



JAMES COOK
HIGH SCHOOL

NCEA

**National Certificate of Educational
Achievement**

Student & Whanau Information

(Updated May 2022)

Name: _____

Year Level: _____ Tutor Group: _____

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Your NCEA Information Booklet

Introduction

This book is for you and your caregivers to read so that everyone understands what is required of you throughout your senior years regardless of which level of NCEA you are working towards.

It contains:

- Information for you about the National Certificates
- Things you are responsible for
- Things to help you

The table of contents will help you to find information.

NCEA is New Zealand's national secondary school qualification and provides students with pathways to tertiary education and workplace training.

This year you will be gaining qualifications through standards at NCEA Level 1, 2 or 3 in all subjects. You may also work towards Vocational Pathways qualifications.

Note: An NCEA qualification does not need to be completed in a one-year timeframe or single level studies for you to be successful. You can take multi – level standards in your course and it can take up to or beyond a year to get your qualification.

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

During the year, your teachers will be collecting evidence that shows that you have achieved the standards so it is important that systems for assessment are consistent and fair.

It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all the internal assessments (e.g. practical activities, tests, assignments, performances) that provide evidence that you have reached the standards. They also apply to practice exams and to work that you complete for other external assessments like portfolios.

All student data and work is covered by the Privacy Act. No data or work completed by any student, will be shown to other students without the express permission of the student concerned.

If there are any changes to the information or the procedures used at JCHS, these will be passed on.

Keeping Assessment Information Safe

You will need to refer to this NCEA Information Booklet over the next year. It is important that you file it and any subject information about assessment, in a safe place.

In case assessments are lost make copies of assessments before you hand them in. Be sure to save all computer generated assessments.

Key Contacts at School

Students and their parents or caregivers are welcome to contact the following people at any time if they wish to discuss issues with respect to academic progress.

Year 11:

Deans: Mrs Tu'u Bell t.bell@jchs.school.nz
Mr Adiel Adams a.adams@jchs.school.nz

Deputy Principal: Mr Andre Whaanga a.whaanga@jchs.school.nz

Year 12 / 13:

Deans: Miss Fane Ketuu f.ketuu@jchs.school.nz
Mrs Romilla Govender r.govender@jchs.school.nz

Deputy Principal yr 12: Ms Maria Coyne m.coyne@jchs.school.nz
Deputy Principal yr 13: Mr Sa'id Milton s.milton@jchs.school.nz

NZQA Liaison person: Mr Stuart King s.king@jchs.school.nz
(Principal's Nominee)

Deputy Principal responsible for NCEA: Ms Maria Coyne m.coyne@jchs.school.nz

Also here to help:

- Your Subject teachers
- The Head of Faculties
- Your Tutor Group Teacher

The National Certificate of Educational Achievement (NCEA)

Evidence Collected

This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Evidence about your achievement may be collected in a variety of ways, for example, group tasks, assignments, speeches, tests, projects, performances, examinations.

Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in Visual Art and Graphics or through cultural group performances.

Achievement Standard Outcomes	Unit Standards (with some exceptions)
Achieved = A	Achieved = A
Achieved with Merit = M	Not Achieved = N
Achieved with Excellence = E	
Not Achieved = N	

Level 1 NCEA

80 credits minimum at NCEA Level 1 or higher. Must include 10 literacy credits (English or Te Reo Maori) and 10 numeracy credits (Mathematics, Pangarau). The subject course outlines will tell you which standards offer Level 1 literacy or numeracy credits.

NCEA Level 1 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence

Level 2 NCEA

80 credits, of which 20 can come from NCEA Level 1, and a minimum of 60 at NCEA Level 2 or higher.

NCEA Level 2 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 2 Endorsement with Excellence	= 50 credits at Excellence

Level 3 NCEA

80 credits, of which 20 can come from NCEA Level 2, and a minimum of 60 at Level 3 or higher.

NCEA Level 3 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 3 Endorsement with Excellence	= 50 credits at Excellence

Course Endorsement:

Each subject a student takes may be available for a course endorsement. This recognises high quality results across the majority of standards in that particular subject. You can get a subject endorsed with Merit or endorsed with Excellence.

To get an endorsed certificate the course must be structured in such a way that **at least 3 of the 14 credits must be from internally assessed standards, and 3 from external assessment (national**

examinations). This is to demonstrate students are competent in both forms of assessment. Subjects which are exceptions to this rule are Physical Education, Religious Studies, Visual Arts and Dance.

To gain a subject endorsement you need at least 14 credits or above at Merit or Excellence.

A course endorsement is not a qualification.

A course endorsement can be awarded even if a qualification for that level is not achieved. For example, a student may achieve a Merit endorsement for their Level 2 Mathematics course regardless of whether they achieve NCEA Level 2.

Certificate Endorsement:

For an NCEA certificate to be endorsed with Excellence a student must gain 50 credits at Excellence at the level of the certificate or above. So, if a student has 50 Level 1 credits at Excellence they may have their Level 1 certificate endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or Merit and Excellence) at Level 1 their NCEA Level 1 certificate may be endorsed with Merit.

Endorsement awards show on the Record of achievement.

Certificate endorsement is calculated in January each year on the release of external results. Only the highest level certificate awarded can be endorsed unless students:

- Achieve more than one level NCEA certificate in a single year eg: a Year 11 student doing multi-level study may achieve both a Level 1 and a Level 2 certificate in the one year and have them endorsed.
- in addition to meeting the requirements of a higher level certificate endorsement they have achieved sufficient credits from a lower level to be able to endorse the lower level certificate e.g. a student may be working at both Levels 2 and 3 and achieve enough Level 2 Excellence credits to upgrade their Level 2 Merit endorsement to Excellence. The student will need to contact NZQA to have the lower level certificate upgraded.

New Zealand Scholarship

New Zealand Scholarship assessments enable candidates to be assessed against challenging standards and are demanding for the most able candidates in each subject. Assessment is by either a written/spoken examination or by the submission of a portfolio or report of work produced throughout the year.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding, and ideas to complex situations.

Entry to New Zealand Scholarship

Students can enter for New Zealand Scholarship if they are enrolled in a consented New Zealand secondary school. This means entry is open to:

- secondary school students who hold New Zealand residency
- international fee-paying students enrolled with a consented New Zealand secondary school; or
- students enrolled in a non-consented school which has a Memorandum of Understanding with one which is consented; or
- home-schooled, secondary school equivalent students, who make an entry as a link student with a consented school and attest to their eligibility through a Justice of the Peace.

Eligibility to receive a monetary award

To be eligible to receive a scholarship award, the student must be enrolled in tertiary study in New Zealand for the years in which they receive monetary awards. For awards with second or subsequent year payments, recipients must maintain a 'B' grade average each year of their tertiary study in New Zealand.

How many candidates are awarded New Zealand Scholarship?

Approximately 3 percent of all students studying each subject at Level 3, who achieve 14 or more credits in the subject, are awarded Scholarship if they reach the standard that has been set.

How is New Zealand Scholarship marked?

Markers allocate a score of 0-8 for each component in the New Zealand Scholarship assessment using subject specific schedules. These are based on a Generic Marking Guide, as follows:

- An answer given a score of 8 is an *Outstanding answer in all respects. Strong evidence of integration and synthesis. As good as could be expected under examination conditions. Accurate, comprehensive, coherent, lucid, perceptive.*
- A score of 1 shows *Meagre understanding relevant to the question.*
- A score of 0 is awarded for answers that are blank or irrelevant.

The work of the highest-scoring candidates is reviewed by marking panels, to identify the top candidates in each subject. Exam booklets for candidates whose scores are close to either the Scholarship or Outstanding cut-offs are also re-marked, to ensure their results are correct.

New Zealand Scholarship assessments have between 3 and 5 components, and the scores for each component are totalled to give the final result.

Student exemplars

A selection of examination papers have been reproduced with permission from previous Top Scholars. To view these examination papers, go to the [New Zealand Scholarship subjects](#) page and click on the '**assessment specification and resources**' link for each subject. The Top Scholar examination booklet is at the bottom of the page under the **[subject] resources** heading.

New Zealand Scholarship results

New Zealand Scholarship results are released about mid-February each year.

For further details about New Zealand Scholarship, refer to www.nzqa.govt.nz

Entrance to New Zealand Universities

University Entrance is the minimum requirement to enter a New Zealand University Degree course.

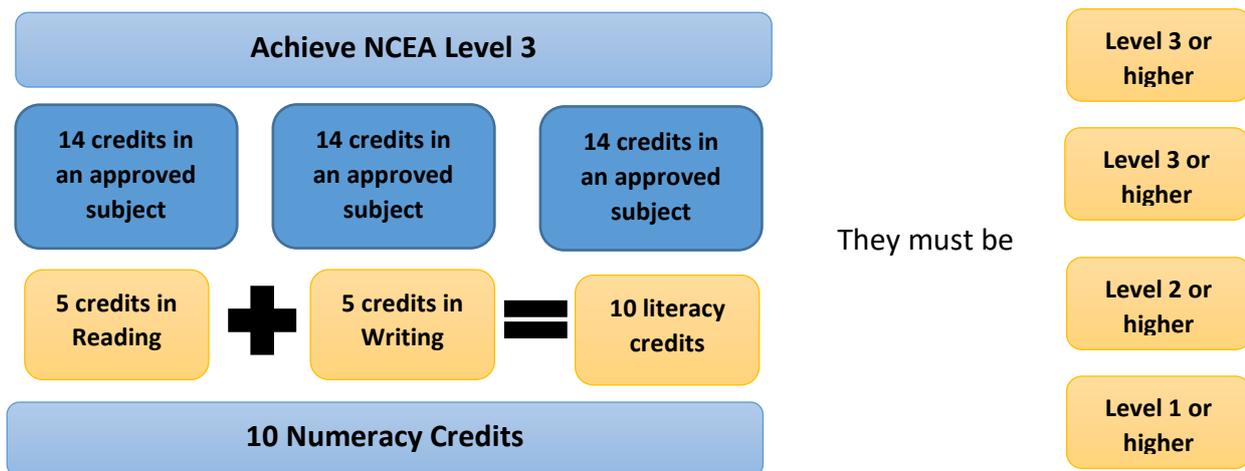
To achieve University Entrance you need -

- Level 3 NCEA
- A minimum of 14 credits at NCEA Level 3 or higher, in each of three subjects from the Approved Subjects for University Entrance (UE).

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

As well as:

- A minimum of 10 credits at NCEA Level 1 or higher in numeracy.
- A minimum of 10 credits at NCEA Level 2, or higher, in English or Te Reo Maori:
 - 5 credits must be in Reading
 - 5 credits must be in Writing
 - The literacy credits will be gained from a list of approved Achievement Standards and Unit Standards.



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

PLEASE NOTE that many universities have extra entry requirements.
See the Careers Advisor for regular updates.

NCEA Results released to Universities and Technical Institutes

In January, NZQA will send all NCEA Level 2, Level 3 and University Entrance results that have been authorised for release to all New Zealand Universities and some Polytechnics. This helps these places process enrolments quickly.

How to Track my NCEA progress

All students have a National Student Number (NSN). You can find out yours by asking your Tutor Teacher and / or Dean. Later in the year, NZQA will send you, through the school, your own NSN card to confirm your contact details and address. Keep this card, or take a photo of your NSN number.

Registering for Learner Login on the NZQA Website

Once you have received your NSN number you will be able to register on the NZQA website (www.nzqa.govt.nz) as a student.

This website also provides:

- Student Exam Hub
 - Access for Digital Exams
 - Information for Maori and Pasifika
 - Parent information about NCEA
 - Record of your NCEA achievement
 - NCEA External Examination timetable
 - External Examination Entry Slip
 - Access to change your personal postal details
- and much, much more.

Parents & Caregivers:

Do you want to check up on your child's NCEA progress?

If the answer is YES – then use the online parent portal at www.jchs.school.nz

At the bottom of the page find: PARENT PORTAL

Click on Parent Portal.

The tutor teacher will give you the User Name & your login.



James Cook High School
Quality education that develops the personal excellence of every student

USERNAME: *
Username (Required)

PASSWORD: *
Password (Required) Sign On

Home Notices

Remember to keep this login to yourself. You may prefer not to write it here due to privacy.

School Results Record

The school keeps a record of all the results a student attempts while at school and has a summary of credits by course and by level. For an update of credits or qualifications any teacher can check the school system for you. The staff in the Careers room are available during intervals and lunch breaks to help you understand your results better and your tutor, teachers, Deans and Deputy Principals can help also.

What can I expect from the teachers?

Course Outlines

You will receive a course outline at the start of the year for every NCEA subject you take. Putting them all together will help you plan for the year and give you a big picture view of where you will get your NCEA credits from.



The course outlines will include important information about your course such as:

- Course outline of what topics you will cover during the year
- Standard numbers, title, version numbers and credits for each standard
- Information about internal and external assessments
- Approximate dates for assessment or when work is due in
- Indication of whether further assessment opportunities are offered and when
- Standards that count towards numeracy & literacy requirements for Level 1 NCEA & for University Entrance.

Special Assessment Conditions (SAC)

Our Special Educational Needs Coordinator (SENCO) ensures that students who require Special Assessment Conditions have these available. As a result of a Special Assessment Condition being applied for, and subject to approval, a student may be provided with special assistance. If you believe you may qualify for **Special Assessment Conditions** please contact our SENCO.

Special Assessment Conditions - Process:

- Students are evaluated for reader/writer/extra provision by the Learning Support following specific criteria by NZQA.
- Our school applies to NZQA each year on behalf of students for SAC for internal and external assessments.
- An appeal can be lodged with NZQA if a SAC is approved.
- Students must be assessed **within three years** by a registered educational psychologist to retain eligibility (usually Year 10 will carry them through to Year 13).
- Normally such students have been identified at entry by Learning Support; however, a recommendation for consideration for SAC can be presented at any time by a student, parent/caregiver or teacher. This can be done through our SENCO or directly to the Learning Support Centre.

Students eligible to access extra support may have:

- A manifest physical (motor, visual or other sensory) disability.
- A writing disability (processing difficulty including fine motor or perceptual problems which make writing slower or less legible).
- A significant learning difficulty such as a severe reading delay.
- A list of students eligible for SAC is circulated to teachers and SAC will be available to them for assessments and College examinations throughout the year.
- Note that SAC is available only for conditions resulting from long term disabilities.

Conditions resulting from a recent accident e.g. broken arm, which would call for Derived Grade applications in the external NZQA exams.

Assessment results timeline

Teachers will endeavour to have student work marked within two weeks of final submission but this might not be possible in all cases. They might need to give you a provisional result because the marking needs to be checked before the result can become official. Students who are concerned about the length of time their results are taking should talk with the teacher or the Head of Learning Area. Any student may refer to the Head of each subject Learning Area if there are further concerns. Tutors, Deans and DPs may be consulted if necessary.

Further Assessment Opportunities

A maximum of one further opportunity for assessment of a standard can be provided within a year. A further assessment opportunity occurs when a new assessment is provided. It is the school's decision whether a further opportunity will be offered for any standard. If a further opportunity for assessment is offered, it must be made available to all students entered for that standard, regardless of their result on the first opportunity, after further teaching. Students must be awarded the highest grade they have achieved over both opportunities.

Resubmission

Change to resubmission rules back in 2021 – BE CAUTIOUS ABOUT OLD NCEA INFORMATION

This change was an outcome of the NCEA Review.

Our school may offer a resubmission opportunity to you only when a minor error prevents you from reaching an 'Achieved' grade.

The **only** change in grade boundary available for resubmissions is from 'Not Achieved' to 'Achieved.'

On this basis, the highest grade that you can be awarded as a result of a resubmission of an internal assessment is limited to 'Achieved'.

Schools may continue to offer one resubmission for each assessment event against an Assessment Standard.

Quality Assurance

To ensure that grade decisions are consistent with those at other schools a system of moderation is set up. This means that your teachers critique materials before use to make sure they are suitable and offer a fair opportunity to gain all possible grades, verify a sample of assessments and all standards are checked by another teacher before results go up officially onto the school system. Sometimes throughout the year teachers from other schools will moderate the work. National moderators also check samples of student work during the year.

What if I am not happy with my marks?

Appeals

Students may appeal the grade awarded for an internal assessment, within **FIVE school days** of receiving your grade.

The appeals pathway is:

- Refer concern to your subject teacher firstly
- If still concerned, refer to the Head of Faculty (HoF)
- Complete an official appeal to our Principal's Nominee (see Appendix A – appeal form)

If an appeal results in any change to the application of the judgment criteria for the standard, the change will be applied to all student work.

Students may also use the procedure below to appeal a ruling on a breach of authenticity or assessment rules.

Appeals Procedure

1. Students should check that they agree with the grade given. You can ask the teacher to reconsider.
2. If you are unhappy with the teacher's explanation, you may ask the Head of Learning Area (HOLA) for a re-mark, using an Appeals form. This must be done within five school days of the work being handed back from the teacher to the students. The form is available from the Head of Learning Area.
3. If you still disagree you may appeal to the Deputy Principal or your year level.

What are my responsibilities?

Authenticity

All work submitted 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 were used including books, websites, handwritten plans.
- Acknowledge the source of all material in your assignment saying where it was obtained.
- Ensure your data is accurate.
- Be prepared to discuss your work further with your teacher if required.
- Meet milestones

Plagiarism / Breaches of Assessment Rules

You must not:

- Copy another student's work.
- Quote 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. Cellphone, non-standard calculator, smart watches)

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

- The subject teacher marking the assessment will inform the HOF if there is an authenticity issue with your assessment.
- The HOF will interview you about the authenticity of your assessment after gathering the relevant evidence.
- The HOF will give all the evidence to the Principal's Nominee who will then interview you and make a final decision.
- You, your parents/caregivers, may be called in to meet with the Principal's Nominee
- Your subject teacher, HOF and Dean will be informed of the decision

A Not Achieved result will be entered.

Missed Deadlines and Assessments

It is your responsibility to hand in assessments at the time set by the subject teacher. If you are aware of any valid reason why a deadline might be missed this must be discussed with the

teacher. A valid reason might be: a school trip or performance, an unexpected illness, a family emergency or trauma, several assessments being due at the same time. Keep the teacher informed and make suitable arrangements which might include an agreed extension of time to hand in the work. If work is still not submitted after discussion with the teacher, a Not Achieved result will be recorded.

External Examinations



What happens if I am entered for an external exam but miss it?

What happens if I have a good reason for not doing so well on the day?

It is possible to apply for a **derived grade** if students miss external assessments in November or externally assessed standards such as those with portfolios. Significant conditions or events in the month before the start of the examination time that interfere with preparation for the examination might be accepted, as well as temporary illness or trauma occurring during the actual examination period.

Candidates suffering a temporary illness, trauma or other serious event should be encouraged to sit the examination and apply for a derived grade if they consider their performance was affected. If the application is approved, the best result will be awarded.

How to apply: See your Principal's Nominee as soon as possible after the examination is missed to fill out the appropriate form. You may need to get a doctor or another professional to fill out part of the form to verify illness or difficult circumstances. The subject teacher must be able to provide an authentic grade based on preliminary examination results and work completed during the year.

Your External examination information

By entering in external assessment, including exams, you agree to follow the rules as outlined in Instructions and [Information for Candidates](#) provided to you in term 4; and to comply with the decisions of NZQA. These rules ensure assessment conditions for all students are fair and allow them to present original work.

Students must not break the rules in any way. NZQA will investigate any possible breach of the rules and may withhold results where the breach is proven.

Before an exam

Exam timetable

The NCEA and New Zealand Scholarship examination sessions are three hours. The exam sessions start at either 9.30 am or 2.00 pm. To find out the date and time of an exam, see your Exam timetable (a published copy can also be found at www.nzqa.govt.nz).

Exam materials

You are responsible for taking the correct equipment to the exam and making sure that it is working.

Bring equipment into the exam room in a clear plastic bag. You can bring:

- pens (black and blue colours are permitted) pencils and an eraser
- an approved calculator for subjects where a calculator has been used during the year.

Calculators must be silent, hand-held, non-printing and work from their own power. You cannot keep notes, routines or store files in the calculator memory. Teachers or supervisors will check the calculator memory is cleared before it can be brought into the exam room. There is a list of Approved calculators.

Emergency evacuation and student pack

You are allowed to bring items for an emergency evacuation into the examination room in a clear, sealable plastic bag. This pack must stay under the chair and not be touched or opened without the permission of the supervisor. Contents could include a mobile phone (switched off) or other electronic device, keys, money, bus pass and medicines.

Banned items

Do not bring the following items into an exam room unless sealed in the emergency evacuation pack:

- blank paper or refill paper
- correcting fluid
- books, written notes or electronic notes
- cell phones or pagers
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- watches of any type (digital or analogue)

- any electronic device which has the capability to store, communicate and/or retrieve information except approved calculators.

On the day of the exam

Arrive at least 20 minutes before the exam starts to find out the location of the exam room arranged by the school.

If you arrive more than 30 minutes after the exam has started, you will not be able to sit the exam or enter an exam room.

In the exam room

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk allocated. The exam booklets at this desk will have been selected and coded specifically for the individual student.
- Check all the answer booklets have your student NSN and Examination Code on them as listed on your Admission Slip.
- When told, check that all pages in each exam booklet are printed correctly.
- If you have a problem, you should put your hand up.
- You cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

During the exam

You should:

- not borrow equipment from someone else
- not talk to, communicate with, or do anything to disturb other students
- not read or copy another student's work.

Writing answers

You should:

- follow all the instructions on the front cover of the exam booklet
- use only black or blue pen
- not write in pencil unless instructed to do so. Work in pencil or erasable pen will not be accepted if a student applies for review or reconsideration
- write neatly, so the marker can read the answers
- cross out any work you do not want marked
- not write or draw anything that may be regarded as offensive
- not write to the marker or write in the part of the answer booklet 'For assessor's use only'
- not write answers for one standard in the answer booklet for another. Where you fill up your answer booklet, you may request extra paper
- fill in your details at the top of any additional sheets of paper provided and put them inside the answer booklet.

At the end of the exam

You must stop writing when the supervisor tells you to. You must hand all material to be marked to the supervisor before you leave. If you take any work outside the examination room, it will not be marked.

You can keep resource booklets and separate question booklets.

NCEA Results

Secondary school students will receive results for all internal or external standards that are assessed as part of NCEA.

During the school year, you will receive results for internally assessed work. These results are sent by the school to NZQA throughout the year.

At any stage, you can log in via the [Student login](#) and view the results that NZQA holds for you.

LOGIN OPTIONS

Login - Students & Learners

Create an account - Students & Learners

Students & Learners login help

National Student Number (NSN)

TEO online services for registered providers

Online access for new providers

Online TEO applications

Online School applications

Login Options

Students | Education Providers | QRS Applications | NZQA Staff & Contractors

Student Services

Students & Learners Login
For current and past students (secondary, tertiary and on-job training) to access their [Record of Achievement](#), [order certificates](#) and more.

Create An Account
If you haven't logged in before, you will need to know your [National Student Number \(NSN\)](#) to complete your account creation.

NCEA Digital Exam Scripts
Students can access their marked digital exams using their student login

[Access here](#)

External assessment results

You can access results of your externally assessed standards in January, through your [Student Login](#).

You have the right to request:

- a review, if a processing error has occurred or
- a reconsideration, if they believe an error in marking has occurred.

The application forms for reviews and reconsiderations will not be available until after papers have been returned to candidates.

School Results Summary (SRS)

A SRS is an unofficial transcript of all results a student has gained for both internally and externally assessed standards while at senior secondary school, including those not achieved. It also lists any national qualifications, endorsements and awards gained while at school, and has a summary of credits by course and level.

You can print a copy of your SRS yourself, anytime, by:

- Logging in to the NZQA [Student login](#)
- Clicking on the pdf icon in the "My School Entries and Results" screen
- Printing the School Results Summary pdf.

For an official transcript of results, you will need to order your Record of Achievement (ROA).

Record of Achievement (ROA)

A Record of Achievement is an official transcript of all the national qualifications and standards that you have ever achieved. Any qualifications gained before the implementation of the National Qualifications Framework will not appear on the ROA.

The New Zealand Record of Achievement in hard copy format and in electronic format below:

New Zealand Record of Achievement

Ima Learner
Upper Valley Road
RD1
Rotorua

NSN: 128206
Issued: 07 August 2017

Qualification and Achievement Summary			
New Zealand Qualification Framework Registered Qualifications			Date
National Certificate of Educational Achievement (Level 3)			31 Dec 2016
National Certificate of Educational Achievement (Level 2) achieved with merit			31 Dec 2015
National Certificate of Educational Achievement (Level 1) achieved with merit			31 Dec 2014
Vocational Pathways			
Service Industries			08 Jan 2016
Course Endorsements			
Reo Maori 2	Endorsed with merit at level 2		12 Dec 2016

Standards Achieved			
	Credits	Result	Date
Communication Skills			
Level 3 1307 Speak to a known audience in a predictable situation	3	A	06 Jul 2016
1312 Give oral instructions in the workplace	3	A	06 Jul 2016
0681 Contribute within a team at work which has an objective	3	A	01 Aug 2016
11087 Listen actively to gain information in an interactive situation	3	A	27 Jun 2016
Level 2 1294 Be interviewed in a formal interview	2	A	29 Oct 2015
Core Generic			
Level 3 7126 Respond to oral one-to-one complaints	2	A	06 Jul 2016
Level 2 10781 Produce a plan for open future directions	3	A	19 May 2015
Level 1 29628 Use numbers to solve problems	4	A	12 Dec 2015
29626 Interpret statistical information for a purpose	3	A	12 Dec 2015
20627 Use measurement to solve problems	3	A	12 Dec 2015
Dance			
Level 3 91981 Perform a group dance	4	E	09 Nov 2016
91552 Perform a repertoire of contrasting dances	6	E	09 Nov 2016
Level 2 91209 Perform a repertoire of dance	6	M	02 Nov 2015
Level 1 90859 Demonstrate ensemble skills in a dance	4	A	02 Feb 2014
English			
Level 3 91478 Respond critically to significant connections across texts, supported by evidence	4	M	17 Mar 2016
Level 2 91101 Produce a selection of crafted and controlled writing	6	A	05 Aug 2015
91104 Analyse significant connections across texts, supported by evidence	4	M	30 Jun 2015
Level 1 90053 Produce formal writing	3	A	25 Sep 2014
90449 Show understanding of specified aspect(s) of studied written text(s), using supporting evidence	4	A	12 Nov 2014

New Zealand Record of Achievement

Ima Learner

NSN: 128206
Issued: 7 Aug 2017

Upper Valley Road
RD1
Rotorua

Qualification summary		Date
National Certificate of Educational Achievement (Level 3)		31 Dec 2016
New Zealand Qualifications Authority		
National Certificate of Educational Achievement (Level 2) achieved with merit		31 Dec 2015
New Zealand Qualifications Authority		
National Certificate of Educational Achievement (Level 1) achieved with merit		31 Dec 2014
New Zealand Qualifications Authority		

Course Endorsements		Date
Reo Maori 2 merit at level 2		12 Dec 2016

Vocational Pathways		Date
Service Industries		08 Jan 2016

Components of learning				Date
Health and Physical Education				
90964 Demonstrate quality movement in the performance of a physical activity	01	3	A	17 Nov 2014
90966 Demonstrate interpersonal skills in a group and explain how these skills impact on others	01	4	A	21 Nov 2014
90973 Demonstrate understanding of interpersonal skills used to enhance relationships	01	5	A	25 Sep 2014
Service Sector Skills				
376 Employ customer service techniques to accommodate customer behavioural styles in a workplace	03	2	A	19 Aug 2015
11818 Demonstrate and apply product and/or service knowledge	03	2	A	6 Jul 2016
57 Provide customer service	02	2	A	21 May 2014
56 Attend to customer enquiries face-to-face and on the telephone	01	2	A	21 May 2014
Visual Arts				
91185 Communicate a considered personal response to art works	02	4	A	2 Apr 2015
91017 Demonstrate understanding of links between context(s) and art works	01	4	A	2 Sep 2014

Online results

You can access your results online anytime. You need to [register](#) as a user and [login](#). The 'My School Entries and Results' screen will be updated with internal results as they become available during the year. External results will be available online from mid January.

As your results are updated regularly NZQA recommends that you choose carefully when ordering copies of your documents. If you require additional copies there may be a charge.

What can I order?

New Zealand Record of Achievement (NZRoA)	You can save a free copy of your NZRoA in PDF format by logging into the Learner portal on this website. You are also entitled to one free hard copy of your NZRoA each year (if you had results in the previous year). Any more hard copies will cost \$15.30 each. You can order online .
NCEA and University Entrance Certificates	You are entitled to one free NCEA certificate at each level and one free UE certificate. Any more copies will cost \$15.30 each. You can order online .
Certificate reprints	There is a charge of \$15.30 for each certificate reprint. You can order online .

NCEA results released to universities

In January, NZQA will send all NCEA level 2, level 3 and university entrance results that have been authorised for release to all New Zealand universities. This helps these institutions to process pre-enrolments. If you do not want this to happen, you must tell your school.

Appendix A: NCEA Appeals Application Form

The student is to complete **Section A** and hand in to the **Head of Faculty** within 10 school days of receiving a marked assessment back from the teacher. A completed copy of this form will be returned to the student and a copy held on file.

Section A

Name:	Tutor Group:
Date of Application:	Subject:
Name of teacher:	
Standard number:	Title:
Grade awarded:	Date assessment returned:
Reason for appeal: <ul style="list-style-type: none">- I have discussed my grade with my subject teacher <input type="checkbox"/>- I would like the HOLA to reconsider my grade because:	

Section B – School Use Only

Head of Faculty:

The grade awarded by the teacher stands.

The grade awarded has been changed to _____

Comment:

Signed: _____

Date: _____

Principal's Nominee – Decision / comment

Signed: _____

Date: _____