

# **Westlake Girls High School**

## **National Qualifications Framework & NCEA 2017**



### **POLICY INFORMATION FOR STUDENTS**

## NCEA LEVEL REQUIREMENTS

*Students will need to earn 80 credits and Literacy and Numeracy to be awarded an **NCEA Level 1 qualification**. Literacy and Numeracy can be met through a variety of courses and each course will have defined which standards contribute to Literacy and Numeracy. The Ministry of Education and the New Zealand Qualifications Authority have stated which standards meet Literacy and Numeracy requirements. Ten credits each in Literacy and Numeracy is the minimum required.*

Students will be offered approximately 20-24 credits from each course although this will vary between subjects. In five subjects students could gain up to 120 credits and in six subjects they could gain up to 144 credits. Course specific information is given to students by teachers of each course.

To gain a **Level 2 NCEA**, a student must achieve 80 credits, of which 60 must be at Level 2 or above with the remaining 20 from Level 1 or higher. *Please note: A new requirement has now been added - Level 1 Literacy and Numeracy requirements must now be met to gain the Level 2 certificate.*

To gain a **Level 3 NCEA** a student must achieve 80 credits with a minimum of 60 credits at Level 3 or above. Level 1 Literacy and Numeracy requirements must also have been met.

### CERTIFICATE ENDORSEMENTS

To gain a **Merit endorsement** on her NCEA qualification a student must gain at least 50 credits at Merit level or higher.

To gain an **Excellence endorsement** on her NCEA qualification a student must gain at least 50 credits at Excellence level.

### COURSE ENDORSEMENTS

Certificates can be endorsed to reflect high achievement in a number of standards from a particular course. Course endorsements will show that students have performed well in an individual course.

Students will gain an endorsement for a course if, **in a single school year**, they achieve:

- 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
- At least 3 of these credits from externally assessed standards and 3 credits are from internally assessed standards. The externally assessed requirement does not apply to Physical Education, and Level 3 Visual Arts.

## UNIVERSITY ENTRY

### University Entrance (UE) requirement

This UE requirement is the **minimum** requirement for entry to university.

Students will need all of the following to be awarded UE:

- attain NCEA Level 3
- achieve 14 credits at Level 3 in **each of three subjects from the list of approved subjects**.

The list of approved subjects will consist of subjects derived from the New Zealand Curriculum with achievement standards at Level 3.

- achieve UE numeracy - 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 and above from specific standards.

Credits can be accumulated over more than one year.

## Numeracy

The change to UE numeracy makes the new requirement the same as the NCEA Level 1 numeracy requirement. This means that students who achieve NCEA Level 1 will have also met the new UE numeracy requirement.

## Literacy

Students may meet their UE literacy requirement through a range of Level 2 standards or Level 3 standards that are available on the NZQA website and will also be available on the school website.

## UNIVERSITY RESTRICTED ENTRY COURSES

For courses with a large number of applicants the entry criteria will be higher. Students will need to check either with the university concerned or with a careers' guidance counsellor for the entry criteria.

Credits are gained by meeting national standards. These credits can be gained from **Achievement Standards (AS)** and **Unit Standards (US)**. Each subject will supply a Course Information Sheet detailing the AS and/or US offered in a course for 2016 and the number of credits that each AS or US is worth.

Achievement Standards will be awarded as '*Not Achieved*', '*Achieved*', '*Merit*' or '*Excellence*' level and Unit Standards are awarded as '*Achieved*' or '*Not Achieved*'. The level at which a standard is achieved will not affect the number of credits gained. If the standard is not met then the AS or US is not achieved and no credits will be gained.

Assessment for Achievement Standards will be **either** internal or external depending upon its registration. Assessment for Unit Standards will be **internal**. Further information is available on <http://www.nzqa.govt.nz/ncea/assessment/search.do>

The mode of assessment for internal AS and US will vary. It may be by way of written test, research assignment, speaking test, practical task etc. Each course will state the style of assessment in its course outline.

NZQA (New Zealand Qualifications Authority) will administer examinations for all external Achievement Standards. These will take place at the end of the school year (in November).

NZQA will list credits gained for all AS and US on a student's Record of Achievement. When 80 credits have been obtained, (including the required number of Numeracy and Literacy credits) the student can be awarded NCEA at Level 1. The same will happen for Level 2 and 3.

The following information outlines the main points from all NQF/NCEA policies and procedures relevant to students at Westlake Girls High School.

## ASSESSMENT

### Schedule of Achievement Standards and Unit Standards

- At the commencement of the course each student will receive course information which includes a schedule of AS/US to be offered in the subject area she is studying with approximate dates for assessment. This may be made available in hard copy or accessed from Google.

### Standard of Internal Assessment Tasks

- Departments will set assessment tasks that meet the national standard.

### Consistency of Marking

- Each department will use marking procedures that will ensure that student work is marked consistently to the national standard.

## Storage of Assessment Tasks

- Student work will be stored in a secure location by each department. All assessment material will be kept for one full previous calendar year. This will ensure that material is readily accessible if called on for moderation purposes or if a grade is questioned.

## Further Assessment Opportunities

- **Most courses do not offer further assessment opportunities. Students are encouraged to ensure they are 'ready to assess' at the first opportunity.**
- **Each course outline provided to students at the start of the course will give details as to the availability or non-availability of further assessment opportunities for each standard.**
- **Where a further assessment opportunity is made available, a *maximum* of one further assessment opportunity *only* may be provided where practicable, for any student who wishes to improve her grade in an internal standard. This is normally for applied courses.**
- **There is no automatic right to a further assessment opportunity.**
- If a student refuses to attempt/does not attempt an assessment task at the time of assessment or does not submit work by the due date she will not be eligible for any further assessment opportunity. A **'Not Achieved'** grade will be recorded and reported in her results from NZQA in January 2016.
- Further learning must have taken place before a student can present herself for any further assessment opportunity which is provided.
- Students who are legitimately absent during the first assessment opportunity may be given an assessment opportunity during this time. (See policy on missed assessments.)
- Where a student misses the assessment through illness her medical circumstances need to be authenticated by a medical certificate from a New Zealand registered medical practitioner which is dated on or immediately prior to the date or dates of assessment and must cover the date(s) of the assessment.
- Chronic illness - Specific dates of the student's incapacitation must be detailed in order for the teacher to calculate the length of any extension, a general diagnosis of a chronic condition will not be sufficient to obtain an extension or re-assessment opportunity.
- Where a further assessment opportunity is provided, the student will be awarded the higher of the two grades she received.

## Resubmission

All departments are required to have a policy that fulfils their specific needs and requirements based on the following guidelines

- A resubmission opportunity should only be offered **where a teacher judges that a mistake has been made by a student, which the student should be capable of discovering and correcting themselves.**
- For students with *'Not Achieved'*, *'Achieved'* or *'Merit'* in the standard for an assessment task because one of the achievement criteria has not been met (usually due to one minor error/omission/misinterpretation), these students are given an opportunity to make **one** resubmission on the **single** issue causing the completed assessment task to not meet the standard for achievement at the higher level.
- A department may choose to allow resubmission to improve a grade using the guidelines as outlined in the previous bullet point if the department deems this to be an appropriate course of action which is fair to all students who have submitted assessment work for the standard concerned.
- Teachers must not use this as an opportunity to make formative feedback to the student.
- Resubmission must be completed in class under teacher supervision.
- Resubmission may take the form of an interview by the HOD or Teacher in Charge of the assessment for that standard.
- Consistency of practice within department for each standard to ensure fairness to all students within NZQA guidelines.

## COMMUNICATION

### Students:

- All departments will give course outline information to each student when they join the class. This will include information on standards offered as well as all other key information related to assessment and the course itself.

**Parents:**

- Parents will be informed if a student misses an assessment.
- Reports on student progress will be issued twice a year.

**FAIRNESS****Misconduct/Authenticity of Student Work**

- The conditions of the assessment activity will be clearly stated in the task instructions. This will cover appropriate behaviour during the course of the assessment. Failure to comply with these conditions will be deemed to be misconduct.
- The consequences of submitting copied work or plagiarised material of any form will result in the student receiving a 'Not Achieved' grade.
- Students must acknowledge all resources used e.g. supply a bibliography, copies of original documents, websites visited etc.
- For research work and long projects, regular checkpoints should be set. Plans/resource material/logbooks/draft work must be seen or submitted with the final product.
- For long individual assessments such as research assignments, students will be asked to sign a declaration stating that all submitted material is their own.
- Attendance is a requirement for authenticity.
- Where assessment is not fully completed under teacher supervision, oral questions or other appropriate checks may be used in a one on one situation to check authenticity.
- Teachers conducting assessments will endeavour to avoid situations where misconduct can occur.
- If misconduct is suspected, the initial investigation will be undertaken by the HOD or TIC of the subject. This may be followed up with a further investigation by senior management.
- If misconduct is found to have occurred then the student will have a 'Not Achieved' grade recorded for the AS/US and no further assessment opportunity will be offered. House deans will be notified by the teacher and examination misconduct is to be recorded on the school student management system to help prevent repetition. A letter to the caregiver should be sent advising of misconduct and any evidence held on the student's file.

**Appeals**

- Students will be given an opportunity to appeal a grade awarded if a valid reason is given.
- When marked work is returned, students will sign on the assessment cover sheet to indicate acceptance of the grade or request for reconsideration of the assessment judgement.
- Students who have had their work marked and returned will have 5 school days from the date of return to appeal.
- The student will need to make a written submission using a 'Request for Appeal of Assessment Judgement' form (available from the class teacher or Head of the Department) stating the grounds upon which they believe the appeal to be justified
- The assessment task and request form must be given to the class teacher who will (in consultation with the subject review team) ensure that the appeal is addressed.
- This reconsideration will normally need to be completed within 10 school days of the written submission being made.

**Checking Results are Recorded Accurately**

- The classroom teacher will record assessment results in mark books in the school's Student Management System (Classroom Manager), on the school network. This is backed up regularly.
- Students must also keep their own records of assessment grades.
- A printout of results from Classroom Manager will be prepared in Term 4 for students to sign that grades have been recorded correctly
- Students must check results are recorded regularly from their 'Learner Login' on the NZQA website. They must advise their Deans immediately of any errors or omissions they detect.

**Missed Assessments**

- Students will not be disadvantaged by unforeseen circumstances.

- An assessment opportunity will be granted at another time to a student who has missed an assessment opportunity on approved grounds at a convenient time negotiated with the HOD.
- Approved grounds may include: family bereavement, accident or illness. Holidays taken during term time do not constitute grounds for rescheduling of assessments. Therefore, should a student miss an assessment because she is away on holiday, she will not be granted an assessment opportunity at another time.
- Bereavement circumstances need to be authenticated.
- Medical circumstances need to be authenticated by a medical certificate from a New Zealand registered medical practitioner which is dated on or immediately prior to the date or dates of assessment and must cover the date(s) of the assessment. The dates a student was incapacitated must be specified to be eligible for extensions or re-assessment opportunities, general or open ended medical certificates are insufficient. Refer to managing LONG TERM ILLNESS.
- To request rescheduling of or extension for an assessment, students will need to complete a 'Request for Extension /Rescheduling of Assessment' or the 'WGHS leave from school' form with evidence of 'approved' grounds sighted by their house dean with appropriate supporting documents.
- Rescheduling of short term assessment opportunities, 1-3 days, may be granted without a formal medical certificate where the students absence has been limited to a minority of the assessment period and the assessment is able to be rescheduled within the assessment period. In this circumstance an email or phone call on the day of the assessment from the caregiver, followed by a signed note will suffice. This is at the discretion of the HOD.
- Documents need to be submitted to the HOD via the class teacher responsible for that assessment.
- Where it is not appropriate nor practical to offer an alternative time for assessment it may be possible for teachers to determine a derived grade from standard-specific evidence of achievement in that standard for students who meet the requirements set out above.
- Derived Grades – These are only applicable for external assessments due to emergency or unforeseen circumstances. Long term illnesses, anxiety or compassionate consideration are not applicable. Approved Grounds for application are: short term medical, accident or bereavement. Students must contact their Deans immediately should an emergency situation arise during external examinations, in order to apply.
- Documentation will be stored with assessment material relating to that standard.
- Students who fail to submit adequate documentation and have their 'Request for Extension/Rescheduling of Assessment' denied will have 'Not Achieved' recorded for that particular standard.
- Students who have been absent from the teaching of the coursework for the standard through illness or for other legitimate reasons and are not able to cover the missed coursework and assessment may apply to have this standard withdrawn.
- Withdrawals – Students are expected to attempt the full course of study to ensure success. Students may apply to withdraw from particular standards via their Deans in exceptional circumstances. These would normally be approved grounds such as severe illness, bereavement or national sporting representation. In these cases an Individual Education Plan may be more appropriate.
- Students who fail to hand in assessments will have 'Not Achieved' recorded for that standard unless approved reasons apply.
- LONG TERM ILLNESS: If a student has an illness that prevents her from attending school for a considerable period of time then it is unlikely that she will have completed the required course of study for the particular achievement standard(s) she has missed. Therefore it is unlikely that she will be eligible to be assessed for a derived grade for those internal or external standards. Any student in this situation is advised to contact the Senior Manager in charge of her level to discuss her particular circumstances.

### Special Assessment Conditions

Students requiring special assessment conditions will be identified by the Head of Guidance/Learning Support. Provision is made for these students to have valid and fair assessment conditions for internal standards consistent with the assistance they would normally have as part of their learning environment. However, in some situations special conditions will not be available. Students concerned will need to discuss their courses with the dean or Senior Manager in charge of their level. Applications for special assessment conditions for **external** standards need to be made usually by early March. Dates will be confirmed by NZQA and advertised to students.

Up to date documentation is required for any students who may be eligible to apply for special assessment conditions. This may take the form of an Educational Psychologist's report which must be updated every 3 years, or a current medical report

from a registered medical specialist. It is the responsibility of the parent/guardian to supply the relevant report to the Principal's Nominee or the Head of Learning Support.

### **Extensions to NCEA Assessment Tasks**

- Assessments handed in late will not be accepted unless an extension has been granted.
- Requests for extensions must be made to the HOD by written application on the appropriate form via the class teacher responsible for that assessment.
- Extensions may be granted only on approved grounds or when the student is representing the school.
- Extensions are unlikely to be granted where significant time has been given for completion of the assessment.
- Arrangements for all extensions must be made at least 48 hours before the due date of the assessment. If this is not possible because an emergency situation occurred then the request must be made as soon as possible.
- The 'WGHS leave from school' form with evidence of 'approved' grounds sighted by house deans or a separate 'request for extension' form can be used by students to apply for extensions 48 hours in advance. Extension forms are available from house deans and HODs. Students are responsible for negotiating an extension with their teachers, providing evidence and gaining written permission. Extensions are unlikely to be granted for computer/printer faults.
- All extensions must be approved by the HOD or Senior Management team member with responsibility for NZQA matters.

### **Attendance**

- Students are required to attend all classes and participate fully in the learning programme for those courses in which they are enrolled.
- Attendance may be required to verify authenticity of student work.
- Students and parents/caregivers will be notified if attendance is causing concern and preventing students from achieving to the required standard. The form 'Failure to complete sufficient course work to complete an assessment task' may be used to warn a student/parent/caregiver of this likelihood.

### **Pre-Requisites for Courses**

Some courses of study will require pre-requisites for entry to the course, particularly at Level 2 and 3. Under special circumstances, a student may be allowed to take a course of study without the necessary pre-requisites. Permission from the Head of the Department of that subject area must be obtained before entry to the course will be granted.

Further information on NZQA qualifications is available from <http://www.nzqa.govt.nz/>

Students are advised to check university websites for further information on prerequisites for university courses that they are interested in pursuing.

### **Key Dates 2017**

**Financial Assistance Applications** – Students who are eligible for financial assistance to pay NZQA fees should pick up application forms from reception in June.

**NZQA fees** – The fees for 2017 are \$76.70 per student unless the student's caregiver is eligible for financial assistance. Scholarship fees are now \$30 per subject. NZQA fees are due to be paid to the school early in August – accounts will be sent out with mid-year reports.

**NZ Scholarship Entries** – Students studying a subject at Level 3 who are achieving results at a very high level may enter for NZ Scholarship. Entries will be taken during June and July. Students will be informed of the entry process in specific year level assemblies. Scholarship fees for 2017 are \$30 per scholarship entry.

**School Examinations** – These examinations are held in Term 3, weeks 8 till 9. Students should be aware that these examinations are important preparation for the external examinations to be held in November. These examinations also provide essential data for the **derived grade** process should a student be unable to sit NCEA examinations in November due to sudden illness or an unforeseen emergency.

**NCEA Examinations** – Examinations start on Wednesday 9 November. A timetable is provided on the following page for your convenience.

# NCEA Outline

Minimum requirements - 10 Level 1 Literacy + 10 Level 1 Numeracy + 60 other Level 1 (or higher) credits = **80 credits in total**

## NCEA Level 1

**NCEA Level 1 with Merit** ( $\geq 50$  Merit)  
**NCEA Level 1 with Excellence** ( $\geq 50$  Excellence)  
**Course Endorsements with Merit or Excellence** ( $\geq 14$  Merit and/or Excellence, must include 3 internal, 3 external – exemption for PE and Visual Arts)

## Course Pre-requisites for NCEA Level 2 apply

Entry into each course is subject to meeting academic pre-requisites – refer to the curriculum handbook for details.

Minimum requirements - 60 Level 2 (or higher) credits + 20 credits from any level = **80 credits**

**Must have Literacy and Numeracy**

## NCEA Level 2

**NCEA Level 2 with Merit** ( $\geq 50$  Merit)  
**NCEA Level 2 with Excellence** ( $\geq 50$  Excellence)  
**Course Endorsements with Merit or Excellence** ( $\geq 14$  Merit including 3 internal, 3 external – exemption for PE and Visual Arts)

## Course Pre-Requisites for NCEA Level 3 apply

Entry into each course is subject to meeting academic pre-requisites – refer to the curriculum handbook.

Minimum requirements - 60 Level 3 credits + 20 credits from Level 2 or higher = **80 credits**

## NCEA Level 3

**NCEA Level 3 with Merit** ( $\geq 50$  Merit)  
**NCEA Level 3 with Excellence** ( $\geq 50$  Excellence)  
**Course Endorsements with Merit or Excellence** (14 Merit and/or Excellence, 3 internal, 3 external, plus 8 others in a designated course exemption for PE and Visual Arts) **Must have Literacy and Numeracy**

## University Entrance

### NCEA Level 3 and

**10 credits Numeracy**  
In Level 1 or higher

**10 credits Literacy**  
In Level 2 or higher being  
5 credits writing  
5 credits reading

**14 credits**  
in each of three approved subjects



**2017 Examination Timetable**

Day	Date/Time	Level 1	Level 2	Level 3	Scholarship	
Day 1	Thurs 9 Nov	9.30am			Drama	
		2.00pm	Drama	Japanese	Te Reo Rangatira	Chinese
Day 2	Fri 10 Nov	9.30am	Economics	Media Studies	Business Studies	Calculus
		2.00pm	Music	Health / Physics	Accounting	Te Reo Rangatira
Weekend						
Day 3	Mon 13 Nov	9.30am	English		French / Te Reo Māori	
		2.00pm		Business Studies	Health / Japanese	English
Day 4	Tues 14 Nov	9.30am	Chemistry	Dance / Latin	Making Music	Geography
		2.00pm	Japanese	History	English	
Day 5	Wed 15 Nov	9.30am	Science		Media Studies	Music
		2.00pm	Chinese	Geography	Chemistry	History
Day 6	Thurs 16 Nov	9.30am	Biology	Music	Biology	Art History
		2.00pm	Social Studies	Chemistry	Home Economics	Media Studies
Canterbury Anniversary Day						
Weekend						
Day 7	Mon 20 Nov	9.30am	Mathematics and Statistics			Biology
		2.00pm		Economics	Physics	Te Reo Māori
Day 8	Tues 21 Nov	9.30am	Accounting	Te Reo Māori	Music Studies	Economics
		2.00pm	Home Economics	English		Statistics
Day 9	Wed 22 Nov	9.30am	Agricultural and Horticultural Science	Home Economics	Classical Studies	Physics
		2.00pm	German	Biology	Geography	French
Day 10	Thurs 23 Nov	9.30am	Geography	Accounting / German	Calculus	
		2.00pm	Dance	Classical Studies	Spanish	Classical Studies
Day 11	Fri 24 Nov	9.30am	History	Education for Sustainability	History	Chemistry
		2.00pm	Business Studies	Mathematics and Statistics	Social Studies	Spanish
Weekend						
Day 12	Mon 27 Nov	9.30am	Sāmoan / Te Reo Rangatira	Drama	Statistics	
		2.00pm	French	Chinese	Earth and Space Science	Accounting
Day 13	Tues 28 Nov	9.30am	Physics	Art History	Drama	Agricultural and Horticultural Science
		2.00pm	Latin	Spanish	Art History	
Day 14	Wed 29 Nov	9.30am	Health	Agricultural and Horticultural Science	Agricultural and Horticultural Science	Latin
		2.00pm	Art History	French	Economics	
Day 15	Thurs 30 Nov	9.30am	Te Reo Māori	Earth and Space Science	Sāmoan	Earth and Space Science
		2.00pm	Classical Studies	Social Studies	Chinese	Sāmoan
Day 16	Fri 1 Dec	9.30am	Media Studies	Sāmoan / Te Reo Rangatira	Dance / Latin	German
		2.00pm	Spanish		German	Japanese

**L1 MCAT: 19 and 21 September**