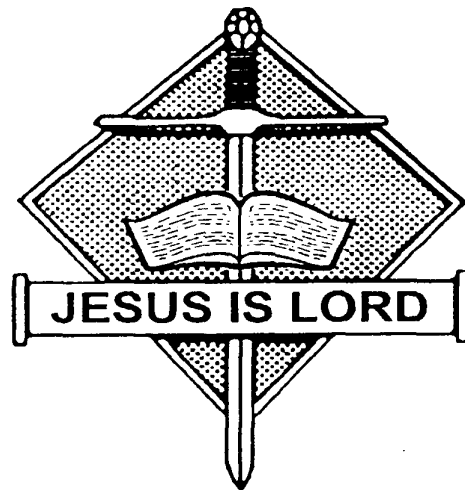


Kaikohe Christian School



2018

Parent/Student

NCEA CURRICULUM Handbook

Introduction †

This handbook has got some really important information about NCEA. This is summarised just below. There is also a whole lot of information that you might find useful.

At the back are various forms that will be useful to students who think they are not going to get their internal work in on time and they want an extension or if they think the mark they have got is unfair and they want a reassessment.

REALLY IMPORTANT †

1. If you do not get your internal assessment work in by the due date, unless an extension has been granted beforehand, then you will receive a Not Achieved grade.
2. If you copy work (plagiarise) and pretend it is your own, you will not receive a grade as your assessment is invalid.
3. All work you hand in must be your own and sources of information or direct quotes must be referenced.
4. If you want to get into university or other tertiary study places you have to meet the university entrance requirements.
5. To get NCEA Level One you must have 10 literacy credits and 10 numeracy credits.
6. To get UE Literacy you need 10 credits at L2 (5 credits from reading achievement standards and 5 credits from writing achievement standards).

General Information †

What is NCEA?

NCEA means National Certificate of Educational Achievement.

NCEA is like a wall made up of lots of bricks. Each 'brick' is a unit of learning that is assessed using either Unit Standards or Achievement Standards. These Standards are worth a certain number of credits (usually between 2 to 6). The more standards you achieve the more learning you have done and the bigger your 'wall'. A credit is worth approximately 10 hours of learning. This number includes both school and home learning. A year's course for a core subject (such as English or Maths) is worth about 20 credits. Five core subjects should get you about 100 credits.

Level one is usually linked to level 6 of the New Zealand curriculum and is normally done in year 11.

Level two is linked to level 7 of the curriculum (year 12) and

Level three is linked to level 8 (year 13).

Each Achievement Standard gives four grades; Achieved, Merit, Excellence or Not Achieved.

Not Achieved means the student has not sufficiently met the standard required to Achieve.

An **Achieved** grade means the student can do straight forward work in that topic.

Merit means the student has a good comprehension of the topic.

Excellence means the student understands the subject really well and can answer tricky or unexpected questions very capably.

ENDORSEMENTS:**Certificate endorsement**

If a student gains 50 credits at Excellence at a particular level, their NCEA at that level will be endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or a combination of Merit and Excellence) their NCEA will be endorsed with Merit. The Record of Achievement shows endorsement awards.

Course endorsement

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

- 14 or more credits at Merit or Excellence, and
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and level 3 Visual Arts as these are courses are all internally assessed.

Moving ahead with NCEA

A student will get their Level One Certificate when they have 80 credits or more. At least 10 of these credits must come from literacy (reading and writing in English or Te Reo) and 10 from numeracy.

Before a student moves on to a subject at Level two they will need to have successfully gained several standards at Level One in that topic or they will find the work too difficult. Each Level Two course will have their own criteria for entrance.

To gain a certificate in Level Two students need 80 credits with at least 60 of these coming from Level Two or above. Similarly, Level Three requires 80 credits with 60 of them from Level Three or above.

Entrance to University

University Entrance (UE) will continue to be the minimum requirement to go to a New Zealand university.

To be awarded UE you will need:

- NCEA Level 3
- Three subjects - at **Level 3 or above**, made up of:
 - 14 credits each, in three approved subjects
- Literacy - 10 credits at **Level 2 or above**, made up of 5 credits in reading and 5 credits in writing
- Numeracy - 10 credits at **Level 1 or above**, made up of achievement standards – specified achievement standards available through a range of subjects, or unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all three required**).

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

Some universities such as Auckland University have additional requirements for limited entry programmes that involve ranking the students based on their best 80 Achievements Standard credits. Students should ensure they know the requirements needed for entering the Tertiary courses they are aiming for at the start of the year.

Subject pathways and pre-requisites †

The following page gives a diagram that shows the subjects we offer at KCS.

You will notice the arrows that go up from the NCEA Level One subjects to the Level Two and Level Three subjects. This means that if you are wanting to do a subject at a higher level you need to have adequately passed that subject – or an equivalent subject - at a lower NCEA level. The teachers of each subject will be able to say what the requirements are for moving up to the next level in their subject.

The following diagram can help you track which courses you can take at our school in order to help you get the subjects that will put you a step closer to getting the type of jobs you are interested in.

	English	English	Maths	Maths	Maths	Sciences				Social Sciences		Technology	Arts	Health & PE	Languages
L3	English ↑		Calculus	Statistics ↶ ↑		Physics ↑	Chemistry ↑	Biology ↑	Biblical ↑	History ↑	Enterprise ↑ ↷ ↵	D Tech ↑	Painting Photography	PE	
L2	English ↑ ↶ ↑		Maths ↑	with ↑	Statistics	Physics ↑ ↷ ↷ ↷	Chemistry	Biology	Biblical ↑	History ↑	Enterprise ↑ ↷ ↵	D Tech ↑	Painting Photography	PE	
L1	English ↑ ↑ ↵ ↑	Eng Literacy	Maths ↑	↶ ↶	Numeracy ↑	Alpha ↶ ↶		Beta ↶ ↷	Biblical ↑	History ↑	Enterprise ↑ ↷ ↵	D Tech ↑	Painting Drawing	PE	Te Reo
Y10	English Literacy ↑ ↑		Mathematics Numeracy ↑ ↑			Science ↑			Social Studies ↑			Enterprise ↑ ↷ ↵	Technology ↑	Art	
Y9	English Literacy ↑ ↑		Mathematics Numeracy ↑ ↑			Science ↑			Social Studies ↑			Enterprise	Technology ↑	Art	
Y7&8	English Literacy		Mathematics Numeracy			Science			Social Studies			↑	Technology	Art	

NCEA procedures at KCS

When are the assessments?

Teachers will give you course information such as a year course outline including milestone and assessment due dates. It is very important you manage your time well so you achieve your milestone and assessment dates. Late assessments will not achieve as an extension process has been followed and granted. Read all information given by your teacher carefully.

Absence

You must be present at an internal assessment if you are to get the grades. If you are going to be absent you must ring the school prior to the assessment. If Ms Vujcich does not think your reasons for being absent are important enough to miss the assessment then you must be present at the assessment or you will not be awarded the credit.

Late work and Extensions

Handing in an assignment late will mean your work will not be considered unless you have received an extension BEFORE the work is due. To apply for an extension fill in an "Assignment Extension Request" form and hand it to your teacher or Ms Vujcich at least **three school days before your assessment is due**. A copy of the form is at the end of this booklet. You **must** also include work done to date, along with an explanation from a parent or caregiver. Any extension will not normally exceed three days beyond the original due date.

Ms Vujcich will then decide to either accept or reject your request. If you meet these conditions and the extension request is granted the student will be able to gain full credit for their work.

Appeals

If you are not satisfied with the grade because you do not believe it reflects the standard of work you did for the assessment, or you think the assessment process was not fair or valid then . . .

- | | |
|------------|--|
| STEP ONE | You must discuss your reasons with your teacher. |
| STEP TWO | If you are not satisfied with the outcome of this discussion you need to fill in an "Assessment Appeal" form (see the end of this booklet) and hand this in to Ms Vujcich within five days of receiving the grade. |
| STEP THREE | If you are still not satisfied with the decision made after this stage you have a further two days to appeal to Mr Rogers. His decision will be final. |

Assessment Authenticity

All work that you hand in must be your own unaided work.

When you do an out of class assessment your teacher will regularly check the progress of your work. You must be able to show him/her how your ideas are developing such as your rough drafts.

If you use other peoples' work and pretend it is your own it is called plagiarism. This is a serious Breach of the Assessment Rules and you will receive a Not Achieved grade and will receive no credits.

You will complete one Authenticity Declaration Form at the beginning of each year which will apply to all your assessments across all your subject areas for the year.

Conduct in Assessments/Breach of Rules

When doing a test or exam you must not attempt to communicate with others, not disrupt, not cheat or allow your work to be copied by others. This is obvious. If you do not follow these rules you will be asked to leave the assessment and you will automatically receive a Not Achieved grade. You will also forfeit any further assessment opportunity.

Further assessment opportunities

Sometimes you may have an opportunity to correct minor errors on an assessment when it is first given back. This is called “resubmission” and can only be done once after an assessment or further assessment opportunity.

If you have not achieved an assessment you *may* be given one further opportunity to gain that standard by doing another new task/assignment the same task in a different context. (This will depend on the availability of assessment material and whether you have the opportunity to do further learning before the second attempt). If the standard relies on conditions that cannot be easily replicated (like a field trip or big assignment) then you may not have a second chance. Ask your teacher so you know exactly what is required.

Students may also wish to do a further assessment if they want to improve on an ‘Achieved’ or ‘Merit’ grade.

Special Assessment conditions

Students who have disabilities or learning difficulties may be entitled to special assessment conditions such as having extra time to complete an assessment task, may be entitled to the use of a computer or have a reader or writer.

If you think you may fall into this category please talk to Ms Vujcich at the *beginning of the year*.

Costs

Fees for all standards (excluding scholarship) – internal and external - this year are \$76.70 (subject to change). This is irrespective of how many you do.

You may be eligible for financial assistance. The school will give more information on this at least one month before all financial assistance applications and fees are due. The school collects the money on behalf of NZQA.

Tracking your results on the NCEA Website

By looking at the NZQA web-site <http://www.nzqa.govt.nz/login/> you can track your results throughout the year. You do need your **student login** to do this. See Ms Vujcich or Leanna to get this if you are new to NCEA or have lost your log in information.

In this way you can see how you are doing throughout the year and check your results once the external grades have been published.

Tracking your results yourself

On the next sheet is a table you can fill in as you are getting your internal results throughout the year. In this way you can easily see how many credits you have and how many more are needed to achieve the Level you are working on.

Forms



This one will be given to you each time you receive back an assessment.

NAME _____

GRADE: **Not Achieved** **Achieved** **Merit** **Excellence**

ACCEPT: Sign here if you accept this grade _____ Date _____

APPEAL: If you do not accept this grade due to reasons such as . . .

- You think the assessment process was flawed in some way eg unfair to you
- Your grade does not reflect the quality of your work
- A question has been marked incorrectly

. . . you may appeal.

1. Talk to your teacher. S/he may be able to correct the situation immediately.
2. If the situation is not resolved fill in an Assessment Appeal Form and give this to Ms Vujcich within five days.
3. If you disagree with the decision Ms Vujcich makes you may take your appeal to Mr Rogers. This must be done within three days of receiving your decision from Ms Vujcich.

This is the form you are most likely to use. After using it the school will keep a copy of it on file so that we remember the decision and so other students in similar situations will get a similar decision. Remember to also attach all your work done so far.

ASSIGNMENT EXTENSION/ABSENCE REQUEST

*(To be completed and handed in at least **three full days** before due date)*

Name: _____ Year: _____

Subject: _____ Teacher: _____

Achievement Standard/Unit Standard: _____

Reason for absence/extension: _____

Signed: _____ Date: _____
Student

Extension/Absence: **GRANTED / DENIED**

Reason for decision: _____

Signed: _____ Date: _____
Subject Teacher

Signed: _____ Date: _____
Head of Secondary

Finally, if you believe you have been marked unfairly for an assessment, this is the form you use.

ASSESSMENT APPEAL

To be given to Ms Vujcich within five days of receiving the result of an assessment

Name: _____ Year: _____

Subject: _____

Teacher/assessor: _____

Assessment name or number: _____

Reason for appeal: _____

Signed: _____ Date: _____

APPEAL UPHELD

APPEAL REJECTED

Reasons for the decision: _____

Signed: _____ Date: _____
Subject Teacher

Signed: _____ Date: _____
Head of Secondary

A further appeal is possible to the student if they are unable to accept the above decision. They must appeal to Mr Rogers within three days of receiving the above decision.