

# **Kaikohe Christian School**



**2025**

## **Parent/Student NCEA CURRICULUM Handbook**

## Introduction



This handbook has important information about NCEA. This is summarised just below.

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

## 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 (plagiarize) and pretend it is your own, you will not receive a grade as your assessment is invalid. Using AI tools as your own work is plagiarism.
3. Students are not allowed to use software paraphrasing tools to edit their writing for any assessments. Editing must be done by the student's own reading and writing knowledge and skills.
4. All work you hand in must be your own and sources of information or direct quotes must be referenced. If you want to get into university or other tertiary study places you have to meet the university entrance requirements and you need to begin applying to universities and scholarships at the beginning of Term 3.
5. To get NCEA Level One you must have 60 credits at NCEA Level One or higher and have also achieved 10 literacy credits and 10 numeracy credits by passing mid and end of year digital national examinations.

## 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' of achievement grows. 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 18 credits. Five to six core subjects should get you approximately 90 - 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.

<b>Not Achieved</b> means the student has not sufficiently met the standard required to Achieve.
<b>An Achieved</b> grade means the student can do straight forward work in that topic.
<b>Merit</b> means the student has a good comprehension of the topic.
<b>Excellence</b> means the student understands the subject really well.

## ENDORSEMENTS: Quality grades

All students should be aiming for quality grades (e.g. merit or excellence) rather than “just passing”. Quality grades have special recognition on a student's NCEA **Record of Achievement**, as an overall **NCEA Certificate Endorsement** or a **Subject Course Endorsement**.

This means, these students show a strong knowledge and understanding of their subjects and are more likely to do well in the next level up in subsequent years. Employers also look for quality grades. This usually shows employers and universities that you have had a good hard working attitude to your learning at school. So it is worth aiming high.

### NCEA 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 lists these endorsement awards.

### Course endorsement

Students will gain an endorsement for a subject course (e.g. L2 English) 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.
- Physical Education may be endorsed from Internal Assessments only.
- Level 1, Level 2 and Level 3 Design and Visual Communications and Visual Arts are assessed from internally assessed standards and portfolios. Portfolios are prepared throughout the year and sent away to be externally assessed towards the end of the school year.

## Understanding NCEA 1,2 & 3 Qualifications in 2025

### NCEA Level One:

A student will get their NCEA Level One Certificate when they have gained 60 credits from the achievement standards in their courses *and* have achieved the L1 Literacy & Numeracy examinations. These examinations are sat when students are ready in Term 2 (beginning week 4, 19-30 May) and they have a second chance in Term 3 (beginning week 8, 1-12 September).

OR, a student will get NCEA Level One Certificate when they have gained 80 credits from the achievement standards in their courses and have achieved the L1 Literacy 10 credits & Numeracy L1 10 credits through passing specific achievement standards that predominantly are from the L1 Mathematics and L1 English courses.

**NCEA Level Two:**

Before a student moves up to study a subject at NCEA Level Two they will need to have successfully achieved at least three achievement standards at Level One for that subject or they will very likely find the work too difficult.

Each Level Two course will have their own criteria for entrance and students should talk to the teachers of these subjects about entrance requirements for the year following. Therefore students should try to achieve their very best grades throughout Year 11.

NCEA Level Two requires students to gain 60 credits from Level Two or above and to have also achieved the Literacy & Numeracy requirements from Level One.

**NCEA Level Three:**

NCEA Level Three requires students to gain 60 credits from Level Three or above and to have achieved the Literacy & Numeracy requirements from Level One.

If students or whanau have specific questions about these attainments, please talk with the Principal's Nominee for NCEA, Yvonne Vujcich

## 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 to achieve:

- Have gained NCEA Level 3, plus
- A minimum of 14 credits in at least 3 separate subject areas from university approved achievement standards at **Level 3 or above** plus
- UE Literacy - 10 credits at **Level 2 or above**, made up of 5 credits in 'reading' achievement standards and 5 credits in 'writing' achievement standards plus
- Have gained Literacy & Numeracy Level 1

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

Some universities have additional requirements for limited entry programs (e.g. engineering and medical school students) that involve ranking the students based on their best grades (Grade Point Average). Students should ensure they know the requirements needed for entering the Tertiary courses they are aiming for at the start of the year and preferably from Year 11.

Having a clear career and subject pathway from Year 11 is the best way to go. If a student needs help with finding their career and subject pathway, they should talk to parents/caregivers, their teachers, the Head of Secondary, Yvonne Vujcich, and our Gateway Coordinator. We are all here to give guidance and help you along your chosen pathway to success.

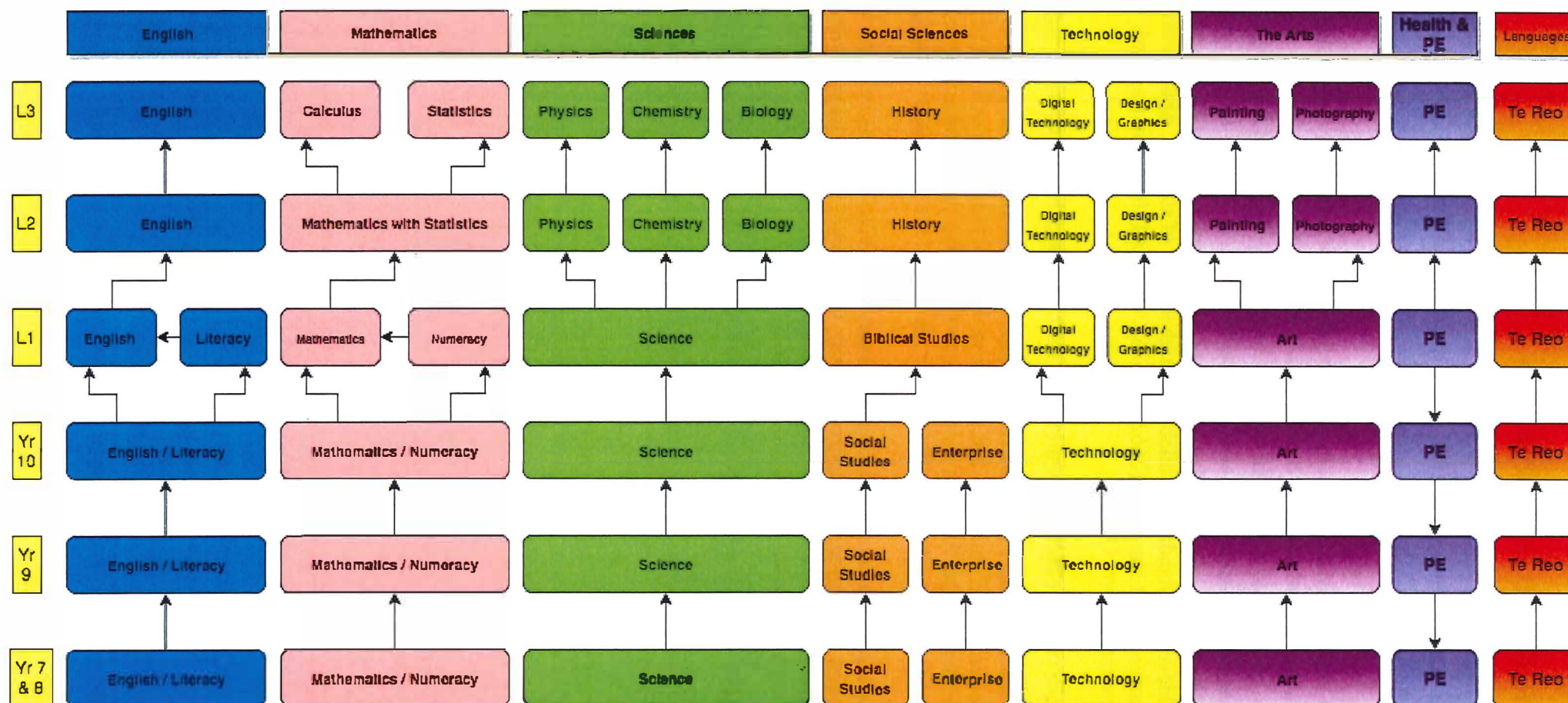


# Subject Pathways and Pre-requisites



The following diagram shows the subjects we offer at Kaikohe Christian School. N.B. Gateway/STAR, Te Kura NZ Correspondence School and other Trades courses are available as well for our students but as these are individual programs, they are not listed on the flow chart. See Yvonne Vujcich for further information about these.

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 successfully to the next level in their subject.



The following diagram can help you track from Year 11 to Year 13, the courses you can take in order to help you to reach your goals, and entry into the jobs and careers you are interested in.

# NCEA Procedures at KCS



## When are the Assessments?

Teachers will give student's course information outlines, including progress dates and final assessment due dates. It is very important that students manage their time well to complete the work outlined by the progress and final assessment due dates. Students who are present for learning, but submit work late without an extension granted, or do not submit work by the deadline date, will Not Achieve in that standard and will miss out on the credits possible.

## Absence from Assessments Guidelines

Students must be present at internal assessment dates unless something has happened outside of the student's control. For example, if a student becomes suddenly very unwell on the assessment date or there is a sudden bereavement in the family. If this occurs, the parents or caregivers must contact the Principal's Nominee (Yvonne Vujcich) that same day to explain the absence of their son or daughter. If the student is absent from the assessment without a valid reason, the student will not receive a grade or any credits for that assessment. There will be no further opportunity given to sit the assessment.

## Late work and Extensions

Handing in an assignment late will mean student's work will not be considered unless they have received an extension from their subject teacher BEFORE the work is due. Extensions may be granted if a student has been absent because of illness for several days, bereavement or other circumstances that have impacted their ability to complete their work.

To apply for an extension fill in an **Assignment Extension Request Form** and hand it to *your teacher* 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. Your teacher 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.

Students may appeal a teacher's denial of an extension request to the Head of Secondary, Yvonne Vujcich. The request will be checked to ensure a fair process has been followed.

## Appeals Process for Students

A student may appeal a grade if they think the verified grade awarded does not reflect the standard of the work they did for the assessment, or they think the assessment process was not fair or valid in some way. A verified grade means another teacher has checked the grade awarded.

- |            |                                                                                                                                                                                                                                                                     |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP ONE   | The student must discuss their concerns and reasons with their subject teacher.                                                                                                                                                                                     |
| STEP TWO   | If the student is not satisfied with the outcome of this discussion they need to fill in an <b>Assessment Appeal Form</b> (see the end of this booklet) and hand this to the Head of Secondary, Yvonne Vujcich, within five days of receiving their verified grade. |
| STEP THREE | If the student does not agree with the decision made at step two, the student has a further two days to appeal to the Principal (David Rogers). His decision will be final.                                                                                         |

# Assessment Authenticity

All work that a student hands in for assessment must be their own work.

Subject teachers will regularly check the progress of student's work. This will show the teacher the ideas the student is developing, and checkpoint drafts toward the final assessment will be kept by the teacher as evidence of student authenticity.

If a student uses another's work and pretends it is their own it is called plagiarism. This is a serious Breach of the Assessment Rules and a student will be formally warned and will Not Achieve for that assessment. There will be no further assessment opportunity given for that standard.

At the beginning of the year, every student will complete an **Authenticity Declaration Form** which will apply for all their assessments for the year. This form needs to be signed by the student and a parent or caregiver, and returned to the school to be filed. Subject teachers will also remind students of the conditions for their internal and external assessment at the beginning of the assessment period.

## Conduct in Assessments and Breach of Rules

When doing a test or exam, a student must not attempt to communicate with others, disrupt, cheat or allow their work to be copied by others. The teacher will explain these conditions and rules at the beginning of the assessment so everyone clearly understands what is expected. If a student does not follow these rules the student will be told to leave the assessment and the student will Not Achieve in that standard. The student will have no further assessment opportunity for that standard, and parents or caregivers will be notified of the breach by the Principal's Nominee.

## Extended assessment opportunities

If the student did *not achieve* their assessment, the student may have an opportunity to correct minor errors on an assessment when it is first given back after an assessment. This is called *resubmission* and can only be done once after an assessment or *extended assessment opportunity*. The student must be able to discover and correct minor errors on their own. The result of a resubmission is limited to an Achieved grade only.

In addition, if a student did not achieve an assessment or resubmission opportunity, the teacher *may* give an *extended assessment opportunity* for students to gain that standard, but *only after further learning* has taken place. The second assessment must be another new task/assignment *or* the same task in a different context. The result for an extended assessment opportunity may be any grade, and is not limited to an Achieved grade.

If the standard relies on conditions that cannot be easily replicated, like a field trip or big assignment, it is not likely the teacher can give an extended assessment opportunity. Therefore, it is best that all students aim to work hard from the outset of the learning and to be well prepared for their first assessment date.

Subject Course Schedules are given out by teachers at the beginning of the year. These show expected dates of assessments and which assessments have a second assessment opportunity.

No assessment is allowed more than two opportunities to achieve.

## Special Assessment conditions

Students who have physical or learning special needs (e.g. dyslexia) may be entitled to special assessment conditions so that these students have a more equal opportunity to demonstrate their understanding and learning. Special conditions may be given to assist the student, such as having extra time to complete an assessment task, or computer use, or having a reader or writer, or both, or separate accommodation. If a student thinks they may be eligible for special assessment conditions, then they need to talk to the Principal's Nominee, Yvonne Vujcich, at the beginning of the year.



## Tracking your results on the NCEA Website

Students can closely monitor their results throughout the year by logging into the NZQA web-site <http://www.nzqa.govt.nz/login/> or the Student/Parent Portal on the main menu of the school website [www.kcs.school.nz](http://www.kcs.school.nz). Year 11 students beginning NCEA, will receive their personal log in details during Term One of the school year.

Our student management data base, KAMAR is now available on mobile devices phones via any internet browser by searching kcs.school.kiwi. Students then login using their personal school internet username and password. During Term One 2025, whanau will receive further updates from us about what information will be provided there.

## NCEA External Examinations and Derived Grade Process

During Term 4, around the beginning of Week 5, students entered into external examinations will begin sitting their exams. Northland College is our Examination Centre. For each examination, our students walk across as a group to Northland College, accompanied by a Kaikohe Christian School teacher.

Digital Ll-3 Te Ao Haka external examinations will be sat at Kaikohe Christian School on 3-5 September 2025 not at Northland College.

**Derived grades** (i.e. student's results gained from Term 3 practice examinations) are recorded by subject teachers. These practice exam grades may be used by an exam candidate who, just before or during the examination suffers a temporary illness, trauma (i.e. a deeply distressing or disturbing experience) or misadventure (i.e. an event beyond their control) or another serious event.

In the event of one of the above students should sit the examination wherever possible. Students who sit the examination, but believe that their preparation or performance was impaired or were unable to sit the examination, should see Yvonne Vujcich soon after the examination to discuss applying for a **derived grade**.

### Please note:

- Students need to have gained an *achieved or higher grade* in the practice Derived Grade Assessments held during the school year, to be eligible to apply for a Derived Grade.

This is the form students 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. Students should attach all the work they have done so far to an extension/absence request.

## **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:

\_\_\_\_\_  
Student

Date: \_\_\_\_\_

Extension/Absence: **GRANTED / DENIED**

Reason for decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed:

\_\_\_\_\_  
Subject Teacher

Date: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Head of Secondary

Date: \_\_\_\_\_

If students believe they have been marked unfairly for an assessment they can complete an assessment appeal form and give it to Yvonne Vujcich within 5 days of receiving the result.

## **ASSESSMENT APPEAL**

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

Name: \_\_\_\_\_ Subject: Teacher/assessor:

Year:

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 David Rogers within three days of receiving the above decision.

