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**NCEA STUDENT INFORMATION 2020**

This information sheet is designed to help you and your parents understand the National Certificates of Education Achievement (NCEA) and the assessment procedures that Gore High School follows to help you gain them. Below are 20 frequently asked questions, and the answers to them, to help you understand the NCEAs. If you have further questions, please talk to your teacher or visit [**www.nzqa.govt.nz**](http://www.nzqa.govt.nz)

**1. What are the requirements for each of the NCEAs?**

 **Level 1 | 80** or more credits (from standards at any level)

 **THIS MUST INCLUDE** at least 10 literacy and 10 numeracy credits from specified Achievement Standards.

 **Level 2 | 80** or more credits

60 credits MUST be from standards at Level 2 or higher. The NCEA Level 1 literacy and numeracy requirement must be met.

 **Level 3 | 80** or more credits

60 credits MUST be from standards at Level 3 or higher; with the other 20 credits from Level 2 or higher. The NCEA Level 1 Literacy and numeracy requirement must be met.

**2.** **How can I gain a Certificate Endorsement?**

 If you gain 50 Excellence credits, at the level of the certificate or higher, your NCEA will be endorsed with Excellence. Likewise, if you gain 50 Merit (or Merit and Excellence) credits at the level of the certificate or higher, your NCEA will be endorsed with Merit.

**3. What will I need to be awarded University Entrance (UE)?**

 You will be awarded UE if you:

* meet the requirements for the award of NCEA Level 3, and
* gain 14 or more credits in at least three UE approved subjects, and
* gain at least five writing credits and five reading credits from specified Level 2 or Level 3 Achievement Standards, and
* meet the NCEA Level 1 numeracy requirement.

 You should check with the Careers Advisor and/or the University calendar to confirm specific requirements for university courses with limited entry e.g. Medicine, Law, Engineering and Architecture. Some universities require students to achieve particular standards in some subjects.

**4. What course information will my teacher give me at the start of the year?**

 For each subject, you will receive a course outline. It will list each of the standards the course offers and, for each, provide a brief explanation about how and when you will be assessed.

**5. How will I know if there is further assessment opportunity for a particular standard?**

 Your course outline will indicate, for each standard in the course, whether a further assessment opportunity is available. Your teacher will also remind you about this in the lead up to the assessment.

**6. How can I get a Course Endorsement for a particular subject?**

 You can gain an Excellence Course Endorsement for a particular subject if you achieve 14 or more Excellence credits. A Merit Course Endorsement is awarded if you achieve14 or more credits with Merit or Excellence. For most courses, your credits must come from a mixture of internal and external standards.

**7. What will happen if I am unable to hand in my work by the due date?**

 Your teacher will expect you to hand your work in on time. If, however, you feel you have good reason for making a request to submit it at a later date, contact your teacher as soon as you can. Sending the work electronically to your teacher could be a way to help you submit it on time.

**8. What happens if I need an extension to a due date?**

 Mr Hutchins can grant an extension to the due date. This is given on a ‘case by case’ basis.

**9. How can I withdraw from a standard if I feel like I am not ready to be assessed?**

 For an internally assessed standard speak to your teacher. They may notify your parents about your decision. One option may be for you to complete the assessment later in the year.

 You can choose not to enter for an externally assessed standard, but you must speak with your teacher about this before 1st September. They should talk with your parents about your decision.

**10. What does it mean to submit ‘authentic’ work?**

 Work you submit for assessment must reflect your own understanding of the skills or knowledge being assessed. You must acknowledge any work that is not your own. Check with you teacher for further information about how to do this.

**11. What actions by me would be a breach of the school’s assessment procedures?**

 Any form of cheating, collusion or plagiarism (handing in work that is not your won without acknowledging the source that you got it from) is a breach of the school’s assessment procedures.

**12. How will my work be marked?**

 Your work will be marked by your teacher. Another teacher will mark work for a proportion of students to ensure your teacher’s marking is consistent and fair. This is called internal moderation. In some cases, another teacher may internally moderate the work submitted by every student.

**13. How can re-submission help me to improve my grade?**

 Once your work has been marked your teacher may give you the opportunity to improve your grade through a resubmission opportunity. This is offered to students whose work is close to a grade boundary and who will be able to correct or improve their work without the need for any further teaching or learning.

**14. How quickly can I expect to get my final result?**

 Your teacher should be able to give you your final grade within about 3 weeks after you have submitted it. By then, all of the required internal moderation will be complete, and your result will be recorded in Edge (the school’s Student Management System).

**15. What can I do if I am not happy with my grade or any other assessment – related decision?**

 In the first instance you should talk with your teacher. You could also speak with the HOD for that subject or with Mr Hutchins. You can also appeal your teacher’s decision; you should do this within seven days of your work being returned to you so that a decision about your final grade can be reached as soon as possible.

**16. How can the school support me near the end of the year to help me achieve a qualification or gain entry to a higher-level course?**

 Some courses offer extra ‘booster’ credits to students to ensure the achieve an NCEA. Teachers may offer a further assessment opportunity at the end of the year for some standards, so long as one was not offered for the particular standard during the year.

**17. What information will my parents/caregivers be given about my learning and achievement during the year?**

They will be given information about the progress you are making at the NCEA Information evening, Edge, written reports, and at the Academic Counselling interviews.

**18. At school who can I talk to about my assessments?**

 You can talk with any of your teachers, the Head of the subject, Year Level Dean, House Teacher or Mr Hutchins.

**19. What are Special Assessment Conditions (SAC)? Who do I see about SAC?**

 SAC is for students with long term medical or physical learning disabilities and who may require extra time, a reader/writer, rest breaks, enlarged paper or separate rooming for assessment. See Mrs L Dickson for more information.

**20. What can I use my NZQA Learner Login for?**

 If you go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and login (see the screen shot below) you can update your details, access results and order documentation.

