

## WAIHEKE HIGH SCHOOL

# NCEA Guidelines and Procedures for Students

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## Introduction

This document is designed to help students achieve at NCEA Levels 1, 2 and 3. Its aim is to help you, the students, understand what you have to do to meet the requirements of our assessment system and make the most of your year at school.

Read the booklet carefully. Take note of the rules and regulations.

Any questions can be answered by the Principal's Nominee: **Mr Knighton**  
[knightonp@waihekehigh.school.nz](mailto:knightonp@waihekehigh.school.nz)

Have an enjoyable and successful year

## Key Links

- Your First Task - Register on the NZQA website! - Go to [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
- [How to register](#) - You will need your NSN number – you can get this from your form teacher, it is on your Kamar page
- NCEA - [Student Hub](#)
- Check the school website - <http://waihekehigh.school.nz/ncea/>
- [NCEA Examinations](#)
- [NCEA Examinations Timetable](#)
- [Digital Examinations](#)

## Course Booklets / Information

At the start of the year, students will receive a course booklet for each of their subjects (*This may be a physical booklet or information on your Subject Google Classrooms*). The course booklet will contain important information such as;

- Standards offered
- Number of credits
- Timing of Assessments
- Conditions of Assessments
- Information on the general content of the course
- Additional information specific to that particular subject
- Advice on further assessment opportunities

## NCEA

### The National Certificate in Educational Achievement

#### [So what is it in 2025?](#)

- **Co-Requisite Literacy and Numeracy**  
(This must be achieved for any level of NCEA to be released)
- **Level One** - 60 credits
- **Level Two** - 60 credits
- **Level Three** - 60 credits

#### OK – so how do I gain these credits?

- Every subject offers between 3 -6 standards depending on year level
- Each standard is worth a number of credits
- Credits can be gained through a combination of internal and external standards. This will depend on your course
- **External assessment** (Exams or Portfolio submissions) and are marked by external markers. Some Exams can be completed Digitally.
- **Internal assessment** is carried out throughout the year by your subject teacher

#### If I do a really good job, will different levels of work be recognised?

- Achievement standards have a range of grades – **Achieved/Merit/Excellence**
- NCEA Certificates are endorsed as 'achieved', 'merit' or 'excellence' if you achieve 50 or more credits at those grades
- Course endorsement: 14 credits plus at merit or excellence level if you have both internal and external credits (at least 3)
- Unit standards are graded Achieved or Not Achieved

*Unit standards also have credit values and contribute to the number of credits needed for an NCEA or other national certificate.*

## University Entrance

### Achievement of NCEA Level 3

- 60 credits at Level 3 or higher
- 14 credits in each of three subjects from the [approved list](#)
- Numeracy
- UE Literacy – 10 credits (five in reading and five in writing) from specified Level 2 or Level 3 achievement standards across various subjects

**We will be helping you track your progress**

## Assessment

There is a lot you need to know.

Read the sections which follow, very, very carefully.

### Procedures

- Students will receive assessment dates and relevant information at a reasonable time prior to the due date.
- Students' work will be assessed and moderated according to school and faculty policies.
- **Internal Assessment results are provisional until they have been through the WHS Internal Moderation Processes.**
- Students must complete all assessments under strict guidelines as outlined by their subject teacher. Internal standards must be treated in a similar way to external standards to ensure the authenticity of students' work. The most important thing to do is to follow the instructions of your teacher. Make sure your behaviour in written internal assessments meets the rules for our examinations.
- Students' work will be retained and stored by the school until the start of the next year, and in some cases, samples of student work must be retained for moderation purposes.

### Appeals

- Students may appeal a result or any other assessment decision such as a ruling on a breach of assessment rules within fourteen days of receiving the grade.
- The subject teacher will be the start of the process.
- If the matter is not resolved, you can [download](#) an appeal form, complete it and give to the Principal's Nominee who will investigate.
- The Principal's Nominee will make a decision within seven days of receipt of the appeal.
- The Principal's Nominee's decision is final.
- Students may appeal grades and rulings on authenticity. An outside expert may be called in if necessary.
- You will be asked to sign off the final decision.

### **Breach of Assessment Conditions - Internal**

- Your teacher will write a report on the incident and give it to the Principal's Nominee.
- There will be a meeting with you to take you through the report and listen to your explanation of your behaviour.
- If you are found to have breached the rules a 'not achieved' grade will be given.
- The report could result from the following kinds of conduct:

- a. Failure to follow instructions of a teacher or failure to follow the written instructions in the Instructions for Examination document.
- b. Influencing/assisting/hindering students or disrupting the internal assessment. The student will be removed from the classroom and in addition to the above process normal disciplinary action will be taken in accordance with the school's written procedures.
- c. Dishonest practice by a student – where a student has
  - I. attempted to access information or materials or help from another person not permitted in an external assessment
  - II. used any document or certificate produced by NZQA in a way that provides them with an advantage (pecuniary or otherwise)
  - III. engaged in any other practice that might result in an advantage to the candidate or other candidates
- d. performance-based authenticity – where a student is reported to have submitted material for assessment that is not their own, whether dishonestly, fraudulently or unwittingly.

### **Attendance and Work Completion**

- Students must attend class regularly and attempt all work set to be successful.
- If students miss the background knowledge or skills to undertake an assessment task due to poor attendance they may fail to meet the standard and therefore gain no credit.

### **Deadlines, Lateness and Extensions**

- Assessed work is due at the time and date stated in the course assessment documentation given to the students. Work submitted after this time is deemed to be late and will not be accepted for marking unless a [Missed Assessment Consideration Application](#) has been completed and accepted.

### **Procedures for Missed Assessments**

A student who has missed an assessment for a valid reason may be eligible for a further assessment opportunity or extension of time.

- An application for a missed assessment consideration should be filled out before the assessment is due. These forms are available on the Waiheke High School website as well as in this document.
- The subject teacher will pass the form to the Principal's Nominee for consideration. Based on the information presented in the application, an extension may be granted, a new assessment date set or the application denied and no credit for the standard awarded.
- Where the teacher has recorded enough standard-specific evidence from other authentic work, a derived grade may be awarded.
- The Principal's Nominees decision is final
- Valid reasons for requesting an extension are: sickness, family trauma, sporting/cultural activity

### **Further Assessment Opportunities**

- If a student does not achieve a standard on the first attempt a further assessment opportunity may be offered. This is not always possible and students will have been

advised of this in the Assessment Statement handed out by the subject teacher at the start of the year.

- Further assessment opportunities involve further teaching and a new task. You must have attempted the first task for this to be available to you.
- A chance to correct a minor error/s in your assessed work (called a **resubmission**) or oral conferencing may be offered at the discretion of the teacher. **This will ONLY apply to students with a Not Achieved grade.**
- See the school Policy Document 'Internal Procedures on Assessment, Moderation and Reporting for NCEA' on Moodle for further information.

### Authenticity

- A Student's assessment must be authentic, that is their own work. It must be completed in their own words and reflect their personal knowledge and skills
- The assessment must not be completed by any other person, including parents, caregivers, other students etc
- Any direct use of someone else's words, graphics etc must be acknowledged as quotations and/or sourced. (See Guidelines for Research in this booklet) . Online plagiarism software will be used to check students' work.
- Students will be asked to sign on the cover sheet of any assessed task that the work is their own.
- Students must follow the guidelines and procedures that are set in place by their teachers. These are designed to ensure all work is the student's own work. e.g. keeping notes and drafts; printing out references.
- Students may be required to ensure they have met the [Waiheke High School Referencing Guide](#)
- Breaches of authenticity will result in NZQA/Parents and caregivers being notified. This will result in no credits for that assessment task
- If a student copies another student's work, allows their work to be copied or works together with another student on an assessment then that is misconduct. There will be an investigation by the subject teacher, HOF and Principal's Nominee. If the student is guilty, then NZQA/Parent/caregiver will be notified and Not Achieved will be awarded for that standard.
- The Principal's Nominee's decision is final.
- See the school Policy Document 'Internal Procedures on Assessment, Moderation and Reporting for NCEA' on the school website for further information.

### Reporting of Assessment Results

- Students will receive regular written and verbal feedback from their subject teachers
- Formal reports will be issued at mid-year and end of year
- Two parent/caregiver interviews will take place during the year
- Grades will be regularly reported to NZQA throughout the year. In term four, students will be asked by their subject teachers to check the year's results that are held for that student in that subject. The student will sign that the grades are accurate

### Special Assessment Conditions

- Students with special learning needs are generally identified prior to Year 11 by the Special Assessment Co-ordinator, **Mrs Campbell (campbellj@waihekehigh.school.nz)**, on enrolment at the school.

- Provision will be made for these students to have valid and fair assessment conditions, consistent with the assistance they would normally have as part of their learning environment and in accordance with the school's Special Assistance policy.
- If the Special Needs Co-ordinator is unaware of the student's special learning needs he/she should be approached by the student/parent/caregiver
- For External Exams, the Principal's Nominee (via the Special Assessment Co-ordinator) will apply to NZQA for the appropriate assistance.
- In the first instance, parents/caregivers should check with the Special Assessment Co-ordinator that their student will qualify.
- To assist NZQA's acceptance of the student's application, it is important that the student has an ongoing history of special assistance at the school from enrolment.

### **Derived Grades**

- Candidates who have been disadvantaged through illness or misadventure may apply for a derived grade.
- For internal assessments, this is covered under the Missed Assessment procedures.
- For external examinations, applications should be made to the Principal's Nominee as soon as possible, preferably on the day of the examination.
- Normally NZQA sets a deadline early in December.
- The evidence for achieving the standard is required to award a grade for compassionate consideration.
- Grades used are from coursework and the Term Three exams.

### **Fees**

There are NO NCEA fees for New Zealand domestic students.

### **Privacy Act**

The Privacy Act requires that 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.