

KARAMU HIGH SCHOOL



SENIOR ASSESSMENT PROCEDURES for NCEA

For

Parents and Students

Version December 2018

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The National Certificate in Educational Achievement (NCEA)

NCEA is New Zealand's national qualification for students from Year 11 onwards. It is a cumulative qualification and has three levels:-

NCEA Level One

- Students achieve NCEA Level One when they have earned a total of 80 credits at Level 1 or above in their Year 11 or selected Year 12 courses.
- Students must have at least 10 credits showing they have Literacy skills and 10 credits showing they have Numeracy skills. These credits come from Achievement Standards in English and Mathematics or specific Achievement Standards in other Courses that give them Literacy or Numeracy which are identified in the Course Booklet.
- Some students will use Unit Standards to gain their Literacy and Numeracy. Karamu High School will determine if this is to the most appropriate option.

NCEA Level Two

- Students build on NCEA Level One to achieve their NCEA Level Two.
- NCEA Level Two requires a minimum of 60 credits at Level 2 or above and 20 credits they already have from Level One or above.
- Students must have Level One Literacy to gain NCEA Level Two.

NCEA Level Three

- Students achieve their NCEA Level 3 when they have at least 60 or more credits at Level 3 and 20 they already have at Level 2 or above.

University Entrance

- To attend University or further Tertiary study and do a degree course **in addition to NCEA Level Three students require University Entrance**
- From students going to Tertiary study this requires:-
 - 5 Reading and 5 Writing credits from specified Achievement Standards at Level 2 or Level 3 – (Refer to the Course Booklet)
 - 10 Numeracy credits from NCEA Level One
 - 3 Achievement Standard Level 3 Courses with at least 14 credits in each

NCEA with a Merit or Excellence Endorsement (Level Endorsement)

- If students achieve 50 or more credits at Excellence their NCEA Certificate will be endorsed 'with Excellence'
- These credits may come from Internal or External assessments
- If students achieve 50 or more credits at Merit or above their NCEA certificate will be endorsed 'with Merit'

Achievement Standards

- School based Courses are assessed by measuring against Achievement Standards. Some will be assessed internally eg. An assignment or test within the class, and others will be assessed externally eg. An examination at the end of the year.
- Students earn credits when they achieve the standard. There are three levels of achievement:-

A - Achieved the standard

M - Achieved the standard with Merit

E - Achieved the standard with Excellence

Students who do not achieve the standard are given Not Achieved - **N**

Course Endorsement

Students can gain a Course (Course) Endorsement when they achieve both of the following criteria in a Course in the one school year:

- 14 or more credits at Merit or above,
OR
14 or more credits at Excellence
AND
- At least 3 or more of these credits must come from internal standards and at least 3 or more from external standards
- Physical Education and L3 Visual Arts Courses have different criteria. Teachers will explain how these differ to students in their classes.

Unit Standards

- Karamu High School offers senior students opportunities to achieve industry-based National Certificates from the New Zealand Qualifications Framework (NZQF) at the same time as they are completing their NCEA.
- The New Zealand Qualifications Authority (NZQA) automatically scans students' results and notifies them when they have qualified for another National Certificate
- For example, in Years 12 and 13 Tourism, credits also contribute towards the National Certificate in Tourism (Introductory Skills) Level 2.
- Students earn credits when they achieve the standard. There is only one level of achievement:-

A - Achieved the standard

OR

N - Did not achieve the standard.

Entering NCEA

- Students will be automatically entered for NCEA by the school.
- NCEA fees will be \$76.70 for all Achievement and Unit Standards taken in an academic year. Each Scholarship Course will cost \$30.00.
- NCEA fees are included in the School Invoices which are posted home. They are due at the end of Week One in Term 3. NZQA charge a late fee of \$50. If fees are not paid, students cannot access their results.
- NCEA Fees can be paid by Internet Banking, or at the Student Office
- Some students will qualify for Financial Assistance (*see below*)

Financial Assistance

Students can apply for Financial Assistance if:

- There are three or more students from the same family entering exams in the same year
- The family is receiving a Work and Income or Study Link benefit
- The joint family income is below that required to qualify for a Community Services card
- Application forms will be enclosed with Mid Year Reports and also on the Karamu High School Website www.karamu.school.nz in Term 3. The Financial Assistance Form must be returned to the School Office with the appropriate NCEA fee by the due date. Financial Assistance will also apply to Scholarship.

Course Assessment Statements for each Course

At the beginning of each year the teacher of **each Course** that students take at school will provide a Course Assessment Statement which will contain:-

- the goals for the course
- course information that gives Milestones and Assessment deadlines
- course outline eg what topics will be covered during the year
- assessment information eg number of achievement standards, whether each standard is internally or externally assessed
- whether course endorsement is available
- year planner for teaching topics and assessments dates/weeks
- which standard(s), if any, will have a Further Assessment Opportunity
- student record sheet for students to record their assessment results and track their own progress

These Assessment Statements are important working documents. Students must keep them in their folder, or as part of their workbook, as they will need to have regular access to them.

Learning in Class

In each NCEA course, the work students study in class (the curriculum) is generally divided into a number of topics, or themes:

- students will be given a clear understanding of what they need to do in order to achieve
- through ongoing feedback from the class teacher, students will be able to work towards specific goals
- students will gain credits for work assessed in the classroom, as well as in the end-of-year examination
- students, their parents and, in the future, potential employers should have a comprehensive picture of each student's skills and understanding

Classwork and Homework

- Students are expected to attempt and complete all classwork, homework and assessment tasks that are set as part of the course.
- It is important that students do their homework, for it consolidates their learning while allowing them to work at their own pace.
- **If a student realises they don't understand some aspect of their work, they should talk to their teacher about it at the next opportunity or talk to the Academic Leaders**

Doing an assessment

Students will be assessed by a variety of methods:- eg

- common test
- in-class assignments
- research assignment
- Portfolio of work
- oral presentation
- practical demonstration
- end-of-year exam.

Each assessment will measure the student's achievement of either an Achievement or Unit Standard and results will be sent to NZQA for each standard the student achieves.

Milestones

- Each Assessment will have at least one **Milestone**
- Milestones are set for two reasons:-
 - Check students understands the assessment and ready to move to the next phase
 - An Authenticity check
- **Students who do not meet the Milestones will be required to catch up their work in the Homework Centre after school**
- **Students who are behind at the end of each term will be required to attend school during the holidays to catch up.**

Assessment Calendar

- An Assessment Calendar is available on the Karamu High School Website
- This will list assessments for the term in each Course

Attendance requirements

Students must attend class to prepare for assessments

- In order to learn the work and develop skills in the classroom, and thus be eligible to attempt the assessment task, students must attend every class throughout the year, unless prevented by sickness, injury or bereavement.
- Where students fail to attend regularly the family will be contacted to discuss the reasons

If a student is going to be absent from class

- A phone call to the Karamu High School 24 hour Absence Line **870 6143** or a note signed by a parent or caregiver must be brought to the Form Teacher or Office on the day of the student's return to school.
- It must include the student's name, the dates absent and the reasons for the absence.
- If at all possible, the Course teacher should be informed if a student will miss an internal assessment.
- A Medical Certificate may be required if an internal assessment is missed i.e. a letter from home may not be sufficient.

Pre-arranged and approved school functions e.g. fieldtrips, sports.

- Provision will be made by the class teacher if an internal assessment will be missed due to a school function

Professional Appointments which cannot be arranged out of school time e.g. orthodontist.

- It is important that students check dates and do not make appointments for days/times when they have internal assessments.
- Students must bring their appointment card, or a note signed by their parent/caregiver to the Office, then sign the 'Going Out' book at the student office before leaving.

Parent-excused 'self-interest' absence e.g. overseas travel during school time.

- The family must notify the school well in advance so that it may be possible to organise assessments around the absence.
- It is important to realize that it may not be possible to arrange an opportunity for assessments missed because of the nature of the assessment task.

'Wilful' absence where the student is away from class because there is to be an internal assessment that day.

- If the absence is deemed to be unacceptable, the student will receive a 'Not Achieved' grade
- Note: A letter from home does not make an unacceptable absence legitimate if an assessment has been missed.

Missing a school based assessment

Provided there is a valid explanation for Absence, when the student returns to school after sickness or similar the Course teacher will:-

- Arrange an extension of time. An **Extension Form** must be completed and signed by both parties and is to be attached to the assessment when it is handed in
OR
- Re-schedule the assessment eg test at an agreed time, if practicable
OR
- Give a grade based on accumulated standard-specific evidence

If a student can demonstrate sufficient evidence of having achieved a particular standard from other valid work related to the same skill or content area eg class tests, their work will be assessed against the standard and the student may be awarded an 'Achieve', 'Merit' or 'Excellence' grade.

If a student cannot demonstrate such evidence, then no credit can be awarded.

The consequences of missing an internal assessment depends on the nature of the assessment.

If a student thinks they will miss the due deadline because of circumstances beyond their control

- The student must notify the class teacher as early as possible to ask for an **Extension of time (see above)**.
- It is not acceptable to be absent the day before, then come to school on the day to claim an extension, nor to be absent on the day and expect an extension the next day

Assignments dependent on particular events

- For example field-trips or practical work that cannot be repeated.
- In these cases the student will only be eligible for a further assessment opportunity using a different situation if there is one for that standard.

Due Dates for Internal Assessments

The due date for an assessment to be handed in will be written on the assessment. Students must:-

- Ensure they understand the assessment programme and policies
- Ensure they understand the requirements of each assessment before they start work on it
- **Ensure the class teacher receives the work on time.** The teacher will explain how and when to hand in their work. The assessment must be clearly named and secured.
- **Ensure work is handed in on time, even if it is incomplete**, so feedback can be given, and a *Further Assessment Opportunity* given by the teacher if appropriate. Work that is handed in late will receive N - Not Achieved, unless an alternative has been negotiated with the class teacher.
- Students who believe they have valid reasons to be given a **deadline extension** need to talk to their teacher **at least 2 days before the due date** and show evidence of having meet the earlier Milestones. These students will be required to complete an

Extension Form. Approval can only be given by the Head of Faculty and Principal's Nominee

- If the dates of assessment activities may have to be changed to allow for unplanned interruptions. Students will be advised of these in an appropriate manner.

Authenticity (Academic honesty)

- Authenticity means the work a student presents for assessment **must be their own work.** It must not be copied from information sources such as books, other students, or from information downloaded from the Internet.
- While it is quite acceptable for students to discuss all aspects of their assignment with friends, parents etc, and to access any information source such as the Web, books or other resources, as long as when it comes to actually writing their assignment, it is all their own work.
- **If a quote from another person's work is used, it must be acknowledged** in the correct manner. The class teacher will show students how to do this. To not do this is plagiarism.
- If collecting data or newspaper clippings etc as part of the assignment, these must also be the student's own work i.e. they **cannot be shared, photocopied between friends etc.**
- Students will be required to sign a School Authenticity Form at the beginning of the year and will be reminded of their commitment at the start of each assessment.
- **Karamu High School takes breaches of Authenticity very seriously. Breaches of Authenticity will result in disciplinary procedures that may result in a Stand Down.**

Consequences of Not Handing in Assessment work

- Where students do not hand in Assessment work by the due date they will be required to attend the Homework Centre each night until the work is completed

Returning Marked Work

- Test papers and other assessment activities will normally be marked and returned as quickly as possible. Inter-class Moderation needs to occur before any students work is returned
- Information recorded on the cover sheet by the marker will allow students to see how well they have completed the aims of the assessment.
- The teacher will explain the marking process with the class when returning the marked assessments and remind students about the appeals process at this time.
- Students will be required to carefully check the accuracy of the marking of their assessment

- **Any concerns or problems should be discussed with their teacher in the first instance**
- If there are still concerns the student needs to see the Principal's Nominee, Mrs Thomas
- All student will be collected back in for Moderation purposes and kept by the school for one year

Recording of Grades

- **Students are responsible for keeping their own record of the grades they achieve throughout the year in each Course**
- The Course outlines have a place for students to record their grades in each Course
- The Parent Portal available through the Karamu High School Website gives direct access to Milestones, NCEA results as they are contained on the Student Management System.
- Students should also set up a **Log – In on NZQA** at the beginning of the year so they can track their results. This are the **official results**. From July students should log on regularly to check their results and external entries are correct.

Further Assessment Opportunities

If a student does not achieve the standard when their work is assessed, it may be possible to be to have a further assessment at a later date. Each Course statement will have details of which standard has a further assessment opportunity.

- Teachers may give another opportunity to achieve the standard if the student has:-
 - A realistic chance of achieving it.
 - Students must indicate that they have learned more than they knew when they did the first assessment i.e. students cannot be reassessed just because they did not achieve credit the first time – there must be evidence that more learning has taken place.
 - Students who meet the standard can achieve 'achieved', 'achieved with Merit' or 'achieved with Excellence' grades when they are reassessed.
- In many cases, a further assessment opportunity will not be practicable, e.g. collecting data on a field trip. In practice, this means students will have to come to school that day, even if they are poorly, in order to do the fieldwork.
- Students may take advantage of a further assessment opportunity, if they have already achieved the achievement standard, in an attempt to improve their grade.
- **Students who do not hand in their assessment when it is due, in the expectation that they would do it better when reassessed later, will be denied a further assessment opportunity and their result will be N 'Not Achieved'**

Homework Centre

- Karamu High School operates a Homework Centre 2 nights a week from 3.15 – 4.40pm
- The Homework Centre can be used for the following:-
 - A quiet place to use
 - Computer access for assignments
 - Assistance in completing assignments
- Students who have not met Milestones will be required to attend the Homework Centre until they have caught up. This will be compulsory attendance monitored by the Deputy Principal in charge of Assessment

Special Assessment Conditions (SAC)

- If a student has a specific learning difference or learning difficulty that may affect their performance in assessments, the school will apply for special assessment conditions eg a reader/writer for the visually impaired
- The Head of Learning Support will apply for special assessment conditions for external assessments (exams in November), if appropriate, in Term 1.
- Students must have been assessed by the SENCO, Mrs Tuika, as needing assistance and must have had that assistance available in previous years and during the year for internal assessments.

Appeals

Students may appeal any assessment-related decision, including:

- Relating to authenticity
- Breaches of the rules
- Awarding a N 'Not Achieved' grade for a late submission or a non-approved absence eg 'wilful' absence
- if they think their assessment was incorrectly or unfairly marked
- incorrectly recording in the teacher's mark book, or on the NZQA website
- In the first instance, students should discuss any assessment issue as soon as possible with their class teacher, and certainly within one week of having received their marked work back and checking the marking process in class.
- If the issue is not resolved, a student may Appeal the teacher's decision by seeing the Principal's Nominee

Misconduct – Breaches of the Rules

If a student's work leads the assessor to suspect that there has been a breach of the rules in regard to:-

- Authenticity, eg cheating by copying another student's work, colluding with another student to produce the same answers, or plagiarism,
- Other assessment rules eg disrupting others during an assessment, lack of co-operation or participation in a group assessment, misuse of any electronic devices, unauthorised material brought to the assessment

The consequences will be:

- The class teacher will refer the case to the Head of Department for review.
- If the case is proven, the student will receive N Not Achieved.
- If the work has been copied from another student, both students may receive N Not Achieved.
- A formal letter will be sent to the student's parents/caregivers or there may be a Stand Down

Keeping Track of NCEA Results

- Students are responsible for checking the accuracy of their grades and credits
- Students will get a copy of their credits and grades for each assessment in each of their Reports. They should check these against their own records
- Each month Internal grades and credits are sent to NZQA
- Students can access these updates of their results each month via their own NZQA Log-in Year 11 will be issued this information in June. Year 12 and 13 can use their previous years Login access code.
- If there is an error or an omission the student needs to either discuss it with the teacher of the Course or Mrs Thomas
- In mid January the following year, their achievement grade N, A, M or E for each external achievement standard and the credits they achieved from their November exams, any Course endorsements and any certificate endorsements are available on the students Login.
- Once appeals have been completed and results are finalised, students can order their certificates and their Record of Achievement online, or from January when results are released, if their results are accurate.

Bench-mark Examinations - Preparing for External Assessments

- Examination practice for end-of-year external assessments is essential. Students need to learn how to organise their time when preparing for external exams and to sit for up to 3 hours writing under exam conditions.
- Senior students will learn study skills
- School Benchmark Examinations are held in early August. Students will be given the dates well in advance
- **Students need to prepare for these examinations well, as these grades will be used if the student is sick for the NCEA Examinations at the end of the year.**
- Benchmark examinations give students genuine practice and allows students and teachers to determine what is needed before the end of the year
- Students are encouraged to prepare for their end-of-year exams by starting their revision programme before the October school holidays.

- Study teachers will help students draft their plan and practise revision skills.

Reports

- Progress Reports will be issued at the end of Term One
- Full written reports for senior students, including their internal assessment results to date, will be issued near the end of Term Two with the opportunity to talk with individual teachers at the Report Evening
- Full written reports will be issued at the end of Term Three
- In addition some students and their parents will have further interviews with Deans and/or the Deputy Principal in charge of Curriculum and Assessment

End of Year Examinations

- External assessments are held in November each year.
- In the week before students go on exam leave, an NCEA assembly is held where students are given their Exam Admission Slip. They are also reminded of the exam rules and regulations and what to do if they are suddenly affected by illness, injury or bereavement
- Students have the full exam time of three hours for each exam, whether the student is doing one or all of the external achievement standards in that Course. Students are expected to stay for the three hours
- Most external assessments are a written exam, except for Art, Graphics and Technology, where students' portfolios are sent away for marking. Some have an aural component e.g. Languages.

Missed External Assessments (Exams) - Applying for a Derived Grade

- Students can apply for a Derived Grade if they miss an end of year exam or other external assessment as a result of sudden illness, injury or bereavement.
- They need to collect the forms the School Office, as soon as possible, as a form to be completed by a medical professional is included.
- A medical certificate on its own is unacceptable.
- Whenever possible, students are encouraged to sit their exam and also apply for a Derived Grade on the grounds that their performance was impaired.
- If a student misses an exam as a result of getting the date wrong, the only recourse is to sit the exam the following year. **Students should put their exam timetable in their phone**
- However, there is no point applying for a Derived Grade where the Bench Mark Exam marks resulted in a Not Achieved. For this reason students need to take their Bench mark exams seriously.