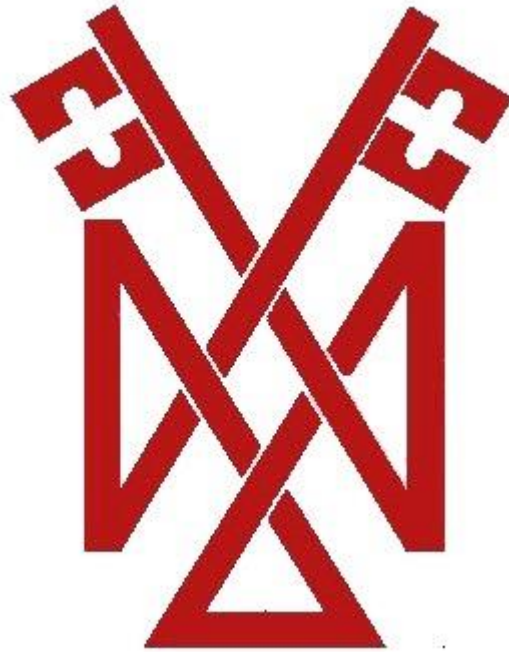


John Paul II High School



NZQF / NCEA INFORMATION FOR STUDENTS 2019/2020

STUDENT INFORMATION ABOUT NZQF/NCEA RULES

1. **Course Entry Requirements:** **What courses can I take this year?**

You may apply for entry to any NCEA and NZQF courses offered in your year level at JPIIHS. However, in certain cases the Deputy Principal, after consultation with the Head of Department concerned and your Dean, will make the decision on the level at which you will study and to which courses you have gained entry. Appropriate courses at Level 1 of NCEA are offered for Year 12 students who have not yet completed the requirements for literacy and numeracy.

2. **Personnel** **Who can I talk to if I have any questions about NCEA?**

Mr Renau	Principal's Nominee to NZQA
Miss Costelloe	Senior Dean
Diane Molloy	Gateway and Trades
Marilyn Cook	Correspondence courses

Your subject teachers and Heads of Department will also be able to offer you advice and guidance.

3. **Course Outline and Assessment Programme:** **What am I going to study and be assessed on?**

At the beginning of Term One in each subject, your teacher will give you:

- an outline of the course for the year, its aims and objectives
- an assessment statement which includes:
 - ✓ topics to be covered
 - ✓ forms of assessment (US/AS)
 - ✓ content of each assessment, standard number and version number
 - ✓ approximate dates for each assessment
 - ✓ clear identification of which assessments are internal
 - ✓ whether there will be a further assessment opportunity
 - ✓ whether the assessment contributes to literacy or numeracy
 - ✓ whether the assessment contributes to UE or UE literacy & numeracy
 - ✓ any Vocational Pathways each standard contributes to

4. **JPIIHS Expectations:** **What do I need to do to achieve?**

You are expected to:

- complete all curriculum requirements for each course in which you are enrolled.
- fulfil all reasonable homework and assignment requirements set down by the subject.
- attend school every day and explain all absences from class. Absences to be explained include sickness, emergencies, wagging, sports trips, meetings, appointments and driving tests.
- do your best to learn and achieve at all times – aim high!

If your absence rate gives cause for concern, home contact will be made, ensuring that your parents are informed. Your Dean and teachers will also contact home if you are doing well.

5. **Literacy and Numeracy:** **Why do I need credits for these?**

In order to be successful as an adult, everyone needs a minimum level of understanding of reading, writing and handling numbers. NZQA requires you to demonstrate that minimum before you can gain NCEA Level 1, 2 and 3. Most of you will gain much more than the minimum.

The minimum is:

- 10 credits in literacy (through English or Te Reo Maori, or specific AS in other subjects)
- 10 credits in numeracy (in Mathematics or Pangarau, or specific AS in other subjects)

Please note that, without the literacy and numeracy credits, you will not receive any level of National Certificate of Educational Achievement.

If you are planning on tertiary education (eg university or polytechnic) you will need to gain U.E. literacy and numeracy. For students entering university in 2018, this is a minimum of:

- 10 credits in Level 1 Maths (or higher)
- 5 credits in Level 2 READING (or higher)
- 5 credits in Level 2 WRITING (or higher)

It will be possible in 2017 to gain the Level 2 (or higher) reading and writing credits from suitable standards in other subjects. This information will be in your course outlines.

6. University Entrance: What do I need if I want to take university or polytechnic courses?

To get into university in 2019/2020, the requirements are:

- NCEA Level 3, and
University Entrance:
 - 14 credits in each of 3 approved subjects
 - 10 credits in Level 2 literacy (5 reading, 5 writing) (or higher)
 - 10 credits in Level 1 numeracy (or higher)

Universities also require a Guaranteed Entry Score (GES) of at least 150 points, as well as UE. To gain the GES, your best 80 credits from Level 3 (or above) UE approved subjects will be rated. However, you can only use a maximum of 24 credits from each subject. This means that any credits over 24 will not contribute to the GES. Your grades will be rated as follows:

Excellence = 4 points per credit, Merit = 3 points per credit, Achieved = 2 points per credit.

Note: you need to check the GES requirement for your intended university or degree, as it may be more than 150 points. For some courses, the GES can be 180 points, e.g. Medical Sciences

Check out the requirements for entry to first year university courses you are hoping to take next year, to ensure that you are taking all the right courses this year.

You also need UE for degree courses at Polytechnics, so check it out early in the year.

7. Vocational Pathways:

Most Level 2 standards contribute to a Vocational Pathway, which can provide you with further evidence of your skills and abilities. The award enables employers to assess whether potential employees' skills align with their industry requirements.

To receive a Vocational Pathways Award, students must first gain NCEA Level 2. At least 60 of the Level 2 credits must be from the recommended standards in one or more pathways, including 20 Level 2 credits from sector related standards. You can check the Vocational Pathways out on the Youth Guarantee website. There are now Level 3 Vocational Pathways to help you make ongoing choices for your chosen pathway.

8. Endorsements: How do I get an endorsement?

An endorsement is awarded when you have enough Merit and/or Excellence credits. You can earn COURSE ENDORSEMENTS and CERTIFICATE ENDORSEMENTS. The number of credits for each type of endorsement is detailed below.

- **Course endorsement:**
You need to achieve a minimum of 14 credits at Merit and/or Excellence, with at least 3 credits in the external exams and 3 credits in internal achievement standards. However, as subjects like PE do not have external exams, you could get all your Merit and Excellence credits for PE internally and still get a course endorsement. Course endorsement credits must be gained in ONE year only.

- **Certificate endorsement:**

You need to achieve a minimum of 50 credits at Merit and/or Excellence from all your achievement (and some unit) standards. These credits can be accumulated over two or more years. For instance, if you achieve 40 Merit credits at Level 1 in Year 11 and 20 Merit credits in Year 12, NZQA can use the Level 2 credits to complete your certificate endorsement for Level 1.

9. Derived Grades:

What should I do if I miss an external exam in November?

This is a process that may enable you to gain credits for **external assessments**, under certain circumstances. You can apply for a derived grade if you are ill on the day of an **external assessment**, are taken ill during an **external assessment** or if there is a death in the family close to or on the day of the **external assessment**. Derived grades are **not** given for internal assessments.

If you think you may be entitled to a derived grade, you will need to apply to the Principal's Nominee. You will be required to see a doctor or other medical person on the day, to confirm impairment of performance. NZQA will base the grade decision on the achievement level gained by you, based on standard specific achievement. It is important to make sure that your year's work is of a high standard, for this reason alone. Most derived grades are based on your performance in the school practice exams in Term 3, so it is absolutely essential that you study for the exams and do your very best.

10. Absences:

What will happen if I miss an assessment?

When you are unable to attend an internal assessment task through **accident, illness or bereavement**, a note from your parent or caregiver or a medical certificate from a doctor should be provided. This note or certificate must state that you were **sufficiently unwell to present yourself on (specify date) for an assessment**.

When you return to school with an appropriate note, you may be able to sit an assessment which you may have missed. You will need to arrange this with your teacher. Where this is not possible, your teacher may use class work or other evidence to determine whether you have met the standard, provided that work is your own.

For absences for **family travel and non-school sport**, you will need to obtain written permission from the Principal for leave of absence, at least two weeks before you are away. Assessments missed for these reasons will not be repeated unless the school decides it is appropriate.

If you are away on a **school trip**, teachers must be told of your trip ahead of time, so they can consider changing the assessment date. If this is not possible, you may be given a further assessment opportunity.

For **unexplained absences**, you will not be given the opportunity to sit missed assessments, unless the teacher organises a further assessment opportunity for the class.

11. Meeting Deadlines:

What will happen if I don't meet the deadlines the teachers set?

Some assessments (eg art portfolios, research assignments, science investigations) involve work over an extended period of time. For these assessments, your teacher will set out a schedule of deadlines over the course of the assessment, **which you must meet**. The deadlines are in place to ensure a) that you are carrying out the work and b) to enable the teacher to provide feedback and guidance where it is allowed. It also helps ensure that the work is your own. If you do not meet the deadlines, **you will not be granted an Achieved grade**.

If you know before the due date that you will be unable to meet a deadline, for a **valid reason**, you should see the Head of Department for an extension.

12. Extensions:

What should I do if I am absent when an assignment is due?

Where your illness has occurred during the **preparation** of an internally assessed assignment and

is covered by a valid note or medical certificate, an extension may be granted at the discretion of the Head of Department. Only one extension should be granted and the length of any extension should not disadvantage other students who hand their work in on time.

If you are ill on the due date of an assignment, **it is your responsibility to ring the school and inform the teacher of your absence that day.** You should either present the work immediately on your return to school or arrange for someone to leave it at the office on the due date.

Late work will not be accepted unless covered by a valid note or medical certificate, or unless the HOD has approved the extension of the time.

13. **Appeals:** **What if I do not agree with the marks the teacher gave me?**

You should keep your own record of all achievement for assessments, especially for any internally assessed items. Most subjects have tracking sheets available for you to use. A general tracking sheet is also available covering all subjects, for each NCEA level. You will have access to the marks held by your teacher for all your assessments.

You will have several opportunities through the year to check the accumulated assessment data of all internally assessed marks held by your teachers. A printout will be generated to enable you to check the NZQA results entered to date. If you have any queries about this, you should discuss it with your Dean or with the Principal's Nominee.

A cover sheet attached to all assessed work should be signed by you, indicating that you accept the grade given for the work. Where you dispute any grade it is your responsibility to:

- a query the grade after the return of the assessment and discuss it with the teacher;
- b query the grade with the Head of Department if you are still not satisfied.

You must query the grade within 5 days of the return of the assessment. You need to obtain an **NCEA appeal form** from the Principal's Nominee. Any issues or disputes about assessment will be resolved by the Principal's Nominee.

14. **Originality of Student Work:** **What will happen if I copy someone else's work?**

You are encouraged to discuss your ideas and to seek advice as part of your preparation for an assessment. This is a valuable part of the learning process.

However, by handing in a piece of work for assessment you are claiming that the work is entirely your own.

When submitting work, you must meet the following requirements:

- You must present your own work for all assessments. Your own work is based on your own experiences, thoughts, research and reading. It changes in some significant way the words, forms and ideas of other people. **It is much more than "cut and paste"** from the Internet.
- If you directly quote or copy the ideas, words or forms of another person, they must be properly acknowledged and the work attributed to them, by **correct referencing**.

If you hand in work that is not your own or allow another student to copy your work, your teacher and the Principal's Nominee will review your assessment. You may lose your credits for that assessment. In serious cases, you may be withdrawn from all assessment for that subject.

In the external assessments, cheating or any other form of misconduct could lead to loss of your credits or your qualification.

15. Opportunities for Assessment:
How many times can I sit the same standard?

Please note that it is mandatory that a school offers you **no more than one further** opportunity to sit an internal standard. This means you may sit the same standard a maximum of two times. For most internal assessments at JPIIHS, you may be given one further assessment opportunity, to enable you to improve your achievement grade, even if you achieved it the first time. For some assessments, it is not possible to offer such an opportunity, so you should aim to do your best for all assessment opportunities.

Note that if you were absent at the time of the first assessment for a valid reason, you should arrange with your teacher to complete the original assessment task as soon as possible following your return to school.

16. Special Assessment Conditions:
What if I have a special need that affects my achievement?

Students with special needs can apply for special assessment conditions to be provided for all assessments. This includes special needs such as vision, dyslexia, diabetes and any other diagnosed need which affects your ability to write an assessment, but not your ability to understand and complete the assessment. Teachers will generally be aware of students who need such support and will make the application through the Principal's Nominee early in the year on your behalf. If you are new to the school in Year 11-13, make sure your Dean is aware of such problems. Approval for special assessment conditions will be based on evidence of the special need. The conditions should be available for all internal and all external assessments. NZQA approval is required for special assessment conditions.

17. NZQA website
How can I check my results during the year?

The NZQA website provides all students sitting NCEA with a personal login facility. To access this, you need your National Student Number (NSN). You will need to register if you are accessing this for the first time, so you can set your own password.

You can check your results at any time. However, you should bear in mind that JPIIHS sends the results on the 1st of each month, starting from May, and NZQA needs time to process them, so do your checking in the second week of each month. If you do not have access to the internet at home, then your Learning Advisor may be able to organise this for you at school. There are also NCEA apps for your cell phone, including one from NZQA, which may help you keep track.

You may ask the Principal's Nominee or your Dean for an update of your credit totals as the year progresses.

You can also use your personal NZQA login to order your NCEA certificates for your Curriculum Vitae (CV). You are entitled to one free copy of any certificate you gain. NZQA no longer sends certificates out automatically.

NZQA have set up a predictive facility under your personal login to help you work out if you can gain merit or excellence subject endorsements. This will help you make appropriate choices if you are planning to concentrate on specific standards in the externals, rather than sit all of the standards available.

18. NCEA fees

From May 2019 the government has scrapped all NCEA Exam fees for domestic students.

Fees for International Fee Paying students are \$383.30, plus \$102.20 for each scholarship subject.

19. Privacy

Who will have access to my results?

Information about your assessments is not available for unauthorized people to view. This information is only used for reporting to you and your caregivers, and for NZQA purposes.

20. What do I need to complete my qualification?

For NCEA certificates, you need the following:

For University Entrance, you need the following:

NCEA Level	Credits at Level	Credits at other Levels	Total Credits needed	MINIMUM Literacy & Numeracy credits
1	80 (Level 1 or above)		80	10 Literacy 10 Numeracy
2	60 (Level 2 or above)	20 (from Level 1 or above)	80	10 Literacy, 10 Numeracy if not gained in Level 1
3	60 (Level 3 or above)	20 (from Level 2 or above)	80	10 Literacy, 10 Numeracy if not gained in Level 1

NCEA Level	Credits at Level	Total Credits needed	Literacy & Numeracy credits
1		10	10 Numeracy
2		10	10 Literacy (5 Reading and 5 Writing)
3	14 in each of 3 approved subjects Note: some school subjects can be combined to give a single approved subject e.g. Chemistry & Biology can combine to give Science)	42	