

# **Bayfield High School**



## **NCEA Information**

**For Senior Course Selection**

**Year 11-13**

**2021**

# CONTENTS

Qualifications	3.
Course Requirements	3.
Specific Course Requirements and General NCEA Information	3.
<b>General Rules</b>	5.
• Acceptance of Grades	
• Appeals	
• Attendance	
• Authenticity of Work	
• Compassionate Consideration	
• Course and Assessment Information	
• Late Work and Extensions	
• Recognising Achievement (Including re-assessment) for internally assessed standard	
• Reporting	
• Results	
• Special Assessment Conditions	
NZQA External Entries	9.
Contact Teachers and Heads of Department	9.
Option Pathways	10.

This booklet provides you with the information you will need to know about NCEA for selecting your courses in Years 11 - 13.

## Qualifications Available in Years 11 - 13

NCEA Levels 1 – 3 and Scholarship.

Vocational Pathways Awards

- Construction and Infrastructure
- Manufacturing and Technology
- Primary Industries
- Service Industries
- Social and Community Services
- Creative Industries

### General Course Requirements

For all subjects you must:

- attend all classes
- complete all assignments and set work by the due date

### ***Specific Course Requirements and General NCEA Information***

English, Mathematics and Science are compulsory at Level 1.  
English is compulsory at Level 2.

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To obtain **NCEA Level 1** you must obtain 80 credits at Level 1 or above. Those 80 credits must include standards to meet the Literacy and Numeracy requirements set out below.

#### **Level 1 Literacy requirement**

Minimum of 10 credits through either:

- Unit standards - Package of three literacy unit standards (total of 10 credits -all three required);
- or
- Achievement standards - Specified achievement standards available through a range of subjects (minimum total of 10 credits)

#### **Level 1 Numeracy requirement**

Minimum of 10 credits through either:

- Unit standards - Package of three numeracy unit standards (total of 10 credits - **all** three required);
- or
- Achievement standards - Specified achievement standards available through a range of subjects - (minimum total of 10 credits)

***Note that Level 1 Numeracy and Literacy requirements MUST be met to gain Level 2 AND Level 3 NCEA.***

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**NCEA Level 2** requires a minimum of 60 credits at Level 2 or above and 20 credits at any other level. Credits can be used for more than one qualification; so some of NCEA Level 1 credits can count towards NCEA Level 2.

**NCEA Level 3** requires 80 credits, of which 60 must be at Level 3 or above, and 20 at Level 2 or above.

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### University Entrance Requirements

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

- NCEA Level 3
- Three subjects - at **Level 3 or above**, made up of 14 credits each, in three University Approved subjects
- UE 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** as outlined for NCEA Level 1.

Once you have met the requirements for University Entrance it will appear on your Record of Achievement. For further information refer to:

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

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**New Zealand Scholarship** is achieved by the successful completion of the external examination or portfolio submission in the approved subject in December.

Scholarship is a monetary award to recognise top students. It does not attract credits nor contribute towards a qualification; but the fact that a student has gained a Scholarship appears on their Record of Achievement.

The Scholarship exams enable students to be assessed against challenging standards and are demanding for the most able students in each subject. Scholarship students are expected to demonstrate high-level critical thinking, abstraction and generalization, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

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### Endorsement of Certificates

National Certificates can be awarded at Achieved, Merit or Excellence level. For example, NCEA Level 1 with Excellence.

To gain an endorsement with Excellence you will require 50 credits at Excellence; to gain an NCEA endorsed with Merit requires 50 credits at Merit or above.

Credits counting towards endorsement may be gained over more than one year, and more than one level but must be gained at the level of the certificate or above. For example, Level 2 credits will count towards endorsement of a Level 1 NCEA, but Level 1 credits will not count towards endorsement of a Level 2 NCEA.

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### Endorsement of Courses

Students are able to gain endorsement in individual subjects to further the recognition of their achievements. For example, it is possible to pass Level 1 English with Merit or Excellence.

With Course Endorsement, previously referred to as 'Subject Endorsement', students will receive an Excellence endorsement if they gain 14 or more credits at Excellence level, while students gaining 14 or more credits at Merit (or Merit and Excellence) will gain a Merit endorsement.

For Course Endorsement, at least 3 of the 14 credits must be from internally assessed standards, and 3 from external assessment (national examinations) to demonstrate that students are competent in both forms of assessment.

Schools determine what standards make up each course, reflecting current practice. Innovative courses encourage student learning and so Course Endorsement will complement course innovation.

Credits from different levels can contribute to Course Endorsement but can only be used for one endorsement per standard per year. Students will be able to study at different levels in any one year and receive recognition for high achievement.

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## **General Rules which apply to all Levels**

### **a. Acceptance of Grades**

All students will be required to sign their internally assessed work to indicate their acceptance of the grade. The signature should be put on the actual piece of work near the logged grade or on a place specified by the teacher. All work is stored by the teacher.

Students will sign each marked assessment upon its return. Once signed, the student can make no appeal of marking decisions.

Students will maintain their own copy of assessed standards results. They will be given their own tracking sheet in each subject at the beginning of the year and this facility is also available in the student diary.

### **b. Appeals**

Students may, if they are concerned, appeal the grade of an internal assessment they receive from a teacher.

To appeal, a student must approach the teacher within five days of receiving the grade. The teacher will attempt to address the appeal by explaining the marking process and the grade awarded.

If not satisfied, an appeals form should be obtained from the Principal's Nominee (Mr Beagley) and completed by the student and forwarded to the appropriate HOD.

The HOD will action the following steps as appropriate and will inform the student of the outcome.

- get another teacher to mark the work
- HOD marks the work
- ask another teacher, in another school, to also mark the work if necessary.

If the result of that is unsatisfactory, the student may appeal to the Principal. The Principal's ruling will be final.

### **c. Attendance**

Students are expected to attend all classes at all times. Subject teachers will maintain an accurate record of student attendance.

Justified absence for illness or other reasons must be supported by a note. However, a medical certificate may be requested if necessary. Absence will be taken into account when considering a student's right for recognition of achievement.

Unjustified absence (i.e. not accepted by the school) or absence not supported appropriately by a note and/or medical certificate will not be accepted. Such absences will mean a student will gain no grade for that assessment.

Persistent unjustified absences will result in the Dean and Senior Coordinator liaising with parents and the student to discuss the ongoing feasibility of the student's course.

#### **d. Authenticity and Misconduct**

From time to time students will be required to authenticate their work.

Teachers will use some or all of the following methods to ensure your work is your own:

- require students to report progress at set milestones
- change the content or topic annually
- provide the resources to be used, including web-based resources
- seek oral presentation
- avoid easily down-loaded topics
- require detailed reference, including web page references, using the standard format used by Bayfield High School
- require a draft to be handed in
- supervised assessment
- not allow access to other student's files
- controlling group work by breaking the task into individual and group components
- a requirement to provide sources of assistance.

If a student is found or suspected of submitting work for assessment which is not their own the Principal's Nominee (Mr Beagley) will be informed. In consultation with the teacher and the HOD the action to be taken will be decided and the student and parent/caregiver will be informed in writing. The Principal will be informed prior to the letter(s) being sent.

Students will be informed of behaviours classed as misconduct. This will be part of the NCEA seminars at the start of each school year and the examination briefing assemblies.

Such behaviours include impersonation, false declarations of authenticity, using notes or other forms of cheating in exam or test situations, communicating with others, disruption, dishonestly assisting or hindering others, or any other similar practices. Students involved in such behaviour will be referred to the PN who will, in consultation with the Principal, decide upon the action required.

#### **e. Derived Grade Process**

The Derived Grade Process applies to the external assessments only. This is for students who have suffered from a temporary illness, non-permanent disability or other event close to or during the examinations; and which they believe has significantly impaired their performance in particular examinations. This is administered by NZQA and by the Principal's Nominee. (Mr Beagley)

- Applications for a derived grade are made on the approved NZQA form which is held by the Principal's Nominee. (PN). This must be accompanied by the appropriate supporting evidence as outlined on the form.
- The PN will assess the extent to which the applicant is likely to have been affected and whether the application is valid.
- The PN will collect information from subject teachers for each achievement standard being applied for. This must be based on valid evidence collected during the year relevant to the standards involved, such as practice exam results and formative class tests. This information will be submitted to NZQA by the due date electronically.

**f. Course and Assessment Information**

All students will be given access to the Senior Course Information online for Years 11 - 13 which will contain details of all senior courses.

All staff will give each student, at the start of the course, details of the course including achievement standards, credit ranges, approximate time of assessment, type of assessment, information on methods used for the recognition of achievement and reassessment opportunities, and appeal rights and procedures. It should also contain a student tracking sheet to enable the student to track the standards they have achieved and the number of credits they have gained. Students are expected to store this for future reference.

Course information is also available on the Intranet.

Students will be given written notification of assessment changes during the course should they occur.

Prior to assessments students will be issued with a copy of the assessment / performance criteria which will indicate the standard required for Achieved, and where applicable, Merit and Excellence.

If a student is submitting computer generated assessment, it is their responsibility to keep a backup copy which can be submitted in case of IT system issues.

Students should personally hand or send electronically, assignments to the subject teacher on, or before, the due date.

**g. Late Work and Extensions**

Late work is not tolerated. A student who attempts to pass in late work for assessment without a clear excuse, which is acceptable to the teacher, will not gain an assessment grade nor will they be entitled to re-assessment.

Students will apply for an extension in writing at least one full day prior to the due date on the form available from the Student Office. The subject teacher will approve this or pass it onto the HOD for a decision. A new date will be negotiated with the student and the extension will be short in duration (i.e. one day). No student will be granted more than one per course a year without compelling reason.

Students will be given extensions of deadlines only on the basis of compassion or because there are factors beyond their control for not getting work in. Staff will note the reason for the extension.

Medical certificates and/or other supporting evidence (e.g. a note from caregivers) may be requested from students who are applying for an extension.

**h. Recognising Achievement (Including Re-Assessment) for Internally Assessed Standards**

Students who have not gained credit in an assessment may be given one further assessment opportunity, or evidence of achievement sought in some other way where practicable to do so.

All students taking NCEA may seek a further assessment opportunity in those assessments where this is available and if they have met the conditions of the course. The parts of the course eligible for further assessment opportunities will be detailed on the course information given to students at the start of the course.

Further assessment opportunities may be used to enhance a grade already achieved where it is practical to do so.

Students should be aware that while all parts of a course will not be available for further assessment opportunities, parts within an assessment may be eligible.

Further assessment opportunities will only be available when in the opinion of the teacher the initial work was of a reasonable standard and effort.

Further assessment opportunities may take several forms such as:

- Students presented with a new task
- Students repeat a part of a task
- Teacher interview and verbal reassessment to gain clarification of understanding (this will be recorded by the teacher on the student's original work and dated and signed by both teacher and student)
- Student repeats a practical task

**i. Reporting**

Each year students will receive two reports. The first report will be a Progress Report. Report two will contain the Standards passed and to what level (i.e. Achieved, Merit, Excellence). Students can also ask for a print out of their results at any time.

**j. Results**

Printed NCEA results notices are not sent to all learners automatically by NZQA. Learners who require a printed result notice must login and order one **before 31 December** each year to receive it in mid-January. Later orders will take longer to process. There is no charge.

Result Notices show results for all assessed standards entered by the student in the previous year. They also show endorsements gained either for an NCEA Certificate or a school course.

If you have your National Student Number (NSN) you can also get these results online.

**k. Special Assessment Conditions**

These may be applied for by students who have a permanent or long-term condition or learning impairment. If approved they will be made available for all internal and external assessments for which they are approved

The school's Literacy Coordinator and staff identify students who have learning needs who would benefit from special assessment conditions and students and caregivers who feel they qualify for special assessment conditions should contact the NCEA Coordinator, at the beginning of the year.

Once the necessary data is collected a decision is made by the school about the special conditions that may be applied for and an application will be made to NZQA.

Students will receive written notice of the special conditions they will receive.



## Other Things to Note

### **NZQA External Entries**

Indication entries by 1<sup>st</sup> April, confirmed final entries 1<sup>st</sup> September.

Students cannot be excluded from entering an external standard, if they indicate they wish to sit it and they have not previously gained credits in it.

**For general information about NCEA see Mr Beagley (the NCEA Coordinator)**

**For specific subject information see the Head of Department of the subject**

### **Contact Teachers**

#### **Guidance**

- Mr Townsend Senior and Junior Coursing
- Ms Duncan Pathways Coordinator
- Mr Beagley NCEA Coordinator (Principal's Nominee)

### **Heads of Departments**

<b>Art</b>	Mr Lammers	<b>Music and Performing Arts</b>	Ms Hosken
<b>Careers/Future Pathways</b>	Ms Duncan	<b>Physical Education</b>	Mr King
<b>Digital Technology</b>	Ms Liddle	<b>Science</b>	Mr Burn
<b>English</b>	Mr Watson	<b>Social Sciences</b>	Mr Benham
<b>ESOL</b>	Mrs Curran	<b>Technology</b>	Mr Hartlebury
<b>Languages</b>	Mrs Franklin	<b>Food Technology</b>	Ms Weston
<b>Mathematics</b>	Mr Dalgarno	<b>Tourism</b>	Ms Duncan

### **Useful Links**

**NZQA Home Page** <https://www.nzqa.govt.nz/>

**How NCEA Works** <https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/>

**NZQA Parents Page** <https://www.nzqa.govt.nz/audience-pages/parents>

## Option Pathways 2021

Students are advised to study this pathway chart carefully and plan their course accordingly.

Learning Area	Subject	Year 10	NCEA 1	NCEA 2	NCEA 3
Arts Ngā Toi	Art	ART	11ART	12 ART	13 ARA
	Art History				13 ARH
	Photography			12APH	13APH
	Dance	PAR	11DAN	12DAN	13DAN
	Drama	PAR	11DRA	12DRA	13DRA
	Music	MUS or PAR	11MUS	12MUS	13MUS
English Ko te reo Ingarihi	English	ENG	11ENGA	12ENGA	13ENGA
			11ENGB	12ENGB	13ENGB
	Conversational English	ESOL	ESOL1	ESOL1 ESOL2	
Languages Ko ngā Reo	French	FRE	11FRE	12FRE	13FRE
	German	GER	11GER	12GER	13GER
Mathematics Pangarau	Te Reo Māori	MAO	11MAO	12MAO	13MAO
	Mathematics	MAT	11MATA 11MATB		13MAB
	Mathematics for Life			12MAL	
Physical Education and Health Hauora	Mathematics with Calculus			12MAC	13MAC
	Mathematics with Statistics			12MAS	13MAS
	Physical Education and Health	PED HEA	11PED 11HEA	12PED 12HEA	13PED 13HEA
Sciences Pūtaiao	Outdoor Education			12OED	
	Science	SCI	11SCIA 11SCIB	12SCI	13SCI
	Biology			12BIO	13BIO
	Chemistry			12CHE	13CHE
Social Sciences Tikanga-ā-iwi	Physics			12PHY	13PHY
	Social Studies	SOS			
	Accounting		11ACC	12ACC	13ACC
	Economics and Marketing		11ECO	12ECO	13ECO
	Classical Studies				13CLA
	History		11HIS	12HIS	13HIS
	Geography		11GEO	12GEO	13GEO
Technology Hangarau	Tourism			12TOU	13TOU
	Computer Science			12CSC	13CSC
	Computing		11COM	12COM	13COM
	Digital Media			12DME	13 DME
	Digital Technology	DTI	11DTA		
	Food Technology	TFN	11TFN	12TFN	13TFN
	Graphics	DVC	11DVC	12DVC	13DVC
	Textiles Technology	TFT	11TFT	12TFT	13TFT
	Hard Materials Technology	TEC	11TEC	12TEC	13TEC
	Mechanical Engineering		11TME	12TME	13TME
Others Ko ētahi kaupapa atu	Workshop Skills		11TWS	12TWS	
	Careers- Future Pathways		11FPY	12 FPY	13 FPY
Ko ētahi kaupapa atu	Careers- Gateway Otago Secondary Tertiary College			12GWY 12OSTC	13GWY 13OSTC