



# POMPALLIER CATHOLIC COLLEGE

## ASSESSMENT GUIDELINES FOR SENIOR STUDENTS

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All students should be familiar with the NZQA website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz). Students use their National Student Number (NSN) to log in and view their results during the year and in January after external results have been published.

Below are answers to some frequently asked questions about:

- NZQA
- Course work, absences, late work, results
- Prize giving awards

## 1. NATIONAL ASSESSMENT

### 1.1 What is the NCEA?

- It means the National Certificate of Educational Achievement
- It's New Zealand's main national qualification for secondary school students
- It consists of Achievement Standards and Unit Standards - credits from both count towards NCEA
- Certificates may be awarded at Level 1, Level 2 and Level 3

### 1.2 What do I have to do to get NCEA?

For an introduction to NCEA and the minimum requirements for NCEA, visit the website: <https://www2.nzqa.govt.nz/ncea/>

There are three levels of NCEA certificate, depending on the difficulty of the standards achieved. At each level, students must achieve a certain number of credits to gain an NCEA certificate. Credits can be gained over more than one year.

<b>Level 1</b>	60 credits at any level	<b>Co-Requisite</b> <ul style="list-style-type: none"><li>• 10 literacy credits</li><li>• 10 numeracy credits</li></ul> Gained from co-requisites or tagged standards
<b>Level 2</b>	60 credits at Level 2 or above	
<b>Level 3</b>	60 credits at Level 3 or above	

Credits gained at one level can be used for (or count towards) more than one certificate. They may also be used towards other qualifications.

### 1.3 What are certificate endorsement and course endorsement?

Certificates can be "endorsed" to reflect high achievement in a significant number of standards. For more information, please visit: <https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/endorsements/>

#### 1.3.1 Certificate Endorsement

If a student gains 50 credits at Excellence, their NCEA will be endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or Merit and Excellence), their NCEA will be endorsed with Merit.

Credits earned can count towards an endorsement over more than one year and more than one level. However, they must be gained at the level of the certificate or above.

For example, Level 2 credits will count towards endorsement of a Level 1 NCEA, but Level 1 credits will not count towards endorsement of a Level 2 NCEA.

### 1.3.2 Course Endorsement

A course endorsement provides recognition for a student who has performed well in an individual course or subject.

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

- 14 or more credits at Achieved, Merit or Excellence at the lower level that supports the endorsement
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. (Note: this does not apply to some subjects, including: Physical Education, Religious Studies and Level 3 Visual Arts)

### 1.4 How do I gain entrance to a New Zealand university?

University Entrance (UE) is the **minimum** requirement to attend a New Zealand University. Students need to be aware of different University's course entry requirements.

Link: <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

### 1.5 How do I keep track of my credits?

In every senior course you will be given an outline which lists the standards available, so you will know how many credits you could achieve. During the year, results are sent to NZQA so you can log on using your National Student Number (NSN) and see your current results. You can also ask your whanau teacher to show you your results on KAMAR.

### 1.6 How do I get my results?

You can access the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz) to see your results anytime. You will require your National Student Number (NSN) and password to log on.

When you have received your marked answer booklets, you have the right to request:

- a review, if a processing error has occurred or
- a reconsideration, if you believe an error in marking has occurred

When reviews and reconsiderations have been dealt with, you can order online a final ROA (Record of Achievement) - this is the one you would normally use when applying for university or a job, and a certificate.

## 2. COURSE WORK

### 2.1 Do I have to do all the work?

If you are being assessed for a standard, you **MUST** do **all** parts of the assessment in order to get a grade.

Your teachers may be able to take evidence from authentic class work into account when awarding a grade. They may:

- ask you to fill out a template;
- look at your earlier milestone-point checks;
- look at their notes on feedback and consultations they've had with you;
- refer to earlier re-drafts you've done;
- check your portfolio / journal / diary / workbook / checklists;
- have a discussion with you.

## 2.2 Can I withdraw from a standard?

If you wish to be withdrawn from any standard you must make that decision with your teacher and caregiver. The teacher must have evidence of your caregiver's approval and you must be withdrawn before beginning the internal assessment or the final date for withdrawing from externals.

If you have attempted the assessment, you must receive a grade for your work.

## 2.3 Can I use other people's work?

No. You may not copy another person's work and you may not (re-)present another's work as your own. You will be required to verify in writing that work you present for assessment is your own. This includes not copying work from the internet and presenting it as your own. See information on the NZQA website about authenticity.

Reference to the use of AI (if permitted or not), must be evident in the written information given to students.

Any suspicion of unfair behaviour, in exams or internal assessments, will be investigated and could result in a Not Achieved grade.

## 2.4 What is the process for handing in assessments?

Assessments shall be emailed/shared electronically by midnight on the due date, unless otherwise stated by individual departments / teachers. In the case of ongoing portfolio work, the due date may shift.

It is at the teacher's discretion if work is to be submitted electronically or on paper. If assessments are to be presented on paper, you are responsible for printing work at home, or making sure you have sufficient credit on your printing account at school to print.

Work submitted to staff after the deadline will be assessed Not Achieved.

## 2.5 What do I do if I miss a test or assessment?

Teachers require standard-specific evidence is needed to award a grade. There cannot, therefore, estimate a student's performance.

A late or missed assessment with no valid reason is recorded as a Not Achieved.

### ***Missed Assessment Policy***

The first covers absences from class tests. The second covers extensions for assignments that take place over time.

### **Students who are ill, or absent from school for a test-type assessment:**

If you miss an assessment opportunity due to illness or another legitimate reason, you may have the opportunity to sit the assessment at another time. Evidence supporting your reason for missing the assessment will be required. This could take the form of a doctor's certificate or an email from a caregiver. Please talk with your subject teacher about this.

### **Late Work / Extensions for assignments & portfolios:**

Work not completed on the due date is unable to be submitted. In exceptional circumstances, students who have had a significant part of their preparation/work time interrupted before an assignment deadline may apply for an extension of time. **To ensure authenticity, students must show evidence that they have completed work for checkpoints.**

Evidence supporting your reason for missing the assessment will be required. This could take the form of a doctor's certificate or an email from a caregiver. Please talk with your subject teacher about this.

The application must be made by email to the teacher.

### **Process**

- students must now apply (extension or new test day) via email to the teacher (not verbally), so there is an electronic record
- the teacher decides whether to accept the request or not

- students can complete an Extension & Appeal form from the Principal's Nominee (PN) if they feel the decision or grade was unjustified
- student submits to DP Curriculum, Mr Waenink or the PN Ms van Stokkum
- we approve or decline the request based on the evidence and judgment provided
- an email is sent to the student and teacher with the decision

An Extension Tracking Spreadsheet is used to keep track of the extensions within the senior school  
For External Assessment procedures for derived grades see the NZQA website.

## **2.6 What is the difference between a re-submission and a re-assessment?**

A re-submission means you are given the opportunity to correct minor mistakes which you should be capable of discovering and correcting on your own. You will not have received any further teaching on the topic. Re-submissions may only be offered to work that has recorded the Not Achieved grade boundary. The student may be given the opportunity to correct minor mistakes which they should be capable of discovering and correcting on their own.

A re-assessment means the whole standard may be assessed for a second time, using a different assessment task after further teaching has been carried out. You will have been advised if this is being offered before beginning work on a standard.

## **2.7 When will I get my assessed work back?**

Your teacher will tell you, on the date the work is due, when it will be returned. Teachers endeavor to return work within three weeks.

## **2.8 What do I do if I don't agree with a decision I got for an Internal Assessment activity?**

First, talk it over with your teacher at the time s/he returns the work to you - you may resolve it then and there. If you can't agree, take it to the Head of Department for that subject.

If there's still no agreement, contact the Principal's Nominee within five days of the return of the assessed work. An outside expert may be asked to verify the assessment decision.

Remember: you will be given clear guidelines on Assessment Opportunities at the start of your year's programme.

## **2.9 How will my teachers help me to get the best grades I can? Can I have another try if I don't do well the first time?**

If your teacher has said that there will be one further assessment opportunity, any student may elect to repeat an assessment.

It is **not** the intention to allow students a further assessment opportunity where they have chosen for unacceptable reasons not to take the first opportunity.

Students must be awarded the highest grade they have achieved over both opportunities.

## **2.10 Do I have to keep my marked work?**

Usually, teachers will take it (or a copy) for moderation purposes. If you do get to keep it, file it away safely.

## **2.11 What help will I get if I have learning difficulties?**

Candidates who have permanent or long-term conditions or learning difficulties, which they believe will significantly impair their performance, may apply to the Qualifications Authority, through the SENCO, for Special Assessment conditions such as enlarged papers, extra time, computer use, reader, writer, or reader & writer.

Applications need to be made each year that the student is entered for NCEA assessment and be attached to specific, selected subjects.

In addition, students should be receiving ongoing support at school to manage their difficulties, and sit their internal assessments and school exams under the same conditions that they apply for.

Appropriate individual conditions and venues will be provided within the College for Special Assessment candidates. Venues, times and materials required for special assessment will be under the direct supervision of the SENCO, in liaison with the Principal's Nominee.

### **2.12 What happens if I miss an external exam?**

A student who is unable to sit an exam, for an approved reason, may apply through the Principal's Nominee (PN) for a derived grade. A form must be completed by a medical practitioner or similar. See the exam information you received from NZQA in November.

The PN will use grades awarded for school emergency derived grade exams to assist the process.

### **2.13 What is not acceptable behaviour in exams?**

The following will be investigated and could result in Not Achieved grades:

- Failure to follow instructions
- Influencing / assisting / hindering candidates or disrupting the examination
- Dishonest practice by a candidate
- Impersonation

### **2.14 How do I change a subject I don't like or am not doing well in?**

You cannot just change a subject. You originally chose it after much thought. You must consult with the Dean who will give you advice about the process and will involve your teacher and parent/caregiver in any decision.

## **3. END OF YEAR PRIZEGIVING / DUX**

### **3.1 How do I gain top in class?**

Awards are made based on students Grade Point Average (GPA)

### **3.2 How is the GPA worked out?**

- For each subject, in each standard (as outlined in the Curriculum Booklet) the number of credits is multiplied by:
  - Excellence x 4
  - Merit x 3
  - Achieved x 2
- The total score is then divided by the maximum possible score.
- E.g.: 15 credit course maximum score is  $15 \times 4 = 60$ . To calculate a student's performance, we divide their points by 60, multiply by 100, giving a GPA in that subject.
- The best 15 credits are used if a course has more than 15 credits.
- A student's GPA is comprised of their score from Religious Studies and their four best non-Religious Studies subjects.
- Students enrolled in OLC courses; results can be included if they are made available to the College by the cut-off date for prize giving each year.

### **3.3 How do I gain Dux?**

The top four GPA's plus Religious Studies are combined and candidates' results and placings are compared.

### **3.4 What is the Jean Claude Colin Award?**

To complete Year 13 with a Jean Claude Colin Award, you must have attained:

- 80% attendance
- An average success rate in excess of 66% for all NZQA standards attempted in Year 13, and at least two NZQA standards or better in Religious Studies
- Service to the College in at least two areas of service
- Participation in Special Character activities

If you are successful in these things, the Award will be presented at the senior prize giving.