

MANAGING NATIONAL ASSESSMENT – STUDENT EXTRACTS (2018)

These Guidelines and Procedures are taken from the Carmel College New Zealand Qualifications Authority (NZQA) document (Element 7). The full procedure can be accessed from the school website www.carmel.school.nz or from the Principal's Nominee. Standards Based Assessment is used in all NZQA administered qualifications. This means that assessment tasks measure achievement or competency in relation to the achievement or performance criteria set out in the Achievement/Unit Standard registered on the National Qualifications Framework (NQF).

RATIONALE

The Carmel College Document approved by the New Zealand Qualifications Authority ensures that Carmel College has procedures that ensure assessment is **fair, valid and consistent** with relevant curriculum documents, course prescriptions and national standards.

Fair means that students should be prepared for the assessment task and have a reasonable chance of success. A **valid** assessment task is one that assesses the performance criteria specified in the standard. Assessment is **consistent** when the grades achieved can be relied on to reflect the appropriate national standard, and when more than one class is assessed against the same standard the grades awarded are based on the specified judgement statements so that like assessments are awarded the same grade.

1. What documentation can I expect?

It is the policy of Carmel College that you will be provided with documentation that keeps you well-informed and able to keep records relating to your National Certificate of Educational Achievement (NCEA).

- a. At the beginning of each year, or when you enrol at Carmel College, you will be given these Extracts from the Carmel College NZQA Accreditation Document that informs you about your responsibilities relating to NCEA assessment. You will find a grid to record your credits on pages 110-111 in your Student Diary.
- b. You and your parent/s or guardian/s will be **required to acknowledge via an electronic form** that you have received, read and understood the information and agree to the conditions of assessment within these guidelines. The form will be retained by the Principal's Nominee.
- c. If an issue arises during the year and the electronic form has not been completed, it will be assumed that you and your parents/guardians have had the opportunity to read, understand and agree to the conditions of assessment within these guidelines.
- d. Student extracts may be updated during the year to respond to any changing requirements from NZQA. The document can be accessed on the Carmel College website. Students will be advised of any changes via their year level Google classroom.
- e. You will be given a **course outline**, including an **Assessment Calendar** for each of your NCEA courses. This course outline will include:
 - i) The Standards to be assessed in the course, using the NZQF official number.
 - ii) A draft date for each of the planned assessments. These can be viewed on the Assessment Calendars on the Carmel College website under [Academic: Assessment Information](#)

- f. All dates published on the course assessment calendar are to be considered as draft dates. Every effort will be made to comply with the dates for assessment. Departments retain the right to change dates to ensure the effectiveness of your learning programme. You will be advised by email or through your Google classroom of any changes to the dates published on the course assessment calendar.

2. How do I enter NCEA?

In Term 1 of each year the Principal's Nominee will create your entries from the options that you are studying. It is your responsibility to check the accuracy of your entries and results posted onto your personalised NZQA website.

3. Responsibilities

- a. It is your responsibility to advise Mrs Harrod (DP) in writing, if you do not wish to enter NCEA or consider that you have grounds to be withdrawn from a particular standard or course. You must complete the Withdrawal from a Standard form or Withdrawal from a Course form which you can find on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.
- b. Should you withdraw from a standard you must attend all timetabled learning periods and participate in the learning associated with the standard.
- c. If you are in Year 11 or 12 and you withdraw from a course you will be allocated to a class which you must attend for attendance purposes. You will be expected to study during this time.

4. What information can I expect to inform me about an NCEA Assessment Task?

The front page of each assessment task will include:

- a. The learning outcomes and the performance criteria of the Achievement or Unit Standard which will be identified by its official NQF number.
- b. Specific information about the assessment task including:
 - i) The type of assessment (open or closed book, a supervised in-class task, portfolio, assignment etc).
 - ii) The duration of the assessment (one timetabled period, 3 consecutive timetabled periods, three weeks etc.) and when necessary a brief statement about the expected time that you might spend on the assessment.
 - iii) Sign-posting dates for any task that has a Final Hand-In Time more than two weeks from the time you are given the assessment task. Sign-posting dates are dates when parts of the assessment need to be handed in.
 - iv) If there is a further assessment opportunity for the standard.
 - v) The Final Hand-In date and time.
 - vi) Clear instructions informing you how to hand in the assessment e.g. location or method (Turnitin and/or Google classroom).
 - vii) If Turnitin is not used a brief authenticity statement that you must sign.
 - viii) An Assessment Schedule that provides you with a guideline of what is expected for an Achieved, Merit or Excellence grade.

5. What should I know about authenticity?

- a. You **MUST** keep **ALL** working documents until after the return of the marked assessment and you have verified your grades by signing the KAMAR Verification of Grades Sheet.
- b. You may not plagiarise by copying passages from books or websites without giving credit to the original author. Students must reference all quotations or relevant extracts written by another person. All authors, texts and internet sites must be acknowledged using the appropriate referencing system.
- c. If a staff member responsible for marking your assessment has any doubts about any part of the work handed in not being her own work, then this concern must be reported to Mrs Harrod (DP) who will start an investigation.
- d. You have the right to be supported by her parent/s or guardian at a meeting organised by Mrs Harrod (DP). You will be asked to bring all working documents and any other relevant material to the meeting. The Head of Department or delegated teacher and possibly your Dean may be present at the meeting to discuss and verify that the work is that of the students.
- e. Should there be any doubt about the authenticity of the work at the end of the investigation, the work will be graded as, and reported to NZQA as Not Achieved.
- f. If you are involved in any misconduct in an internally assessed standard, Mrs Harrod (DP) will conduct a serious investigation. If misconduct is substantiated, severe penalties, including cancellation of results and/or disqualification from the course will be implemented. Should the misconduct compromise the validity of the assessment, the assessment may be nullified for all students and a reassessment offered to those students not involved in the misconduct.
- g. If there is any misconduct in the NZQA administered externally assessed standards, the Exam Centre Manager will report this to NZQA. NZQA will conduct a serious investigation and if substantiated the penalties are severe including cancellation of results and/or disqualification from entering further external assessment for national qualifications in specified assessments.

6. Do I have to sit every NCEA assessment offered in each of my courses?

- a. All students enrolled in a course that offers NCEA assessment must attempt all the learning activities and assessment activities delivered as part of the core course. In some situations students may withdraw from an assessment. In this case you must complete a Withdrawal from an NCEA Standard form. You must do this early on in the relevant teaching programme and file the completed form with Mrs Harrod (DP). Students who opt not to attempt an assessment without withdrawing from an assessment will have a Not Achieved grade reported to NZQA.
- b. If you withdraw from a Standard you must continue attending the timetabled periods and participate in the lessons.
- c. Each Level 3 class has a number of standards which are considered to form a “core course”. Withdrawal from a “core” standard may affect calculations for Dux of school.

7. What happens if I am sick on the day of an NCEA assessment?

If you are sick on the day that an internal assessment task takes place, or an assessment task is due to be handed in, the following procedure must be followed:

- a. Your parent or guardian must ring or email absences@carmel.school.nz to explain the reason for the absence (cc the Dean and your subject teacher).
- b. You or your parent/guardian where possible is expected to make arrangements for any hand in assessment due on that day to be delivered to the School Office or shared with the teacher electronically using Google classroom, drive or Turnitin.
- c. If the assessment cannot be submitted on the due date you must complete a Missed Assessment Form within 3 school days following your return to school and hand to your subject teacher.
- d. If the missed assessment is due to an illness, a Doctor's Certificate or documentation from a health provider should be attached to the Missed Assessment Form and handed to your subject teacher within 3 school days following her return to school.
- e. If you do not complete the Missed Assessment Form you will be awarded a Not Achieved grade.
- f. In cases of unexplained absence you will be awarded a Not Achieved grade.

8. What must I do if I am on another school trip or school function?

- a. As soon as you have been notified of a school trip or school function you need to check if there are any assessments which are due during that time. This can be done via the Google Assessment Calendars. If there are you must complete an Approved School Activity Leave Form.
- b. If there are issues with any of the assessments that are due during the absence period Mrs Harrod (DP) will make a decision after weighing up the information. She will discuss alternative arrangements with the appropriate Head of Department and advise you in writing of the decision.
- c. If no alternative arrangements can be put in place you will be responsible for making the decision. If you decide to withdraw from the standard a Withdrawal from a Standard form must be completed prior to the trip or function.

9. What must I do if I am selected to represent my club at a regional or national sporting or cultural event?

- a. As soon as you have been notified about your selection you must apply for leave and provide a letter from the sporting organisation stating your selection and outlining the event, venue and dates.
- b. If you have any assessments which are due during the absence you must complete a Representation Leave Form.
- c. If there are issues with an assessment that is due during the absence period Mrs Harrod (DP) will make a decision after weighing up the information. She will discuss alternative arrangements with the appropriate Head of Department and advise you in writing of the decision.

- d. If no alternative arrangements can be put in place you will be responsible for making the decision. If the student decides to withdraw from the standard a Withdrawal from a Standard form must be completed prior to the event.

10. What must I do if I need to take Bereavement Leave?

- a. Your parent/guardian must phone or email the relevant Dean or email absences@carmel.school.nz prior to leave being taken and indicate the expected period of absence.
- b. On return to school you must complete a Missed Assessment Form supported with formal documentation. This may be a copy of the Funeral Service or a public notice from the newspaper.

11. What must I do if I want to take Self Interest Leave?

- a. Your parent/guardian must write to the Principal requesting leave before the leave is taken. This is a Ministry of Education requirement.
- b. Students need to discuss with their subject teachers any assessments which are due during the self-interest leave when the leave has been approved. A Self-Interest Leave Form must be completed which confirms the arrangements made to hand in assessments. The completed form must be handed to Mrs Harrod (DP).
- c. If it is not practicable to complete any in-class assessment prior to the leave no alternative arrangements will be made.
- d. If no alternative arrangements can be put in place you can withdraw from the Standard, a Withdrawal from a Standard form must be completed prior to the leave being taken. Should you do this you must attend all timetabled periods and participate in the learning associated with the standard.
- e. You may be able to:
 - i) Complete any hand in assessment due during the period of leave prior to the leave date.
 - ii) Complete any in-class assessments due during the period of leave prior to the leave date if practicable.
 - iii) Arrange to electronically submit assessments during the period of leave.
 - iv) Undertake a later assessment opportunity at the appropriate time if that is offered.

12. What happens if I hand in an Assessment after the Final Hand In Time?

- a. Your Assessment will not be accepted and you will be given a Not Achieved grade. If there valid reasons why you could not hand in your assessment you may consider completing the Missed Assessment Form.
- b. If there is a valid reason for missing the assessment you are eligible for an extension, or to take advantage of any further assessment opportunities if they are available.

13. How do I apply for an Extension of Time?

- a. If you have a commitment or some other reason that will make it very difficult for you to complete your assessment by the Final Hand-In Time you may apply for an extension of time. You must complete the Request for Extension Form. This must be completed prior to the assessment due date, not on the day.
- b. You must discuss the reasons why you cannot keep to the published Final Hand-In Time with your Dean.
- c. If the Dean considers that you have a sound case to Request an Extension they will discuss your case with the Head of Department. You will be advised in writing the result of your request.
- d. This written advice must be attached to your assignment when you hand it in.

14. What is meant by Resubmission?

- a. There may be times when the teacher grading your assessment may consider that you have not given quite enough information to achieve a standard (is at a grade boundary NAME) or that you have made a careless mistake. A mistake is something that you as a student should be capable of discovering and correcting by yourself. If this is the case your teacher will give you the opportunity for a resubmission by conferencing you at the time the assessment is handed back.
- b. Resubmission takes place as soon as your work has been handed back to you and before you have had the chance to discuss your assessment grade with your teacher, other students or had time to do further learning.
- c. If you are eligible for resubmission your teacher will complete a Resubmission Form which will be attached to your assessment.
- d. You may be given the opportunity to resubmit your work under the same conditions of assessment. For most subjects this will be done immediately following the return of your work.

15. What is meant by a Further Opportunity for Assessment?

- a. A further opportunity for assessment provides you with another opportunity to be assessed against a Standard using a different assessment task under conditions of assessment for that Achievement Standard.
- b. If there is to be a further opportunity for assessment it will be published on the initial Assessment Task.
- c. If further assessment opportunities are available they are available to all students who are entered in the standard.

16. What can I do if I find a mistake in the marking of my assessment?

- a. It is your responsibility to check the accuracy of the result awarded in each assessment task. If you consider there is a mistake you must report this to your teacher within 3 school days of your work being handed back.

- b. You may not change anything on the assessment script and scripts that have twink or crossing outs that in the teacher's opinion have been added in since the work was returned will not be considered for discussion.

17. What can I do if I do not agree with my grade?

- a. You can appeal the assessment results or the assessment process. Do not sign the KAMAR Grade Verification sheet.
- b. You have three days from the date that your assessment was handed back to discuss your concern with your subject teacher.
- c. Assessments that have been marked with twink or similar products, or have had sections crossed out and rewritten and which, in the marker's opinion, have had sections altered since the return of the assessment, will not be considered for discussion
- d. If you are still not satisfied you have the right to appeal. You will need to complete an Assessment Appeal Form within three days from the return of your work and hand this to the appropriate Head of Department. The Head of Department will discuss your concern with you and will clarify the judgement statements relied on for awarding the grades.
- e. If you and the Head of Department cannot resolve your issue, then the Head of Department will refer the matter to Mrs Harrod (DP).
- f. You and your parent/guardian, the Head of Department or a delegated member of the staff and possibly your Dean will be invited to a meeting organised by Mrs Harrod (DP) to discuss your concern.
- g. Mrs Harrod (DP) will weigh up the evidence and make a decision. This decision will be reported to you and the Head of Department in writing, and the grade will be entered into the KAMAR Markbook to be reported to NZQA.
- h. Please note that NZQA does not mark internally assessed tasks. Should you ring NZQA on any related matter you will be advised to refer your concern to the Principal's Nominee (Mr Rouse, grouse@carmel.school.nz).

18. Can I have a Not Achieved grade reconsidered if I miss an assessment, do not hand my assessment in by the Final Hand-In Time or if there are authenticity concerns?

Yes. You will need to complete An Application for a Reconsideration form and give this to Mrs Harrod (DP).

19. How do I verify my NCEA grades and credits?

- a. You will be required to sign off your grade for each NCEA assessment on the KAMAR Verification of Grades sheet.
- b. You are strongly advised to record the grades you have been awarded for each assessment on the grid designed for this purpose in the Student Diary.

- c. You are strongly advised to monitor your NZQA active file by logging into the NZQA website <http://www.nzqa.govt.nz/login> with your National Student Number (NSN) and password to access your Record of Assessment.
- d. Students who do not currently have a personalised NZQA website will be given a National Student Number (NSN) and instructions on how to set a password in Term 2 after your entries has been recorded by NZQA. If you do consider that any result that has been recorded with NZQA is not accurate then it is your responsibility to bring that to the attention of the Principal's Nominee, Mr Rouse.
- e. If you want to receive your results through the post then you must indicate this on your NZQA website.

20. Who is eligible for Special Assessment Conditions?

- a. If you manage a permanent or long-term condition such as a physical disability, sight or hearing impairment or a learning disorder you may be entitled to special assessment conditions (SAC) for internally (when practical) and externally assessed standards.
- b. Applications are made to NZQA by the Learning Support Coordinator for the school on your behalf. You will be notified of the outcome of the application.
- c. If you think you may be entitled for SAC please contact the Learning Support Coordinator (Mrs Rosemary Shanks, rshanks@carmel.school.nz).

21. What do I need to do if I change schools during the year or decide to leave school?

- a. Your parent/guardian must write to the Principal advising her of this decision.
- b. You will need to complete a leavers' form which is available from the Principal's PA (Mrs Goudie).

22. What about Privacy?

- a. All assessment data recorded by your teacher and any Department will be treated in accordance with Principle 11 of the Privacy Act 1993. No personal details, entry and result data or assessed work will be shown to anyone who does not need to see it, without your permission.
- b. All assessment tasks and materials are the Intellectual Property of Carmel College and you may not pass these items onto other third parties without the written permission of the appropriate Head of Department.
- c. The School reserves the right to retain student assessment work for administrative purposes after students have been given time to view their results and initiate the Appeals Process. This information will be stated on the Assessment Coversheet. This does not apply to Portfolios and Boards.

23. Derived Grades for External Assessment

If you have been prevented from sitting or presenting materials for external assessment, or you consider that your performance in an external assessment has been seriously impaired because of circumstances beyond your control you may apply to NZQA to be awarded a derived grade.

- a. To check if you meet the guidelines for derived grades
- b. The relevant forms and guidelines for applying can be downloaded
- c. Your application needs to be completed and returned to Mr Rouse.
- d. Your applications should be made immediately if there is a question of your impairment or affected performance/non-submission.
- e. Derived grades can only be applied for if the school holds standard specific evidence for the external achievement. Evidence for derived grades can be from the practice assessment week or other assessments that meet standard specific evidence.
- f. You need to ensure all necessary documentation is provided to the Principal's Nominee, Mr Rouse, before the derived grade application process closes.

USEFUL INFORMATION

Carmel College Office Ask for the person required	09 486 1132
Dean of Alexander House Ms Kathy Giles	kgiles@carmel.school.nz
Dean of Cecilia Maher House Mrs Sarah Menzies	smenzies@carmel.school.nz
Dean of Justine House Mrs Lois Bruce	lbruce@carmel.school.nz
Dean of Kelly House Mrs Anne-Marie Davis	adavis@carmel.school.nz
Dean of McAuley House Mrs Linda Singleton	lsingleton@carmel.school.nz
Dean of Pompallier House Mrs Jacinta Lamb	jlamb@carmel.school.nz
Special Assessment Conditions (SAC) Mrs Rosemary Shanks	rshanks@carmel.school.nz
Deputy Principal (Student Learning and Engagement) Mrs Siobhan Harrod	sharrod@carmel.school.nz
Principal's Nominee Mr Gary Rouse	grouse@carmel.school.nz
School office	admin@carmel.school.nz
Absences	absences@carmel.school.nz

School website

www.carmel.school.nz

All forms referred to in these extracts are available from the Carmel College website under [Academic: Assessment Information](#)

Information is also available from NZQA Website www.nzqa.govt.nz and TKI www.tki.org.nz

The MNA (student extracts) and relevant forms can be found on the year level Google classroom.

NATIONAL CERTIFICATES OF EDUCATIONAL ACHIEVEMENT

National Certificates of Educational Achievement are New Zealand's national qualifications for senior secondary students. NCEA is part of the New Zealand Qualifications Framework (NZQF), along with approximately 1,000 other qualifications.

Credits needed to achieve NCEA		
Level 1	Level 2	Level 3
<p>NCEA Level 1 is issued to students who have achieved:</p> <ol style="list-style-type: none"> 1. 80 credits from Level 1 or higher 2. 10 Literacy credits at Level 1 or higher 3. 10 Numeracy credits at Level 1 or higher 	<p>NCEA Level 2 is issued to students who have achieved:</p> <ol style="list-style-type: none"> 1. 80 credits – a minimum of 60 credits at Level 2 or above and 20 credits at any level 	<p>NCEA Level 3 is issued to students who have achieved:</p> <ol style="list-style-type: none"> 1. 80 credits – a minimum of 60 credits at Level 3 and 20 credits at Level 2 or above
NCEA Certificate Endorsement		
<p>Students require 50 credits at Excellence to gain an NCEA endorsed with Excellence or 50 credits at Merit (or Merit and Excellence), to gain an NCEA endorsed with Merit.</p> <p>Credits counting towards endorsement may be gained over more than one year and at more than one level, but must be gained at the level of the certificate or above.</p>		
NCEA Course Endorsement		
<p>Students will gain an endorsement for a course if they gain 14 or more credits at Merit or Excellence. At least 3 of these credits must be from externally assessed standards. A course endorsement can only be awarded in one calendar year.</p> <p>Note the 3 credits from externally assessed standards does not apply to Physical Education, Religious Studies and Level 3 Visual Art.</p>		
University Entrance (UE)		
<p>University Entrance (UE) is the minimum requirement for students to qualify for entrance to a university in New Zealand. To qualify students need:</p> <ol style="list-style-type: none"> 1. NCEA Level 3 – 60 credits or more at Level 3 2. 14 credits at Level 3 in each of three subjects from the list of approved subjects 3. 10 Numeracy credits at Level 1 or higher 4. 10 Literacy credits (5 credits in reading and 5 credits in writing) at Level 2 and above from specific achievement standards <p>It is also important that you check the entry criteria for the tertiary institution at which you want to study as some universities have their own specific entry requirements in addition to those above.</p>		

Literacy and Numeracy Requirements

NCEA Level 1 literacy and Level 1 numeracy is a minimum of 10 credits in each through either specified achievement standards available through a range of subjects OR a package of three literacy and three numeracy unit standards (all three required).

If you intend on going to university: University Entrance literacy requirements: at least 5 reading credits and 5 writing credits at Level 2 or above.

If you intend on going to university: University Entrance numeracy requirements: at least 10 numeracy credits at Level 1 or above.

Scholarship Standards

Scholarship is a monetary award to recognise top students. It does not attract credits or contribute towards a qualification but the fact that a student has gained a Scholarship appears on the 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.

NCEA 2018 Examination Timetable

Date / Time		NCEA Level 1	NCEA Level 2	NCEA 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
Tues 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
Tues 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
Tues 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	