

STUDENT & WHĀNAU INFORMATION BOOKLET

NCEA

National Certificate Of
Educational Achievement

Updated April 2025

Name _____

Year Level _____

Tutor Group _____

National Student Number (NSN) _____



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Introduction

This book is for you and your whanau to explain how NCEA works and how James Cook high School supports our learners through NCEA. You will find useful information about the rights and responsibilities of the learner and the rules that we must all follow from NZQA.

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 are 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.

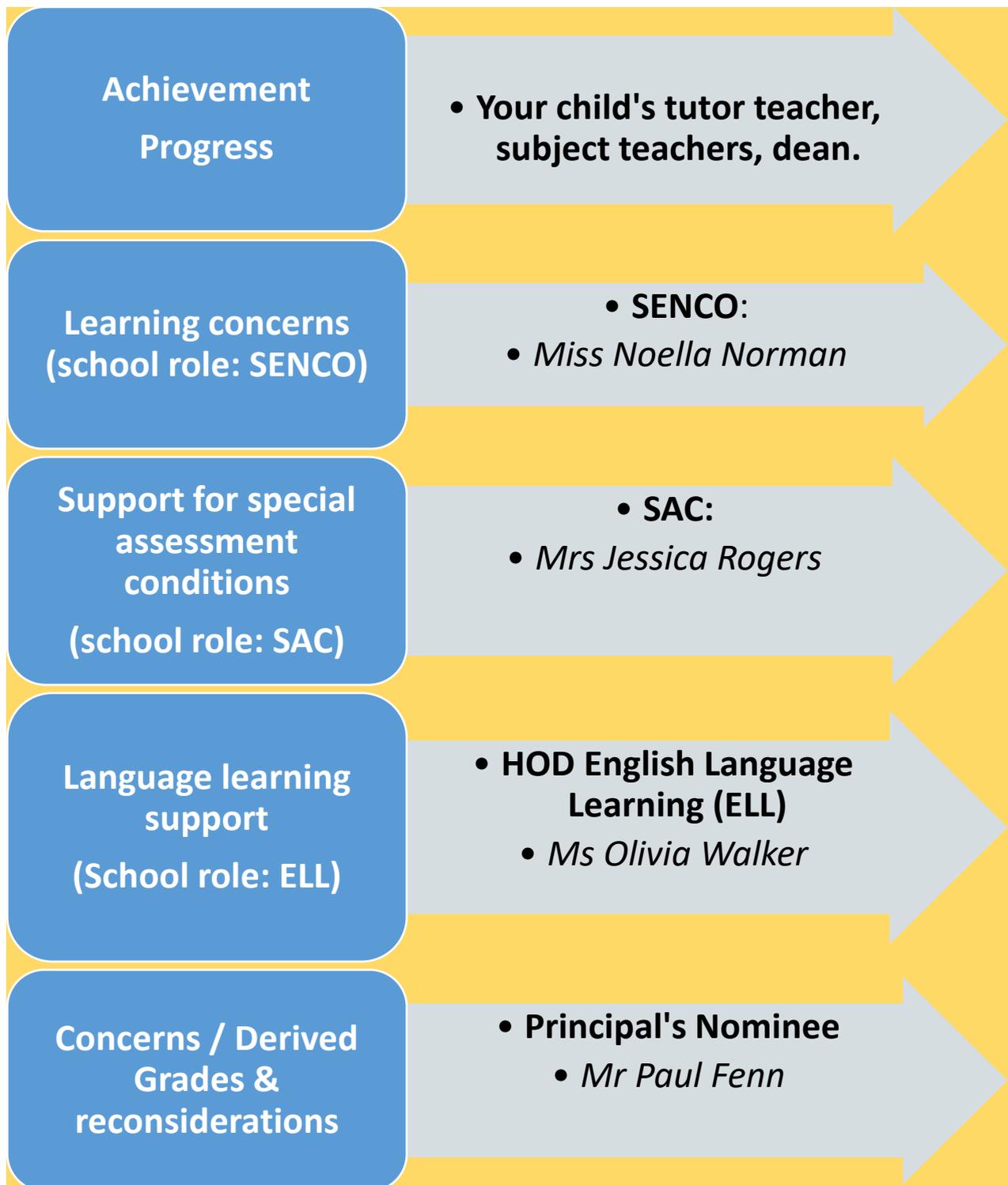
Keeping Assessment Information Safe

You will need to refer to this NCEA Information Booklet over the next year. It is important that you file it with all your 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.

School contacts for your achievement support

Students, parents or caregivers are welcome to contact the following people at any time if they require help with any of the areas below:



About the National Certificate of Educational Achievement (NCEA)

In year 11 to 13, students will be engaging in learning that is aligned to New Zealand's national qualification, the National certificate of educational achievement (NCEA).

Student Work – collecting evidence for assessment

Throughout the year, your teachers will gather evidence that shows you have gained Achievement or Unit standard assessments. 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.

Grades

There are three types of standards that contribute to achieving NCEA: achievement standards, unit standards and skill standards.

Achievement standards can be assessed internally or externally. Unit standards and skill standards are usually assessed internally.

Your grade will show how well you did in completing the standard.

There are four possible grades for achievement standards:

Not achieved (N) for not meeting the criteria of the standard

Achieved (A) for meeting the criteria of the standard

Merit (M) for meeting the criteria of the standard to a very good level

Excellence (E) for meeting the criteria of the standard to an extremely high level.

Some unit standards and skill standards may offer N, A, M and E grades, while for others, you may either achieve them (A) or not achieve (N).

Literacy, Te Reo Matatini, Numeracy and Te Pāngarau

To be awarded NCEA, you need to achieve 10 credits in Literacy or Te Reo Matatini and 10 credits in Numeracy or Te Pāngarau to show you can use and understand language, as well as mathematics and statistics.

In 2024 and 2025 you can earn these credits through the new Literacy, Te Reo Matatini, Numeracy and Te Pāngarau standards, or from a list of other approved standards.

These credits are known as 'co-requisites' because you require them alongside your other credits for NCEA.

There will be many opportunities to earn these credits while you are at secondary school, and once you have gained them, you have met the Literacy, Te Reo Matatini, Numeracy and Te Pāngarau requirements for all three levels of NCEA.

If you met these requirements in 2023 or earlier, you do not need to attempt them again.

Watch a video on how NCEA works at: www.nzqa.govt.nz/ncea-video



What you need for NCEA

From 2024, you will need:

NCEA Level 1

60 credits at Level 1

Numeracy or
Te Pāngarau

10 credits from the new Numeracy or Te Pāngarau standards, or from a list of other approved standards

Literacy or
Te Reo Māori

10 credits from the new Literacy or Te Reo Matatini standards, or from a list of other approved standards

NCEA Level 2

60 credits at Level 2

NCEA Level 3

60 credits at Level 3

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 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** (see image)

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.

The Literacy and Numeracy Corequisites

To gain an NCEA qualification at any level, students need to achieve the 20-credit co-requisite (CAA) using:

- the new Literacy and Numeracy standards, or
- Te Reo Matatini and Pāngarau standards.

Students achieve the co-requisite by sitting external **Common Assessment Activities (CAAs)**.

This will look like:

1. English-based literacy and numeracy digital test
2. Māori-based Te reo Matatini me te Pāngarau digital test or portfolio.

Entering students into Literacy and Numeracy assessments

The Ministry of Education guide schools to enter students for the literacy and numeracy CAA assessments when they have full mastery over curriculum Level 4 and are ready to work at Level 5.

Students don't have to be entered into every assessment during the assessment period. They may only be ready for Literacy Reading or Numeracy, for example.

Remember, students can be assessed from years 9 to 13. Our school may decide a student is not ready to be assessed until the following year.

The CAA assessment opportunities are offered twice per year, on a date set by our school, with in the week identified by NZQA.

In 2025, the CAA digital assessments will be held in the following weeks:

		Term 2 – Assess 1	Term 3 – Assess 2
English-based literacy	Yr 11	Week 4 Tue 20 / 21 May	Week 8/9 01-12 Sept. (dates TBC)
	Yr 12	Week 5 Tue 27 May	
English-based Numeracy	Yr 11	Week 4 Thu 22 May	
	Yr 12/13	Week 5 Thu 29 May	
Maori-based literacy (Te Reo Matatini)	ALL Yr 11-13	Week 5 Wed 28 May	Week 8 01-5 Sept. (Dates TBC)
Maori-based numeracy (Pāngarau)	ALL Yr 11-13	Week 5 Thu 29 May	

Preparing for digital assessment as a student

Past Literacy and Numeracy assessment papers, exemplars, and assessment specifications and reports **may be located on the NZQA website under the following areas.**

- Literacy - Reading
- Literacy - Writing
- Numeracy
- Te Reo Matatini me te Pāngarau

https://www2.nzqa.govt.nz/ncea/subjects/litnum/#e23943_heading1

Additional pathway to level 1 literacy and numeracy

In 2025 some approved literacy and numeracy-rich standards can also be used to achieve the co-requisite. These can be offered in some timetabled subjects in your courses. If these assessments are on offer in your / your child's courses, they will be identified from the KAMAR course entry script with a flag for L1 Lit / Num (see image below).

2025 NCEA Results							
1ENG Level 1 English							
<i>Level One</i>							
32403	2	US 32403 - Demonstrate understanding of ideas and	5	L1 Lit	external	External	
32405	3	US 32405 - Write texts to communicate ideas and information	5	L1 Lit	external	External	
91924	3	English 1.1 - Demonstrate understanding of how context shapes	5	L1 Lit	sna	Internal	
91925	4	English 1.3 - Demonstrate understanding of specific aspects of	5	L1 Lit	external	External	
91926	5	English 1.2 - Develop ideas in writing using stylistic and	5	L1 Lit	sna	Internal	
1GEO Level 1 Geography							
<i>Level One</i>							
91932	3	Geography 1.1 - Demonstrate understanding of the spatial	5	L1 Lit	sna	Internal	
91933	3	Geography 1.2 - Explore an environment using data	5	Num	sna	Internal	
91935	4	Geography 1.4 - Demonstrate understanding of decision-making	5	L1 Lit	external	External	
1MAT Level 1 Mathematics							
<i>Level One</i>							
91944	4	Mathematics and Statistics 1.1 - Explore data using a statistical	5	Num	sna	Internal	
91945	3	Mathematics and Statistics 1.2 - Use mathematical methods to	5	Num	sna	Internal	

For further information about Literacy and Numeracy, go to:

https://www2.nzqa.govt.nz/ncea/subjects/litnum/#e15654_heading1

Tracking my NCEA progress

How do I track my own progress???

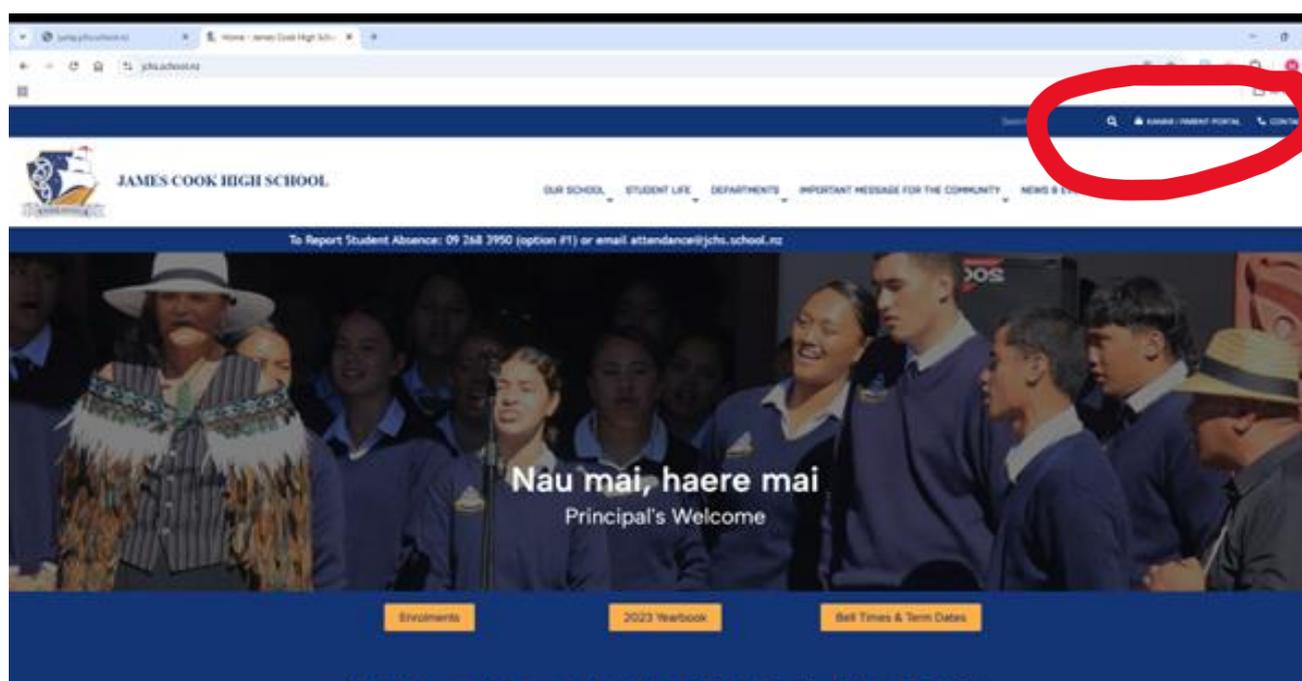
1. Use the JCHS student portal app
2. Set up my account on the NZQA website

The JCHS KAMAR Portal

All your senior course assessment entries are loaded onto our school's KAMAR system. You can look at your assessment entries and your results by using the **KAMAR Parent Portal** through the link on our school website.

Steps to access:

- Click on KAMAR Parent Portal
- Then in next screen, click on Sign In and use student or parent log-in details. Follow prompts.



Looking at my official records on the NZQA website

All students have a **National Student Number (NSN)**. You can find out yours by asking your Tutor Teacher and / or Dean to look on KAMAR.

Later in the year, around term 3, NZQA will send you, through our school, your own NSN card to confirm your contact details and address. Keep this card safe or take a photo of your NSN number.

Registering for my Learner Login on the NZQA Website

Once you have your NSN number you will be able to register on the NZQA website (www.nzqa.govt.nz) as a student. You will be shown how to do this in Year level assemblies.



To create an account or log in, go to www.nzqa.govt.nz and click 'Login' in the top-right corner.

The official NZQA website also provides:

- Student Exam Hub
 - Access for Digital Exams
 - Information for Māori 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.

Try using a Student Tracker booklet

On our school website you will find a student NCEA tracker booklet, which contains:

1. A Year planner – use to enter your assessment dates from your course outlines.
2. Course Outline pages – blank pages to attach copies of course outlines
3. NCEA record of progress – blank pages to attach your regular records of progress.

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.

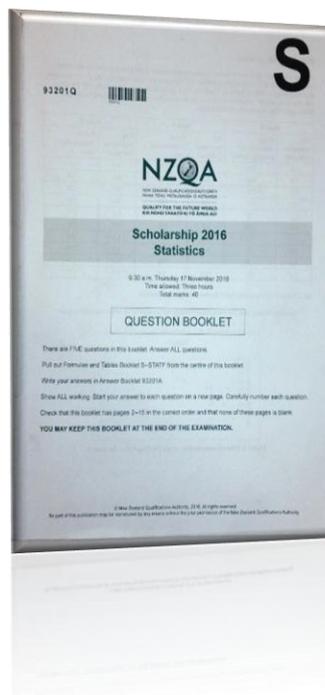
Student exemplars

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.

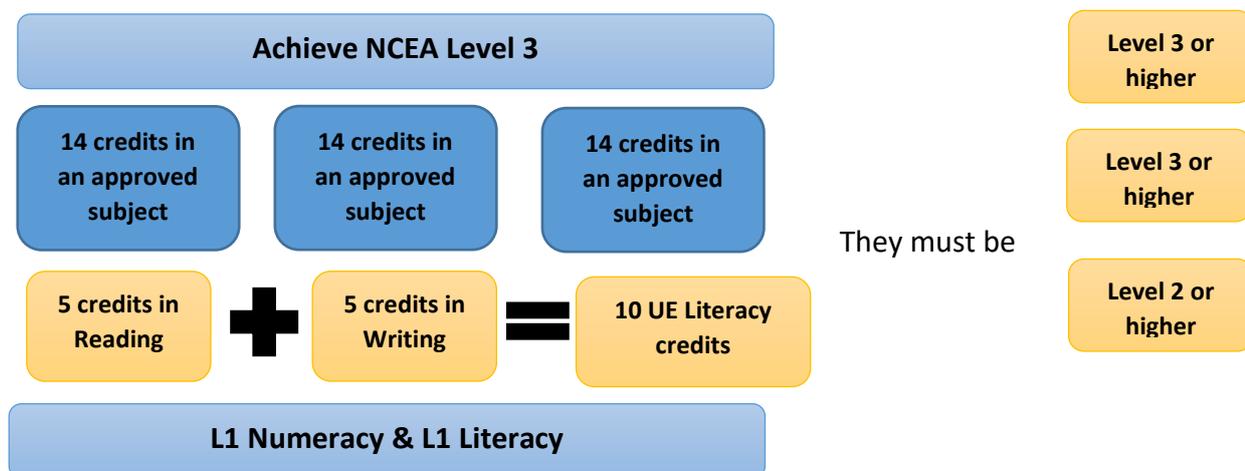
To achieve University Entrance you need –

- 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:

- L1 NCEA Numeracy and L1 Literacy
- 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
 - These literacy credits will be gained from a list of approved Achievement Standards and Unit Standards.



Once these requirements for University Entrance are met, it will appear on your Record of Achievement.

NOTE that many universities have extra entry requirements.
See our 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.

Guaranteed Entry Scores (GES)

Some universities use a rank score system for guaranteed or preferential entry into some courses of study, especially for those with limited or competitive entry. The score is based on the number of Level 3 credits gained with Excellence, Merit or Achieved.

Students may still be accepted into a course of study if they don't meet the rank score but do meet the University Entrance standard.

GES are derived from a student's best 80 credits at NCEA Level 3 in up to five subjects on the approved subjects list:

Excellence = 4 points

Merit = 3 points

Achieved = 2 points

A maximum of 24 credits in each approved subject can be counted.

Entry to other tertiary education organisations' degree programmes

Many tertiary education organisations (the Institutes of Technology and Polytechnics, the wānanga and Private Training Establishments) also base their entry requirements for some degree programmes on the University Entrance requirements. Students should check programme entry requirements carefully.

Entrance to Australian universities

NZQA can support students seeking entrance to Australian universities by converting a student's NCEA Level 3 results into a percentile scale, called the Australian Tertiary Admission Rank (ATAR). Higher level of performance (Merits and Excellence) lead to higher ATAR scores.

ATAR scores can be provided to the Tertiary Admissions Centres. This allows NCEA students to be treated equitably with Australian students for tertiary entry and selection purposes.

What can I expect from my 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.

No	Standard Number	Version	Level	Credits	Full Title	Method of Assessment	Assessment Opportunities Offered	Approximate Date	Grade	Teacher Signature
1	91554	1	3	3	Japanese 3.2 - Give a clear spoken presentation in Japanese that communicates a critical response to stimulus material	Practical	1	11/06/2022		
2	91555	1	3	6	Japanese 3.3 - Interact clearly using spoken Japanese to explore and justify varied ideas and perspectives in different situations	Portfolio	3	30/09/2022		
3	91557	1	3	5	Japanese 3.5 - Write a variety of text types in clear Japanese to explore and justify varied ideas and perspectives	Portfolio	3	30/09/2022		
4					PRACTICE EXTERNAL Japanese 3.1 - Demonstrate understanding of a variety of extended spoken Japanese texts (91553)	Exam	1	12/09/2022		
5					PRACTICE EXTERNAL Japanese 3.4 - Demonstrate understanding of a variety of extended written and/or visual Japanese texts (91556)	Exam	1	12/09/2022		
6	91553	2	3	5	Japanese 3.1 - Demonstrate understanding of a variety of extended spoken Japanese texts	Exam	1	12/09/2022		
7	91556	1	3	5	Japanese 3.4 - Demonstrate understanding of a variety of extended written and/or visual Japanese texts	Exam	External	10/11/2022		

Collect and file a course outline for every subject on your timetable

Assessment results timeline for marking

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.

Resubmissions

Change to resubmission rules from 2021 onwards

This change is 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 because 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 by moderation (teachers checking marking)

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?

What is an “Appeal”?

Students may appeal the grade awarded for an internal assessment, within **FIVE school days** of receiving your grade. (See page 22 for the “Appeals Form”).

The appeals pathway is:

- Refer concern to your subject teacher first.
- 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.

How do I Appeal my Grade?

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 Faculty (HoF) for a re-mark, using an Appeals form (see: Appendix A). 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 this book on our school website (NCEA section).
3. If you still disagree you may appeal to the deputy principal of student achievement, or our principal’s nominee.

Special assessment conditions (SAC)

Our school's Special Educational Needs Coordinator (SENCO) ensures that students who require Special Assessment Conditions (SAC) 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 or talk to your subject teacher.

Special Assessment Conditions – the process

- Students are evaluated for reader/writer/extra provision by the Learning Support following specific criteria by NZQA.
- Our school applies to NZQA annually 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 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.

More information, can be found at
www.nzqa.govt.nz/sac and ncea.education.govt.nz/special-assessment-conditions.



What are my responsibilities for my assessment work ?



What I can
control

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. mobile phone, 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.

How to prove your own authentic work?

Keep copies of your work drafts

Make sure your teacher sees your work in action (so they can see your journey)

Show evidence of your progress when working on large projects (eg: photograph each section, phase, activity).

Learn to cite and reference your work

Show your thought process (eg: use mind maps / charts / voice recordings of your thinking development)

Keep a diary of your learnings as you develop your work

Use your own ideas and believe in them, instead of relying on others!!

DO NOT THROW OUT YOUR DRAFTS!!!!

Some tools to check your document authenticity:

There are various tools you can use to check your work. Some of them are:

Plagiarism Checker <https://www.grammarly.com/plagiarism-checker>

Wordcounter <https://wordcounter.net/>

Backlink Checker

Grammar checker <https://www.grammarcheck.net/editor>



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.

Missing an External Exam? - Derived Grade Application

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?

Practice Exams:

Students entered into external examinations should complete the practice exams in term three. The results of these exams provide a DERIVED grade if an end-of-year external examination is missed because of the criteria below.

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 (**See Appendix B for more information on application process**).

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.

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 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

Online results

As you work on NCEA in your senior years at school, you 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 regularly throughout the year.

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

To do this, You need to [register](#) as a user and [login](#). To finish the registration process, you will need your **National Student Number (NSN)** to verify who you are (See page 8).

The 'My School Entries and Results' screen will be updated with internal results as they become available during the year.

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.

Log in to NZQA

Scroll down to find log in options for learners, providers and contractors, or apply to have your qualifications recognised in New Zealand



View your results and progress

Submit digital files, request your Record of Achievement and more in MyNZQA.

New user? You'll need your NSN to create an account.

[Learner log in](#)

[Create or activate account →](#)



Manage your organisation online

Make applications, manage student information and more as a secondary or tertiary education provider.

New users need to request access from the MoE.

[Provider log in](#)

[Request access →](#)



Have qualifications recognised in NZ

Apply for an International Qualification Assessment (IQA) to work or study in New Zealand. Resident or citizen going overseas and you have a student loan? You may need an Overseas Study Assessment (OSA) for IRD.

[Find out more](#)

[Check your application's status →](#)

Check out the new look NZQA website at:

<https://www2.nzqa.govt.nz/>

External assessment results

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 School Results Summary (SRS) is a transcript of all results you have gained for both internally and externally assessed standards while at school. It also shows any national qualifications and endorsements, University Entrance and Scholarships achieved up until the time you leave school, as well as a summary of credits by course/subject and level.

Changes to the School Results Summary

NZQA has stopped producing official copies of the SRS. You can now print an unofficial copy of their SRS yourself, anytime, by:

- Logging in to the NZQA [Learner 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.

You can do this by:

- Logging into the [Learner login](#) and saving a free electronic copy of your record.
- Ordering a hard copy online using your [Learner login](#).

The New Zealand Record of Achievement in hard copy format and in the electronic format (left):

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 5 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: _____

Appendix B: Making a Derived Grade Application

When to apply

Applications with all supporting documentation should be made as soon as possible.

Candidates should not wait until the end of examinations as NZQA may need to contact the school or candidate for more information to support the application.

Where a candidate's application is approved, the derived grade(s) will appear on the results notice when these are released in January. They won't be labelled as derived grades.

Where a candidate sits an examination, the grade reported will be the better of the derived grade provided by the school, or the one the candidate achieved in the external assessment.

The application process

1 Contact your school

Contact your school's Principal's Nominee, as soon as possible, to seek advice on the process and notify them that you want to apply for a derived grade.

2 Get an application form

Collect a derived grade application form from the school or download a derived grade application form.

[Application form for derived grade](#)

3 Complete the application form

Complete the information requested including:
- getting your doctor, counsellor, relevant professional or agency to fill in their part of the application form OR

- providing evidence of the event e.g. order of service or funeral notice.

4 Give the completed form to the school's Principal's Nominee

Hand the completed application to the school's Principal's Nominee as soon as completed but by the due date on the application form.

The evidence you need to apply for a derived grade

Credible evidence must be provided to support a derived grade application.

The author of any supporting document needs to be independent and suitably qualified to justify the application.

Supporting evidence needs to confirm a medical diagnosis from a consultation at the time of the examinations or an event happening and its impact on the candidate. The evidence must identify the period affected (from when to when).

Examples of evidence

Some possible examples of evidence that can be used to support an application include:

Medical or trauma

- Hospital discharge
- Report or certificate from a registered independent medical professional such as a:
 - doctor, doctor's practice nurse
 - school nurse
 - counsellor, school counsellor
 - social worker
- Attestation from Principal's Nominee or Exam Centre Manager (e.g. that student vomited/fainted at examination).

Event or misadventure

- Police or traffic report
- Order of funeral service or death notice
- Newspaper report of an event e.g. fire at student's home
- Confirmation from Principal's Nominee that:
 - student's parent died
 - bus student involved in accident.

An application can be declined

NZQA reserves the right to decline derived grade applications that do not meet the eligibility criteria. The candidate and Principal's Nominee are informed in writing of a declined decision.

A declined decision can be appealed. The process to appeal a declined decision is provided in the notification to the candidate that their application is declined.

For further NCEA information, check out

<https://www2.nzqa.govt.nz/>