

# NCEA STUDENT HANDBOOK

2014



HOROWHENUA COLLEGE  
SUCCESS FOR ALL STUDENTS

# National Certificates of Educational Achievement

New Zealand's National Certificates of Educational Achievement (NCEA) are national qualifications for senior secondary school students.

NCEA challenges students of all abilities in all learning areas, and shows credits and grades for separate skills and knowledge. It enables students to gain credits from both traditional school curriculum areas and alternative programmes. NCEA and other national certificates are recognised by employers and used as the benchmark for selection by universities and polytechnics. NCEA is also readily accepted overseas, including by universities. When applying for employment, prospective employees can create a summary of their results from their Record of Achievement.

Videos explaining NCEA in both English and Te Reo Māori can be found by following this link:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/how-ncea-works-2/>

## How Does An NCEA Qualification Work?

- Each year, students study a number of courses or subjects.
- In each subject, skills and knowledge are assessed against a number of standards. For example a Mathematics standard could be: *'Apply numeric reasoning in solving problems'* which would be worth 4 credits.
- Schools use a range of internal and external assessments to measure how well students meet these standards.
- When a student gains a standard, they gain a number of 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. Many students take more than a year to complete a level.
- 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 using a Course Endorsement with Merit or Excellence.

The New Zealand Qualifications Authority (NZQA) have a formal quality assurance process to ensure that the assessment of each standard is fair across all students. This process includes moderation and assessment system checks.

You can download information about NCEA, types of assessment and assessment processes from:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/the-facts/>

# Requirements for each NCEA level

## Level 1

80 credits are required at any level (level 1, 2 or 3) including literacy and numeracy.

## Level 2

60 credits at level 2 or above + 20 credits from any level

The Level 1 literacy and numeracy requirements must also be met.

## Level 3

60 credits at level 3 or above + 20 credits from level 2 or above

The Level 1 literacy and numeracy requirements must also be met.

## Level 1 Literacy and Numeracy Requirements

The Level 1 literacy and numeracy requirements must be met to achieve NCEA Level 1, Level 2 and NCEA Level 3

The literacy and numeracy requirements for NCEA Level 1 are:

### Literacy requirement

Minimum of 10 credits through either:

Specified assessment standards - specified achievement standards available through a range of subjects and English for Academic Purposes unit standards (minimum total of 10 credits), or

Unit standards - package of three literacy unit standards (total of 10 credits - all three required).

### Numeracy requirement

Minimum of 10 credits through either:

Achievement standards - specified achievement standards available through a range of subjects - (minimum total of 10 credits), or

Unit standards - package of three numeracy unit standards (total of 10 credits - all three required).

## University Entrance Requirements

- ★ 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

These credits are available through a range of subjects (not just English).

- ★ Numeracy - 10 credits at **Level 1 or above** (see requirements above)

# Aiming High

## *How can I earn a course endorsement or a certificate endorsement?*

Course Endorsements award students for skills in specific subject areas. If you gain at least 14 credits with Merit or Excellence in a subject or course, you will have that course endorsed with Merit or Excellence. At least three of the credits must be gained from an internally assessed standard and at least three of the credits must be gained from an externally assessed standard. Physical Education and Level 3 Visual Arts are excluded from this requirement.

Certificate Endorsement is awarded if you gain at least 50 credits with Merit or Excellence across the standards making up your NCEA certificate. If you earn 50 Merit or Excellence credits your certificate will be endorsed with Merit. If you earn 50 credits at Excellence Level your certificate will be endorsed with Excellence.

## Subject Information

### *What subjects are compulsory?*

#### **Year 11**

In Year 11 you must study six subjects altogether.

- You must study an English course or Te Reo Māori.
- You must also study a Mathematics or Numeracy course.
- You are strongly advised to take a Science course.

#### **Year 12**

In Year 12 you must study six subjects altogether.

- You must study English, English Foundation or Te Reo Māori.
- You are strongly advised to take a Mathematics course.

N.B. There are a few courses at Horowhenua College that are a mix of Level 1 and 2 credits, check your course outlines!

#### **Year 13**

In Year 13 you must study five subjects altogether if you are aiming for UE and are doing at least 3 approved for UE subjects. If you are not aiming for UE you must study six subjects. There are no compulsory subjects.

Students should be aware of working towards University Entrance as well as NCEA Level 3. Make sure that you have 3 “approved for UE” courses in your program, in each of which you must gain 14 credits. Also check that you have already met the Literacy and Numeracy requirements.

# Important Information

## **Attendance**

Attendance is linked to performance in NCEA.

If you miss an assessment it may mean that you are not able to gain credits for that standard.

## **Authenticity**

All work submitted for assessment must be a student's own work. The school has systems in place to check this.

Students are asked to sign an Authenticity Declaration. This should be countersigned by a parent or caregiver.

## **Derived Grades**

A derived grade is available to students who are entered for an externally assessed standard and for an approved reason (e.g. illness or bereavement are unable to attend an NZQA external examination session(s) or whose performance is impaired in preparing for, or during, an examination session(s). Students who wish to apply for a derived grade should see the Principal's Nominee.

## What Happens If There Is A Problem With My Assessment?

### **What if I need an extension to a deadline?**

- Extensions can be granted in special circumstances
- Extension dates must be requested before the deadline
- A medical certificate may be required if a student is requesting an extension
- Students who receive an extension will be notified in writing of the new deadline

### **What happens if I hand my work in late?**

- Late work will not be assessed

### **What if I miss an assessment?**

- If a student misses an assessment they may not be credited with having achieved that standard
- It may be possible to assess the standard at a later date

### **What if I do not achieve a standard?**

- Some courses may offer a further assessment opportunity for an internally assessed standard
- There is no further assessment for externally assessed standards
- In some courses there may be an opportunity to re-submit internally assessed work

### **How can I check my grades?**

- Students have a right to check their own grades and should seek assistance from the Principal's Nominee if they are not able to do so
- Students will sign off each grade they receive for each assessment
- Students can check their grades through the NZQA website ([www.nzqa.govt.nz](http://www.nzqa.govt.nz)) or through a link on the school website to the Portal ([www.horowhenua.school.nz](http://www.horowhenua.school.nz))

### **What happens if I do not agree with the grade I have been awarded?**

- Students may appeal their grades
- Students unhappy with their grade should discuss the matter with their teacher
- Unresolved problems should be referred to the Principal's Nominee
- Signing off a grade ends the right to appeal

### **What if I want to withdraw from a standard?**

- Initially students will be entered for all of the standards outlined in their course
- Later in the year students will be able to choose which standards they enter
- You can check your entries with your teacher at any time

### **What information about my assessments can I expect to be given in class?**

- Typically you can expect to receive access to: standard outlines, order of topics and how they will be assessed, criteria for meeting each grade available.

# Additional Information

## *How can I check my progress?*

- You can check your entries and results on the NZQA website through Learner Login, this area can also be used to order your certificates in the following year. You will need to register yourself and remember your password: <http://www.nzqa.govt.nz/login/>
- You can check your progress and entries along with all your other details through the school portal site. There is a parent login and a student login for each student. <http://kamar.horowhenua.school.nz/student/index.php>
- You can check your progress and entries through the Kamar App on any apple product .eg. iPad, iPhone. Download the app from the AppStore, use the server kamar.horowhenua.school.nz and login with your portal login and password.

## *What is the cost associated with the NCEA system?*

Standard fees for each year of study are \$76.70 per student.

Financial assistance is available to families who meet certain criteria (see below) and the fee is reduced to \$20 per student or \$30 per family who are eligible for financial assistance.

Late payments incur a \$50 late fee. Financial assistance is not available with late entries. You will be notified well in advance of any deadline.

Certificate orders in the following year are free for the first certificate and \$15.30 for any reprint.

Other miscellaneous fees are listed on the following website: <http://www.nzqa.govt.nz/about-us/our-role/legislation/fees/secondary-education-fees/>

## *Financial Assistance*

Financial assistance is available to all eligible students who are entering NCEA standards. You will be offered a Financial Assistance Form. Most community services card holders are eligible for assistance.

If you wish to apply for financial assistance you must have the form completed and returned to the school by the due date. Late applications cannot be processed by NZQA.

## *Privacy*

A student's work may be retained by a teacher to use as an exemplar of the standard of work required for various levels of achievement. If your work is retained for this purpose you will be asked to give written consent and your name will be concealed on the document.

## *Special Assessment Conditions*

If you have a long term physical disability or medical condition, sight or hearing impairment, or significant reading or writing difficulty you may be eligible for special assessment conditions. You should discuss this with the Principal's Nominee or the Head of Learning Extension.