
Francis Douglas



Memorial College

Francis Douglas Memorial College



2018 NCEA Assessment Student & Parent Handbook



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GENERAL INFORMATION

2018 Term Dates & Public Holidays

| Term Dates | | | |
|----------------------------------|---|---|---|
| Term 1 | Monday 29 January | to Friday 13 April | (11 weeks) |
| Term 2 | Monday 30 April | to Friday 6 Jul | (10 weeks) |
| Term 3 | Monday 23 July | to Friday 28 September | (10 weeks) |
| Term 4 | Monday 15 October | to Friday 8 December <i>31 October for Seniors</i> | (8 weeks) <i>(3 weeks for Senior students)</i> |
| Statutory Holidays | | | |
| Waitangi Day | Tuesday | 6 February | |
| Taranaki Anniversary | Monday | 12 March | |
| Good Friday | Friday | 30 March | |
| Easter | Monday & Tuesday | 2 & 3 April | |
| Daylight Saving Ends | Sunday | 1 April | |
| ANZAC Day | Wednesday | 25 April (in school holidays) | |
| Queen's Birthday | Monday | 4 June | |
| Daylight Saving Starts | Sunday | 30 September | |
| Labour Day | Monday | 22 October | |
| School Examination Dates: | | | |
| Prelim Examinations | 17 September - 21 September | | |
| NZQA Examination Dates: | | | |
| NZ Scholarship/ NCEA Exams | Wednesday 7 November – Friday 30 November | | |



| 2018 EXAMINATION TIMETABLE | | | | | |
|----------------------------|---------|--------------------------------------|---------------------------------------|---|--------------------------------------|
| DATE | TIME | LEVEL 1 | LEVEL 2 | LEVEL 3 | SCHOLARSHIP |
| Wed 7 Nov | 9.30 am | Social Studies | Dance | Art History | Earth & Space Science |
| | 2.00 pm | | French | | Drama |
| Thurs 8 Nov | 9.30 am | Media Studies | Earth & Space Science | Drama | Chemistry |
| | 2.00 pm | Sāmoan / Spanish | Japanese | Te Reo Rangatira / Social Studies / Psychology | Sāmoan |
| Fri 9 Nov | 9.30 am | | Physics | Business Studies | Calculus |
| | 2.00 pm | Geography | German | Dance | Agricultural & Horticultural Science |
| WEEKEND | | | | | |
| Mon 12 Nov | 9.30 am | English | | | |
| | 2.00 pm | | Media Studies | Home Economics | Statistics |
| Tue 13 Nov | 9.30 am | French | Business Studies | Calculus | English |
| | 2.00 pm | Economics | | Accounting | Media Studies |
| Wed 14 Nov | 9.30 am | | Mathematics & Statistics | | Classical Studies |
| | 2.00 pm | Music | Accounting | History | French |
| Thurs 15 Nov | 9.30 am | Science | | Making Music | History |
| | 2.00 pm | Chemistry | Geography | Chemistry | Te Reo Rangatira |
| CANTERBURY ANNIVERSARY DAY | | | | | |
| WEEKEND | | | | | |
| Mon 19 Nov | 9.30 am | | English | | |
| | 2.00 pm | History | Te Reo Māori | Biology | Economics |
| Tue 20 Nov | 9.30 am | Mathematics & Statistics | | | Biology |
| | 2.00 pm | | Drama | Physics | Art History |
| Wed 21 Nov | 9.30 am | Japanese | | English | |
| | 2.00 pm | Home Economics | Economics | | Geography |
| Thurs 22 Nov | 9.30 am | Agricultural & Horticultural Science | Art History | Statistics | |
| | 2.00 pm | Chinese | Spanish / Health | Earth & Space Science | |
| Fri 23 Nov | 9.30 am | German | Biology | Geography | Physics |
| | 2.00 pm | Physics | Home Economics | Classical Studies | Japanese |
| WEEKEND | | | | | |
| Mon 26 Nov | 9.30 am | Drama | Chemistry | Music Studies | Spanish |
| | 2.00 pm | Health | Sāmoan / Education for Sustainability | Te Reo Māori / Latin | Chinese |
| Tue 27 Nov | 9.30 am | Biology | Music | Media Studies | Accounting |
| | 2.00 pm | Business Studies | Social Studies | Agricultural & Horticultural Science / German / Chinese | |
| Wed 28 Nov | 9.30 am | Te Reo Rangatira / Latin | Agricultural & Horticultural Science | Sāmoan | Te Reo Māori / Latin |
| | 2.00 pm | | History | Health | Music |
| Thurs 29 Nov | 9.30 am | Accounting | Te Reo Rangatira / Latin | Japanese | German |
| | 2.00 pm | Dance | Classical Studies | Spanish | |
| Fri 30 Nov | 9.30 am | Te Reo Māori / Art History | Chinese | French | |
| | 2.00 pm | Classical Studies | | Economics | |



NCEA General Information

NCEA (the National Certificate of Educational Achievement) is the main secondary school qualification in New Zealand.

NCEA is actually three certificates: it can be awarded at Levels 1, 2 and 3.

Students usually begin studying for their NCEA Level 1 in Year 11 and continue through Years 12 and 13 (from ages 15 through to 18).

Many vocational qualifications are also offered in secondary schools.

NCEA factsheets can be found on the [NZQA website](#)

NCEA Levels 1 -2

Level 1 80 credits are required at any level (Level 1, 2 or 3) [including 10 literacy and 10 numeracy](#) credits. Schools can explain the literacy and numeracy standard pathways they are using.

Level 2 60 credits at level 2 or above
+ 20 credits from level one
The Level 1 [literacy and numeracy](#) requirements must also be met.

Level 3 60 credits at level 3 or above
+ 20 credits from level 2 or above
The Level 1 [literacy and numeracy](#) requirements must be met.

Credits gained at one level can be used for (or count towards) more than one certificate. They may also be used towards other qualifications. For example, unit standards in the domain 'generic computing' might be used towards a Level 2 NCEA certificate, as well as towards a National Certificate in Computing (Level 2); or 20 credits gained at Level 1 can also count towards a Level 2 NCEA certificate.



Certificate Endorsement

To gain Level One, Two or Three NCEA with Merit:

- 50 Merit or Excellence credits at the certificate level or higher.

To gain Level One, Two or Three NCEA with Excellence:

- 50 Excellence credits at the certificate level or higher.

Course Endorsement

To gain a course endorsement with Merit:

- 14 credits at Merit level (or a combination of Merit and Excellence credits) including at least 3 internal and three external credits at Merit or Excellence level.

To gain a course endorsement with Excellence:

- 14 credits at Excellence level including at least 3 internal and three external credits at Excellence level.
- Exceptions include Religious Studies, PE and Level 3 Visual Art

This must be gained in a single year

University Entrance

University Entrance (UE) is the minimum requirement to go to a New Zealand university. To qualify you will need:

- NCEA Level 3
- Three subjects - at **Level 3**, made up of:
 - 14 credits each, in three [UE Approved Subjects List](#)
- Literacy - [10 credits at Level 2 or above](#), made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - [10 credits at Level 1 or above](#), made up of:
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all** three required).



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

Universities and other tertiary providers in New Zealand sometimes have other specific requirements for entry to particular programmes or courses. If you have a particular university programme in mind, check the entry criteria as soon as possible, to ensure that you are entering for the right standards at Level 3.

New Zealand Scholarship

New Zealand Scholarship is designed to extend the very best students and to financially reward very able students who are going on to tertiary study. It is not a qualification.

Students entered for New Zealand Scholarship are assessed on their ability to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations. The examinations or portfolios cover the same content as level 3 achievement standards, but the standard of performance required is much higher.

[Read about NZ Scholarship here](#)

Vocational Pathways

The Vocational Pathways provide new ways to achieve NCEA Level 2. These pathways let you see how learning and achievement is valued in the workplace. They also suggest the types of study options and job opportunities available to learners.

To find out more visit the Vocational Pathways page on the NZQA website

[Read more about Vocational Pathways here](#)

Level 1 literacy and numeracy requirements

The literacy and numeracy requirements for NCEA Level 1 are:



Literacy requirement

Minimum of 10 credits through either:

- Specified assessment standards - specified assessment standards available through a range of subjects and [English for Academic Purposes unit standards 22750 and 22751](#) (minimum total of 10 credits), or
- Unit standards - package of three [literacy unit standards](#) (total of 10 credits
 - **all** three required).

Numeracy requirement

Minimum of 10 credits through either:

- Achievement standards - [specified assessment standards](#) available through a range of subjects - (minimum total of 10 credits), or
- Unit standards - package of three [numeracy unit standards](#) (total of 10 credits - **all** three required).

The UE Approved Subject List

You can access the approved subject list by clicking on the link below:

[View the Approved Subjects](#)

Providing NCEA Information to Parents/Students

- 1 All students will be issued with a [Course Outline](#) at the commencement of each course. This will be handed out no later than March 3.
- 2 The Course Outline will provide specific information relating to that course – and will include:
 - each standard being offered
 - the standard title, standard number, credit value of whether the standard counts towards Level 1 or 2 literacy and/or numeracy
 - whether the standard counts towards UE literacy (Level 2 or 3)
 - method of assessment
 - if a further assessment opportunity is available
 - if the course is UE approved; and
 - if the course is endorseable



- 3 For internal achievement standards – students should receive the marked work and the awarded grade within an appropriate timeframe from the due date of the assessment activity. At this time, students will have the opportunity to view their work.
- 4 A course selection book will be available via the school website
- 5 Reports are issued to parents/caregivers at least twice a year including a NCEA print-out showing all assessment standard results.

Appeals

- 1 The student, upon the return of his work, should seek clarification of the marking procedures and grade awarded.
- 2 If the student has any concerns they should discuss the matter with their subject teacher within **two school days** of receiving back their work.
- 3 Students can **appeal** any assessment decision **within two school days** of reviewing their work and the marking cover sheet.

Steps for appealing your grade:

Step 1:

Approach the teacher within two days of receiving the assessment regarding your grade to discuss why you are appealing it.



Step 2: Approach the HOD regarding your appeal (use the Appeal Form).



Step 3: Approach Mrs Stevenson, Deputy Principal, within two school days of the meeting with the HoD. (use the Appeal Form). Mrs Stevenson will



discuss the matter with the HoD.

- Mrs Stevenson will then arrange for an independent assessment of the disputed work. This may mean the work being sent to a teacher from another school.
- The advice from the independent assessor will be used to guide the decision making process to determine the final grade.
- Mrs Stevenson, in consultation with the HoD, will be the final arbiters on the grade.

If you have used TWINK or PENCIL in your assessment task you cannot appeal the grade awarded.

Copies of Appeal Forms can be found on the school website.
<http://www.fdmc.school.nz/> (under the **for students** link)

Resubmissions

- 1 A resubmission opportunity should only occur when the teacher judges that a mistake has been made which the student should be capable of discovering and correcting themselves and/or if a student is sitting on a grade boundary and could improve the grade with a minor adjustment to their script.
- 2 Can only be offered after final submission of a grade awarded. (Feedback can be given before that grade is awarded)
- 3 Should only be offered where a teacher judges the student should be capable of discovering and correcting a mistake themselves in a timely fashion
- 4 Should be limited to specific aspects of the assessment
- 5 Can be offered after either the first or further assessment opportunity, or after both.
- 6 Teachers may give only general advice.
- 7 A student must have access to any grade - Not Achieved, Achieved, Merit, and Excellence.
- 8 No more than one resubmission can be provided per assessment event.



- 9 A resubmission must take place before the teacher gives feedback to the class and/or to any student on the work done.
- 10 If more teaching relating to the assessment has occurred after the assessment resubmission is not possible.

Further Assessment Opportunities

- 1 A Further Assessment Opportunity may occur when a new assessment is provided for students after their first assessment opportunity and after further teaching and learning has taken place.
- 2 The teacher will determine whether an opportunity for further assessment is practicable
- 3 Students **may** be offered a maximum of one further opportunity for assessment against an assessment standard within a year, regardless of the grade obtained in the earlier assessment.

Attendance

- 1 Students are expected to attend all classes and any absences from class **must** be reported to the School Office via a note or phone call from the parent/caregiver. (This note is required the day the student returns to school.)
- 2 Leave applications should be made by students in all circumstances when they are to be away from classes for reasons other than illness or bereavement.
- 3 This informs the teacher in advance and also the parents/caregivers are informed about learning and/or assessments, which may be missed.
- 4 Failure to meet an assessment deadline will be noted, the Year Level Dean will be notified and the subject teacher will send a letter home. The students will be awarded a Not Achieved grade.



Extensions/Alternative Assessment Dates

- 1 Students should present all material for assessment on the due date.
- 2 Assignments received after the due date will receive Not Achieved, N.
- 3 The exception is if an extension or alternative assessment date has been granted
- 4 In exceptional circumstances, e.g. acute illness, bereavement, national representation etc., an extension to the due date may be granted by the Head of Department (HoD).
- 5 Copies of the application form for an Extension or Alternative Assessment Opportunity can be found on the school website.

<http://www.fdmc.school.nz/> (under the **for students** link)

Medical Certificates

- 6 If a student misses any internal assessment task through illness (or is away longer than three school days) a Medical Certificate is required.
- 7 The Medical Certificate is to be given to the Dean on the student's return to school.
- 8 Even when a Medical Certificate is supplied by the student, the opportunity to sit the assessment may be lost. In this instance, an application for an alternative assessment date must be sought through the HoD. If an alternative assessment date cannot be arranged, then the student will be withdrawn from the standard.

School Representation/School Event

- 9 It is the student's responsibility to inform the Dean and class teacher in advance of the absence.
- 10 It is generally expected that work be handed in before the event. If this is



impractical an application for an extension or an alternative assessment date must be sought through the HoD.

Family Holidays in School Time

- 11 The College does not condone/recommend holidays during term time.
- 12 Students must submit their assessment work prior to leaving. Students should also be told that they must see their Dean.

Other Reasons

- 13 All other applications for an Extension or Alternative Assessment Opportunity will go through the HoD and the Deputy Principal, Melinda Stevenson.
- 14 Copies of the application form for an Extension or Alternative Assessment Opportunity can be found on the school website.

<http://www.fdmc.school.nz/> (under the **for students** link)

Authenticity

- 1 All work submitted by a student for credits towards a NZQF qualification must be authentic and must be completed by the student involved.
- 2 Students should not share their work with others or allow others to copy their work.
- 3 Students should use a bibliography (or Endnotes/Footnotes) to acknowledge all sources of information.
- 4 All students will be asked to sign an Authenticity Form on the completion of their work. This will be handed in with their assessment work.
- 5 The Authenticity Form can be found on the school website.
<http://www.fdmc.school.nz/> (under the **for students** link)



Misconduct

For example: dishonest practice, concerns of authenticity, influencing, assisting, or hindering another candidate, accessing a cellular phone or other unauthorised electronic device during any examination or and failure to follow instructions.

- 1 Where it is decided a student has committed a breach of the assessment conditions whether knowingly, fraudulently or unwittingly, and the breach undermines the credibility of the assessment, the Principal will be informed. The following actions will take place:
 - A formal letter will be sent home and the matter will be noted on the student's official KAMAR record.
 - The student will be awarded a Not Achieve for that standard and no further assessment opportunities for that standard will be available.
 - The student may also face any of the consequences employed in the school discipline system.

At all times the principles of natural justice, transparency and a shared understanding of the processes to be followed will apply.

Reporting Not Achieved

Reporting a Not Achieved grade will result when:

- The student does not pass the assessment
- There is a proven breach of authenticity
- Adequate assessment opportunity has been provided yet the student has not submitted the required work

Derived Grades

- 1 A derived grade is available to candidates who are entered for an externally assessed standard and for an approved reason, the student is unable to attend an external exam OR whose performance is impaired in preparing for, or during, an exam session(s).
- 2 The College Prelim Exams will be used for a Derived Grade.



Special Assessment Conditions (SAC)

- 1 SAC are approved in advance so that entitled candidates can demonstrate their knowledge, skills and understanding, without providing unfair advantage over other candidates.
- 2 An application to NZQA will be made by the school for candidates identified as having permanent or long-term conditions such as a:
 - physical disability
 - sight impairment
 - hearing impairment
 - medical condition
 - specific learning disability
- 3 Evidence of need can be established by a current report from an independent, registered professional, or school based collected evidence, recommending special assessment conditions to address the candidate's specified needs.
- 4 NZQA approves eligibility for SAC.
- 5 The report should be completed in time for the first year of assessment for NCEA, and remains valid for three years.
- 6 SAC is used for internal standards and external (exams) standards. Examples of SAC are use of a writer or computer, rest breaks, Braille or enlarged papers, or reader. If a person is providing support with reading or writing, they may not guide the student or explain the assessment.

Withdrawal from Internal and External Assessments

- 1 If the student shows insufficient sign of being prepared for an internal or external assessment subject teachers will communicate with the parents/caregivers to discuss alternative strategies to support the student's learning.
- 2 In some circumstances, it may be recommended that the student is withdrawn from the assessment. In this case, the Dean will complete a Withdrawal Approval Form and inform the parents/caregivers of the



decision to withdraw.

- 3 Parent/caregiver approval must be sought before the withdrawal can take place.

Privacy (Privacy Act 1993)

Teachers will:

- Maintain the privacy of individual student's personal data at all times.
- Ensure student's grades are not communicated to other parties.
- Seek permission from the student before the student's work is used as an exemplar.

Financial Assistance

Financial assistance is available to assist with the payment of entry fees for National Secondary Schools qualifications (i.e. NCEA).

To be eligible to apply you must be the fee-payer ("Fee-Payer" is normally the parent or guardian of the student, and must be the person paying the NZQA fees) and meet at least one of the following criteria:

- a. be currently receiving a Work and Income or Study Link benefit, or have a current Community Services Card (benefit-based applications)
- b. are not currently receiving a benefit, or do not have a current Community Services Card, but do have a joint family¹ income that would entitle you to receive a Community Services Card (income-based applications)
- c. have two or more children who are candidates, irrespective of family income, and the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum (multiple candidate applications).
- d. You cannot claim financial assistance for international fee-paying students.
- e. The Application Form for applying for Financial Assistance can be downloaded from the [NZQA website](#) . Students, parents/caregivers can also get the Application Form from the school office.
- f. Applications for Financial Assistance must be submitted to the school office no later than **1 December 2018.**



Further information for parents/caregivers can be found on the NZQA website under [Financial Assistance](#).

NCEA Fees

| | GST Exclusive | GST Inclusive |
|--|----------------------|----------------------|
| Domestic student entry for all NCEA standards | \$66.70 per year | \$76.70 per year |
| Domestic student entry for a Scholarship subject | \$26.08 per subject | \$30.00 per subject |

NCEA fees are to be paid to the school office. Fees may be paid in a lump sum or with installments over the term or year. Please discuss the payment options with the school office.

The final date for NCEA payment to the school office is Monday 3 September. After this date, NCEA payments will need to be paid directly to NZQA using the NCEA payment form.

Further information can be found on the [NZQA website](#)

NZQA App for Students

NCEA Student will help students plan their NCEA study programme, set goals and track their progress.

[APP for Students](#)

NZQA App for Parents & Employers

NZQA has launched a new mobile App called NCEA Guide written for parents, whānau and employers. The App provides quick and easy access to key information about NCEA.

Content can be viewed in English and Te Reo Māori.

[APP for Parents/Family/Whanau & Employers](#)