



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

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

**Student/Parent Handbook**

**2025**

## NCEA Qualifications

### NCEA (National Certificate of Educational Achievement)

NCEA is awarded at 3 levels:

NCEA Level 1 60 Credits	NCEA Level 2 60 Credits	NCEA Level 3 60 Credits
At all levels the Literacy and Numeracy Co-requisites need to be completed. This is only required once and is usually completed by the end of Year 11.		

### 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

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	Monday 3 February	to Friday 11 April	(10 weeks)
Term 2	Monday 28 April	to Friday 27 June	(9 weeks)
Term 3	Monday 14 July	to Friday 19 September	(10 weeks)
Term 4	Monday 6 October	to Friday 12 December	(10 weeks)

Statutory Holidays					
Waitangi Day	Thursday	6 February	ANZAC Day (in holidays)	Friday	25 April
Taranaki Anniversary	Monday	10 March	King's Birthday	Monday	2 June
Good Friday (in holidays)	Friday	18 April	Matariki	Friday	20 June
Easter Monday (in holidays)	Monday	21 April	Labour Day	Monday	27 October
Easter Tuesday (in holidays)	Tuesday	22 April			

## Examination Dates 2025

<b>Senior School Examination Dates:</b> Monday 8 September – Monday 15 September
<b>NZQA Examination Dates:</b> Tuesday 4 November – Friday 28 November
<b>Junior School Examination Dates:</b> Monday 24 November – Wednesday 26 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 student's 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. If there are extenuating circumstances preventing an application before the due date this will be assessed on a case-by-case basis.

### Alternative Assessment Opportunity

Students who are absent from an Internal Assessment due to:

- **WITT / Trades Academy or other similar course** - It is the student's responsibility to inform their course provider that they have an NCEA assessment that needs to take priority.
- **Illness** - A caregiver will need to contact the school on the day of an assessment to support an application for an extension or alternative assessment date. Partially completed assessments that have been completed over a period of time should still be submitted on the due date with an explanation that an extension will be sought. If an individual student submits numerous requests for extensions due to illness a medical certificate may be requested, at the discretion of the Principal's Nominee.
- **School Representation / School Event** - It is generally expected that work be handed in (or a test sat) before the due date. 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.

If a further assessment opportunity is offered, it will be to all students entered, including those who did not complete the original assessment for a valid reason. Students that opted out of the original assessment, or did not have a valid reason for missing it are not eligible for a further assessment opportunity. Result outcomes can range from Not Achieved to Excellence and the highest grade a student attains will be reported to NZQA.

<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 Crawford (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 1<sup>st</sup> 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.

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/>

<b>NCEA Level 1, 2 &amp; 3</b>	<b>New Zealand Domestic Students</b>	<b>International Fee-Paying Students</b>
Any Number of Credits	No charge	\$383.30
<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 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

2025 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue.					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 4 Nov	AM		Mathematics & Statistics	Dance	Classical Studies
	PM		Latin	Japanese Making Music Spanish	Statistics
Wed 5 Nov	AM			English	
	PM		Geography		Earth & Space Science
Thu 6 Nov	AM		English		Latin
	PM		Chinese	History	French
Fri 7 Nov	AM			Chemistry	Accounting
	PM		Accounting		Biology
WEEKEND					
Mon 10 Nov	AM	French Spanish	Lea Faka-Tonga Te Reo Māori	Calculus	Samoan
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 11 Nov	AM	English			Physics
	PM	Gagana Tokelau	Dance	Biology	Art History
Wed 12 Nov	AM	Agricultural & Horticultural Science	Chemistry	Drama	Geography
	PM	Korean	Cook Islands Māori Drama	Digital Technologies Samoan	Psychology
Thu 13 Nov	AM	Mathematics and Statistics	Art History	Statistics	Drama
	PM	History	Physics	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 14 Nov)					
WEEKEND					
Mon 17 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Biology	Economics	
Tue 18 Nov	AM	Science	History	Physics	Te Reo Rangatira
	PM	Digital Technologies	Agricultural & Horticultural Science	Media Studies	
Wed 19 Nov	AM	Chinese	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 20 Nov	AM	Physics Earth & Space Science	Media Studies	Te Reo Māori	Calculus
	PM	Vagahau Niue	Education for Sustainability Samoan	Earth & Space Science	Chinese
Fri 21 Nov	AM	Reo Māori Kūki 'Āirani		Music Studies	Spanish
	PM	Geography	Music		History
WEEKEND					
Mon 24 Nov	AM	Gagana Samoa	Japanese	Geography	
	PM	German	Earth & Space Science		Religious Studies
Tue 25 Nov	AM	Chemistry & Biology	Home Economics	Classical Studies	Te Reo Māori
	PM	Lea Faka-Tonga	German	Home Economics	Digital Technologies
Wed 26 Nov	AM	Religious Studies	Social Studies	French	Japanese
	PM	Health Studies	Business Studies	Health	
Thu 27 Nov	AM		Economics	Korean	
	PM		Health	Business Studies	
Fri 28 Nov	AM		Digital Technologies Spanish	Cook Islands Māori Social Studies	German



## Prize / Scholar Information

### Takatū Poutama

The Takatū Poutama Award is presented to students showing themselves Ready to Learn across Recognitions (RRR-Wards), Attendance, Lates, Engagement, Uniform and Pastoral areas. Overall Takatū Poutama recipients are awarded at the Mini Prizegiving.

The NPGHS Takatū Poutama, for five consecutive years as a recipient of Takatū Poutama is presented as part of the Year 13 Special Awards at the Senior Prizegiving.

For Senior Prizegiving Instructions see [Appendix N](#) and for Senior Final Weeks Details see [Appendix O](#).

For Prizegiving Criteria see [Appendix P](#).

### Scholars

Scholars are derived from grade averages for common assessments across a subject. Subject Course Outlines indicate which assessments count toward First and Second Half Year Scholar calculations. See [Appendix Q](#).

**Note: in 2024, First Half Year Scholars were not awarded in Level 1 courses due to the reduced number of standards available. It is now confirmed that these will be awarded for Level 1 – First Half Year Scholars in 2025.**

A maximum of one result per standard or common assessment (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 (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 or common assessments, that make up what the teacher deems the compulsory part of the course, will mean ineligibility for Academic Prizes in that subject (First in Subject and Top 5%) as well as Overall Academic Awards 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 Data Co-ordinator 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 resits
- 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 and Top 5%

For First in Subject and Top 5%, 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 or common assessment (internal and external) derived from internal results and external results from the school examinations or a final test, will be used for the First in Subject and Top 5% calculations.



**NOTE: withdrawal from one or more of the standards or common assessments, that make up what the teacher deems the compulsory part of the course will mean ineligibility for Academic Prizes in that subject (First in Subject and Top 5%) as well as Overall Academic Awards 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. See [Appendix R](#).

### **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. Scholar data is downloaded from KAMAR and then further analysis done on spreadsheets. HODs check subject data and the Data Co-ordinator checks Scholars and First in Year Level, 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) as determined by the Taranaki Scholarship Trust Board. Subject results stem from the official cannon of UE subjects with up to one non-UE subject permitted. Each subject can have a maximum of 24 possible credits per subject. The data is confidential and is submitted directly to the Taranaki Scholarship Trust Board on behalf of the students.