



The Learners' and Whānau AC Way Guide to NCEA Assessment in Year 12 and 13 for 2021

Remember, up to date assessment progress information is always available through:

- Conversations with your Learning Leaders, Whānau Leaders and NZ Curriculum Area Leaders
- Parent Portal <http://parent.alfristoncollege.school.nz/index.php>
See Student Services if you have lost or forgotten your password
- NZQA Learner Login
<https://secure.nzqa.govt.nz/for-learners/records/login.do>

All learners should register to create their own login. Follow the link on the login page to register.

Introduction to Learning and Assessment in Year 12 and 13

For Year 12 and 13 learners the school year is approximately 36 weeks of school which is split into two 18 week semesters, although most learners in school-based courses continue with the same courses for the full year.

From Year 12 onwards learners may choose to take a Pathway Course as well as school-based courses. Year 12 learners may learn one day each week with their Pathway course provider and Year 13 learners may spend two days a week off site with the Pathway course provider. In addition to this, some learners have work experience or internships outside of school which forms part of their school week.

Most school-based assessment uses achievement standards with three levels of achievement i.e. A, M and E. This is important because potential certificate and course endorsements depend on Merit and Excellence grades. Most Pathway Courses use unit standards with only Achieved grades being available. It is important that learners are aware of this because in Year 13 up to 60 credits could be provided by Pathway Courses at a maximum level of Achieved. This also has implications for the award of University Entrance.

The information in this booklet applies specifically to school-based courses. Pathway Course providers will inform learners directly of their own processes and requirements for assessment.

Essential Information about the Assessment Process

Detailed information on the assessment opportunities in each course is available through the course outline document and assessment statements which are shared with learners once classes have started. Information on the timeline for assessment in each class, and the number of assessment opportunities can be found from these two sources.

- **Assessment tasks.** Assessment tasks are the instructions given to learners which informs them what they need to do. The task also states the standard number, credit value, submission date and other important information.
- **Authenticity.** At Alfriston College, we require all learners and their Whanau to read and sign a *Declaration of Authenticity* at the start of each assessment

year. The Declaration of Authenticity explains in detail what authenticity means in the context of assessment.

- **Submission of evidence.** The assessment task will state when the assessment should be submitted. Due dates are deadlines and learners must make sure that their evidence is complete and submitted by this date.
- **Marking or grading the evidence.** Internally assessed standards should be marked and the grades published within 4 weeks of the submission. Published grades can be checked using Parent Portal or NZQA Learner Login.
- **Resubmissions.** If the Learning Leader believes that the learner could correct small errors or omissions in their evidence, with just some general advice, then a resubmission opportunity may be offered to the learner. No further teaching or specific guidance is allowed before a resubmission and resubmissions are not offered to all learners as an automatic right. Not all resubmissions result in improved grades. Resubmissions are only offered where a learner may move from N to A if the errors or omissions are corrected.
- **Further assessment opportunities.** If a further assessment opportunity is planned it will be clear from the outset because the assessment statement and class outline will show two opportunities for assessment instead of one. A maximum of two assessment opportunities can be offered in one class in one year. The best grade from both assessment opportunities will count.
- **Moderation of learners' assessment evidence.** To ensure consistent high quality assessment decisions between different Learning Leaders, different classes and different schools there is a quality assurance process called moderation that takes place. Only after this process has been completed can grades be published. Once a year NZQA also checks a random sample of learners' evidence to ensure that there is national consistency in assessment judgements between schools.
- **Special assessment conditions (SAC).** Some learners may have special assessment conditions which are applied to all assessments, both internal and external. The school will apply to NZQA on behalf of the learner to have special assessment conditions applied.
- **Grades.** Learners will be awarded one of four grades according to how their evidence met the achievement criteria of the standard.
 - **N (not achieved)-** is awarded when the evidence submitted did not meet the standard.

- **A** (achieved) - is awarded when the evidence meets the standard at the minimum level required.
- **M** (merit) - is awarded when the evidence meets the standard at a higher level than required for achieved.
- **E** (excellence) - is awarded when the evidence meets the standard at the highest level of achievement.

All achievement standards and some unit standards offer the three levels of achievement, A, M and E. However most unit standards only offer A. Very few school-based courses use unit standard assessment at Year 12 and 13. Reasons why N may be awarded include if the learner did not submit any evidence, was absent from school or the evidence they submitted was not authentic (see section on breaches of the rules).

Achieving NCEA Level 2 or 3

The results from each assessment opportunity in all the courses that a learner takes during the year, including Pathway Courses, are collated by NZQA and in January following the assessment year, learners will be awarded the appropriate NCEA Level certificate provided that the requirements have been fully met.

- **Requirements for NCEA Level 2 certification.** To be awarded the NCEA Level 2 certificate, all of the following requirements must be met:
 - A minimum of 60 credits at Level 2 or above from any combination of courses, including Pathway Courses, which can include a mixture of achievement standards and unit standards, and a mixture of Achieved, Merit and Excellence grades.
 - A minimum of 20 additional credits from any level (which could be the Level 1 Literacy and Numeracy credits required - see below).
 - Level 1 literacy (10 literacy credits - most learners will already have this from Level 1 in Year 11, and if not it can be achieved through Level 2)
 - Numeracy (10 numeracy credits - most learners will already have this from Level 1 in Year 11, and if not it can be achieved through Level 2)
- **Requirements for NCEA Level 3 certification.** To be awarded the NCEA Level 3 certificate, all of the following requirements must be met:
 - A minimum of 60 credits at Level 3 from any combination of courses, including Pathway Courses, which can include a mixture

of achievement standards and unit standards, and a mixture of Achieved, Merit and Excellence grades.

- A minimum of 20 additional credits from Level 2 or above.
- Level 1 literacy (10 literacy credits - most learners will already have this from Level 1 in Year 11, and if not it can be achieved through Level 3)
- Numeracy (10 numeracy credits - most learners will already have this from Level 1 in Year 11, and if not it can be achieved through Level 3)

Sometimes a learner may take longer than a year to reach these requirements in which case NCEA Level 2 may be awarded in Year 13 either instead of, or in addition to Level 3. Please note that certification refers to the awarding process and that no actual paper certificate is produced or given unless one is specifically requested directly from NZQA.

- **Certificate endorsements.** NZQA recognizes high overall achievement at each level of NCEA by awarding certificate endorsements at either merit or excellence levels.
 - To achieve the NCEA Level 2 or 3 certificate endorsed with Merit, a learner requires at least 50 credits towards that level at Merit or Excellence.
 - To achieve the NCEA Level 2 or 3 certificate endorsed with Excellence, a learner requires at least 50 credits towards that level at Excellence.
- **Course endorsements.** NZQA recognizes high achievement in individual school courses by awarding course endorsements at either Merit or Excellence level.
 - To achieve a Merit course endorsement, a learner requires 14 or more credits from the course at Merit or Excellence which must include at least 3 credits from internal assessment and 3 credits from external assessment.
 - For an Excellence course endorsement, a learner must achieve 14 or more credits from the course at Excellence which also must include at least 3 credits from internal assessment and 3 credits from external assessment.

Please note that for Level 2 courses that consist entirely of standards from Religious Studies or Physical Education that the requirement for at least 3

credits from external assessment does not apply. For Level 3 courses this applies to courses consisting entirely of Physical Education or Religious Studies or Visual Arts standards.

University Entrance

To be eligible to apply for entrance to a New Zealand university, school leavers must also have the University Entrance (UE) qualification.

- **Requirements for University Entrance qualification.** To be awarded UE, learners must achieve all four of the following:
 - NCEA Level 3, which includes:
 - 14 or more credits from each of three approved subjects. Approved subjects consist of achievement standards which means that unit standard achievement from Pathway Courses can't contribute to UE. The [list of approved subjects and standards](#) in each subject can be found on the NZQA website. This list is reviewed each year.
 - UE Literacy which requires 5 credits from standards approved for UE Reading (R) and 5 credits from standards approved for UE Writing (W). Some standards are approved for both (B) and can count towards either the reading or the writing requirement, or can be split across both reading and writing.
 - Numeracy. This is the same 10 credit numeracy requirement required for NCEA Level 1 and 2 and can be achieved through Level 1, 2 or 3 standards which are approved for numeracy.

Scholarship

Learners in Year 12 or 13 can request to be entered for NZ Scholarship examinations. Scholarship entry will only be considered if learners have demonstrated commitment and consistent excellence level achievement in the subject. Entry also requires the support of a learning leader who will work with the learner to prepare them for the scholarship examination.

What to do if things go wrong with assessment

At Alfriston College we understand that things sometimes go wrong for learners. When things do go wrong, there are processes in place to make sure that all

learners are treated fairly. There are processes to cover the situations in the following paragraphs.

- **A learner cannot meet the stated deadline.** A learner may apply for an extension to the stated deadline by completing *Assessment Form 1* and submitting it to the Learning Leader of the course. Supporting evidence such as medical certificates should always be provided if they are available. Any application for an extension must be made before the deadline is reached. Completing and submitting the form does not guarantee that an extension will be granted.
- **A learner has missed the deadline and did not have an extension.** A learner can request permission to submit assessment evidence late, even without an extension, by completing *Assessment Form 1* and submitting it to the Learning Leader of the course. Supporting evidence such as medical certificates should always be provided if they are available. Completing and submitting the form does not guarantee that the evidence will be accepted.
- **A learner has missed the assessment altogether.** If a learner has been absent and has missed the entire assessment (especially if the assessment was a test or other one-time event), the learner can apply to be allowed to take the assessment by completing and submitting *Assessment Form 1* to the Learning Leader. Supporting evidence such as medical certificates should always be provided if they are available. Completing and submitting the form does not guarantee that the assessment can be taken.
- **A learner is suspected of breaching the rules for internal assessment.** When a learner is suspected of breaching the rules for internal assessment, the Learning Leader will report this to the relevant NZ Curriculum Area Leader. The learner will be given an opportunity to explain the situation and an investigation will be carried out by the NZ Curriculum Area Leader. If a breach is found to have occurred then an N grade will be reported for that assessment. A further assessment opportunity will only be available if it was originally planned for that class. Each learner involved in a breach that includes plagiarism or collusion will be dealt with individually and other disciplinary processes may also be applied.

Any learner who is given an extended deadline or permission to submit assessment evidence late, or who is investigated for a possible breach where none

is found to have occurred, will have their submitted evidence treated in exactly the same way as any other learner. Their work and grade will be indistinguishable from that of all other learners.

Appealing an assessment decision

A learner has the right to appeal any assessment decision. This process should only be started after conversations with the learning leader and NZ Curriculum Area leader have failed to resolve the issue. To start this process, *Assessment Form 2* should be completed and submitted to the Principal's Nominee (PN), Mr Alastair Caine. The PN will decide on the most appropriate course of action and follow this course. In all assessment matters, including appeals, the decision of the PN is final.

All Assessment Forms for learners are available from Student Services.

Privacy act

All learner data and submitted assessment evidence is covered by the Privacy Act. Information will not be shared with anyone outside of school, NZQA and the Ministry of Education without prior permission from individual learners.

The Assessment Rules for Schools with Consent to Assess 2021 can be found [here](#). For information regarding specific learners' assessment at Alfriston College please contact the appropriate learning leader or the Curriculum Area Leader in the first instance. For other matters please contact Mr Alastair Caine a.caine@alfristoncollege.school.nz.