

# NCEA Information for Parents and Caregivers

NCEA is New Zealand's National Certificate that measures the educational achievement of students from Years 11 to 13.

## How does NCEA work?

Each subject is divided into a number of standards, each of which has a number of credits given to it. As each standard is achieved the student gains the credits. Standards can also be passed at merit and excellence, showing a higher level of understanding, but this does not give more credits.

### At Level 1:

- To achieve a Level 1 Certificate you need 60 credits at Level 1 or above. These can be from any subject area. You will also need 10 extra credits identified as Literacy standards and 10 extra credits identified as Numeracy. They can come from the CAA sat in year 10 or some other identified standards. They cannot be a mix of CAA and other standards.

### At Level 2:

- To achieve a Level 2 Certificate 80 credits are needed – at least 60 from Level 2 or above. The other 20 could come from Level 1. The level 1 literacy and numeracy requirements must also be met.

### At Level 3:

- To achieve a Level 3 Certificate 80 credits are needed – at least 60 from Level 3 or above. The other 20 could come from Level 2. The level 1 literacy and numeracy requirements must also be met.

**Certificate Endorsement** provides recognition for a student who has performed well at a level across a range of subjects.

**NCEA with Excellence:** 50 credits at Excellence at the Level of the certificate or higher.

**NCEA with Merit:** 50 credits at Merit or higher at the Level of the certificate or higher.

**Course Endorsement** provides recognition for a student who has performed exceptionally well in an individual course. Students will gain an achieved, merit or excellence endorsement for a course if they achieve all of:

- 14 or more credits at a level or higher,
- at least 3 of these credits from externally assessed standards and 3 from internally assessed standards,
- the credits are gained in a single school year.

### **What is currently needed to gain entrance to university?**

- Attain NCEA Level 3,
- achieve 14 credits at level three in **each of three subjects from the list of approved subjects**,
- achieve UE numeracy - 10 credits at Level 1 or above from specific standards,
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 or above from specific standards.

**\*This often means that an overall course of study needs to be planned from Level 1 to Level 3 to ensure that pre-requisites for Level 3 are met.**

### **What happens if my child doesn't achieve a standard?**

When you child **just** misses achieving the standard a resubmission opportunity may be offered. This cannot include any extra teaching or guidance as the student must be able to find and correct the error themselves. This can **only** be a grade of Achieved. A teacher may have milestone dates to provide feedback before the final assessment completion and these will be critical to ensure higher grades are not missed.

A more formal reassessment opportunity using a new assessment activity may be offered. However, this won't always be possible. The course outline will say whether one is offered. We are only allowed to offer **ONE** reassessment opportunity and more teaching must also be done.

### **What can I do to help my child?**

#### **1. Attendance:**

- One of the major barriers to achievement is irregular attendance. If your child is not in class they miss important information and this will need to be caught up on. This includes absence for legitimate reasons such as sports trips. If your child is sick, let the school know quickly so the absence is explained.

- If you are going away for an extended time then be aware of what assessments will be missed. Some may not be able to be completed, some may be able to be done early or extensions may be available for some for genuine reasons beyond the student's control.

## **2. Monitoring Progress:**

- Your child will have a course outline for each subject with approximate assessment dates. Keep the conversation going between you, your child and the school around when assessments are due and what your child has to do to complete them.
- While the work must be the student's own work, your support to ensure they finish to the best of their ability is invaluable.
- You can see their results and progress by logging onto the Student Portal on the Nayland College website. These are interim results until confirmed by NZQA.

## **3. School Derived Grade exams and Class tests:**

- These are essential to monitor progress and to provide evidence if needed for external exams when a student is ill or unable to perform to the best of their ability.
- Evidence shows that being prepared for the school exam leads to success in the NCEA externals. It also shows that being unprepared for the school exams makes it very difficult for a student to succeed.

## **4. Missing an Assessment Deadline:**

- If work is handed in late then it cannot be marked to gain credits.
- If there is genuine reason then your child can apply for an extension.
- Extensions should be applied for in advance, where possible, by completing the form from the student office with the necessary information. Only Mr Lineham can grant extensions to ensure consistency across the school.

## **5. Special Assessment Conditions:**

- Some students are entitled to special assessment conditions for internal and external assessment. These must be approved by NZQA.
- If you think your child is eligible, they should talk to their Kaiarataki (Dean), Ms Sherwood or Mr Lineham.

### **Breach of Rules / Authenticity**

NZQA rules will apply in all assessments. This means the work presented must clearly be the student's own work. This means it cannot be copied from another source (unless appropriately referenced), nor can any of the work be done by yourself or others, including AI. Any breach of these rules may affect the final result.

If a teacher cannot authenticate any of the work, they will work with the student to try and authenticate it.

### **Appeals**

Students are entitled to appeal grades. This must be done by talking to their teacher within 5 days of getting the grade. They can also appeal access to special exam conditions, a decision around a breach of rules or being granted an extension. To do this they must talk to Mr Lineham.

### **Derived Grades**

These are used to provide a grade for external assessment where the student was unable to sit, or was impaired. E.g. traumatic event, illness, exam cancelled or being unable to sit due to Covid concerns. The evidence for this must be specific to the standard and be the student's own work. E.g. School Derived Grade exams, class tests, class work.

### **More information.**

The NZQA website [www.NZQA.govt.nz](http://www.NZQA.govt.nz) has more detailed information on:

- NCEA
- University Entrance
- Subject specific information
  - Standards
  - Past exams and answers
  - Examples of internal assessment

Contact Nigel Lineham at Nayland College with questions 54 79769 ext 867 or [nigel.lineham@nayland.school.nz](mailto:nigel.lineham@nayland.school.nz)