

Pakuranga College



Assessment *Aro atawai*

Student, Parent and Caregivers handbook

2020

It is important you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected. You need to make sure you check with your teacher if you are unsure about anything.

INDEX

Page No

- 3 • Introduction and Teachers who can help with issues
- 4 • The National Certificate of Educational Achievement
 - Endorsement certificates
 - Criteria for gaining level 1, 2 or 3
- 5 • Course Endorsements
 - Entrance to University and Tertiary Institutions
 - University Entrance requirements and Scholarship
- 6 • Scholarship
 - Deadlines
 - Withdrawing Students from NCEA Standards
 - When to Report Not Achieved Grades: 3 Questions
- 7 • Breaches of Rules (Misconduct/Cheating)
- 8 • Appeals
 - Complaints
 - Privacy
 - Special Assessment Conditions
- 9 • Authenticity
- 10 • Derived Grade Process
 - Absence from the NCEA Level 1 MCAT
- 11 • Frequently Asked Questions
- 12 • Taking Responsibility for Your Learning
- 13 • Parents and Caregivers Supporting Their Children
- 14 • Missed Assessment Application Form
- 15 • Medical Form
- 16 • Appeal Application Form
- 17 • NZQA Assessment Procedures and Systems Complaints Form

Introduction

This booklet contains guidelines that will help you to achieve success in NCEA this year.

It is important you are aware of your rights and responsibilities for assessment. The guidelines in this booklet apply to all the internal assessments, practice exams and to work that you complete for external assessments like portfolios.

Teachers who can help you with NZQA issues

See Mrs Tomlinson, the Deputy Principal for:

- External examination issues including exams clashes
- Internal assessments
- Complaints and appeals
- If something unforeseen comes up in the MONTH leading up to the external examinations that might impair your performance

See the careers advisors about:

- Your Results Summary you received in January
- Your numeracy and literacy credits

See Ms Rouse about:

- Special Assessment Applications

See Mrs Donaldson about:

- NCEA entries and results
- Your password or NSN number for NZQA login
- Changes of address for NZQA
- If you are leaving school or transferring to another school

See Mr Williams about:

- Leave requests

The National Certificate of Educational Achievement (NCEA)

Teachers will gather evidence that shows you have reached the standards described in achievement or unit standards. Evidence about your achievement may be collected in a variety of ways: seminars, group tasks, tests, projects and exams. Some standards are assessed during the year (internally assessed) and others through exams held at the end of the year (externally assessed).

Aim to gain the highest grade possible: Achieved, Merit or Excellence

Level 1 NCEA

80 credits at level 1 or higher
10 of these credits from literacy standards
and 10 credits from numeracy credits

Level 2 NCEA

80 credits, of which 60 must be at level 2 or above
and 20 credits at any other level and you must have
passed L1 numeracy and literacy requirements

Level 3

80 credits, of which 60 must be at level 3
and 20 credits at level 2 or above and you must have
passed L1 numeracy and literacy requirements

Gaining NCEA with Merit or Excellence

**If you gain 50 or more of the required 80 credits at Excellence level,
you will have achieved NCEA with Excellence.**

**If you gain 50 or more credits at Merit level (or a mixture of Merit and
Excellence), you will have achieved NCEA with Merit.**

Course Endorsements

To gain an endorsement in a course you are doing this year you require:

- 14 or more credits at Merit or Excellence in that course (in one year)
- at least 3 credits from an external exam (apart from PE)
- at least 3 credits from an internal assessment

Entrance to University and Tertiary Institutions

The **minimum** standard for entrance to degree courses is:

Numeracy: 10 credits in mathematics at level 1 or higher

Literacy: 10 credits from UE literacy standards at level 2 or higher (5 reading and 5 writing)

Academic: Achievement of NCEA level 3



The requirements above are commonly referred to as University Entrance. This minimum is no longer enough to get into most degrees.

Most universities will rank you on your best 80 credits at level 3 or higher over a maximum of five approved subjects and a maximum of 24 credits per subject.

Excellence = 4 points

Merit = 3 points

Achieved = 2 points.

Check the specific criteria for the degree course you want to study.

Aim for at least 80 credits in approved subjects at level 3 with the best possible grades.

Visit careers for any further information.

Scholarship

Scholarship is externally assessed. It is designed to extend the very best students and to financially reward very able students going on to tertiary study. Students sitting scholarship will be assessed on their ability to think laterally and in the abstract. It is not a qualification and does not contribute credits to NCEA. Ask your subject teacher if you think that you may wish to sit scholarship this year.

Deadlines

If you cannot meet a deadline because of illness, family trauma or a school commitment, you must complete the **Missed Assessment Application Form within three days of the missed assessment.** (*See page 14 of this booklet.*)

If you have been sick, the **Pakuranga College Medical Form** (*see page 15 of this booklet*), **must also** be completed by your doctor and handed to your teacher on the day you return to school, **along with your Missed Assessment Application Form.**

Withdrawing Students from NCEA Standards

One of the benefits of NCEA is the opportunity to tailor courses to individual students' needs. If a teacher decides that it may benefit you to be removed from a standard they will discuss this decision with you and your family before teaching of the topic begins.

When your teachers will report Not Achieved grades: 3 commonly asked questions

Can teachers withdraw students who fail to achieve at a later date rather than record 'N' against their names?

No. Where a student has presented work or evidence for assessment or been given adequate opportunity to achieve the standard, the outcome of that assessment must be reported to NZQA and an N, A, M or E.

If a student partially completes the work in class but fails to hand it in on the day of submission is this a not submitted?

Yes. By completing some of the work or providing some evidence during the assessment period they have presented some work or evidence for assessment. If they fail to achieve by not handing in the completed work or evidence then they must receive N.

If a student is in a course and decides on their own that they do not want to do the assessment and have been in the class for the teaching of the assessment, can we withdraw them from the standard or mark as Not Submitted?

No. If a student has been given an adequate learning and assessment opportunity they must be awarded an N.

Breaches of Rules (Misconduct/Cheating)

If a student's behaviour has disrupted an assessment, the Head of Faculty, Head of Department and/or Principal's Nominee must be informed and will determine the course of action to be taken and what penalties will apply.

If there is a question about authenticity, the class teacher should fill a 'breach of NCEA rules form' which should be passed along with the suspect work to the Head of Faculty who will make a decision or refer the matter to the Principal's Nominee. The student may be asked to offer proof of authenticity (drafts etc.). Students suspected of having offered inappropriate help to their peers are also interviewed.

Students will be provided with an opportunity to discuss the alleged misconduct before a decision is made. If the Head of Faculty judges that cheating has occurred, the student will gain not achieved for that standard. The 'breach of NCEA rules form' will be signed and a copy retained by the Head of Faculty and the Principal's Nominee. The parents/caregivers may be contacted. Further penalties may be imposed by senior management. The seriousness of the penalty will be dependent on the seriousness of the cheating. In all cases regarding breaches of the rules, the Principal's Nominee will determine the final outcome.

Appeals

If you think an assessment has been incorrectly marked, you can ask the teacher to reconsider. If you are unhappy with the teacher's explanation, you may ask the Head of Department for a decision, using the **Appeal Application Form** (See page 16 of this booklet).

This must be done **within three school days of the work being handed back.**

If you disagree with the Head of Department's decision, or any other assessment related decision, the Principal's Nominee (Mrs Tomlinson), will be asked to consider the case and she will make the final decision. All forms can be downloaded from <http://moodle.pakuranga.school.nz>, click on students and follow the pull-down menu to Student NCEA Handbook.

Complaints

If you have a complaint about any aspect of NZQA assessment procedures or systems within Pakuranga College, you should first speak with your teacher. If you are still unsatisfied with the response to the issue, they should direct you to fill out a complaints form (page 17) which should be passed to the relevant Head of Faculty, who will discuss the issue with the Principal's Nominee (Mrs Tomlinson). Resolution of the issue will be recorded on the complaints form and your parents will be informed if required.

Privacy

Both a student's work and their grades should be treated as private; they should not be shared with other students unless consent has been given by the student concerned.

Special Assessment Conditions

The Head of The Optimal Learning Centre, Ms Grouse, identifies students who require special assessment conditions at enrolment. She will inform teachers about students' needs. If parents are concerned about their child's assessment conditions they should see Ms Grouse as early in the year as possible.

Authenticity

All work submitted for achievement or unit standards must be your own.

It is your responsibility to:

- Keep all drafts and working documents, and hand them in to your teacher if required
- Keep a record of all resources that you use including hand written plans and web sites
- Acknowledge the source of all material in your assignment, citing whether it is from text, electronic material or people
- Ensure your data is accurate
- Be prepared to discuss your work further with your teacher if required

You must not

- Copy another student's work
- Copy material from written or electronic sources without acknowledging the source (plagiarism)
- Inappropriately help another student with any part of their work
- Allow someone else to copy your work
- Allow someone else to do your work
- Use forbidden technology in a test or exam (e.g. non-designated printer, non- standard calculator, cell phone, electronic translator/dictionary) where it impacts on getting a better answer than you could on your own.

This is the process that is followed when the authenticity of work is an issue.

- The Head of Department will interview the student and teacher and review the evidence
- The Head of Department will give the evidence to the Head of Faculty
- The Head of Faculty will carry out further investigation, if required, and make a decision
- If students or teachers are unhappy with the decision, the case may be referred to the Principal's Nominee
- The Principal's Nominee will make a final decision

The penalties for cheating are severe and will result in you losing all the credits for that particular achievement standard or unit standard.

Please keep your individual computer password private. If other students have your password and thus access to assessment information this is a breach of assessment protocol both for you and the other student.

Derived Grade Process

If through illness or misadventure, including bereavement of a family member/close acquaintance or national representative duties you have been prevented from sitting NCEA exams or you believe that your performance in an external assessment has been seriously impaired because of exceptional circumstances you may apply to NZQA to be awarded a derived grade based exclusively on your pre-existing work. Except in exceptional circumstances, a derived grade will be granted only as a result of illness and misadventure, including bereavement of a family member or close acquaintance that occurred no more than one month before the start of examinations.

You should read the derived grade information at:

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/>

You should then speak with Mrs Tomlinson and fill a derived grade application form available through the link above.

Absence from the NCEA Level 1 MCAT

Although the Mathematics NCEA Level 1 MCAT is an external standard, it is assessed within schools. The school's internal assessment policies must be applied to students who miss an MCAT assessment session, or who breach examination rules.

If you are absent for a MCAT assessment you will need to fill out a missed assessment form and a medical form (*see pages 14 & 15*) depending on the nature of the reason for your absence, within 3 days of the assessment date.

Frequently Asked Questions

Q. I have an assessment today, but I am too sick to come to school. What do I do?

A. Phone your Dean straight away to tell them and email your teacher. You must go to your doctor to have the Pakuranga College **medical form** completed. Bring the medical form to your Dean when you return to school along with the **Missed Assessment form**.

Q. I have an assessment today, but there's been an accident or some family emergency or trauma. What do I do?

A. Phone your Dean as soon as you are able and email your teacher. When you return to school you must bring a note from your parent/guardian or your school counsellor and you will also need to fill in a **Missed Assessment form**.

Q. I have an assignment due tomorrow and it's not finished. What should I do?

A. Work very hard tonight to get it finished. You will be awarded a not achieved grade if you do not hand the assignment in and you will miss out on valuable credits.

Q. My computer breaks down and I haven't saved my work. My assignment is due tomorrow. What do I do?

A. It is your responsibility to guard against losing your work through technological failure by printing out your work at regular intervals and backing-up your work. If your printer breaks down, print at school or email the work to your teacher.

Q. When am I eligible for a resubmission?

A. Your teacher may give your assessment back and ask you, perhaps with a green pen, to correct a mistake that you have made. You will have to find this on your own and complete it in an allocated time, (usually 1-2 lessons). This will enable your teacher to give you a final grade.

Q. Will there be a further assessment opportunity for all assessments?

A. No. This is a faculty decision. A further assessment opportunity is offered only if it is practicable to do so and if it is manageable.

Q. I chose not to hand in an assignment and now regret it. The due date has passed? Is there anything I can do?

A. No. You will be given not achieved. However, you could ask your teacher about the possibility of a further assessment opportunity.

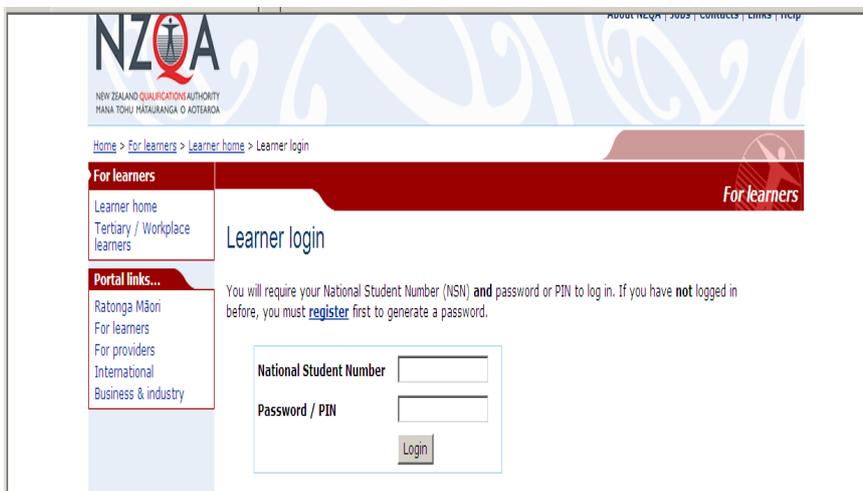
Taking responsibility for your learning

During your time at Pakuranga College we want you to be inspired, motivated and challenged in your learning.

We want you to monitor your own learning and become self-monitoring. One of the things you can do is track your learning on the NZQA website:

www.nzqa.govt.nz and go to the learner login page.

The first time that you login you will need your NSN number to create a password. You will receive these from your tutor on a small white card. If you get locked out of the website then please call: 0800 697296



The screenshot shows the NZQA website's learner login page. At the top left is the NZQA logo with the text 'NEW ZEALAND QUALIFICATIONS AUTHORITY' and 'MĀHĀ TŌRŪ HĀKUBANGA O AOTĪROA'. Below the logo is a breadcrumb trail: 'Home > For learners > Learner home > Learner login'. A red navigation bar contains 'For learners' and 'Learner login'. A sidebar on the left lists 'Portal links...' including 'Ratonga Māori', 'For learners', 'For providers', 'International', and 'Business & industry'. The main content area features a login form with two input fields: 'National Student Number' and 'Password / PIN', followed by a 'Login' button. A note above the form states: 'You will require your National Student Number (NSN) and password or PIN to log in. If you have not logged in before, you must register first to generate a password.'

You must log-on and request a copy of your record of achievement and NCEA certificates. They will not be sent to you automatically.

Throughout the year in tutor time you will be given copies of your NCEA entries for the current year. You must check these documents carefully for errors. Once a year you will be asked to sign that you agree that your entries and results are correct.

Parents and caregivers supporting their children

Parents and caregivers are now able to access up-to-date information about their child's learning through the "Parent Portal" on the internet.

1. WHAT INFORMATION WILL PARENTS OR CAREGIVERS RECEIVE?

The website will provide secure access to the following information:

- Timetable information
- Attendance data
- NCEA Results Summary
- Results by Subject
- Groups to which a student belongs
- Student/Caregiver Details

2. HOW DO YOU ACCESS THE PORTAL?

To access this information, go to: <http://parents.pakuranga.school.nz/> and enter your personal log-on details (it needs to be entered exactly as below and is case sensitive). You will then be able to select which information you want from the left-hand menu.

- Username: *****
- Password: *****

All passwords have been emailed to parents and caregivers, however if you have not received your password then please contact your child's dean.

PAKURANGA COLLEGE
Missed Assessment Application Form



Must be handed in within 3 school days of the missed assessment

Fill in the top section, attach appropriate letters or certificates and hand to your subject teacher who will pass on to the HOD.

Name:	Tutor Group:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment (<i>practical, assignment, test, etc.</i>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one)	
<input type="checkbox"/> Illness: Pakuranga College medical form must be completed by a doctor. <input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor, or tutor group teacher/dean)</i> <input type="checkbox"/> School sporting / cultural activity: _____ Signature of teacher-in-charge of activity: _____	

Decision by HOD/Principal's Nominee:
<input type="checkbox"/> Extension granted. New due date: _____ <input type="checkbox"/> New assessment date granted. New date: _____ <input type="checkbox"/> Application denied. Comment: _____ _____
<i>The reason for this decision has been explained to me and I accept the decision.</i>
Signed: _____ (<i>student</i>)
Signed: _____ (<i>PN or HOD</i>) Date: _____

PAKURANGA COLLEGE MEDICAL FORM

Tel: (09) 534 7159 Fax: (09) 534 2365 info@pakuranga.school.nz



To be completed by your doctor and handed to your teacher on the day you return to school with your Missed Assessment Form.

Section A - To be completed by the student before the form is given to the doctor.

Name: _____ Tutor Group: _____ Date: ___/___/___

Assessments you were unable to sit / complete / prepare for:

Date	Subject	Level (e.g. Level 2)	Assessment

I/We give permission for general medical details to be supplied in confidence to the principal's nominee.

Student Signature: _____ Parent/Caregiver Signature: _____

When Section A and Section B are completed, immediately return the form to the principal's nominee.

Section B - To be completed by a New Zealand registered medical practitioner.

Background Information

1. This certificate is required if a student has missed an assessment due to a medical condition. The medical condition could have resulted in:

- (a) Lateness to an assessment or missed the deadline to hand in an assignment
- (b) Absence from an assessment or from school on the day an assignment is due in.
- (c) Impaired performance affecting an assessment. (This could be in the lead-up or on the day of the assessment.)

3. If at all possible the student should have consulted the doctor on the day of the test/exam/assignment.

4. The doctor is requested to fill in the following information and sign and date the certificate as indicated.

(a) This is to certify that I was consulted by: _____ on ___/___/___

(b) *Diagnosis.* (If appropriate, in general terms only):

(c) *Impairment.* Does/has the student's medical condition impair(ed) his/her performance in the assessment?
Yes / No (Circle one)

If yes, what is the length of time of this impairment? From ___/___/___ to ___/___/___

(d) *Absence/lateness.* Does the student's medical condition warrant the absence/lateness?
Yes / No (Circle one)

If the absence was warranted, the student will be able to return to school ___/___/___

Considering the medical information available to me:

I support / do not support / do not have sufficient information (circle one) to form an opinion on this application.

Doctor's name and surgery stamp:

Address:

Signature _____ Date: ___/___/___ Phone: _____

PAKURANGA COLLEGE
Appeal Application Form



Fill in the top section and hand to your teacher / HOD within 3 school days of getting your assessment back.

Name:	Tutor Group:
Date of application:	
Subject:	
Name of teacher:	
Standard number and title:	
Grade awarded:	
Date assessment returned to student:	
Reason for appeal:	
<input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.	
<input type="checkbox"/> I would like the HOD/Principal's Nominee to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i>	

HODs Decision:
<input type="checkbox"/> The grade awarded by the teacher stands. <input type="checkbox"/> The grade awarded has been changed to _____
<i>The reason for this decision has been explained to me and I accept the decision.</i>
Signed: _____ (student)
Signed: _____ (HOD) Date: _____
Principal's Nominee's decision/comment (only if requested by student or HoD)
Signed: _____ (PN) Date: _____



Fill in the top section and hand to your teacher / Head of Faculty

Name:	Tutor Group:
Date of complaint:	
Subject:	
Name of teacher (if applicable):	
Description of complaint or issue:	

Description of HOFs investigation:

Principal's Nominee's Decision/Comment:
Signed: _____ (PN) Date: _____

Copies to Principal's Nominee, HoF, teacher and student