



New Plymouth Girls' High School  
Te Kura Taitamawāhine o Puke Ariki

Shape Your Future | Tāraia Tāu Wāheke

# **NCEA & NZ Scholarship QUALIFICATIONS & ASSESSMENT**

**Student/Parent Handbook**

**2023**

## NCEA Qualifications

### NCEA (National Certificate of Educational Achievement)

NCEA is awarded at 3 levels:

NCEA Level 1 80 Credits*	NCEA Level 2 80 Credits	NCEA Level 3 80 Credits
*(must include 10 literacy and 10 numeracy credits)	(60 at Level 2 and 20 at any other level)	(60 at Level 3 and 20 at any other level)

### Gaining credits

Credits at all 3 levels can be earned through a combination of Achievement Standards and/or Unit Standards.

Achievements Standards are graded Achieved, Merit and Excellence.

Unit Standards are only graded Achieved.

### Level 1 Literacy and Numeracy requirements

The literacy and numeracy requirements for NCEA Level 1 are a minimum of 10 credits in each. For full details please visit: <https://www.nzqa.govt.nz/ncea/subjects/literacy-and-numeracy/level-1-requirements/>

### UE (University Entrance)

Level 3 is required for UE with 14 credits from 3 approved subjects and Level 2 literacy and Level 1 numeracy components. UE is the minimum requirement for entrance to unrestricted courses at University. For more information view: <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

### NCEA Changes

To keep up to date with proposed changes to NCEA visit: <https://ncea.education.govt.nz/>

## Dates

Term Dates			
Term 1	Thursday 2 February	to Thursday 6 April	(10 weeks)
Term 2	Monday 24 April	to Friday 30 June	(10 weeks)
Term 3	Monday 17 July	to Friday 22 September	(10 weeks)
Term 4	Monday 9 October	to Thursday 14 December	(10 weeks)

Statutory Holidays					
Waitangi Day	Monday	6 February	ANZAC Day	Tuesday	25 April
Taranaki Anniversary	Monday	13 March	Kings's Birthday	Monday	5 June
Good Friday	Friday	7 April	Matariki ( <i>in holidays</i> )	Friday	14 July
Easter Monday ( <i>in holidays</i> )	Monday	10 April	Labour Day	Monday	23 October

## Examination Dates 2023

<b>Senior School Examination Dates:</b> Wednesday 6 September – Wednesday 13 September
<b>NZQA Examination Dates:</b> Monday 6 November – Thursday 30 November
<b>Junior School Examination Dates:</b> Thursday 16 November – Tuesday 21 November

## Prize / Scholar Information

### Diligence

Outstanding workers are awarded diligence certificates at Mini Prizegiving at the end of the year. Diligence is awarded to students with all Ps (Pleasing) for Subject Work Habits and Kawai Huia Skills on their Reports.

### Scholars

Scholars are derived from grade averages for common assessments across a subject. Your Subject Course Outline will indicate which assessments count toward First and Second Half Year Scholar calculations.

A maximum of one result per standard (internal & external) derived from internal results and external results from topic tests (for first half year) and from the school examinations or a final test if the topic occurs after the school examinations (for second half year), will be used for Scholars.

A minimum of two results per course are required for First Half Year Scholars. This may be a provisional result or topic test covering part of a standard.

**NOTE: withdrawal from one or more standards that make up what the teacher deems the compulsory part of the course, will mean ineligibility for any Academic Prizes (including First in Subject) and Scholars.**

No more than 10 Scholars per year level will be awarded at any given time. Although grade averages are used as the basis of awarding scholars, where a tie exists it is at the discretion of the Deans in discussion with Mrs Bond to apply other discriminatory criteria in the following order (each criterion will be applied across each of a student's subjects):

- For students studying above the Year Level – how much above 100 was the initial grade calculation
- Individual pieces of work to be reviewed for distinguishing evidence of higher academic application (is one E stronger than another)
- First attempt at standard versus resit
- Additional results per standard
- Results for additional standards (other than those already used)
- Any other assessed work

If no distinction can be made then less than 10 Scholar awards will be presented.

It is at the school's discretion to award Scholars and no debate will be entered into.

### Results for Standards at a Higher Level

For Scholar Awards, any standard a student takes that is at a level above the norm for the year level, will have a higher weighting used for the grade average calculations. Weightings will be reduced back down to a grade average out of 100. Any student taking a standard below the norm for the year level will be weighted down.

### First in Subject Prizes

For First in Subject, grade averages for common assessments across a subject are calculated. These are the same as those used for First and Second Half Year Scholar calculations.

A maximum of one result per standard (internal and external) derived from internal results and external results from the school examinations or a final test if the topic occurs after the school examinations, will be used for the First in Subject calculation.

**NOTE: withdrawal from one or more standards that make up what the teacher deems the compulsory part of the course will mean ineligibility for any Academic Prizes (including First in Subject) and Scholars.**

If a tie exists it is at the discretion of the HOD in discussion with Mrs Bond to apply other discriminatory criteria in the following order:

- Individual pieces of work to be reviewed for distinguishing evidence of higher academic application (is one E stronger than another)
- First attempt at standard versus resit
- Additional results per standard
- Results for additional standards (other than those already used)
- Any other assessed work
- Attendance / Homework / Attitude

One First in Subject per subject will be awarded – the award will only be shared where it is impossible to fairly distinguish between students. It is at the school's discretion to award First in Subject and no debate will be entered into.

### **First in Year Level**

Scholar data will be used to determine First in Year Level. The highest-grade average will normally be used. However, where two or more students at the top have extremely close results, a more detailed analysis with / without weightings and all other possible considerations will be exhausted before First in Year Level is determined.

### **Honours / Iti Rearea Awards**

Students who receive the top results for each level of the NCEA and NZ Scholarship annually are awarded Academic Honours. The criteria for all Academic and all other Honours / Iti Rearea Awards are on the school website.

### **NPGHS Scholar Awards**

Students who receive Scholar Badges for five consecutive years receive a NPGHS Scholar Award.

### **Academic Data Calculations**

The academic calculations for Prizegiving each year (first in subject, top 5 % and first in year level) are all done in KAMAR. Scholars are done on spreadsheets. HODs check subject data and the Ako Apiha checks Scholars.

### **Taranaki Scholarship**

Final NCEA results are collated, to identify the top students (usually with 95+ credits) who may be eligible for Taranaki Scholarship. This is only for Year 13s, based on their top 5 subject results (over two years) from the cannon of UE subjects as determined by the Taranaki Scholarship Board. One non-UE subject may be included. Each subject can have a maximum of 24 possible credits per subject. This data is confidential and is submitted directly to the Taranaki Scholarship Board.

## **Assessment Guidelines & Procedures**

### **Course Outlines**

Each student will have received Subject Course Outlines via their class Teams detailing:

- the achievement or unit standards / achievement or learning objectives in the course, their registration number, version number and credit value;
- the assessment method, number of assessment opportunities, approximate date due;
- whether the standard / objective counts for first or second half year scholars.

### **Authenticity**

Assessment work completed must be the student's own work. Students must sign authenticity declarations for work not done under direct teacher supervision and, where appropriate students submit working drafts or conference with teacher for clarification. Where evidence indicates work presented is not a students' own work, no grade will be awarded.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/authenticity/>

### **Appeals**

An appeal of a grade may be made but must occur within 2 school days of the return of assessed work. Where a grade is appealed, the appeal pathway is firstly the class teacher, then the HOD and lastly the Principal's Nominee if still unresolved.

## Missed or Late Assessment Opportunities

### Late Work

DUE DATE means just that! Late work will not be accepted for marking unless exceptional circumstances exist and an extension has been granted by the HOD **before** the due date.

### Alternative Assessment Opportunity

Students who are absent from an Internal Assessment due to:

- **Illness** - A medical certificate will be required to apply for an extension or alternative assessment date;
- **School Representation / School Event** - It is the student's responsibility to inform the class teacher in advance of the absence. 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;
- **Other Reasons** – all other applications for an extension or alternative assessment opportunity will go through the HOD and be passed onto the Principal's Nominee when deemed appropriate to do so by the HOD.

## Breaches of Rules

The school will apply the same rules as NZQAs rules for external assessment.

<https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules/7/1/9/>

## Further Assessment Opportunity

Where manageable, and after further learning has taken place, students may be offered a maximum of one further assessment opportunity.

All students, including those who did not complete the original assessment for an acceptable reason must have **access** to a further opportunity, if they wish. Result outcomes can range from Not Achieved to Excellence.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/gathering-evidence-of-achievement/assessment-opportunities-in-schools/>

## Resubmission

- If a teacher judges a student has made a minor error or omission that they should be capable of discovering and correcting on their own, a resubmission may be offered.
- A resubmission must be limited to specific aspects of the assessment and no more than one resubmission must be provided per assessment opportunity.
- A "Not Achieved" must be recorded for a student who has had an adequate opportunity to be assessed but has failed to avail themselves of this opportunity.
- Resubmission is only available at Achieved level.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/gathering-evidence-of-achievement/assessment-opportunities-in-schools/>

## Different Forms of Assessment Evidence

Some of the different forms of evidence include:

- Written assignments
- Portfolios
- Transcripts of oral explanations
- Videos of performances
- Detailed checklists of observed performance
- Audio visual recordings

## Special Assessment Conditions

Students with a permanent or long-term:

- sensory, physical or medical condition and or
- specific learning disorder can apply for Special Assessment Conditions. For application forms see Mrs McVicar (HOD Learning Support).

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/special-assessment-conditions/>

## Derived Grades

Students can apply for a derived grade if:

- they believe their preparation for, or performance in, an external exam was impaired, or
- they were unable to sit an exam for reasons beyond their control.

It is based on (or *derived* from) pre-existing authentic, standard specific evidence (such as practice exams) produced during the year by the student. <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/>

## Internal Moderation

Some student work will be Moderated Internally each year.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/secondary-moderation/internal-moderation/>

## External Moderation

Some student work will be submitted for External Moderation each year.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/secondary-moderation/external-moderation/>

## Endorsements

Students are able to gain both Course and Certificate Endorsement.

Course Endorsement is 14 or more credits at Achieved and/or Merit and/or Excellence (at least 3 internal credits and 3 external credits). <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules/8/5/>

Certificate Endorsement: Merit is 50 credits at Merit or above, Excellence is 50 credits at Excellence. For more information visit <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules/8/4/>

## Verification of Internal Grades

At the start of Term 4, all students are shown their school results for their internal standards. Students are asked to check their grades in all subjects and sign result sheets to verify that the grades the school will be submitting to NZQA are correct. Students should also check their grades carefully using the KAMAR portal and Subject Credit Records.

## Student Obligations

- 1 Ensure you understand the assessment programme and policies
- 2 Ensure you understand the requirements of each assessment being completed
- 3 Discuss problems/concerns with the Teacher / HOD
- 4 Check thoroughly the accuracy of the assessment grade when work is returned.

## Mixed Level Courses

It is possible for students to take courses with a multi-level programme and work on more than one level of NCEA at a time.

## Personalised Courses

Some students may be permitted to take personalised courses, made up of University Papers, a mixture of standards making up one 'subject' or other possibilities. See Mrs Bond for approval.

## IQPs (Individual Qualifications Plans)

IQPs are available to students who are likely to struggle to achieve the NCEA. Either the of standards a student is entered for in that given year can be reduced or NCEA can be completed over a two-year period. IQPs are only available on medical grounds or for those receiving learning support or struggling with their learning. If you would like to discuss an IQP please speak to one of your Deans.

## Qualifications Entry and Withdrawals

In Term 2, students receive printouts of the standards they are entered in and must check these are correct. If uncertain they need to talk to their subject teachers or Dean. Withdrawal from any standards must be completed by 1 August for external standards, and 1 December for internal standards.

## Examination Timetable

Available on Page 10

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/national-secondary-examinations-timetable/>

## Digital Examinations

A number of examinations are now available for students to sit digitally. They are listed in the Examination Timetable in the Appendix. This option is only for students who do all their work throughout the year in a digital format. If you are interested in pursuing this, discuss it with your teacher to see if it is viable.

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/digital-exams>

L1 English and L1 Science will be assessed digitally in 2023 as part of the NCEA Pilot.

## NCEA & NZ Scholarship Fees

Only International students pay fees: <https://www.nzqa.govt.nz/about-us/our-role/legislation/fees/secondary-education-fees/>

<b>NCEA Level 1, 2 &amp; 3</b>	New Zealand Domestic Students	International Fee-Paying Students
Any Number of Credits	No charge	\$383.80
<b>NZ Scholarship</b>		
Per Subject	No charge	\$102.20

## Results

To access results, log on to the learner home page on the NZQA website, using your unique National Student Number (NSN). For details on the unofficial Results Summary and the official transcript of results in the Record of Achievement go to: <https://www.nzqa.govt.nz/ncea/ncea-results/>

## Forms

Forms to use for Authenticity, when applying for an Extension or Alternative Assessment Date, making an Appeal, or for Results Queries can be found in the Appendices. Copies of these forms are also available on the NPGHS Website: <https://www.npghs.school.nz/qualifications>

## New Zealand Scholarship

The Award of New Zealand Scholarship is at Level 4 of the Qualifications Framework with the content at Level 8 of the NZ Curriculum (or similar). Scholarship is a substantial academic challenge. For details see: <https://www.nzqa.govt.nz/qualifications-standards/awards/new-zealand-scholarship/>

Scholarship is awarded as:

- scholarship not attained,
- scholarship,
- scholarship with outstanding performance.

Scholarship provides recognition and monetary reward to top students. For details and to check their eligibility see: <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules/7/2/1/>

New Zealand Scholarship Assessment Specifications for this year and previous examination papers, can be accessed through at: <https://www.nzqa.govt.nz/qualifications-standards/awards/new-zealand-scholarship/scholarship-subjects/>

## Scholarship Entry and Withdrawal

Entries for New Zealand Scholarship must be made by 1 September. No withdrawals from Scholarship can be made after this date.

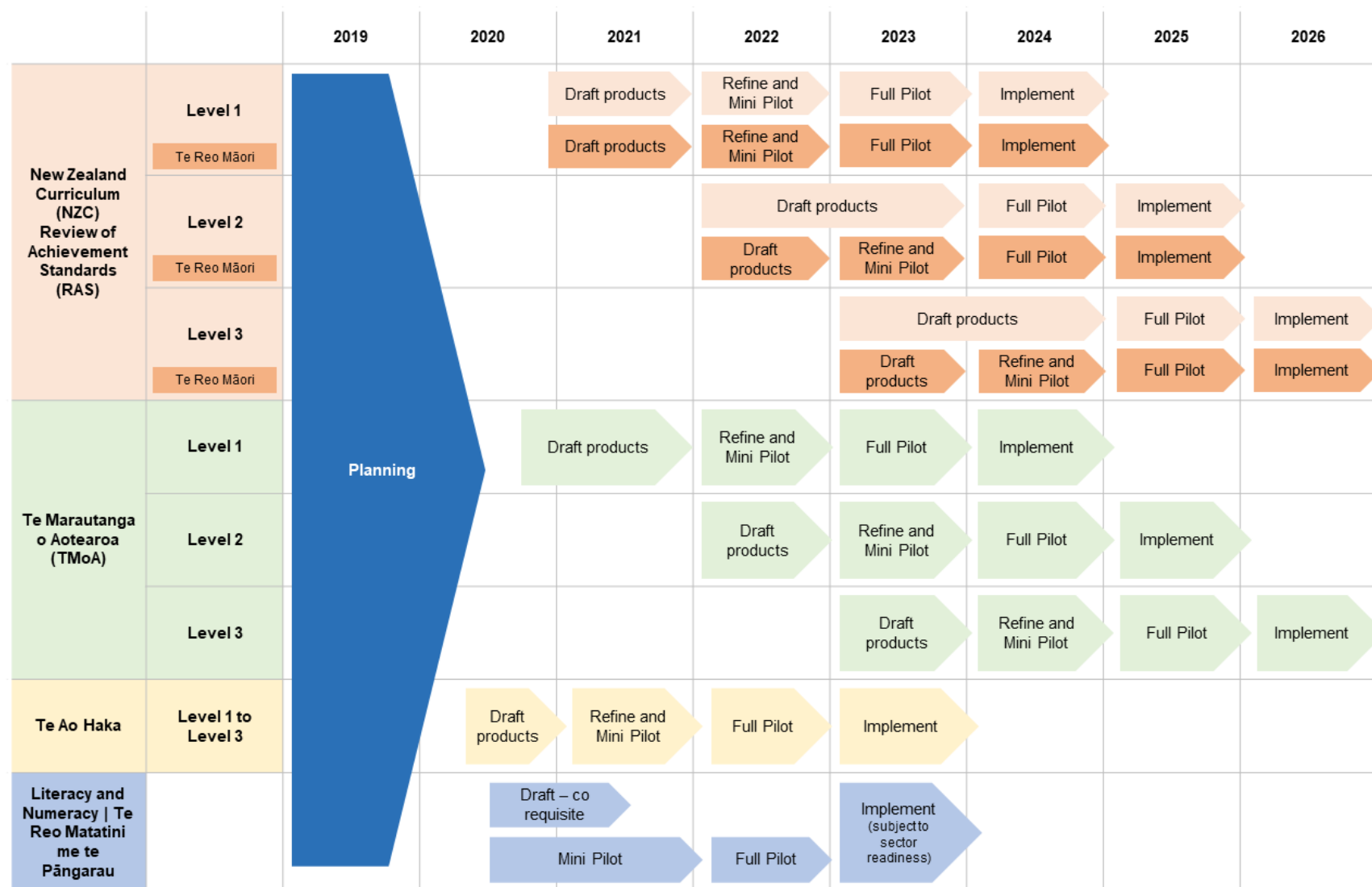
Students must liaise with their subject teacher if they feel they have the ability to sit Scholarship. They must also personally check their KAMAR entries to ensure these are correct.

### New Zealand Scholarship Standards for Assessment

Subject		
Accounting	Earth and Space Science	Physical Education
Agricultural and Horticultural Science	Economics	Physics
Art History	English	Religious Studies
Biology	French	Samoan
Calculus	Geography	Spanish
Chemistry	German	Statistics
Chinese	History	Te Reo Māori
Classical studies	Japanese	Te Reo Rangatira
Dance	Latin	Technology
Design and Visual Communication	Media Studies	Visual Arts (Design / Painting / Printmaking / Photography / Sculpture)
Drama	Music	



# Review of Achievement Standards Timeline



## National Secondary Examinations Timetable

2023 EXAMINATION TIMETABLE					
All examination sessions are three hours. Exams available digitally are shown in blue.					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 6 Nov	9.30 am	Japanese	Latin	Te Reo Māori	Calculus
	2.00 pm		French	Japanese Making Music Spanish	Latin
Tue 7 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	Drama
	2.00 pm	Geography <sup>1</sup>	Spanish	Cook Islands Māori Social Studies	
Wed 8 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
	2.00 pm	Music	Accounting	History	French
Thu 9 Nov	9.30 am	Mathematics & Statistics		Chemistry	Geography
	2.00 pm	Korean	Drama	Samoan	Statistics
Fri 10 Nov	9.30 am	English	Lea Faka-Tonga	Media Studies	Physics
	2.00 pm	Biology	Music		Accounting
WEEKEND					
Mon 13 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Commerce Economics	Korean	Agricultural & Horticultural Science Chinese German	Biology
Tue 14 Nov	9.30 am	Science <sup>1</sup>	Chemistry		English
	2.00 pm	Gagana Sāmoa Gagana Tokelau Samoan Spanish Vagahau Niue	Geography	Biology	Art History
Wed 15 Nov	9.30 am		English		Religious Studies
	2.00 pm	Cook Islands Māori History Reo Māori Kūki 'Āirani	Chinese	Accounting	German
Thu 16 Nov	9.30 am	Business Studies	History	Physics	Te Reo Rangatira
	2.00 pm	Drama	Cook Islands Māori Social Studies	Health	
CANTERBURY ANNIVERSARY DAY (Fri 17 Nov)					
WEEKEND					
Mon 20 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Psychology Te Reo Rangatira	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 21 Nov	9.30 am	Media Studies	Te Reo Rangatira	Drama Lea Faka-Tonga	History
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies	Art History	Economics
Wed 22 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 23 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance <sup>1</sup>	Earth & Space Science		
Fri 24 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	
WEEKEND					
Mon 27 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies		
Tue 28 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Wed 29 Nov	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Thu 30 Nov	9.30 am	Social Studies	Dance		Earth & Space Science