



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

NCEA & NZ Scholarship QUALIFICATIONS & ASSESSMENT

Student/Parent Handbook

2024

NCEA Qualifications

NCEA (National Certificate of Educational Achievement)

NCEA is awarded at 3 levels:

NCEA Level 1	NCEA Level 2	NCEA Level 3
60 Credits	80 Credits	80 Credits
+ Literacy Co-requisite + Numeracy Co-requisite	(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.

Literacy and Numeracy requirements

Both the Literacy and Numeracy co-requisites need to be met to be awarded NCEA at any level. From 2024 onwards these are primarily assessed nationally through Common Assessment Activities (CAA). The literacy co-requisite is made up of a 5 credit Reading CAA and a 5 credit Writing CAA. Both must be passed. The numeracy co-requisite is one 10 credit Numeracy CAA. 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 changes to NCEA visit: <https://ncea.education.govt.nz/>

Dates

Term Dates			
Term 1	Thursday 1 February	to Friday 12 April	(11 weeks)
Term 2	Monday 29 April	to Friday 5 July	(10 weeks)
Term 3	Monday 22 July	to Friday 27 September	(10 weeks)
Term 4	Monday 14 October	to Monday 16 December	(10 weeks)

Statutory Holidays					
Waitangi Day	Tuesday	6 February	ANZAC Day	Thursday	25 April
Taranaki Anniversary	Monday	11 March	King's Birthday	Monday	3 June
Good Friday	Friday	29 March	Matariki	Friday	28 June
Easter Monday	Monday	1 April	Labour Day	Monday	28 October
Easter Tuesday	Tuesday	2 April			

Examination Dates 2024

Senior School Examination Dates: Wednesday 11 September – Wednesday 18 September

NZQA Examination Dates: Tuesday 5 November – Friday 29 November

Junior School Examination Dates: Thursday 16 November – Tuesday 21 November

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, a Not Achieved grade will be recorded.

<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. An appeal form needs to be completed and this will be filed with the students records.

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. An extension form needs to be completed and this will be filed with the students records.

Alternative Assessment Opportunity

Students who are absent from an Internal Assessment due to:

- **Illness** – A caregiver needs to contact the school as soon as practical to advise of a missed assessment due to illness and the student needs to complete a form to request an alternative assessment date. A medical certificate may be required.
- **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://www2.nzqa.govt.nz/ncea/ncea-rules-and-procedures/breaches-of-exam-rules/>

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 entered, including those who did not complete the original assessment, 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 only one resubmission per assessment opportunity is permitted.
- 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 recording

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 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://www2.nzqa.govt.nz/ncea/ncea-for-teachers-and-schools/managing-national-assessment-in-schools/course-endorsement-guide/>

Certificate Endorsement: Merit is 50 credits at Merit or above, Excellence is 50 credits at Excellence. For more information visit <https://www2.nzqa.govt.nz/ncea/about-ncea/ncea-endorsements/>

Verification of Internal Grades

Students should regularly check that their grades in KAMAR are correct and alert their subject teacher immediately if there is an error. The final grades are submitted to NZQA on 1st December.

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 number 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 September for external standards, and 1 December for internal standards.

Examination Timetable

Available on Page 7

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

Digital Examinations

The majority of Level 1 exams will be in digital format. Students will need their own laptop or tablet with keyboard to complete these assessments. Non-digital exams for Geography, Mathematics and Statistics, Science and Dance.

A number of examinations at Level 2 and 3 are also available for students to sit digitally. 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>

NCEA & NZ Scholarship Fees

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

NCEA Level 1, 2 & 3	New Zealand Domestic Students	International Fee-Paying Students
Any Number of Credits	No charge	\$383.80
NZ Scholarship		
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 on the NPGHS Website: <https://www.npghs.school.nz/curriculum/ncea-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://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/nz-scholarship/nz-scholarship-results/payment-of-nz-scholarship-award/>

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

National Secondary Examinations Timetable

2024 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue.					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 5 Nov	AM	Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
	PM	Gagana Sāmoa Spanish	Biology	Japanese Making Music Spanish	Statistics
Wed 6 Nov	AM			English	
	PM	Geography	Spanish	Cook Islands Māori Social Studies	German
Thu 7 Nov	AM		English		Latin
	PM	Reo Māori Kōki 'Āirani	Accounting	History	French
Fri 8 Nov	AM	Mathematics & Statistics		Chemistry	Accounting
	PM		Music		History
WEEKEND					
Mon 11 Nov	AM	French	Lea Faka Tonga Te Reo Māori	Calculus	Samoa
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 12 Nov	AM	English			Physics
	PM	Korean	Drama	Samoa	
Wed 13 Nov	AM	Science	Chemistry	Drama	Geography
	PM	Gagana Tokelau Vagahau Niue	Geography	Biology	Art History
Thu 14 Nov	AM	Agricultural & Horticultural Science	Art History	Statistics	Drama
	PM	History	Chinese	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 15 Nov)					
WEEKEND					
Mon 18 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Health	Economics	
Tue 19 Nov	AM	Chemistry & Biology	History	Physics	Te Reo Rangatira
	PM	Health Studies	Business Studies Cook Islands Māori	Health	
Wed 20 Nov	AM	Chinese (Mandarin)	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 21 Nov	AM	Physics Earth & Space Science	Latin	Te Reo Māori	Calculus
	PM	Dance	Economics	Korean	
Fri 22 Nov	AM	Religious Studies	Physics	Business Studies	
	PM	German	Media Studies		Biology
WEEKEND					
Mon 25 Nov	AM		Japanese	Geography	
	PM		Earth & Space Science		Religious Studies
Tue 26 Nov	AM		Home Economics	Classical Studies	Te Reo Māori
	PM		German	Home Economics	
Wed 27 Nov	AM		Social Studies	French	Japanese
	PM		Agricultural & Horticultural Science	Media Studies	
Thu 28 Nov	AM		Education for Sustainability Samoa	Earth & Space Science	Chinese
	PM			Music Studies	Spanish
Fri 29 Nov	AM		Dance		Earth & Space Science

Prize / Scholar Information

Diligence

Outstanding workers are awarded diligence certificates at Mini Prizegiving at the end of the year. Diligence is awarded to students who have shown themselves to be diligent across their subjects and Kāwai Huia.

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.

Note: in 2024, no First Half Year Scholars will be awarded in any Level 1 courses due to the reduced number of standards available.

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 of the 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 Ako Apiha 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. No weightings are used.

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 of the 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, prior to Mrs Bond checking.

University Results

The results for students taking University Papers are all converted to be used alongside NCEA results. They are weighted to indicate work at a year level above the norm for the cohort.

Taranaki Scholarship

Final NCEA results are collated, to identify the top students (usually with 75+ 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 Trust 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 Trust Board on behalf of the students.