

STUDENTS' GUIDELINES FOR INTERNAL ASSESSMENT OF NATIONAL QUALIFICATIONS 2011

NCEA Level 1

You need a minimum of 80 credits. 8 must be in Literacy (English/Maori) and 8 must be in Numeracy (Mathematics)

NCEA Level 2

You need a minimum of 80 credits of which 60 credits must be at Level 2 or above

NCEA Level 3

You need a minimum of 80 credits of which 60 credits must be at Level 3 or above

University Entrance

Minimum Standards

14 credits at Level 3 in **TWO** approved subject areas **PLUS** 14 credits from one or two other approved subjects or domains.

PLUS a minimum of

8 Literacy (4 Reading and 4 Writing) Credits at Level 2 and 14 Credits in Mathematics at Level 1

Individual Universities will set their own minimum requirements on top of this for entry into individual courses that they offer.

For all of your subjects you should have received a course outline showing:

- The Unit/Achievement Standards offered plus how many credits they are worth.
- How they are to be assessed and approximately when.
- If further reassessment opportunities are available for the standard.

All work assessed at the school will be stored securely until results have been confirmation officially the following year (approximately the end of April). After this time it will be disposed if not required for moderation processes or students can request that it is returned to them. The request can be granted if returning the work does not compromise the future validity of the assessment task.

Edgecumbe College's Internal Moderation Process

What to do if:	Details	Applies to
<p>you have to complete work outside the classroom.</p>	<p>All work completed outside the classroom is to be your own work. You will confirm this by signing a <u>Contract of Authenticity</u> when handing in your work. This also needs to be signed by your parents. You will also be asked to provide proof of your sources. If teachers have concerns, you may be interviewed to establish your understanding of the subject. If the work is judged to be not your own (i.e. plagiarised from other students, books or internet), you will receive a '<i>Not Achieved</i>' result. You will not be offered another opportunity for that assessment this year. The decision on the authenticity of work will be made by the teacher in consultation with the Head of Department and Deputy Principal (NZQA).</p>	<p>Authenticity</p>
<p>you copy someone's else's work during a test or assignment</p>	<p>Students who submit work that is not authentic will lose any credits they may have received for the assessment in question. Furthermore those students who are involved in activities that compromise the authenticity of internal assessment work also risk losing any credits they have received for the assessment in question (i.e. you let someone copy your work). Students will not be able to have further reassessment for the standard in question until the following year.</p>	<p>Academic Misconduct</p>
<p>you suspect someone has copied your work</p>	<p>Report your suspicions immediately to the class teacher. If you fail to do so you may leave yourself open to an investigation of authenticity of the work in question (see Academic Misconduct).</p>	
<p>you need more time for an assignment.</p>	<p>If for reasons outside yours or your families control (e.g. a Tangi or illness) you are unable to hand the work in by the set due date you may apply to your teacher for an <u>Extension for Internally Assessed work</u>. The application must explain the reason for absence and include appropriate documentation, such as a Doctors certificate or Tangi notice and signed by your caregiver. If a new due date is agreed, it becomes the new deadline on the signed cover sheet. Extensions, except in exceptional cases must be sought a minimum of 3 days before the due date.</p>	<p>Extension</p>
<p>you are absent on the day an assignment is due</p>	<p>It is best to try to arrange for someone to bring in your work. If you are absent due to an reason that is beyond the control of you or your family such as illness or Tangi, you can apply for the</p>	<p>Lateness</p>

	<u>Submission of late Internally Assessed work, on the day that you return to school.</u> The application must explain the reason for absence and include appropriate documentation, such as a Doctors certificate. If your application is accepted your work will be marked.	
you are absent for an assessment	If a further assessment opportunity is available for that standard you will be able to take it. You need to check course outlines, that teachers give you at the beginning of the course, to see which standards there are no further assessment opportunities (e.g. field or OED trips).	Further assessment opportunities
you have no further opportunity for assessment	If there is no further opportunity for assessment and there exists sufficient recorded evidence (gathered under similar conditions to the assessment task) from other course work/portfolio or related content/skills you may apply to your teacher for <u>a Derived Grade for Internal Assessment</u> . The application must explain the reason why you were absent for the assessment and include appropriate documentation, such as a Doctors certificate. A parent or caregiver must also sign this form. The compassionate consideration must be submitted to the Deputy Principal (NZQA) who in conjunction with the subject teacher, will decide if a Derived Grade will be granted.	Derived Grade
you disagree with the result given	When you receive your work back, you will check the marking with the teacher and sign the cover sheet to verify that you have seen the grade given. If you agree with the decision, you must indicate this when you sign the sheet. If you do not feel the grade is fair, discuss this with the teacher and if still unhappy, the Head of Department. If the matter is not resolved you can appeal the grade. (See the Appeals section).	Verifying Grade
you do not reach the desired standard in an assessment	Another further assessment opportunity may be available after further learning has taken place. You need to check the course outline that teachers give you at the start of the course to see which standards there is no further assessment opportunity available (e.g. field or OED trips). You are able to achieve any grade available in a further assessment opportunity.	Further assessment opportunities
you are working on a long assignment	You will be asked to hand in notes at designated times so the teacher can check on your progress (signposting).	
you have difficulty sitting examinations	If you have a problem that will affect your ability to take an internal exam or test without help, you need to discuss this with your	Special Assessment

	teacher. Your teacher may refer you to the schools SENCO teacher for testing and support. Usually the need for any special conditions, different to those of the rest of the class, would have been diagnosed and implemented in the Junior school. In the rare cases that the problem is only diagnosed in Year 11 or later, the request for special conditions must be made by the end of March, of that current year, to the SENCO teacher. The request if agreed to will, be forwarded on to the Deputy Principal (NZQA).	Conditions
you disagree with a decision	If you don't agree with a grade, or a declined application for an extension, submission of work that is late, special assessment condition or an authenticity ruling you may appeal the decision. You must discuss the issue with your class teacher and Head of the Department before you can make an appeal. See the Deputy Principal (NZQA) for the <u>NQF Schools Appeal</u> form.	Appeals
you miss an external assessed exam (in November/December)	In exceptional circumstances where the absence was beyond the control of you or your family, you can apply to the NZQA Liaison Officer for a Derived Grade (compassionate consideration) for external Achievement Standards that (see # below). You must make contact with the NZQA Liaison Office as soon as possible to be briefed on the process and no later than the last NZQA exam.	Derived Grade Process
your personal circumstances change and affect your ability to sit an exam	If circumstances occur in the period prior to your exams which affect your ability to take the exams, you may apply to the NZQA Liaison Officer for compassionate consideration, before your exam takes place. It is best to try to make it to your exam, as your application may be decline. #The Derived Grade process which covers compassionate consideration is based on actual results from tests or exams during the year, associated with those standards applied for. If there are no results, there can be no grade awarded	Derived Grade Process

Must visit sites for students

<http://www.nzqa.govt.nz/ncea/index.html>

This site gives detail of the NCEA process. Past external exam papers for all subjects and levels can be found here. You can also log into your own NZQA information from here.

<http://www.tki.org.nz/e/community/ncea/>

This site gives exemplars for many internal Achievement Standards as well as links to revision sites.