

**Taita College**  
**Procedures for Assessment for National Qualifications**  
**Student Guidelines**

It is important that systems for assessment are consistent and fair. These guidelines are written to ensure that you are aware of your rights and responsibilities for assessment. These guidelines apply to all *internal* assessments (eg practical activities, performances, tests and assignments) that generate results for national qualifications.

You will also have ‘practice’ assessments to help prepare you for the *external* assessments (mostly exams but also portfolios of practical work) conducted by NZQA at the end of the year. These guidelines also apply to ‘practice’ assessments. In the unlikely event that you are unable to sit external assessments (eg because of sickness or family trauma) or your performance is impaired, you can apply for derived grade to get grades for those standards. NZQA will ask the school for evidence of your achievement in the standards, so it is important that you do your best in any ‘practice’ assessments run by the school. You will be fully briefed about procedures before the external assessments at the end of the year.

You will be given a course outline and assessment plan at the beginning of the year for each subject, telling you when to expect internal assessments and ‘practice’ assessments. You will be given at least two weeks’ notice of the exact date of an assessment. This could be an assignment deadline or the milestone/checkpoint dates for an extended project, or a test.

All work must be your own. There are penalties for a student if there is evidence that misconduct has occurred, including inappropriately helping other students. The subject HOD will consult with the Principal’s Nominee about the evidence and they will make a decision. **Where misconduct has occurred in an internally assessed standard, you will receive a Not Achieved grade. If you share your work with another student and they copy it, BOTH of you will receive “Not Achieved”.**

All work must be handed in on the due date and all tests and in-class assessments must be done on the given date. Late work for assessment will not be accepted. In cases of legitimate absence such as illness or family/personal trauma, follow the ‘Missed Assessment’ procedure. Absences which are not considered legitimate include wagging, working, external sporting events, overseas trips and other non- school related activities. While these activities may be with the co-operation of the school, they still remain as an alternative to school.

You should record all results on a record sheet. If you disagree with a grade awarded for an assessment, then follow the ‘Appeals’ procedure (see below).

Special assessment conditions are provided for students with identified needs. Please see the HOD Learner Support if you have any queries in this regard. This includes requiring a reader/writer for assessments. Mrs Fiona Pampalone is responsible for this.

Fees for national qualifications will be advised by invoice to parents/caregivers, along with information about financial assistance. Failure to pay their fees will result in your results not being added to your record of learning.

**Missed Assessments**

If you cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then you must apply to your teacher as soon as you know you will be late with an assignment or will be absent, or as soon as you return to school. Valid reasons for requesting an extension of time, or a new assessment date for a grade are:

- Sickness: supply a medical certificate or a note from a parent/caregiver

- Family trauma: supply a note from a parent/caregiver or from the Guidance Counsellor, your Dean, or form class teacher
- School sporting/cultural activity: The teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is only valid if you inform the teacher in advance of the test or assessment.)

In *all* cases, fill in a 'Missed Assessment Application Form' (attached and available at the main office) and give it to the teacher whose assessment you have missed/will miss. Note that a request for extension of time must be made before the due date.

## Appeals

Your teacher will explain the criteria for each grade for an assessment when it is handed back to you. If you think that an assessment has been incorrectly marked you can ask the teacher to reconsider. Your teacher should explain the result and make any necessary alterations. If another teacher did the assessing, that teacher will be consulted. They may decide to alter your grade at this point, or not. Appeals can also be made in cases of misconduct allegations as below and other assessment decisions such as not receiving an extension when requested.

If you are unhappy with the teacher's explanation, you may ask the Head of Department for a decision, using an 'Appeal Application Form' (attached and available at the student office). This must be done **within three days** of the work being handed back (or the assessment decision given). If you disagree with the Head of Department's decision, the Principal's Nominee will be asked to consider the case. The Principal's Nominee may consult with the Head of Department, Dean, Counsellor or family. You will get a written response from the Principal's Nominee with the final decision.

## NCEA

To be awarded NCEA level 1 a student must have a total of 80 credits from level 1 or above.

They must also have the following literacy and numeracy requirements:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/subjects/literacy-and-numeracy/>

### Level 1 literacy and numeracy requirements

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The literacy and numeracy requirements for NCEA Level 1 are:

- **Literacy requirement**

Minimum of 10 credits through either:

- Specified assessment standards - [specified achievement standards](#) available through a range of subjects and [English for Academic Purposes unit standards](#) (minimum total of 10 credits), or
- Unit standards - package of three [literacy unit standards](#) (total of 10 credits - **all** three required).

- **Numeracy requirement**

Minimum of 10 credits through either:

- Achievement standards - [specified achievement standards](#) available through a range of subjects - (minimum total of 10 credits), or
- Unit standards - package of three [numeracy unit standards](#) (total of 10 credits - **all** three required).
- Students can meet the requirements by achieving unit standards in literacy and numeracy or by achieving specified achievement standards.

NCEA (Level 2) will be awarded to people who have met the literacy and numeracy requirements (at Level 1) and are credited with a minimum of 80 credits, of which a minimum of 60 credits is at Level 2 or above, from achievement standards and/or unit standards.

NCEA (Level 3) requires a total of 60 level 3 (or above) credits and another 20 from level 2 or higher. From 2014 people will have to have met the literacy and numeracy requirements for level 1 to be credited with NCEA Level 3.

The excellence standards are academically demanding, with only a small proportion of students achieving at this level during the year. Whether you achieve “achieved”, “merit” or “excellence” will not affect the number of credits which you are awarded. However, it is worth noting that your entrance in to courses at a higher level may require achievement levels better than just “achieved”.

## Endorsements

Your NCEA can be 'endorsed' if your results are good enough. For example, you could have "*NCEA Level 1 with Merit*". An endorsement for a certificate gained in a previous year will be awarded if that certificate would have been eligible for endorsement at the time at which you got it.

Your [Record of Achievement](#) will show you if you have been awarded an Endorsement

If you gain **50 credits at Excellence**, your NCEA will be endorsed with **Excellence**. Likewise, if you gain **50 credits at Merit** (or **Merit and Excellence**) your NCEA will be endorsed with **Merit**.

You can earn credits counting towards 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

Course endorsement is an integral part of the NCEA improvements package. Course endorsement will provide recognition for students who perform exceptionally well in individual courses. Students will be able to have their strengths in individual courses recognised with a course endorsement at Merit or Excellence. The key objective of course endorsement is to motivate students to achieve their potential in one or more courses.

Students will gain an endorsement for a course where they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
2. at least 3 credits from externally assessed standards and 3 credits from internally assessed standards
3. sufficient credits in a single school year.

**Note:** Physical Education, Religious Studies and level 3 Visual Arts will be exempt from (2) above.

## Overview of the derived grade process

A derived grade is available to candidates who are entered for an externally assessed standard and for an approved reason are unable to attend an NZQA external examination session(s) or whose performance is impaired in preparing for, or during, an examination session(s). Procedures and guidelines for making an application are provided at the following pages:

<http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/derived-grade/information-for-candidates/>

## New Zealand Scholarship

New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling. New Zealand Scholarship examinations enable candidates to be assessed against challenging standards, and are demanding for the most able candidates in each subject. Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesize and apply knowledge, skills, understanding and ideas to complex situations.

## UNIVERSITY ENTRANCE REQUIREMENTS UNDER NCEA

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

### University Entrance requirements

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
  - 5 credits in writing
- Numeracy - **10 credits at Level 1 or above**, made up of:
  - achievement standards – specified achievement standards available through a range of subjects, or
  - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all three** required).

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

### Credits

Credits can be accumulated over more than one year.

If a unit and an achievement standard assess the same learning outcome, only the credits for ONE standard can be counted. In other words they are 'mutually exclusive'. A list of such [exclusions](#) is published each year.

### University Entrance Approved Subjects

<https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

#### Level 2 and 3 Achievement Standards that Contribute to University Entrance Literacy

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>

Y=Yes meets UE requirement N=No does not meet UE requirement

ID	Subject reference	Credits	Int/Ext	Reading	Writing
91404	Accounting 3.1	4	EX	Y	N
91407	Accounting 3.4	5	IN	Y	Y
91529	Agriculture and Horticultural Science 3.2	6	IN	Y	N
91530	Agriculture and Horticultural Science 3.3	5	EX	Y	Y

91531	Agriculture and Horticultural Science 3.4	4	EX	Y	Y
91532	Agricultural and Horticultural Science 3.5	5	EX	Y	Y
91482	Art History 3.1	4	EX	Y	Y
91483	Art History 3.2	4	EX	Y	Y
91484	Art History 3.3	4	EX	Y	Y
91485	Art History 3.4	4	IN	Y	N
91486	Art History 3.5	4	IN	Y	N
91487	Art History 3.6	4	IN	Y	N
91488	Art History 3.7	4	IN	Y	N
91489	Art History 3.8	4	IN	Y	N
91180	Art History 2.1	4	EX	N	Y
91181	Art History 2.2	4	EX	N	Y
91182	Art History 2.3	4	EX	N	Y
91184	Art History 2.5	4	IN	Y	N
91602	Biology 3.2	3	IN	Y	Y
91603	Biology 3.3	5	EX	Y	Y
91604	Biology 3.4	3	IN	Y	N
91605	Biology 3.5	4	EX	Y	Y
91606	Biology 3.6	4	EX	Y	Y
91607	Biology 3.7	3	IN	Y	N
91379	Business Studies 3.1	4	EX	Y	Y
91380	Business Studies 3.2	4	EX	Y	Y
91381	Business Studies 3.3	4	EX	Y	Y
91382	Business Studies 3.4	6	IN	Y	N
91383	Business Studies 3.5	3	IN	Y	N
91384	Business Studies 3.6	9	IN	Y	N
91385	Business Studies 3.7	3	IN	Y	N
91387	Chemistry 3.1	4	IN	N	Y

91389	Chemistry 3.3	3	IN	Y	Y
91394	Classical Studies 3.1	4	EX	Y	Y
91395	Classical Studies 3.2	4	EX	Y	Y
91396	Classical Studies 3.3	6	EX	Y	Y
91397	Classical Studies 3.4	6	IN	Y	N
91398	Classical Studies 3.5	6	IN	Y	N
91200	Classical Studies 2.1	4	EX	Y	Y
91201	Classical Studies 2.2	4	EX	Y	Y
91202	Classical Studies 2.3	4	IN	Y	N
91203	Classical Studies 2.4	6	EX	Y	Y
91204	Classical Studies 2.5	6	IN	Y	N
91594	Dance 3.7	4	EX	N	Y
91595	Dance 3.8	4	EX	Y	Y
91632	Digital Technologies 3.40	4	EX	Y	Y
91636	Digital Technologies 3.44	4	EX	Y	Y
91638	Digital Technologies 3.47	4	EX	N	Y
91641	Digital Technologies 3.50	4	IN	Y	N
91512	Drama 3.1	4	IN	Y	N
91514	Drama 3.3	4	EX	Y	Y
91515	Drama 3.4	4	IN	Y	N
91516	Drama 3.5	4	IN	Y	N
91517	Drama 3.6	5	IN	Y	N
91518	Drama 3.7	4	EX	N	Y
91519	Drama 3.8	5	IN	N	Y
91520	Drama 3.9	5	IN	Y	N
91213	Drama 2.1	4	IN	Y	N
91215	Drama 2.3	4	EX	Y	Y
91216	Drama 2.4	4	IN	Y	N
91217	Drama 2.5	4	IN	Y	N

91218	Drama 2.6	5	IN	Y	N
91219	Drama 2.7	4	EX	N	Y
91220	Drama 2.8	4	IN	N	Y
91221	Drama 2.9	4	IN	Y	N
91410	Earth and Space Science 3.1	4	IN	Y	Y
91411	Earth and Space Science 3.2	4	IN	Y	Y
91413	Earth and Space Science 3.4	4	EX	Y	Y
91414	Earth and Space Science 3.5	4	EX	Y	Y
91415	Earth and Space Science 3.6	4	IN	Y	N
91399	Economics 3.1	4	EX	Y	Y
91400	Economics 3.2	4	EX	Y	Y
91401	Economics 3.3	5	IN	Y	N
91402	Economics 3.4	5	IN	Y	N
91403	Economics 3.5	6	EX	Y	Y
91222	Economics 2.1	4	EX	N	Y
91223	Economics 2.2	4	EX	N	Y
91224	Economics 2.3	4	EX	N	Y
91227	Economics 2.6	4	IN	Y	N
91228	Economics 2.7	4	IN	Y	N
91472	English 3.1	4	EX	Y	Y
91473	English 3.2	4	EX	N	Y
91474	English 3.3	4	EX	Y	Y
91475	English 3.4	6	IN	N	Y
91479	English 3.8	4	IN	Y	N
91098	English 2.1	4	EX	Y	Y
91099	English 2.2	4	EX	N	Y
91100	English 2.3	4	EX	Y	Y
91101	English 2.4	6	IN	N	Y

91105	English 2.8	4	IN	Y	N
91106	English 2.9	4	IN	Y	N
22750	English for Academic Purposes	5	IN	N	Y
22751	English for Academic Purposes	5	IN	Y	N
91617	Generic Technology 3.10	4	IN	N	Y
91612	Generic Technology 3.5	4	EX	N	Y
91613	Generic Technology 3.6	4	EX	N	Y
91614	Generic Technology 3.7	4	EX	N	Y
91615	Generic Technology 3.8	4	IN	Y	N
91616	Generic Technology 3.9	4	IN	Y	N
91619	Generic Technology 3.14	4	IN	Y	N
91426	Geography 3.1	4	EX	Y	Y
91427	Geography 3.2	4	EX	Y	Y
91428	Geography 3.3	3	IN	Y	N
91429	Geography 3.4	4	EX	Y	Y
91431	Geography 3.6	3	IN	Y	N
91240	Geography 2.1	4	EX	Y	Y
91242	Geography 2.3	4	EX	Y	Y
91461	Health 3.1	5	IN	Y	N
91462	Health 3.2	5	EX	Y	Y
91463	Health 3.3	5	IN	Y	N
91464	Health 3.4	4	IN	Y	N
91465	Health 3.5	5	EX	Y	Y
91434	History 3.1	5	IN	Y	N
91435	History 3.2	5	IN	Y	N
91436	History 3.3	4	EX	Y	Y
91437	History 3.4	5	IN	Y	N
91438	History 3.5	6	EX	Y	Y



91439	History 3.6	6	EX	Y	Y
91229	History 2.1	4	IN	Y	N
91230	History 2.2	5	IN	Y	N
91231	History 2.3	4	EX	Y	Y
91232	History 2.4	5	IN	Y	N
91233	History 2.5	5	EX	Y	Y
91234	History 2.6	5	EX	Y	Y
91466	Home Economics 3.1	5	IN	Y	N
91468	Home Economics 3.3	5	IN	Y	N
91469	Home Economics 3.4	5	IN	Y	N
91470	Home Economics 3.5	4	EX	Y	Y
91471	Home Economics 3.6	4	EX	N	Y
91300	Home Economics 2.2	4	EX	N	Y
91304	Home Economics 2.6	4	EX	N	Y
91509	Latin 3.4	4	IN	Y	Y
91510	Latin 3.5	3	IN	Y	Y
91584	Mathematics and Statistics 3.12	4	EX	N	Y
91266	Mathematics and Statistics 2.11	2	IN	Y	N
91490	Media Studies 3.1	4	EX	Y	Y
91493	Media Studies 3.4	3	EX	Y	Y
91497	Media Studies 3.8	3	IN	N	Y
91248	Media Studies 2.1	3	EX	Y	Y
91251	Media Studies 2.4	4	EX	Y	Y
91255	Media Studies 2.8	3	IN	N	Y
91425	Music Studies 3.10	6	IN	Y	N
91502	Physical Education 3.5	4	IN	Y	N
91505	Physical Education 3.8	4	IN	Y	N

91527	Physics 3.7	3	IN	Y	N
<i>Religious Studies: All standards not considered as they will be reviewed in 2013</i>					
91596	Social Studies 3.1	4	EX	Y	Y
91597	Social Studies 3.2	6	IN	Y	N
91598	Social Studies 3.3	4	EX	Y	Y

**The below list is the (updated) list of Te Reo Māori and Te Reo Rangatira standards that meet the current UE literacy requirements. These will be included on this list to meet the new requirements as an interim arrangement, until Level 2 and 3 Te Reo Māori and Te Reo Rangatira standards have been reviewed against the new UE literacy criteria.**

91286	Te Reo Māori 2.6	6	EX	Y	
90752	Te Reo Rangatira 2.3	3	EX	Y	
90753	Te Reo Rangatira 2.8	3	EX	Y	
7266 v7	Reo Māori	6		Y	
7266 v6	Reo Māori	5		Y	
90781	Te Reo Māori 3.3	3		Y	
90784	Te Reo Māori 3.6	3		Y	
90786	Te Reo Rangatira 3.3	3		Y	
90789	Te Reo Rangatira 3.8	3		Y	
7267 v8	Reo Māori	7		Y	
7267 v7	Reo Māori	7		Y	
7268 v8	Reo Māori	10		Y	
7268 v7	Reo Māori	9		Y	
90754	Te Reo Rangatira 2.4	4			Y
90755	Te Reo Rangatira 2.9	3			Y
90770		6			Y
90757		6			Y
7258 v7	Reo Māori	6			Y
7258 v6	Reo Māori	5			Y
90782	Te Reo Māori 3.4	4			Y
90783		4			Y
90787	Te Reo Rangatira 3.4	3			Y
90790	Te Reo Rangatira 3.9	3			Y
7259 v8	Reo Māori	7			Y
7259 v7	Reo Māori	7			Y
7260 v8	Reo Māori	10			Y
7260 v7	Reo Māori	9			Y
91286	Te Reo Māori 2.3	6		Y	
91287	Te Reo Māori 2.4	6			Y
91288	Te Reo Māori 2.5	6			Y

### Missed Assessment/Extension Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to the office or your teacher.

Name:	Form Class:
Date of application:	
<b>Missed assessment details:</b>	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment ( <i>practical, assignment, test, etc</i> )	
Date of assessment or due date:	
<b>Reason for missing assessment: (please tick one)</b>	
<input type="checkbox"/> Illness: <i>medical certificate or a note from a parent/caregiver must be attached</i>	
<input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (eg letter from parent, counselor, or tutor group teacher/dean)</i>	
<input type="checkbox"/> School sporting/cultural activity: _____ Date of Activity _____	
Signature of teacher-in-charge of activity: _____	

<b>Decision by HOD/Principal's Nominee:</b>
<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: _____ (student)
Signed: _____ (staff member) Date: _____

## Appeal Application Form

Fill in the top section and hand in to the office or to your teacher/HOD within 1 week of getting your assessment back.

Name:	Form Class:
Date of application:	
<b>Reason for appeal:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.</li> <li><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></li> <li><input type="checkbox"/> Other – please specify below</li> </ul>	
Subject:	
Name of teacher:	
Standard number and title:	
Grade awarded:	
Date assessment returned to student:	

<b>HODs Decision:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The grade awarded by the teacher stands.</li> <li><input type="checkbox"/> The grade awarded has been changed to _____.</li> <li><input type="checkbox"/> Other _____</li> </ul> <p style="text-align: center;"><i>The reason for this decision has been explained to me and I accept the decision.</i></p> <p style="text-align: center;"><b>Signed:</b> _____ <i>(student)</i></p>
Signed: _____ <i>(HOD)</i> Date: _____
<b>Principal's Nominee's Decision/Comment which is final:</b>
Signed: _____ Date: _____
Signed: _____ <i>(PN)</i> Date: _____