



MAIREHAU HIGH SCHOOL

SENIOR ASSESSMENT PROCEDURES 2016

Student Handbook

This handbook provides important information, assessment rights and responsibilities for senior students. Students are advised to read it and ask questions about anything they do not understand.

To keep current about assessment all students should familiarise themselves with the NZQA site at <http://www.nzqa.govt.nz>, click on the NCEA tab from the home page. Students should also use the student log in facility on this site; obtain a password and:

- check their progress towards qualifications at regular intervals
- cross-check Kamar printouts against the official NZQA record

[A selection of useful links and apps is listed on the last page of this booklet.](#)

In order for students to achieve success in their learning and assessment programme this year it is important that all students:

- read these guidelines carefully so that they are aware of their rights and responsibilities regarding assessment
- attend classes and complete all the required work
- complete all assessment tasks (eg tests, essays, examinations, homework and assignments) that contribute to the achievement standard or unit standard
- are clear about assessment deadlines and the steps to take if they are absent at the time of an assessment
- are clear about the minimum requirements for each level of NCEA so they can monitor their progress
- check carefully that they are entered for the correct standards and that their marks are correctly recorded.

Achievement – NCEA Qualification Criteria

Qualification	No. of credits	Special requirements
NCEA Level 1	80 credits	<ul style="list-style-type: none"> • Total must include 10 credits numeracy (Maths) and 10 credits literacy (English and/or Te Reo Māori)
NCEA Level 2	60 credits at L2 or above plus 20 credits from any other level	<ul style="list-style-type: none"> • 20 credits can be counted that were achieved in the Level 1 course. • Must have L1 literacy and numeracy
NCEA Level 3	60 credits at L3 or above plus 20 credits from Level 2 or above	<ul style="list-style-type: none"> • Must have L1 literacy and numeracy
University Entrance 2014 and beyond	NCEA Level 3 (see above) 14 credits at Level 3 or above in 3 approved subjects	<ul style="list-style-type: none"> • NCEA L3 • Three subjects at L3 or above made up of: 14 credits each in 3 approved subjects • Literacy – 10 credits at L2 or above made up of; 5 credits in reading and 5 credits in writing • Numeracy – 10 credits at L1 or above made up of: specified AS available through a range of subjects or US package of three numeracy unit standards (26623, 26626, 26627 ALL three are required)
Scholarship	External examination in specified subjects providing monetary awards (talk to your teacher if you think you are a scholarship candidate).	<ul style="list-style-type: none"> • Scholarship exams are externally assessed and are an additional set of exams. They do not attract credits, nor contribute towards a qualification, but the fact that a student has gained a Scholarship appears on their Record of

Qualification	No. of credits	Special requirements
	More information on http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship	Achievement . <ul style="list-style-type: none"> Approximately 3 per cent of Year 13 students studying each subject at level 3 are awarded Scholarship, if they reach the standard that has been set.
Recognising Higher Achievement		
Excellence Endorsement	50 credits at Excellence	Record of Achievement shows award
Merit Endorsement	50 credits at Merit (or Merit and Excellence)	Credits earned can count towards an endorsement over more than one year and more than one level. However, they must be gained at the level of the certificate or above. For example, Level 2 credits will count towards endorsement of a Level 1 NCEA, but Level 1 credits will not count towards endorsement of a Level 2 NCEA.
Course Endorsement	14 or more credits at Merit or Excellence in a course (eg Maths, English)	At least 3 of these credits from externals and 3 from internals (this just means that a course cannot be all internal or all external – <i>exceptions Levels 1-3 Phys Ed, and Level 3 Visual Arts</i>)

What information should I get at the beginning of each course I take?

At the beginning of every course students should be provided with a course outline and assessment information which provides the following information:

- Course title, level and number of credits
- What the course is about and what assessment tasks have to be completed
- Breakdown of internal and external assessments
- Reassessment/resubmission information (note: that not all standards include a further assessment opportunity)
- Assessment dates (may be approximate)
- Standards that count for Literacy and Numeracy
- Information regarding Vocational Pathways (Level 2)

Students are advised to think carefully about their programme of work, checking it meets their career aspirations and that the chosen subjects will contribute enough credits to attain the qualification they are aiming for. This is particularly important when negotiating course changes during the year.

University bound students should liaise with either the Senior Dean, Academic Dean or LTL Careers to ensure their course of study meets the new University Entrance requirements that came into force in 2014.

What happens if I am absent and miss an internal assessment?

Students and parents/caregivers should realise that serious disadvantages arise when classwork or assessments are missed. In most instances, if there are valid reasons for absence, an opportunity to extend deadlines or catch up on missed assessments will be available. Exceptions to this might involve assessments which include:

- observations over a period time that cannot be replicated exactly, e.g. growing bacteria under observation
- group performances
- a field trip component
- large research components

Before applying for an extension of time for the missed assessment, students will need to consider which of the following categories applies to their absence:

1. truancy and self-interest (eg family travel, going to work) – **not valid**

No extensions or catch up available.

2. school sanctioned activities (eg sports exchanges, camps, field trips, work experience etc) - **valid**

It is very important that students advise their subject teachers of events of this nature well ahead of the assessment due date so that an alternative due date can be set. If the teacher advises that an extension of time is available students will need to follow the GREEN CARD procedures detailed below. Students planning to go on work experience will need to check with their subject teachers BEFORE making any arrangements with Careers staff.

3. beyond student control (eg accident, illness, bereavement, family crisis) - **valid**

Follow GREEN CARD procedures immediately on return to school. To avoid delays in processing it is recommended that students bring a note from home explaining the circumstances, signed by a parent/caregiver.

I think my reason for missing an assessment is valid, what do I do now?

Follow the “Non Completion of Assessment - Green Card Procedures”

Students who have missed an assessment or failed to meet a deadline and think it was for a valid reason as outlined above should follow Green Card procedures.

1. On return to school ask the subject teacher to complete a “green card” form
2. Take the form home and ask parent/caregivers to complete
3. Take the form to the level Dean for signature.
4. Take the form back to the subject teacher. A revised assessment date will be given

IMPORTANT NOTE: This completed form must be returned to the subject teacher within FIVE DAYS (5) of returning to school.

What happens if I have completed an assessment, but I hand it in after the deadline?

If there is a valid reason (see above) follow Green card procedures. However, missing a deadline through poor organisation, for example, leaving it until the night before and then finding it cannot be finished is NOT an acceptable excuse and is NOT covered by the green card system. Learn from your disappointment at not getting a grade and vow to improve your time management!

What are my options if I get a Not Achieved on an Achievement standard assessment or a No Credit on a Unit Standard assessment?

For some standards you will be offered a *reassessment* opportunity with a different task. You may be able to *resubmit* the assessment if you have just made minor errors and your teacher is confident that you know the material and are able to fix the problem. For some standards, for example those that involve a large research component over time, or are based on field trips or practical experiments you may have only one attempt at the standard. Your course outline and/or assessment information should provide this information. It is a good idea to find out BEFORE you do the assessment if you will have more than one chance to reach the standard.

What do I do when I think I deserved a better grade for my assessment?

In the first instance you should talk to your subject teacher. When assessment tasks are returned it is important that you understand why you received your grade and you know what you have to do to improve. Teachers will be happy to talk over any questions/queries you may have about your results.

If after this discussion you are genuinely dissatisfied with the assessment result you can **appeal**. The school considers an appeal to be a very serious matter and asks that you do the same. Any appeal must be made within 5 (five) school days of receiving the results of the assessment.

Students who wish to appeal should follow these steps:

1. Review their effort honestly to assess if it was typical of their work or a last minute rush job and not up to their usual standard.
2. Talk to the subject teacher to see why opinions differ.
3. If the matter is not resolved ask that the matter is referred to the Learning Team Leader or Teacher in Charge of the subject.
4. If the matter is not resolved ask that the matter is referred to the Principal's Nominee. This is the Assistant Principal, Ms Swanson.
5. Students who wish to appeal **externally** assessed results should follow the procedures notified by NZQA that come with their examination results.

I have been asked to sign an Authenticity Statement, what does this mean?

Assessments must be a student's own work: We expect all students to submit their own work for assessment purposes – that means the work has not been copied from another student, is not the result of collaboration with others (except where this is part of assessment) and it has not been **plagiarised** from, for example, a website. As the internet has become a major source of reference material it is recommended that students talk with their teachers about plagiarism. Where doubts exist about authenticity students may be required to supply evidence that it is their own work. Different subjects will use a variety of different methods to verify authenticity of work completed outside the classroom and without teacher supervision. These will be discussed with students when the tasks are assigned. Students and/or caregivers will be required to sign an authenticity statement for assessed work that is being presented for marking.

If the authenticity of a piece of work is in doubt it will be discussed with the student concerned and then passed onto the Learning Team Leader and the Principal's Nominee. The Principal's Nominee, in consultation with the LTL/student/family, will then make the recommendation to the Principal regarding authenticity. The Principal's decision is final.

Why can't I keep all my assessments after they have been marked?

Every school has a sample of their assessments and marking "moderated" or checked by NZQA. This is to ensure that assessment is carried out to the same standard throughout New Zealand. NZQA tell the school which standards they are going to check and then they ask us to randomly select student work for moderation. At the end of every year NZQA also select one more standard from each school for a National Systems Check. We don't know which standards will be selected so this means that teachers have to collect in all student assessments and keep them for a year. If a student particularly wanted a piece of assessment (say for an interview or course application) the school will arrange to provide a copy. Students should talk to their teachers about this.

What happens to my internal results if I transfer from/to another school during the year?

You should make sure you tell your Dean that you have internal results that need to be transferred. The previous school will be contacted and the information transferred into our school system. The same applies in reverse for students leaving MHS to attend another school.

You should carefully check your first result print out from the school and make sure the transferred results are included. If there has been any mistake you should go immediately to the Academic Dean at this school or the appropriate person at your new school.

Can I get help with internal assessments and end-of-year examinations if I have a learning or physical disability?

Students with long-term physical and/or learning disabilities may be able to receive assistance in the form of extra time/reader/writer/enlarged scripts etc for external and internal standards. Students and parents/caregivers should contact year level Dean for guidance.

How do I know if the results that are recorded with NZQA in my name are accurate?

When assessments are returned students are required to sign a statement that they accept the mark given to them. Towards the end of the year each teacher will show their students the complete list of all the results they have attained during the year. Students should carefully check for accuracy and then sign their name to confirm they are accurately recorded.

Throughout the year students will be provided with reports and "Kamar" print outs with the standards they have been entered for and their results to date. It is very important that students check the information carefully for accuracy and use it to track their progress towards their qualifications. It is also very important that students check they are meeting the minimum requirements for each qualification, e.g. Level 1 literacy and numeracy, university entrance reading and writing standards.

At regular intervals students must log into the NZQA site – www.nzqa.govt.nz and log into their records via the student log in. These are student's **official** results. If students notice any differences between their official results and the information supplied to them from school they should query this immediately with the Academic Dean (Ms Smythe).

How can I check my results?

Students and parents can check results in a number of ways. (See above.) Another way you can check results (as well as a lot of other useful information, such as timetable and attendance) is via the parent portal on our school website. The link directly to the portal is [here](#). Click on the portal and a log in box will appear. Students all have log in names and a password. Parents can also use these details; alternatively parents can email Mr Caleb Ward, our Data Manager, who will be able to provide a separate parent log in: wardc@mairehau.school.nz.

Why are the school examinations important?

School exams are held in Term 3. These are designed to allow practice opportunities for external standards and in some cases actual internal standards and reassessments.

These exams are really important for all students because they provide students with an indication where their strengths and weaknesses are in each subject. This means students know what they have to work on, what they need help with and provides a focus for their revision time. School exams become particularly important if students are unable to sit the end-of-year external exams because of illness, accident or family bereavement. In order to apply for a derived grade students have to have actual practice results for each standard. NZQA use this information to make a decision about what grade to award a student applying for derived grades.

What is expected of me during assessments, tests and examinations?

You will be issued with detailed instructions about school expectations prior to the mid-year and end-of-year examinations.

Appropriate behaviour is expected during all **internal** assessment events so that all students have the opportunity to achieve. Students must:

- 1 Be on time; late arriving students may not be able to take the assessment
- 2 Follow all instructions given by the teacher supervising the assessment.
- 3 Seek permission to leave the room during an assessment
- 4 Ensure they have all the necessary equipment before they start the assessment. It may not be possible to borrow from others.
- 5 Not talk or communicate in any way with other students during the assessment. Students who break this rule may be sent out of the room and will receive a 'not achieved' result.
- 6 Ensure cellphones are turned off and put away in bags during assessment.
- 7 Ensure that the assessment is the result of their own effort. If any student is seen cheating either individually or with another student, their assessment result (and the result of the other student if they knowingly collaborated) will be a 'not achieved'. Any breach of assessment conditions may result in disciplinary action.

What do I do if I am absent for the external examinations in November?

If, because of illness/accident/bereavement, a student is unable to take their examinations in November, or are ill during any of their examinations they can apply for a "derived grade". The most important thing is to let the school know as soon as possible. For illness/accident a medical certificate must be obtained within one day either side of the exam date. Note that long term conditions, like a physical disability or depression, or an illness that a student has had all year, like glandular fever are NOT acceptable grounds for a derived grade. However if a student was diagnosed with an illness (e.g. glandular fever) **just before** the examinations began this would meet the criteria for an application.

Students will be given the opportunity during the school year to practise all the external standards in the mid year and/or end-of-year school examinations. This provides evidence for NZQA to make a decision about the grade a student may have obtained if they had sat the examination. It is, therefore, very important that students are present for these examinations. Student and/or parental enquiries regarding derived grades should be directed to the Assistant Principal.

Why do I have to pay exam fees?

NZQA charge an administration fee to run the end-of-year exams, mark papers and process the results from internal standards. The fees paid cover all the internal and external standards students sit during the year and at the end of the year. NZQA charge a late fee if students do not pay on time. Fees for 2016 are \$76.70 for all students except international fee-payers; their fees are \$383.30. Students must pay their fees to receive their internal and external results from NZQA.

If you are a Year 13 student, and have been entered for a Scholarship exam, there will be an extra \$30 fee for each subject. For international fee payers, the charge is \$102.20 per subject.

The final date for the school to make payment of fees to NZQA is Monday 12 September. Late payments can be made directly to NZQA until 1 December. Any payment received after that date

incurs a \$50 late fee. An invoice for NZQA fees will be sent out in Term 2 to parents/caregivers. We recommend that parents/caregivers set up an automatic payment to school to ensure that there is money in the student account to cover payments such as these fees. Students are still entitled to sit their external examinations even if the fees are not paid.

Is there any financial assistance to help with NZQA fees?

Yes. If families are on a benefit, or a low salary that makes them eligible for a community services card, they can apply for financial assistance. Forms are available from the resource room, handed out at assemblies and posted home with fees invoices. Forms can also be downloaded from www.nzqa.govt.nz. Students should ensure they make an application, even if they cannot pay the fees at that time, by the due date of 1 September. Late applications can be made. It is better to pay \$20 plus a \$50 late fee rather than \$76.70 and \$50 late fee!

Who do I go to if I have questions about assessment?

Students have a number of people they can talk to – subject teachers, form teachers and deans, including the Academic Dean are all very knowledgeable about assessment. Staff in the Resource Room can provide results print outs, help sort out any errors and provide assistance to transferring students. The Ms Swanson, the Assistant Principal, is the NZQA liaison person in the school and is available to help and advise students.

Useful Links and Apps

[Ordering results documents and certificates](#)

[Level 1 literacy and numeracy requirements](#)

[University Entrance literacy requirements](#)

[Approved subjects for University Entrance \(Level 3\)](#)

[Information regarding subject and course endorsement](#)

[Information regarding Scholarship \(Level 3\)](#)

[Vocational Pathways](#)

[Examination Timetable 2016](#)

Apps:

NCEA Student App

The NCEA Student App will help students, parents, schools and whānau track learning progress and encourage excellence. All content is available in English and Te Reo Māori.

The NCEA Student App functionality makes it possible for students to:

- Create a record of the subjects and standards that they are studying
- Select and set their NCEA credit goals and targets
- See how they are tracking towards NCEA Levels 1, 2 and 3, including Literacy, Numeracy and University Entrance (UE)

- Set reminders for each standard - such as when assignments are due
- Capture results as they are achieved and cross check with the school or NZQA
- Personalise with information such as their NSN number or details about a course or standard (such as the teacher's name or timetabled classroom)
- Customise with different colour coding options and the ability to add photos
- Use in English and Te Reo Māori.

The App has a standalone database with a powerful search engine which allows students to easily find NCEA courses and standards that they are doing, or would like to do, and to set and track achievement goals. The NCEA Student App is free to download from the Apple App store and the Google Play Store.

NZQA has also developed the NCEA Guide App, designed specifically for parents.

Other NCEA/Tracking Apps:

NCEA Pal

NCEA Credit Tracker

Credit Watcher

Credit Counter

NCEA Stats

NCEA Credits

NCEA Hub

A range of study guides can also be found by searching 'NCEA' in the App Store.

Note: additional copies of this assessment handbook can be downloaded from the school website: www.mairehau.school.nz Go to the NCEA tab on the home page.



Try and fail, but don't fail to try." Stephen Kaggwa

How long should you try? Until." Jim Rohn