

PALMERSTON NORTH BOYS' HIGH SCHOOL



NCEA

POLICY & PROCEDURES

2023

**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 Miss Taylor or Mr. Atkin.

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Sue Taylor
NZQA Principal's Nominee
March, 2023

1 INTRODUCTION

This guide contains important information about 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 enrolled in a subject will enter for all the Standards made available in that subject. They will not normally be able 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 emailed to parents.
- 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 Miss Taylor or Mr Atkin.

ii. ATTENDANCE AND COURSE COMPLETION REQUIREMENTS

Attendance

- Regular school attendance is essential if young men are to achieve to their potential.
- All attendance requirements set by the school must be met. Unexplained absences will be followed up and disciplinary action may result.
- 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 assessment tasks, class work, assignments, reports and other homework.
- Students must make a genuine attempt to complete all 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 genuine 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 genuine 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 view or copy or use in any other way as part of any assessment task.
- All students have on their files an authenticity statement that they have signed. Additional to this, all students are required to complete an authenticity statement when submitting any NCEA assessment task. **Any cases of plagiarism will result in an immediate loss of credits and disciplinary action being taken.**
- **Plagiarism detection software (Turnitin or similar) will be used and work submitted by students will be checked against all other assessment tasks submitted this year and previously and against material available on the internet. This software also detects AI generated work (e.g. ChatGPT).**

ii. ASSESSMENT SUBMISSION, EXTENSIONS and MISSED ASSESSMENTS

- Students are responsible for ensuring work submitted electronically for an assessment is received successfully by their teacher. Student work must be constantly backed up; it is the responsibility of the student to make sure that this happens. If students are using Onenote class, Onedrive or Google docs this will happen automatically. If a student cannot show evidence of work being done/completed then no extension can be given (see below).
 - 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 work 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 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 achieving an Achieved grade.
- Resubmission opportunities are only available in circumstances where a student might have the opportunity to improve their grade from Not Achieved to Achieved. Resubmissions are NOT able to be offered at other grade boundaries.

- 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 in writing by parents and sent to Mr Atkin.
- The NCEA Co-ordinator or the Principal's Nominee will make the final decision on any appeal.

vi. **EXAMINATIONS AND OTHER ASSESSMENTS**

PNBHS Examinations

Students entered for external Achievement Standards are expected to complete these Standards during the PNBHS Senior Examinations in term three. These examinations are important and the grades achieved will provide the evidence to support a derived grade application for the NCEA examinations (see section viii) if required.

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 Mr. Alex James, Head of Learning Support jamesa@pnbhs.school.nz

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 Miss Taylor, the Principal's Nominee.
- Candidates should contact Miss Taylor 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 – 2023

NCEA LEVEL ONE

- Young men studying Level One subjects in 2023 will generally be offered a maximum of one internal assessment and one external assessment (or up to two internal assessments in the case of fully internally assessed subjects such as Physical Education and Visual Art). Consequently, students in Year 11 will not gain a Level One qualification in that year. However, they will have the opportunity to gain the 20 credits they can 'carry forward' for NCEA Level Two. Credits gained in subsequent years at Level Two and Level Three will also count towards the NCEA Level One qualification.

NCEA LEVEL TWO

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

NCEA LEVEL THREE

- **A minimum of 80 credits**
 - At least 60 credits at Level Three
 - The remaining 20 credits from Level Two 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.
- A student can apply for a qualification endorsement to be amended in a subsequent year only if additional credits at the level of certificate endorsement, totalling 50 or more, are gained.

COURSE ENDORSEMENT

- Students will gain an endorsement for a course if, **in a single school year**, they achieve both of:
 - 14 or more credits at Achieved, 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 and Level 3 Visual Arts.

6 UNIVERSITY ENTRANCE

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

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

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 Record of Achievement, 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 Record of Achievement 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.

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 - 2023

There is **no charge** for domestic students to enter for NCEA or Scholarship assessment.

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

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 and Scholarship External Examination Timetable 2023

2023 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 6 Nov	9.30 am	Japanese	Latin	Te Reo Māori	Calculus
	2.00 pm		French	Japanese Making Music Spanish	Latin
Tue 7 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	Drama
	2.00 pm	Geography	Spanish	Cook Islands Māori Social Studies	
Wed 8 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
	2.00 pm	Music	Accounting	History	French
Thu 9 Nov	9.30 am	Mathematics & Statistics		Chemistry	Geography
	2.00 pm	Korean	Drama	Samoan	Statistics
Fri 10 Nov	9.30 am	English	Lea Faka-Tonga	Media Studies	Physics
	2.00 pm	Biology	Music		Accounting
WEEKEND					
Mon 13 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	Biology
Tue 14 Nov	9.30 am	Science	Chemistry		English
	2.00 pm	Samoan Spanish	Geography	Biology	Art History
Wed 15 Nov	9.30 am		English		Religious Studies
	2.00 pm	Cook Islands Māori History	Chinese	Accounting	German
Thu 16 Nov	9.30 am	Business Studies	History	Physics	Te Reo Rangatira
	2.00 pm	Drama	Cook Islands Māori Social Studies	Health	
CANTERBURY ANNIVERSARY DAY (Fri 17 Nov)					
WEEKEND					
Mon 20 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Psychology Te Reo Rangatira	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 21 Nov	9.30 am	Media Studies	Te Reo Rangatira	Drama Lea Faka-Tonga	History
	2.00 pm	Chemistry	Classical Studies	Art History	Economics
Wed 22 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 23 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Earth & Space Science		
Fri 24 Nov	9.30 am	Physics	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	
WEEKEND					
Mon 27 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese	Media Studies		
Tue 28 Nov	9.30 am		Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Wed 29 Nov	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Thu 30 Nov	9.30 am	Social Studies	Dance		Earth & Space Science