

# Rathkeale College



and

# Rathkeale/St Matthew's Senior College



**NCEA**

# Student Handbook 2019

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The Principal's Nominee, in charge of all aspects of the NCEA process at Rathkeale and Rathkeale/St. Matthew's Senior College, is Mr Adam Gordon (ajg@rathkeale.school.nz)

## **General Background and Information**

### National Certificate of Educational Achievement - Level 1, 2, 3 and Scholarship

Each subject is assessed against achievement or unit standards. For each subject there are a number of standards and each standard is worth a certain number of credits. The number of credits varies according to the amount of work being assessed and the number of achievement standards varies from subject to subject. However, in a normal full year course it is usually possible to gain 24 credits in each subject area. In some subjects, fewer credits will be offered. The credits are awarded to each individual who achieves the standard. Merit and Excellence can also be awarded for each achievement standard if work of sufficiently high standard is submitted.

For each subject some of the achievement standards are assessed internally (i.e. by the school) and some are assessed externally. The external assessment takes place in November. For the majority of subjects this will take the form of an examination. All Unit Standards are internally assessed. The grades for the majority of Unit Standards are either Not Achieved or Achieved; in the main, there is no Merit or Excellence grade.

Students will be able to access and check results from the NZQA website which will show the grade in each individual standard that has been attempted from May of each year. Parents will be able to access results via the KAMAR parent portal once a username and password have been provided by the school.

In most cases, students and parents should seek the help and assistance of their Dean. Any matter relating to NCEA generally may be addressed to Mr Adam Gordon.

*The purpose of this booklet is to ensure that you understand the processes related to the internally assessed standards. It is important that you read the booklet carefully and ask questions if you do not understand anything.*

*An Information Evening will be held on Tuesday 12 February at 5.30pm. Venue will be the Rathkeale College staffroom.*

## **Changing Course**

Students will sometimes realise that the combination of subjects chosen is not suitable. In all cases, a conversation needs to take place as soon as possible between the Dean and parents before a course change will be considered.

Ideally, changes of course should be made within the first 2 or 3 weeks of Term 1. It might be possible to consider a later date for a course change, but often this will mean that a

student will not be able to gain all the credits on offer in a course, as some internal assessment completion deadlines may have passed already.

All changes in course will be subject to there being space in the appropriate classes. MPS will make the final decision on this.

## **100% Hand In expectation**

Once a student has started work on a standard, it is an expectation that all the work required will be completed. In Year 11, there is generally not much individual choice about which standards to take within a subject/course. Courses at Years 12 and 13 have a greater degree of individualisation. Where there is choice offered, students are expected to make informed decisions about which standards to attempt within each subject.

## **Authenticity**

It is essential that work submitted for assessment really is the student's own work.

If a student is found to have submitted work, which is not his/her own or that cannot be verified as his/her own, then a Not Achieved grade will be given for the assessment.

If a student knowingly allows work to be copied by another student and submitted for assessment, then a Not Achieved grade will be given to both students.

If a teacher suspects that work is not authentic, the student will be referred to the Principal's Nominee (AJG) for further investigation. The results of the investigation will be reported in writing to the student and parent(s)/caregiver(s).

## **Acknowledgement and Recording of Assessment Results**

Students are required to sign the subject teacher's record sheet or the actual assessment at the time that work is returned to acknowledge and accept the results that are recorded. [The exception is in the case of an appeal - see later note]

At the end of the year, students will be provided with a printout of their personal results that are held on the school computer system (KAMAR). This printout is to be signed and returned to the teacher as an acknowledgement that the data held is accurate.

## **Appeals**

Students have a right to appeal if:

- they believe an assessment has not been fair, valid or consistent.
- they believe that they have unfairly been denied a resubmission opportunity.
- there is an alleged moderation or marking inconsistency.
- there has been an authenticity breach or allegation of an authenticity breach.

Students should appeal to the subject teacher in the first instance. The problem will usually be resolved at this point.

If the student is not satisfied with the response from the subject teacher, then the student should

1. Leave the work with the subject teacher.
2. Leave the results notice unsigned.
3. See AJG **within five school days to fill in a form to request an appeal.**

AJG will investigate the appeal and if necessary seek expertise from another teacher of the subject under appeal. The student and parent(s)/caregiver(s) will be informed in writing of the results of the appeal. This decision is final.

## **Missed Assessment/Extension**

- 1) A due date for each assessment will be given well in advance. If a student is in danger of missing a deadline for legitimate reasons, an extension should be negotiated **in advance**. Subject teachers will discuss extensions with AJG to ensure consistency. If adequate opportunity has been provided for students to complete a task the request is likely to be declined. A grade of Not Achieved will be given if the student fails to hand in the work.

Legitimate reasons may include illness or personal/family crisis. In all cases appropriate documentation must be provided. AJG will be responsible for determining whether or not a reason is legitimate.

- 2) A student who is absent on the day of a summative assessment and has a legitimate reason will, if practical, be given an assessment opportunity as soon as possible on his/her return to school. Teachers may be able to award a grade from existing standard specific evidence.
- 3) If a student believes that his/her performance in an assessed activity has been impaired because of illness, bereavement, trauma or other unforeseen circumstance then they may apply for an extension or further assessment opportunity.

In all cases students must provide a note from a parent, doctor or their Dean and **complete a Missed Assessment application form within five school days of the original deadline** for a further assessment opportunity or an extension.

## **Further Assessment Opportunities**

Students may be offered a single further assessment opportunity for each internally assessed standard. This will only be available if it is manageable in terms of practical issues, manageability, cost and if it does not compromise the integrity of the work being assessed. The availability, or not, of a further assessment opportunity will be signalled in the Course Outline of each subject, which is handed out at the beginning of the year.

## Resubmission

A resubmission can be offered at the discretion of the teacher when the student could achieve a grade if they correct errors or omission in their work. **The resubmission will take place on the same school day and will be limited to 15 minutes.** Resubmissions may not be requested by a student – they should be offered by the teacher.

*For example, the student may have handed in the assessment, but may not have made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment. The amount of information a teacher provides to a student in identifying the error is important in this context. In the case above, the teacher might say "your method is fine but there is a problem with your calculations...." The teacher would not, however, say "there is a problem with your use of brackets in this calculation."*

## Special Assessment Conditions

Students may be given special assessment conditions such as (but not limited to) reader/writer, extra time, use of a computer. The guidelines used will be those that apply for external assessment. Please note that some standards, such as those requiring accuracy would not be considered for writer assistance. Students entering the College at Year 9 are assessed and recommendations are put forward concerning reader/writer assistance. Parents should contact the College if they have evidence that such assistance has been recommended.

## NCEA Certificate Endorsement

To gain an NCEA Certificate at Level 1 a student must earn 80 credits at Level 1 or higher. To gain NCEA at Level 2 a student must earn 60 credits at Level 2 and 20 at any other level (1 or 3). For NCEA Level 3, a student must gain 60 credits at Level 3 and 20 at Level 2 or higher. High achievement is recognised through Endorsements.

A student who gains at least 50 credits at excellence level will have their certificate endorsed with Excellence. Anyone who gains 50 credits with a mixture of merit and excellence grades will have their certificate endorsed with Merit.

## NCEA Course Endorsement

High achievement in a school course is recognised by Course Endorsement. A minimum of 14 credits at Merit and/or Excellence in a single year will earn an endorsement, as long as at least 3 credits come from each of an internal assessment and an external assessment. (Exceptions are made to the "3 credit rule" for Physical Education and L3 Visual Arts).

## University Entrance

University Entrance (UE) is the minimum requirement to go to a New Zealand University. To qualify you will need:

- NCEA Level 3
- Three subjects at Level 3, 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 and 5 credits in writing
- Numeracy – 10 credits at Level 1 or above

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

Note that the criteria above are minimum requirements. Many university courses have additional requirements for specific courses.

## NCEA Fees and Financial Assistance

NZQA charge a fee to administer the NCEA and Scholarship assessments. In 2019 the fee will be \$76.70 per student which covers entry to NCEA only. A separate fee of \$30.00 per subject will be applied to entry into each Scholarship exam. The College requires payment to be made by the end of Term 2 and an invoice will be mailed home early in that term. Financial assistance, by way of a reduced fee, is available to qualifying families. Details about the criteria will be advised in newsletters closer to term two.

Fees for international students in 2019 are \$383.30, with an additional \$102.20 being charged for each Scholarship entry. Financial assistance for Scholarship entry was offered to international students in 2018 and is likely to be offered again in 2019. Students who choose to enter for a Scholarship are expected to make a genuine attempt at the paper. Failure to do so will mean that the cost of the Scholarship will be disbursed to parents/guardians.

## Reporting of NCEA Grades

The policy of this school is that a grade will be reported to NZQA for all assessments where the student has had an opportunity to complete the task. Exceptions to this rule can be applied if genuine circumstances exist. These will usually be covered by the Missed Assessment/Extension procedures outlined above. In all cases, AJG will decide if a grade should be recorded or not.

## Extra assessment opportunity for students who have finished school

Where a student finds that they do not have enough credits to enable them to continue with their chosen pathway immediately after school, they may approach the school to request help gaining additional credits. This request would be dependent on them having taken every academic opportunity during their final year, including making a genuine attempt at all of their external exams.