

DE LA SALLE COLLEGE

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*Bonum Certamen Certa – Fight the Good Fight 1Tim 6:12*



YEAR 11

NCEA LEVEL 1

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COURSE & ASSESSMENT

HANDBOOK

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2024



# Assessment Procedures and Guidelines for Students

Students at De La Salle College study towards NCEA. We want all students to achieve the most successful outcomes possible in 2024.

We follow the rules and regulations of the New Zealand Qualifications Authority [NZQA]. The rules have been produced to ensure that **all** students are treated fairly. They have been developed by the school to ensure that the requirements of NZQA are met. It is essential that you make yourself familiar with the contents of this booklet. Keep it in a handy place. You will need to refer to it throughout the year. If you have any questions or concerns about assessment matters then talk to your subject teacher, Homeroom Tutor or Dean as soon as possible.

## 1. What is the NCEA?

NCEA = National Certificate of Educational Achievement – this is the national qualification administered by NZQA.

There are 3 Levels:

- Level One normally in Year 11,
- Level Two normally in Year 12,
- Level Three normally in Year 13

## 2. How many credits do I need to gain an NCEA Certificate?

You need:

- **60 credits** at level 1 or above
- 10 Literacy credits and 10 Numeracy credits from either approved standards or completion of the digital Common Assessment Activities. You only need to complete the Literacy and Numeracy corequisite once.

## 3. How many credits should I aim for?

60 credits are required at each NCEA Level. However, there are entry requirements to get into different courses in Year 12 and Year 13, and many university courses are looking for a minimum number of credits in particular subjects. You **MUST** aim to get more than the minimum requirement to pass your certificates so that you have plenty of choices available to you when it comes to choosing courses next year.

Students and teachers should think about **QUALITY rather than just QUANTITY**. Always aim for the highest level of achievement MERIT and EXCELLENCE. 60 Merit credits are far better than 130 Achieved credits.

## 4. How can I be Successful?

**Be Organised:** Know what you want to do and what you have to do and plan for both. Use a diary.

**Seek Help** Do this sooner rather than later. If you're not coping with a subject, your workload or things happening in your life then seek help

**Be Informed** You need to know how you will be assessed in each subject, the rules governing the assessments, timelines, etc. It is your responsibility to ask about things you're not sure of.

**Work Hard** This is one thing you must do if you want to achieve your best.

**Set Goals** Have a goal for the year and break it down into goals within subjects and short-term goals on a term by term or week by week basis

**Where to seek help:** Your subject teacher or another teacher you work well with, Friends, Parents, Guidance Counsellor, Careers Advisor, Homeroom Tutor, Dean and Deputy Principals



## **5. Assessments – what and when?**

You gain credits by meeting standards in assessments which take place during the year (INTERNALS) and also in exams (EXTERNALS) in November/December. Some Visual Arts, Graphics and Technology external standards are assessed by portfolio submissions (practical work).

You will be given a course outline at the start of the year in each of your subjects which will tell you which standards are being assessed each term, how many credits they are worth, give you a guideline as to the time of assessment and give you the method of assessment. Your teachers will confirm for you the actual dates of each assessment – some assessments may be ongoing, while others will take the form of practicals, speeches, tests etc.

## **6. Do I need to work hard all year?**

You are going to have a busy year!. You must treat each assessment as an opportunity to gain credits towards your certificate. There is also the opportunity to gain a Certificate endorsement or the possibility of sitting Scholarship exams at the end of the year.

## **7. What is a Certificate endorsement?**

Students studying NCEA will be able to achieve qualifications with Merit or Excellence endorsements. For a certificate to be endorsed with Merit, 50 credits at Merit or Excellence will be required at the same level, or higher than the level which you are studying at. For a certificate to be endorsed with Excellence, 50 credits at Excellence will be required at the same level, or higher than that in which you are studying. The credits needed for endorsement will be able to be gained over more than one year.

### **Course (Subject) Endorsement:**

Students can also gain Course Endorsement, which is recognition for students who perform exceptionally well in individual courses. A course endorsement can be gained independently of a qualification. For example, a student may gain a Merit endorsement for their Level 2 Mathematics course without achieving the NCEA Level 2 qualification. For course endorsement, students must gain 14 credits or more at Merit level or higher (for Merit endorsement) or 14 credits or more at Excellence level (for Excellence endorsement) in one school year. These credits must consist of at least three internal credits and three external credits (with the exception of Physical Education and Religious Education). For the most part, credits gained for unit standards will not contribute to endorsement of certificates, as they do not have grades of Merit and Excellence.

## **8. Can I have another go if I don't achieve the first time?**

Most assessments will have just one opportunity. A few standards will be assessed more than once in any given year – the maximum is twice each year. Many other standards will be assessed from your classwork, so you should complete all of your work to the best of your ability.

Students may be allowed the opportunity for resubmission and/or reassessment. You can see this on each subject's Assessment Statement. You should talk to your teacher or the subject HOF about this.

## **9. What if I miss a deadline?**

Deadlines will be given to you at the start of an assessment. You will be reminded frequently about deadlines. Many teachers will use **TEAMS** to share assessments and deadlines with you. If you fail to meet a deadline for an assessment you risk a NOT ACHIEVED grade. Your parents will be notified by the subject teacher and Dean and you will still have to complete all of the work associated with that assessment.

First – check when your work is due. Make note of dates in your diary. Second, if you are in danger of not meeting the deadline make contact with your teacher before the deadline. Teachers and HoFs will be willing to discuss options but only if you make contact early.



## **10. What if I know that I will be away on an assessment day?**

If you know that you are going to be away when an assessment is on or when an assignment is due you **MUST** talk to your teacher before the date of the assessment. There is a form attached that you can give to your teacher or Dean. In some cases you may be able to sit the assessment at another time, you may be asked to sit a similar assessment or you may be given an extension. If you are absent because you are on holiday with your family, wagging or attending a non-medical appointment you will **NOT** be given another opportunity.

## **11. What if I cannot help being absent on an assessment day because I am sick, or attending a funeral or have another serious reason for being away?**

You should get a parent to phone the school in the morning to let the office know that you will be absent. You must bring a note from your parents or a doctor's certificate to explain your absence. The HOF will consider the matter and decide if you should be given an extension, a late or another assessment opportunity, a grade based on assessment already recorded. If the HOF is not certain that you should be given special consideration because of your absence they must speak to the Principal's Nominee about the matter.

## **12. What if I am sick or away for exams?**

Practice external exams are **VERY** important because if you are sick at the end of the year the grades you gained in the practice exams will be used to determine if you can be granted a derived grade for NCEA, based on evidence from a practice assessment during the year. If you are sick during the NCEA exams in November you must contact the Principal's Nominee **URGENTLY**– this may mean that you can get a grade based on your mock exams. The Principal's Nominee will contact NZQA on your behalf to organise this. A doctor will need to fill in part B of the form.

## **13. Making sure work is your own – PLAGARISM**

It is important that the work that you submit for assessment is all your own. Using AI or Copying large chunks of information from the internet or a friend is cheating. It is called plagiarism. If your teacher believes that the work is not yours you will be asked to produce your draft work and will have to discuss the work with your teacher. Your work may also be checked using plagiarism software. You may be required to include a Bibliography with your work which lists the sources that you have used in your assessment. If the teacher is still not sure that the work was done completely by you, you may have to discuss the matter with the HOF.

If there are still concerns you will meet with your Dean and the Assistant Principal. If it is found that your work is not your own, you and all students involved will be given a 'Not Achieved' grade for that standard and the Principal's Nominee will contact your parents to explain to them what steps have been taken by the school in investigating the matter. The following are some steps that a Head of Faculty may use to ensure the work is your own:

- ensuring that a proportion of the work is completed in the classroom
- changing the context of the assessment from year to year
- supervising the research process by including regular checkpoints
- requiring plans, resource material and draft work to be submitted with the final product
- submitting your work to a Plagiarism website for verification.
- keeping on-going work on site
- oral questioning to confirm a student's understanding
- requiring a repeat part performance where there is doubt
- breaking the assessment into group and individual components
- requiring a signature on an authenticity statement to highlight the importance to both parents and students.
- asking students to submit a bibliography which meets the school guidelines for bibliographies



#### **14. What to do if you feel that a decision about my assessment is not fair**

If you believe that a grade you receive during the year is not correct, or that a ruling on the breach of the rules is unfair you have a right to appeal it. You, or your parent, must talk to your teacher about an issue within five days [a school week] of getting your marked work back.

If you are still not happy you should complete an Appeals Form which can be obtained from the Principal's Nominee. You can then refer the matter to the HOF who may consult with the Principal's Nominee. You or the school may consult with an outside subject expert for an independent opinion. You will be notified in writing, by the Principal's Nominee of the final decision.

#### **15. Exam Procedures**

Students must bring their own pens, pencils, calculators, rulers etc to the exam room in a clear plastic bag. Water in clear plastic bottles will be permitted to be brought into the exams. No food is allowed in the exam room. Mobile phones must be switched off and left in your bags at the back of the room or in a clear plastic bag under your desk. Only approved calculators may be used in examinations. The list of calculators approved for use will be provided in the published NZQA list. You must allow an Examination Supervisor or teacher to check your calculator, and to clear its memories to default settings if necessary, prior to the entering the examination room or starting the assessment. Students will be notified of the times during which they are allowed to leave the exam room.

If students are caught communicating during the exam or bring subject materials into the exam which are not permitted, the student will be given a 'Not Achieved' grade as the student will be considered to have been cheating. Parents will be notified. You may appeal the decision using the Appeals Procedure.

If there is a breach of the exam rules during NCEA exams in November, NZQA will investigate the matter and report their findings to the school and the affected students.

#### **16. What if I miss deadlines and fail standards more than once or twice?**

If you are failing to meet deadlines, or struggling to produce work of the required standard the school may withdraw you from some of your subjects or individual standards so that you concentrate on the ones that you are likely to be successful in. Your parents will be notified.

#### **17. What if I have a special learning need?**

If you have a special learning need which has been identified and documented you may be entitled to some extra help with your assessments. Some students may require enlarged examination papers because they have poor eyesight, they may require extra time to complete papers or be assigned a Reader/Writer for external standards. If you think that you might require extra assistance you **MUST** speak to the Assistant Principal at the start of Term 1 so that a proper assessment of your needs can be carried out by the school or other outside experts.

#### **18. How much does NCEA cost?**

From 2019, there is **no cost** to New Zealand citizens and permanent residents to enter NCEA. International students must pay some NCEA fees.



## 19. How do I keep track of my credits?

You must keep track of your credits using your diary and the KAMAR Portal. Your Homeroom teacher and Dean can check how many credits you have gained. A results summary will be printed out for you to check once a term. The school will publish credit totals as part of our Academic Counselling and target setting.

You can also access your results, check on progress to date and check on the accuracy of your results by logging in to the NZQA website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz). You can gain access by using your learner log in, which is your NSN number - results are sent to NZQA by the school at the beginning of each month from May onwards. You must let your teacher or the Principal's Nominee know if you think there has been a mistake with any of your results so the matter can be investigated and the results amended if necessary.

Your results will be kept private as in the Privacy Act: no student's personal details, entry or results data or work should be shown to anyone who does not need to see them without the student's express permission.



### View your NCEA results and progress

Submit digital files, request your Record of Achievement and more in MyNZQA.


New user? You'll need your NSN to create an account.

[Learner log in](#)

[Create or activate account](#) →

You can also access information through the KAMAR Portal

## De La Salle College



- [Notices](#)
- [Calendar](#)
- [Login](#)

Username:

Password:



## 20. When will I get my results?

Your Results notice and exam papers are returned to you in late January. Final grades and your NCEA National Certificates, and Record of Achievement are sent to you in early May, but you must request them online [www.nzqa.govt.nz](http://www.nzqa.govt.nz). It is important you do not lose these Certificates and results as many Universities and employers require original copies not print-offs from the internet.

## 21. What if I lose my Record of Achievement?

You are entitled to receive one free copy of your Record of Achievement if you have gained some credits in the previous year. You must request this ROA via the NZQA website or by calling the NZQA Call Centre on 0800 697 296. This facility is available from 1 February to 30 June each year. You can order additional copies of your ROA at a cost of \$15

## 22. Where can I find more information?

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/>

## 23. How to create a Bibliography

Whenever you complete an assessment it may be useful to provide a list of references and sources, including weblinks, using appropriate referencing conventions. This is called a bibliography.

A bibliography is the 'trail' of reading that you did to inform your thinking for your essay or assignment. A bibliography is organised alphabetically by the author's last name.

### (a) Books

- Author's last name and initial
- Date published – in brackets
- Name of book underlined or *in italics*
- Place of publication
- Publisher

Single Author

Eg. Ward, M. (1995) *Celebrating Women* Cambridge, University Press

More than one author

Eg Edwards, B., Horrocks, N. (1992) *Reporting for Television* Palmerston North, Dunmore Press

### (b) Journals, Magazines, Newspapers

- Author's name and initial
- Date published – in brackets
- Title of the article in quotation marks
- Name of paper or magazine –underlined
- Place of publication
- Volume (if applicable)
- Page number

Eg Booth, P. (1986) "The Arthur Thomas Case Revisited" *NZ Herald* Feb 11, 2: 13

### (c) Website or links from the Internet

- Author's name and initial if available
- Article name if appropriate
- Full date of resource if available
- Date of access
- Site address

Eg Midbon, M (2000), Jan 13 2004 *A Day Without Yesterday: George Lemaitre and the Big Bang* retrieved from <http://catholiceducation.org/articles/science/sc0022.html> 12/08/2017



# De La Salle College Assessment Result Appeal Form

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name/number of standard being appealed: \_\_\_\_\_  
\_\_\_\_\_

Subject: \_\_\_\_\_ Teacher who marked work: \_\_\_\_\_

Grade awarded for standard: \_\_\_\_\_

Date work returned to student: \_\_\_\_\_ Date of appeal: \_\_\_\_\_

Reason for appeal:

Student signature: \_\_\_\_\_ Caregiver's signature: \_\_\_\_\_  
\_\_\_\_\_

## OFFICE USE ONLY

Teacher response:

HOF response:

Principal's Nominee response:

Final decision:





# De La Salle College

## Internal Assessment

### Failure to Attempt or Complete

Student: \_\_\_\_\_ Class: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assessment title:

\_\_\_\_\_

Standard number: \_\_\_\_\_ Due date: \_\_\_\_\_

This student has not attempted the re-assessment

This student has not completed the assignment (assessment)

**Note to Parent / Caregiver:** By not attempting / completing the re-assessment

\_\_\_\_\_ cannot gain credits for this standard this year.

This puts him at risk of not completing the requirements for the attainment of NCEA. Please discuss this with your son.

**Principal's Nominee**

Copy to HOF

Copy to PN



# De La Salle College

## Application for Extension Absence from Internal Assessment

Student: \_\_\_\_\_

Class: \_\_\_\_\_

Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

Assessment title:

\_\_\_\_\_

Standard number: \_\_\_\_\_

Type of assessment activity (*test, practical, assignment etc*).

Date of assessment or due date: \_\_\_\_\_

### Reason for application:

Illness or injury: *medical certificate or a letter from parent / caregiver* must be attached.

Family / personal trauma: documentation must be attached (*eg. a letter from parent / caregiver, counsellor or Dean*).

School activity (*sporting or cultural*) \_\_\_\_\_

Signature of the teacher-in-charge of the activity: \_\_\_\_\_

### Decision by Principal's Nominee:

Extension granted, new due date: \_\_\_\_\_

New assessment granted, new date: \_\_\_\_\_

Compassionate consideration will be used to determine a grade. HOD / TIC to attach documentation of evidence used to determine the grade and the grade awarded.

Application denied. Comment: \_\_\_\_\_

\_\_\_\_\_

The reason for this has been explained to me and I accept the decision.

Signed: \_\_\_\_\_ (Student) \_\_\_\_\_ (Teacher)