



Thames High School

Te Kura Tuarua o Te Kauaeranga



NEW ZEALAND QUALIFICATIONS PROCEDURES STUDENT HANDBOOK 2024

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Introduction

This handbook is designed to provide both students and whānau with important information about the assessment policies and procedures in the senior school at Thames High School.

Please read this information carefully to ensure that you understand your rights and responsibilities. These assessment procedures apply to all subjects.

The National Certificate of Educational Achievement

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

In order to achieve NCEA, you need the following:

Level 1:	60 credits required at any level (Level 1, 2, or 3) plus 10 Literacy or Te Reo Matatini credits and 10 Numeracy or Te Pangarau credits. For information about which standards apply go to: Literacy and Numeracy NZQA
Level 2:	60 credits at level 2 AND the Level 1 Literacy or Te Reo Matatini and Numeracy or Te Pangarau requirements must also be met.
Level 3:	60 credits at level 3 or above AND the Level 1 Literacy or Te Reo Matatini and Numeracy or Te Pangarau requirements must also be met.

**Note that credits can be gained over more than one year and can also be used for more than one qualification.*

NCEA Certificate Endorsement

If you gain 50 credits at Merit or Excellence level at the level of the Certificate or higher, your certificate will be endorsed "**Certificate with Merit**".

If you gain 50 credits at the Excellence level, your certificate will be endorsed "**Certificate with Excellence**".

**Credits can be gained over more than 1 year.*

Course Endorsement

If you gain 14 or more Excellence level credits in one of your courses you will receive an Excellence endorsement for that course.

If you gain 14 or more credits at Merit (or Merit and Excellence) level, you will gain a Merit endorsement for that course.

Note: For these endorsements, at least 3 of the 14 credits must be from internally assessed standards and at least 3 credits from external assessments.

**Exempted from this rule are courses that include 14 or more credits in Physical Education, Religious Studies and Level 3 Visual Arts.*



University Entrance

To gain University Entrance, you must achieve Level 3 NCEA including 14 credits each in three approved subjects (see the approved subject list [here](#) on NZQA site).

Students must also have 10 Literacy or Te Reo Matatini credits and 10 Numeracy or Te Pangarau credits.

Scholarship

The scholarship is an external examination (independent of NCEA) for top secondary students in which they can gain monetary awards. These examinations cost \$30 per paper.

Documentation

The school makes every effort to provide clear documentation of assessments and procedures for each course.

Departments provide:

1. An outline of each course will include:
 - subject name, level and year
 - course description
 - course requirements
 - Assessment Schedule
 - A description of each standard assessed as part of the course including the registration number and version, the full title, the number of credits, the mode of assessment (Internal or External), the form of assessment (test, portfolio, etc.), the approximate timing of assessment and due dates, whether a further re-sit opportunity is available and any mechanism used to establish authenticity (if appropriate).
2. Any specific departmental assessment policies or procedures.
3. Reference to other national certificates if appropriate.

Please read the documents carefully and keep them safely filed for future reference.

School Assessment Policy

LATE WORK is work that is submitted after the due time/date.

- DUE DATE means just that! Late work will not be accepted for assessment unless exceptional circumstances exist and an extension has been granted by the HoD before the due date. Failure to meet the due date will result in a Not Achieved grade. Request an extension [here](#).

MISSED ASSESSMENT applies to a situation where no work was submitted by a student on the published assessment date.

- If you fail to meet an assessment deadline due to illness you must bring a medical certificate signed by a New Zealand registered medical practitioner to your subject



teacher(s). A **medical certificate** may entitle you to an extension or further assessment opportunity if it is available. Use the same form as above to request an extension ([here](#)).

- If you have bereavement in the family or some other trauma that would reasonably excuse you from completing an assessment you must bring a letter to the Principal's Nominee or Deputy Principal, signed by your parents, outlining the reasons for the missed assessment. Procedures outlined in the **Thames High School NQF Assessment Procedures** will apply.

ASSESSMENT MISCONDUCT

- It is **your** responsibility to ensure that **all work** submitted is your own work. Using information or material without acknowledgement is **plagiarism**, a serious form of cheating, and will result in;
 - o Non-achievement of the standard
 - o No other assessment opportunity
 - o School disciplinary procedures
- Any form of cheating, copying or misconduct in a formal assessment will result in the above measures being taken.

APPEALS occur when a student believes his/her submitted work has been incorrectly assessed.

- Appeals of grades awarded may be made but must occur no later than **five** school days after the return of assessed work. Where a grade is appealed, school policy will be followed.

Further Assessment Opportunities

- There will only be a further assessment opportunity for assignments that received a grade of Not Achieved - these can only be submitted to get an Achieved. Aside from this, there will be NO further assessment opportunities

Resubmission

- A resubmission opportunity will only be offered when a teacher judges that a mistake or minor omission has been made by the student, **which the student should be capable of discovering and correcting themselves**.
- A resubmission can only occur for a Not Achieved grade to an Achieved grade. Merit and Excellence grades are not eligible for resubmission (from 2021 on).
- You may be asked to resubmit assessment work, but this will be limited to specific aspects of the assessment that can be rapidly resolved without specific teacher feedback or guidance. There will only be one resubmission for any given piece of work.
- A resubmission or further assessment opportunity must be completed under the same assessment conditions as the original assessment and/or other conditions that assure the corrections/additions are the student's own work.
- The time and place for any resubmission or further assessment opportunity will be set by the teacher and can be in the student's own time (interval /lunchtime/after school). If a student fails to take advantage of the resubmission or further assessment opportunity at the specified time the original grade will stand.



RECORDING AND VERIFICATION refers to the process involved in ensuring the security and accuracy of assessment results.

- Your teacher is required to keep all of your internal assessment work until the end of the year for the purposes of external moderation.
- You will be given practice tasks for some internal assessments and external assessments. These will be collected, kept on file and may be used to generate evidence if necessary (unexpected event grades).
- You will be expected to keep your own record of summative and formative (progress) assessment results on your Student Internal Assessment record sheet.

At the end of the year, you will be asked to view and sign a summary sheet of all of your grades.

GENERAL

- For any school trip that causes you to miss class time in another subject where an assessment is taking place, you should notify the subject teachers concerned immediately.
- If you are absent from school for any reason it is your responsibility to catch up on any learning missed in class.

Moderation

All departments are required to comply with NZQA and Thames High School moderation procedures. The internal moderation procedure ensures that student work is of the required standard. External moderation procedures also take place every year. NZQA controls this procedure and reports back to the school annually. This is to ensure that the quality of the marking is acceptable to NZQA.

Students can expect to receive their grades for an internal assessment within two weeks of the assessment. This should give the teacher and department sufficient time to mark the papers and complete the moderation. For some subjects, an external moderator is required due to no one being available within the school. This process may take longer. Students will be advised if this is the case.

Verification of Grades

Students will verify each grade by signing an assessment record sheet after each internal assessment has been moderated. This is also signed by the teacher. The record sheet provides evidence for both students and staff of the standards achieved, and the grades and credits obtained.

Students are encouraged to use their student learner log-in to check their Record of Achievement on the NZQA website. [How to log in.](#)

Authenticity

All assessment work completed must be the student's own. Students and caregivers may be asked to sign [authenticity declarations](#) and to submit working drafts. Where evidence shows that



the work presented is not authentic, NA will be awarded and the student may face disciplinary action.

Breaking the Rules (Breaches)

A breach of the rules may include:

- Plagiarism (submitting work that is not your own).
- Impersonation (pretending to be someone else).
- False declarations of authenticity.
- Using notes in a test or exam.
- Collusion (communicating with others, disrupting or dishonestly assisting/hindering others during a test or exam).
- Dishonesty (including lying about submitting late work; altering answers before an appeal; copying from another student, or deliberately allowing your work to be copied by others).

If the school is satisfied that there has been a breach of rules, the school may take one or more of the following actions:

- The student meets formally with the subject teacher, HOD and Dean.
- The Principal's Nominee (PN) is notified, in writing, of the breach and outcome (obligatory).
- Parents are notified.
- The school imposes a penalty (eg. detention).
- Report NA for the assessment.
- In some cases, the student may be prevented from further assessment in that standard for that year.

If there is a need to take the matter further, the final decision will be made by the Principal.

Appeals

If a student is considering an appeal they are to raise the issue with the subject teacher within **five school days** of receiving the result, mark, report or assessment, using [this](#) form.

If the issue is not resolved the student is to appeal in writing with the Principal's Nominee, Mrs Sawyer or Mrs Keet. In these cases, the Principal's Nominee in consultation with the HOD, is to consider the appeal made by the student. These issues and the outcome are to be signed by the student and Principal's Nominee, and dated and filed by the HOD.

Students also have the right to appeal other decisions, including matters concerning misconduct, authenticity issues or where they feel they are being treated unfairly.

Reporting to whānau about your NCEA Achievement

- The school will make every effort to ensure that parents/caregivers are informed of relevant



assessment and qualifications information.

- There will be an NCEA assessment and careers information evening for families.
- All students and their families will receive NCEA Academic transcripts in Terms 1, 2 and 3, WHICH WILL SHOW ALL Internal Assessment results and external standards entered.
- A student who fails a Standard will be monitored for achievement via a formal letter sent home.

Privacy

Thames High School will store the results of student assessment work digitally on the school database. This information will be shared with students, parents, caregivers and NZQA regularly. This information will also be sent to schools where a student is transferring and shared with other government organisations as required by the Privacy Act (1993).

Special Assessment Conditions

Special assessment conditions can be arranged for internal and external assessments for students who have special needs because of a permanent or long-term disability. These could include a physical disability, a visual or hearing impairment, or a reading or writing difficulty (such as dyslexia). Special conditions may allow for additional time in assessments, the use of a reader or writer, enlargement or modification of papers, etc.

In most cases, students who qualify for Special Assessment Conditions are identified upon enrolment. If there are concerns, or you require further information, please see the Special Needs Co-Ordinator.

New applications must be filed by 13th April 2024 and applications for special assessment conditions for external examinations close on 23rd August 2024

Practice Exams

The practice exams occur in Term 3 (dates TBC at the beginning of each academic year). These are very important in preparation for the externals in November and December.

Practice exams may be used to decide derived grades (UEG) if you suffer an illness, injury, or bereavement of a close family member during or immediately before the final NCEA external exams. Therefore, these exams will be moderated, checked and marked.

Derived Grades Process for External Assessment

Students can apply for Derived Grades for external assessments if they believe that their performance in an assessment activity has been, or is likely to be impaired, because of illness, injury, family bereavement, trauma, or any other unforeseen circumstance.

Derived Grades are based on a student's prior performance, and require valid, authentic, and standard-specific evidence from other related work or skills completed during the year. This evidence must be recorded in our student database, KAMAR. Practice exam grades are sent to



NZQA in the case of a derived grade application. Students who do not sit the Practice Examinations are not able to apply for a final Derived Grade.

To apply for a Derived Grade in an External Examination, see Mrs Sawyer. For more information, see the NZQA website information on [Derived Grades](#).

2024 External Examination Timetable

The 2024 NCEA External Examination Timetable can be found [here](#).



Glossary

Achievement Standard

A nationally registered set of [learning outcomes](#) and associated [assessment criteria](#), together with technical and management information supports [delivery](#) and assessment. Students can attain: N (not yet achieved), A (achieved), M (achieved with merit) or E (achieved with excellence).

Assessment

The collection and evaluation of [evidence](#) to establish the level of a student's performance.

Assessment criteria

Statements against which the standard of performance of an [element/outcome](#) is assessed.

Authenticity (of evidence)

This relates to [assessment](#), where the teacher must be confident that the work assessed is the student's own work.

Credit

A numerical value assigned to a [standard](#) is awarded when a student demonstrates that the specified outcomes have been met.

Derived Grades

A process that generates a result for [an external assessment](#) if the assessment has been missed due to illness or other reasons beyond their control.

The derived grade will be taken from the student database where results for a derived grade examination have been recorded.

Evidence

Refers to [assessment](#). Evidence can include any valid, authentic, output which demonstrates that the student has met the [assessment criteria](#) of the standard.

Exemplar

An example of student work, annotated to illustrate learning, achievement and quality. Students are provided with N, A, M and E examples for achievement standards. If you copy these, your work will not be authentic.

External Assessment

[Assessments](#) where the assessment judgement is made by persons outside of the school (such as in the case of end-of-year examinations).

Internal Assessment

[Assessments](#) where the assessment judgement is made within a school.

Learning Outcome

An expected result of learning.



Internal Moderation

A term that broadly covers processes used for assuring the consistency of [assessment](#) with the required standard across a number of classes and across schools.

National Certificate

A qualification on the [National Qualifications Framework](#) that recognises skills and knowledge that meet nationally endorsed standards ([unit](#) and [achievement standards](#)).

National Certificate of Educational Achievement

A national qualification on the [National Qualifications Framework](#) based on [credits](#) from all [unit](#) and [achievement standards](#).

Performance Criteria

Performance criteria specify the quality of the critical [evidence](#) required to meet the outcomes in the elements. Collectively, they provide the standards against which [elements](#) are assessed.

Record of Achievement

A student's transcript of [unit standards](#) and [achievement standards](#) credited and national qualifications completed, provided by NZQA from a national database. It does not include NA results or absences. Students should use their learner login to NZQA to check results during the year.

Result Notice

A list of all the standards entered by a candidate and how well they did in each of them. It is available online to all candidates in January. Results are no longer posted out to students. Students can use their NSN number to access their results. They will need to create a log in. It will report a result for all standards that the student entered in e.g. Abs, SNA as well as N, A, M or E grades.

Scholarship

An external examination (independent of NCEA) for top secondary students in which they can gain monetary awards. Candidates usually enter in year 13, which is their last year of schooling.

Standards

Defined [learning outcomes](#), together with [performance](#) or [assessment](#) criteria, examples of their interpretation and application, and associated [quality assurance](#) processes.

Unit Standard

A nationally registered set of [learning outcomes](#) and associated [performance criteria](#), together with technical and management information that supports [delivery](#) and [assessment](#). Students can attain either N (not yet achieved) or A (achieved).



University Entrance

The common educational standard that is a prerequisite for entrance to university for students.

Need help?

All work-related issues	Speak to your subject teacher or Head of Department.
Personal concerns	Speak to your whanau teacher, Kaiāwhina or Ms Kylie Finch, the Guidance Counsellor.
Special Needs / Special Assessment Conditions	See Ms Michelle Tupper, Special Needs Co-Ordinator.
Issues relating to NCEA policy/rules/procedures	See or Mrs Donna Sawyer (Principal's Nominee).
Information about fees or financial assistance	See Mrs Sharyn Baker (Accounts office).
Careers advice / tertiary planning	See Mrs Leanne Donovan (Careers Adviser).
Work experience	See Mrs Leanne Donovan.
Study support/study tips	See Mrs Leanne Donovan.
Issues relating to course options and changes	See your Kaiāwhina: Yr11 - Dr. Nichola Voice Yr12 & 13 - Ms. Jen Fletcher

Appendices

[Appeals Form](#)

[NCEA Authenticity Statement](#)

[Request for an Extension Form](#)

