.

Some standards are internally assessed by teachers during the year.

Other standards are assessed externally by NZQA at the end of the year e.g. in an exam or by a portfolio of work.

### Internal assessment

Internal assessments are used to assess skills and knowledge that cannot be tested in an exam, e.g. speeches, research projects and performances. These can be completely digitally.

### External assessment

Some standards within courses will be completed using an external assessment (examination on a particular day set by NZQA) at the end of the year. Some of these subjects can be completed digitally rather than on paper. Your Teacher will discuss this with you.

For other courses such as Technology or Visual Arts, students submit a portfolio of their work at the end of year.

### Assessment grades

The grades that a student can earn depend on the type of standard being assessed.

For **unit standards** all grades may be available, but usually there are just two grades:

- Achieved (A) for meeting the criteria of the standard
- Not achieved (N) if a student does not meet the criteria of the standard

For **achievement standards**, there are four grades:

- Achieved (A) for a satisfactory performance
- Merit (M) for very good performance
- Excellence (E) for outstanding performance
- Not achieved (N) if students do not meet the criteria of the standard

### What happens if a student doesn't achieve a standard?

Schools may allow students to have further assessment opportunities for internally assessed standards later in the year. Students can have up to one further assessment per standard per year.

There is only one opportunity each year to achieve an externally assessed standard. If a student fails to achieve externally assessed standards, they may repeat the assessment the following year. Students who were sick at the time of the exams may apply for a derived grade for individual standards.

From <<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/standards/>

### 3 How do I achieve NCEA?

NCEA level	Requirements
<b>Level 1</b>	80 credits are required at any level (level 1, 2 or 3) including <a href="#">literacy and numeracy</a> .
<b>Level 2</b>	60 credits at level 2 or above + 20 credits from any level The Level 1 <a href="#">literacy and numeracy</a> requirements must also be met.
<b>Level 3</b>	60 credits at level 3 or above + 20 credits from level 2 or above From 2014 the Level 1 <a href="#">literacy and numeracy</a> requirements must also be met.

Credits gained at one level can be used for (or count towards) more than one certificate.

They may also be used towards other qualifications.

For example, unit standards in the domain 'generic computing' might be used towards a Level 2 NCEA certificate, as well as towards a National Certificate in Computing (Level 2); or 20 credits gained at Level 1 can also count towards a Level 2 NCEA certificate.

Literacy and Numeracy must be gained to attain NCEA at any level.

This involves attaining 10 literacy AND 10 numeracy credits at Level 1.

The literacy credits must include 5 reading credits and 5 writing credits. Standards that offer these credits will be shown on the Assessment Statement for each course.

#### Recognising high achievement

**Certificates** can be 'endorsed' to reflect high achievement in a significant number of standards. From 2011, **course endorsements** will show that students have performed well in an individual course.

*Course endorsement can be achieved by:*

#### **Merit Endorsement:**

Attaining 14 credits at Merit or Excellence PLUS

Merit endorsement - 3 credits Merit level in an internal standard + 3 credits Merit level in an external standard

#### **Excellence Endorsement:**

Attaining 14 credits at Excellence PLUS

Excellence endorsement - 3 credits Excellence level in an internal standard + 3 credits Excellence level in an external standard

Note: If your course is fully internally assessed then 14 credits at Merit or Excellence level

From <<https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/ncea-levels-and-certificates/>>

## 4 How do I know when my assessments will be?

There are a couple of methods that you can use to check when your assessments will be:

### 1. Assessment Statements

These are given to you (either in paper form or digitally) by your subject teachers.

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Edgewater College

2/03/2020



Science

### 3BIOL Assessment Statement 2020

Course is endorsable

Year : 13	Course : Level 3 Biology	Mrs D Wakker	Total Credits : 19
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This course continues to explore the biological world and is an entrance pathway for tertiary education courses. Students will study a variety of subjects including plant and animal behaviour, human evolution and analysing media bias in articles.

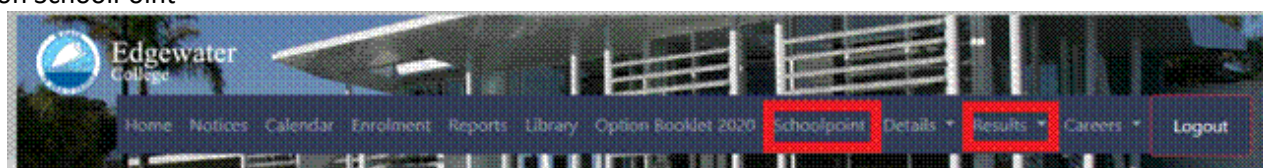
No	Standard Number	Version	Level	Credits	Lit / Num	Full Title	Method of Assessment	Assessment Opportunities Offered	Approximate Date	Grade	Teacher Signature
1	91604	2	3	3	L1 Lit, R Lit	Biology 3.4 - Demonstrate understanding of how an animal maintains a stable internal environment	Assignment	1	22/05/2020		
2	91601	2	3	4	Num, L1 Lit	Biology 3.1 - Carry out a practical investigation in a biological context, with guidance	Practical	1	26/06/2020		
3	91602	2	3	3	L1 Lit, B Lit	Biology 3.2 - Integrate biological knowledge to develop an informed response to a socio-scientific issue	Assignment	1	7/08/2020		
4	91603	3	3	5	L1 Lit, B Lit	Biology 3.3 - Demonstrate understanding of the responses of plants and animals to their external environment	External	External	17/11/2020		
5	91606	2	3	4	L1 Lit, B Lit	Biology 3.6 - Demonstrate understanding of trends in human evolution	External	External	17/11/2020		

### 2. College portal <https://www.edgewater.school.nz/>

The portal shows your assessments - and only your assessments and shows when they are happening.

The Assessment Calendar - you can reach this by.... <https://www.edgewater.school.nz/>

Click on SchoolPoint



Then click on 'Daily planner' in the left-hand navigation.

It will automatically open on today's date.

You will be able to see ONLY your assessments and when they are happening.

### Viewing my Daily Planner

### 3. myMahi

## 5 How do I check my results / assess my progress?

You can do this in 2 ways:

### 1. Via the NZQA website

You can check your results by following this login <https://secure.nzqa.govt.nz/for-learners/records/login.do>

You can login whenever you like. (If you have forgotten your password scroll to the bottom of the page)

### 2. Via the school portal

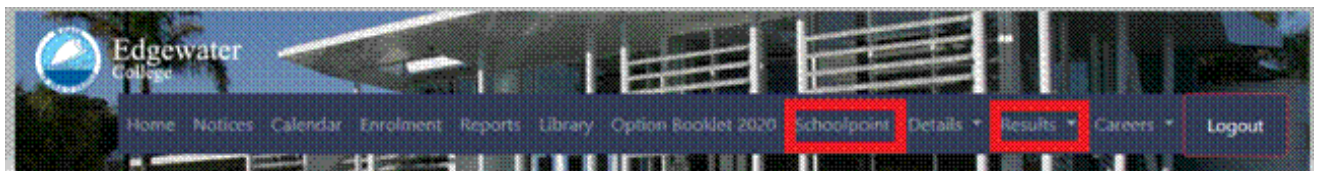
You can also check your results via your school portal

Go to the website

Click on 'student portal'

Login using your student ID and password

Then click on results



You will be able to see a NCEA summary, Results of Awards.



<https://secure.nzqa.govt.nz/for-learners/records/login.do>

At any stage, students can log in via the [Learner login](#) and view the results that NZQA holds for them.

#### External assessment results

In January, students can access a [Result Notice](#), which provides results for internal and external assessment from the previous year. These results are available online, but hard copies can be ordered before 31 December of the year in which the results were gained.

Students have the right to request:

- a review if a processing error has occurred or
- a reconsideration if they believe an error in marking has occurred.

For more information, see [Reviews and reconsiderations](#). Please note that the application forms for reviews and reconsiderations will not be available until after papers have been returned to candidates.

## 6 University entrance – Literacy Standards

There are several standards that contribute to University Entrance literacy.

A segment of the list is below, please follow the link to see the full list. <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>

### Standards that contribute to University Entrance literacy requirements from 1 January 2020

ID	Subject reference	Title	Credits	Int/Ext	Reading	Writing
91404	Accounting 3.1	Demonstrate understanding of accounting concepts for a New Zealand reporting entity	4	EX	Y	Y
91407	Accounting 3.4	Prepare a report for an external user that interprets the annual report of a New Zealand reporting entity	5	IN	Y	Y
91869	Agribusiness 3.8	Analyse future proofing strategies to ensure long term viability of a business	4	IN	Y	N
91871	Agribusiness 3.10	Analyse how a product meets market needs through innovation in the value chain	4	IN	Y	N
91529	Agricultural and Horticultural Science 3.2	Research and report on the impact of factors on the profitability of a New Zealand primary product	6	IN	Y	Y
91530	Agricultural and Horticultural Science 3.3	Demonstrate understanding of how market forces affect supply of and demand for New Zealand primary products	5	EX	Y	Y
91531	Agricultural and Horticultural Science 3.4	Demonstrate understanding of how the production process meets market requirements for a New Zealand primary product(s)	4	EX	Y	Y

## 7 Authenticity = Your work

**Students must do all work** without anyone's direct help.

Students **may take advice** and **guidance**.

Students may get information from others, as when **conducting surveys** and **oral research**.

Students **must show on their assessment all sources of information**.

Students **must not copy or summarise** the work of others and claim it as their own.

Students **must follow all instructions** when producing work.

Assessors must verify that the work submitted for assessment has been produced by the learner.

For internal assessments students will be required to sign and follow the authenticity **declaration**:

***I hereby declare that the work submitted is my own.***

***It has not been copied from another source or taken from another person's work, that person being a student past or present.***

***The work that I have sourced and quoted is all correctly annotated, contained within quotations and is properly referenced at the end of this report.***

When signing this declaration, what does it mean?

-Being honest and ethical

You must be honest about what is your work and what isn't

-Listing all your sources

Researching and using different information is an important part of your work. This means using a Bibliography or Source List and listing all your sources, and correctly indicating what parts of the work are someone else's. Quote marks should be used.



## 8 Breaches of the rules

BREACHES OF THE RULES	
Breaches	Penalties
Failure to hand in a set assignment by the due date.	No grade awarded
Failure to sit an assessment exercise without proper reason (including examinations).	Not Achieved
Not authentic (for example plagiarism has been proven)	Not Achieved
Cheating e.g., by using unauthorised notes or electronic equipment, communicating with others, disruption, impersonation, dishonestly helping or hindering others	Not Achieved
Lost work	No grade awarded

Breaches of the rules will be recorded by the relevant teacher and referred to the HOD for further investigation and decision if necessary. Appropriate results will be entered in the markbook. Serious or disputed breaches will be referred to the Principals Nominee.

Possible consequences could involve a Not Achieved (NA) grade, withdrawal from the course, contact with guardians or removal to another class.

## 9 Internal Assessments

### 9a Missed or Late Internal Assessments

#### **Missing an Assessment that you know about - BEFORE THE ASSESSMENT OCCURS**

If you are required to be away from school because of **cultural events, sporting events, family reasons, travel** — situations where absence from school is not totally under the student's control — then the leave from school must be requested from the Principal, in writing and **before** the leave is taken. This leave is at the discretion of the Principal.

If it is approved the Principal will inform your Teacher and the Dean of your approved leave. Your Teacher will then discuss any alternative arrangements with you regarding the assessment.

All arrangements should be finalised **before** the student goes on leave.

#### **Missing an Assessment - Unexpectedly**

If you are unwell, or an unexpected event occurs that causes you to miss an assessment event then you should complete a missed assessment application. This may result in you being given an extension to complete the work, or if there is evidence that you have previously completed the work, then this could be used to allocate you a grade.

If it is an assessment that occurs over more than one session, then you should apply for an extension and complete the work by the new date given to you by your Teacher.

#### **Late Assessments**

If you are unwell, or an unexpected event occurs that causes you to be late for an assessment (project or research project of similar) please email your teacher and discuss.

If it is an assessment that occurs over more than one session, then you should apply for an extension and complete the work by the new date given to you by your Teacher.

This may result in you being given an extension to complete the work, or if there is evidence that you have previously complete relevant work then this could be used to allocate you a grade.

#### **Work Experience / MIT**

These may take time out of your other school subject courses.

If an assessment or test is scheduled to take place at a time during the course, you must arrange with the teacher to complete the assessment **before** going on the course or agree about how the assessment or test can be completed **if** it is possible.

### 9b Further Assessment Opportunity and Resubmission

#### **Assessment Opportunities for Internal Assessment**

A "Not Achieved" must be recorded for a student who has had an adequate opportunity to be assessed but has failed to avail themselves of this opportunity.

#### **Further Assessment Opportunity**

1. Where manageable, and after further learning has taken place, Candidates may be offered a [maximum of one further opportunity for assessment](#) against an Assessment Standard within a year.

2. All students, including those who did not complete the original assessment for a reason acceptable under the School's policies, must be able to access the further opportunity if they wish.
- Schools decide 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 of a standard within a year.
  - Students must be told before the assessment whether a further assessment opportunity is available for a standard.
  - 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 standard.
  - 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.
  - The highest grade from either assessment opportunity is reported.

### **Resubmission**

1. If a teacher judges a student has made a minor error or omission that they should be capable of discovering and correcting on their own. The result of a resubmission is limited to an Achieved grade. Merit and Excellence cannot be obtained through a resubmission.
2. A resubmission must be limited to specific aspects of the assessment and no more than one resubmission must be provided per assessment opportunity.
3. If a resubmission is offered, it must take place before the teacher gives any feedback to the whole class (or any student) on the work done.
4. Feedback to students prior to a resubmission must be general and not compromise the authenticity of the student's work and responses. Teachers should give only general advice. A student may be told, for example, "you need to fix your referencing up" or "there are grammar issues here".
5. A resubmission must be fair. For example, if the original assessment was completed in a supervised classroom, the resubmission must be completed under the same conditions. It is not appropriate to allow a student to complete their resubmission at home when the original assessment was done in class. The teacher should also ensure the resubmission takes place soon.
6. A resubmission can be offered after either the first or the second assessment opportunity or after both.

### **9c Appealing an internal assessment result**

You can appeal an assessment result (which you believe is **not a fair or accurate record** of your work), or a missed assessment and a breach of the rules.

If you disagree with the grade awarded, or the breach in the rules decision you can appeal the decision within 5 school days from the return of the work. However, you must follow these guidelines:

- i) There must be good reason for the appeal
  - ii) You should first discuss your concerns with the teacher
  - iii) If you still believe the decision is not a fair or accurate record you can submit a formal appeal using the official appeal application form which you obtain from Mrs. Wakker, the Principals Nominee or copy from "Forms you may need" tab
  - iv) The completed 'Appeal Application Form' and your work are to be given to Mrs. Wakker, the Principals Nominee
- The HOD will reconsider the decision.
  - If the HOD is the teacher of the student then another suitably qualified teacher will be appointed to carry out the reconsideration.
  - **No alterations to the work must have been done. No twink or correcting fluid or pencil or red or green pen** must have been used on the work where review of marking is requested.

Mrs. Wakker, the Principals Nominee will check to see that all school procedures have been followed and make the final decision.

## 10 External Assessment

### 10a Digital exams

Some subjects/courses offer the opportunity to complete the examination digitally. The courses that do are shown in the table below in blue. Your Teacher will speak to you about this.

There are a couple of things you need to do prior to the examination - however the most important one is to login to your NZQA login to 'activate' your account. You will also be given the opportunity to practice a digital exam during the year. Full details can be found on this website

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/digital-exams/>

However, if your Teacher enters you into a digital exam you will receive more information about this from Mrs. Wakker and your Teacher during the year.

2021 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 8 Nov	9.30 am	Te Reo Rangitira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese	Media Studies	Dance	Calculus
Tue 9 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Earth & Space Science Cook Islands Māori	Drama
Wed 10 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 11 Nov	9.30 am	Mathematics & Statistics		Te Reo Māori	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 12 Nov)					
WEEKEND					
Mon 15 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Chemistry
	2.00 pm	Chemistry	Classical Studies		Economics
Tue 16 Nov	9.30 am	French	Te Reo Māori	Calculus	
	2.00 pm	Economics	Korean Cook Islands Māori	Accounting	
Wed 17 Nov	9.30 am	Cook Islands Māori	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 18 Nov	9.30 am	English	Lea Faka-Tonga		English
	2.00 pm	Drama	History	Health	Physics
Fri 19 Nov	9.30 am	Business Studies	Chemistry	Agricultural & Horticultural Science Chinese German	Te Reo Rangitira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 22 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Samoan
	2.00 pm	Classical Studies	Health	Economics	
Tue 23 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Samoan Spanish	Geography	Chemistry	
Wed 24 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 25 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangitira	Physics	
Fri 26 Nov	9.30 am	Physics	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
Mon 29 Nov (Westland Ann. Day)	9.30 am	Japanese	Latin	Japanese	
	2.00 pm		French	Spanish	Latin
Tue 30 Nov	9.30 am		Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
Wed 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Te Reo Rangitira	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
Thu 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science

## 10b Derived Grade Assessment

Throughout the year you will be given opportunities to practice for your external assessment.

This could include an in-class assessment and/or a scheduled Term 3 practice assessment. These assessments are to:

- Give students practice at preparing for and sitting exams, in a formal situation.
- Allow students to sit internal unit and/or achievement standards.
- Build up an assessment record which may be **essential** if a student later applies for a derived grade.
- Enable teachers to report to parents on student progress.

### A derived grade is ...

A derived grade is available for a candidate who for an approved reason:

- has been unable to attend an NZQA external examination or submit a completed externally assessed portfolio
- attended an NZQA external examination session and their performance has been significantly impaired
- has been unable to attend an external assessment because of selection for National Representation in a sport, academic or cultural event.

### Approved reasons include:

- a temporary acute non-recurring illness
- trauma – a significantly disturbing or distressing experience
- misadventure - an event beyond a student's control or an exceptional circumstance
- a sudden and significant change to a long-term illness occurring at the time of the examinations

EXAMINATIONS ARE COMPULSORY.

Students may only be absent because of illness, family bereavement or trauma.

### Who do I talk to about a derived grade?

Talk to Mrs Wakker, the Principal's Nominee in the first instance.

I will discuss eligibility criteria and your application with you.

### Who makes the decision?

**NZQA approves derived grades.**

From <<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/4-candidates/what-is/>>

## 10c Missed NCEA examinations

**Check your EXAM TIMETABLE.**

**PLACE IT SOMEWHERE YOU WILL LOOK.**

**HIGHLIGHT WHETHER IT IS **AM** OR **PM**.**

**Missing an exam DOES NOT MEAN you can apply for a derived grade.**

The derived grade **application form** will be 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 hurt because of exceptional circumstances beyond their control. This includes the death of a family member or close acquaintance, or national representative duties which have prevented them from sitting examinations or otherwise presenting materials for external assessment.

Candidates should contact the Mrs. Wakker, Principal's Nominee as soon as possible.

- Candidates must collect/ 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.
- External Derived Grade application forms must be returned to the Principal's Nominee within 5 days of the examination.
- The school may decline to forward to NZQA any application which does not meet NZQA guidelines.
- NZQA will decline applications which do not meet its guidelines.

## 10d External Assessment / Derived Grade Assessment

If a student contacts a Teacher during the examination process and wishes to apply for a derived grade (due to the circumstances outlined below) they must see the Principals Nominee as soon as possible to discuss and complete an application form.

NZQA approves the entitlement to a derived grade to candidates sitting external assessment to those who meet the eligibility criteria. Applications are made to NZQA by the College Principals Nominee following the completed application form by the student or the student's parent/guardian.

Applications must be made by the final day of the NCEA examinations in any calendar year, usually around the 05 December.

Where the student's derived grade application is approved and they sit the examination, the higher result will be awarded.

Examples of a situation in which a derived grade might be applied for are:

Temporary illness, trauma or serious event include:

- gastroenteritis
- notifiable diseases e.g. measles, whooping cough
- hospitalisation of a parent with a serious medical condition
- death of a grandparent
- flooding causing a bridge closure with no alternative route for candidates to get to their examination

This event must have a clear, negative effect on your performance and/or stopped them from attending the examination. The evidence gathered as proof of the event must incorporate the date at which you would have completed the examination/s.

The following examples of not considered to be sufficient to request a derived grade:

- 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
- death or euthanasia of a pet

Significant conditions or events after 01 October (each calendar year) that have a significant effect on your preparation and/or attendance that can be considered include:

- a life-threatening illness e.g. meningitis diagnosis
- accident causing a significant concussion diagnosis
- hospitalisation for a serious medical condition
- death of close family member e.g. parent/sibling.

## 10e Scholarship

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.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction, and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding, and ideas to complex situations.

New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling.

### Entry to New Zealand Scholarship

All students can enter for New Zealand Scholarship.

There are no fees to enter scholarship unless you are an international student. The fee per subject is \$102.20.

### Eligibility to receive a monetary award

To be eligible to receive a scholarship award, the student 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' grade average each year of their tertiary study in New Zealand. For further information, see [Monetary Awards](#).

For full details of the eligibility requirements, see [Assessment \(including Examination\) Rules for Schools](#).

The New Zealand Scholarship Monetary Awards are available to candidates who meet the eligibility and entry requirements under Rules 5.2 and 5.3 and Rule 7.3.2.

### How many candidates are awarded New Zealand Scholarship?

Approximately 3 per cent of Year 13 students studying each subject at Level 3 are awarded Scholarship, if they reach the standard that has been set. There is some tolerance around the 3 per cent, mainly for those subjects with few candidates. See [Scholarship subjects](#) for a list of this year's scholarship subjects.

### How is New Zealand Scholarship marked?

Markers allocate a score of 0-8 for each component in the New Zealand Scholarship assessment using subject specific schedules. These are based on a Generic Marking Guide, as follows:

- An answer given a score of 8 is an *Outstanding answer in all respects. Strong evidence of integration and synthesis. As good as could be expected under examination conditions. Accurate, comprehensive, coherent, lucid, perceptive.*
- A score of 1 shows *Meagre understanding relevant to the question.*
- A score of 0 is awarded for answers that are blank or irrelevant.

The work of the highest-scoring candidates is reviewed by marking panels, to identify the top candidates in each subject. Exam booklets for candidates whose scores are close to either the Scholarship or Outstanding cut-offs are also re-marked, to ensure their results are correct.

New Zealand Scholarship assessments have between 3 and 5 components, and the scores for each component are totalled to give the result. For further information, see [New Zealand Scholarship results publication](#), under the **New Zealand Scholarship cut scores** heading.

### Student exemplars

A selection of examination papers has been reproduced with permission from previous Top Scholars. To view these examination papers, go to the [New Zealand Scholarship subjects](#) page and click on the '**assessment specification and resources**' link for each subject. The Top Scholar examination booklet is at the bottom of the page under the **[subject] resources** heading.

### New Zealand Scholarship results

New Zealand Scholarship results are released about mid-February each year. If you want to know more about:

- accessing your results, or
- how you will receive your booklets, or
- what options are open to you after you get your booklets (such as applying for a **Reconsideration or Review**),

see [New Zealand Scholarship results publication](#) for more details.



## 11 SAC – Special Assessment Conditions

Making NCEA accessible for all.



If you think that you would benefit from some extra support for internal assessments and/or your examinations please see either your Dean, Mrs. Kumate or Mrs. Wakker.

There are special assessment conditions (SAC) available and these might be able to help you.

Assistance such as.

- using a computer to complete your external examinations  
(everyone can use a computer for their internal examinations)
- having the question read out to you
- having someone write down your answers as you say them to the person
- extra time (if you are completing three papers within one exam slot)
- separate accommodation (so you don't sit in the Hall with everyone else)

We will have a discussion with you, an application can be made and if you are successful this assistance will also be available to you for all your assessments.

The application takes time so apply now.



## 12 Gathering evidence of your learning / achievement

### Gathering evidence of learner achievement

Standards-based assessment is about recognising learner achievement. For internally assessed standards the teacher decides how evidence will be collected and judged against the standard.

#### What is evidence?

“Evidence” is the learner’s work, which demonstrates achievement of the assessment criteria. It needs to be recorded in ways that can be verified by another subject specialist or a moderator.

#### Different forms of evidence

Some of the different forms of evidence include:

- Written assignments
- PowerPoint presentations
- Movies / short film
- Portfolios
- Transcripts of oral explanations
- Videos of performances
- Detailed checklists of observed performance
- Audio-visual recordings
- Practical experiment

## 13 Reporting Student Assessment Grades

### Internal Assessment Results

Schools will send results of Internal Assessment to NZQA on the 01st of each month.

These are processed overnight and become live on the NZQA website so that you can view them. The results will only be reported to you and to NZQA once they have been internally checked by another teacher (called moderation).

Where a candidate has presented work or evidence for assessment OR has been given an adequate opportunity to achieve (consistent with school Internal Assessment procedures), the outcome of that assessment must be reported to NZQA as either:

N – Not Achieved

A – Achieved

M - Merit

or

E – Excellence

You can then see the results via the student portal (on the College website) or through your NZQA login.

### External Assessment Results

External results and your full Record of Achievement become available in mid-January the year following your year of work. i.e.: If you are Level 1 in 2021, your full set of results will be available on the NZQA website mid-January 2022.

If you would like a paper copy of your results sent to you, please order this by 31 December of your year through your own NZQA login. <https://www.nzqa.govt.nz/qualifications-standards/results-2/ordering-result-documents/>

## 2021 NCEA External Examination Timetable

2021 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 8 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese	Media Studies	Dance	Calculus
Tue 9 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Earth & Space Science Cook Islands Māori	Drama
Wed 10 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 11 Nov	9.30 am	Mathematics & Statistics		Te Reo Māori	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 12 Nov)					
WEEKEND					
Mon 15 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Chemistry
	2.00 pm	Chemistry	Classical Studies		Economics
Tue 16 Nov	9.30 am	French	Te Reo Māori	Calculus	
	2.00 pm	Economics	Korean Cook Islands Māori	Accounting	
Wed 17 Nov	9.30 am	Cook Islands Māori	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 18 Nov	9.30 am	English	Lea Faka-Tonga		English
	2.00 pm	Drama	History	Health	Physics
Fri 19 Nov	9.30 am	Business Studies	Chemistry	Agricultural & Horticultural Science Chinese German	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 22 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Samoan
	2.00 pm	Classical Studies	Health	Economics	
Tue 23 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Samoan Spanish	Geography	Chemistry	
Wed 24 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 25 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 26 Nov	9.30 am	Physics	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
Mon 29 Nov (Westland Ann. Day)	9.30 am	Japanese	Latin	Japanese	
	2.00 pm		French	Spanish	Latin
Tue 30 Nov	9.30 am		Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
Wed 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Te Reo Rangatira	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
Thu 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science

## New Zealand Record of Achievement



NEW ZEALAND QUALIFICATIONS AUTHORITY  
HAKA TOU HAKAUNGA O AOTIAROA

QUALITY FOR THE FUTURE WORLD  
KIA NOHO TAKATŪ KI TO AMŪA AOI

## Ima Learner

NSN: 128206

Issued: 7 Aug 2017

✉ : Upper Valley Road  
RD1  
Rotorua

### Qualification summary

	Date
<b>National Certificate of Educational Achievement (Level 3)</b>	31 Dec 2016
New Zealand Qualifications Authority	
<b>National Certificate of Educational Achievement (Level 2) achieved with merit</b>	31 Dec 2015
New Zealand Qualifications Authority	
<b>National Certificate of Educational Achievement (Level 1) achieved with merit</b>	31 Dec 2014
New Zealand Qualifications Authority	

### Course Endorsements

	Date
Reo Maori 2 merit at level 2	12 Dec 2016

### Vocational Pathways

	Date
Service Industries	08 Jan 2016

### Components of learning

		Level	Credits	Result	Date
<b>Health and Physical Education</b>					
90964	Demonstrate quality movement in the performance of a physical activity	01	3	A	17 Nov 2014
90966	Demonstrate interpersonal skills in a group and explain how these skills impact on others	01	4	A	21 Nov 2014
90973	Demonstrate understanding of interpersonal skills used to enhance relationships	01	5	A	25 Sep 2014
<b>Service Sector Skills</b>					
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	03	2	A	19 Aug 2015
11818	Demonstrate and apply product and/or service knowledge	03	2	A	6 Jul 2016
57	Provide customer service	02	2	A	21 May 2014
56	Attend to customer enquiries face-to-face and on the telephone	01	2	A	21 May 2014
<b>Visual Arts</b>					
91185	Communicate a considered personal response to art works	02	4	A	2 Apr 2015
91017	Demonstrate understanding of links between context(s) and art works	01	4	A	2 Sep 2014

*Continued on next page*

## Useful Questions and Answers ...

1) Can I order a copy a paper copy of my Record of Learning?

YES, you can.

Follow this link <https://www.nzqa.govt.nz/qualifications-standards/results-2/ordering-result-documents/>  
(you can receive 1 free copy per year, extra copies are \$15.30 per copy)

2) Can I appeal my external grade - YES you can.

Follow this link <https://secure.nzqa.govt.nz/for-learners/records/login.do>

3) Where can I find the forms for a

- missed assessed
- appealing a grade
- applying for a derived grade

Follow this link [NZQA forms for students](#) ([Web view](#))

