



NCEA INFORMATION FOR PARENTS

What NCEA means for your children

The Qualification

NCEA (**National Certificate of Educational Achievement**) is the major qualification your children will be studying for while at secondary school. It is New Zealand's main national qualification for secondary school students and is part of the National Qualifications Framework (NZQF).

NCEA is the major qualification employers look for when employing school-leavers. It is also the qualification tertiary institutions like polytechnics or universities look for when students enrol for courses.

The NCEA has replaced the system of School Certificate, Sixth Form Certificate and Bursary.

Instead, students complete Units of Work (called Standards) that are taught during the year.

Equip for life

NCEA is part of the National Qualifications Framework (NZQF). Your child/children will be able to use their NCEA and some of the standards they may have studied at school as building blocks for other qualifications gained during and after school.

For example, some of the unit standards gained at school may count towards other National Diplomas or Certificates gained by studying courses at a private training provider after leaving school.

Standards

There are 2 types of Standards:

- **Achievement Standards** can be assessed by internal assessments or external examinations. A student can get 4 grades: - **E** (Excellence), **M** (Merit), **A** (Achieved) or **N** (Not Achieved). Achievement standard is based on NZ Curriculum.

- **Unit Standards** are assessed internally at school, at a tertiary organisation or at a work place. A student can get 2 grades: - **A** (Achieved) or **N** (Not Achieved). Unit Standard usually assess vocational based skill.
- Each standard is worth a certain number of credits - usually 2, 3, 4, 5 or 6 but can be even more, depending on the subject.
- It is important that you as parents, as well as your children, keep track of the number of credits that are gained during the year through the NZQA website learner login from early March and through NCEA Student apps.

Certificates

The NCEA comes in 3 Levels:

- Level 1 – usually done in year 11.
- Level 2 – usually done in year 12.
- Level 3 – usually done in year 13.

Scholarship Subjects

New Zealand Scholarship provides recognition and monetary reward to top students in their last year of schooling. New Zealand Scholarship assessments enable candidates to be assessed against challenging standards and are demanding for the most able students in each subject. Assessment is by either a written/spoken examination or by the submission of a portfolio or report of work produced throughout the year.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

There are no credits given to scholarship subjects.

Requirements for Gaining NCEA Level 1, 2 or 3

- Students to be awarded a National Certificate of Educational Achievement Level 1,2 or 3 must have:

NCEA Level 1

You need 80 credits at level 1 or above.

NCEA Level 2

You need 80 credits of which 60 need to be at the level 2 or above.

NCEA Level 3

You need 80 credits of which 60 need to be at level 3 or above. The other 20 credits need to be at level 2 or above.

Literacy and numeracy requirements will be included at each level. You need 10 credits in literacy and 10 credits in numeracy at level 1 and above.

Subjects

- Each subject is broken down into the standards, so that there is a total of around 20 credits in each course at level 1 and 15 to 20 credits at level 2 and 3.
- Every teacher **MUST** give each student a course outline that lists all the standards in that course and when they will be assessed.

Year-long assessments

One of the things you will notice about how NCEA affects your child/children that will be different from when you were at school, is that they will be assessed throughout the year. In most subjects learning is assessed both [internally and externally](#).

External assessments

These are the end-of-year examinations run by NZQA in November and early December.

What is different in the 21st century is that there is a much greater use of **internal assessments**.

Internal assessments are done in school through-out the year where the assessments are set and marked by the teachers at school. The assessments are then moderated by internal or external moderators to check that they are at national standard and marking is consistent with national standard. Some of the internal assessments are done as closed book test in class and some as research or assignments.

You may find that your child/children feel under stress because of the pressure to 'pass' an assessment, and that this stress will be felt throughout the year. This may affect their behaviour, and their ability to participate in other activities.

Reporting not achieved results

If your child did not hand in assessment on the due date or has missed a test or examination with no valid reason, he/she will be given N- not achieved grade.

If enough learning opportunity was given for the standard (85% attendance), your child do not have a choice to refuse to hand in assessment or miss a test. If such situation arises, your child will be entered for the standard and will be given grade N.

Your child must apply for assessment extension time one day before the due date if there is a valid reason for missing the due date.

Attendance requirement for being assessed for a standard

Your child must have 85% attendance to be entered for a standard.

Recognition of Higher Achievements

NCEA levels 1, 2 and 3 certificate endorsement

Students studying for NCEA will be able to achieve qualifications with Merit or Excellence endorsements.

Endorsement with merit

For a certificate to be endorsed with Merit, 50 credits at Merit or Excellence will be required at the same level, or higher, on the National Qualifications Framework (NZQF).

Endorsement with excellence

For a certificate to be endorsed with Excellence, 50 credits at Excellence will be required at the same level, or higher, on the NZQF.

Use of credits

The credits needed for endorsement will be gained over more than one year. A student's record will be checked annually to determine whether their year's work has entitled them to an endorsement of any NCEA certificate.

Course endorsement

Students will gain an endorsement for a course where they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards.
3. Sufficient credits in a single school year.

Note: Religious Studies will be exempt from (2) above.

Applying for a endorsed certificate

Students who have been awarded an endorsement for a qualification gained in a previous year may apply for the endorsed certificate.

- The cost is \$15
- Use application for a reprint of a National Certificate from NZQA website.

Assessment dates

Your child/children should have approximate date of each assessment in every subject.

Teachers should give a week's warning to students of exactly *when* an assessment will take place.

- It is very important that students try their best at these assessments.
- If your child is absent for an assessment due to illness you must provide a medical certificate.
- If your child is absent for any other valid reason (e.g. bereavement) provide a note to explain why.
- If the reason is a genuine one and the teacher is satisfied that the absence is legitimate, your child may be able to sit the assessment at a later date.
- It is also important that students hand in assignments that count towards gaining a standard **on time**, like the English, History, Religious Studies and Science Research.

Authenticity of student work

Assessment work completed must be student's own work. For this reason, most assessments are done in class under supervision. Any work done outside class must be students own work. Your child should have **signed** an authenticity form at the beginning of the year as an undertaking of not plagiarising their work. Parents can provide ideas to their child but not do the assessment for the child. Any publications used must be referenced and any help taken from people must be acknowledged.

Students' rights to privacy to assessment data

The recording and release of students' results are covered by the Privacy Act 1993, that is, no students' data or work may be shown to anyone who does not need to see them without student approval. The use of student work as exemplars for students in subsequent years should have student name removed.

Students' right to appeal assessment decision

Teachers at all times will endeavour to avoid appeals by making students fully aware of the reasons for the assessment judgement made.

A student has the right to appeal a grade given for any assessed item or ruling on a breach of the rules.

The following procedure is to be used:

Step 1: Student/parent enter discussion with the teacher concerning the grade. This must be done within five school days of the return of the student's assessment work.

Step 2: If not resolved the student/parent will approach the PN in writing (on the appeal application form attached appendix D).

Step 3: if the matter is still not resolved, the school may call in an outside expert to verify the grade.

Process that will be followed in the event of a breach of an assessment rule

- If there is a question about authenticity then the subject teacher shows the suspect work to the Principal's Nominee.
- The student may be asked to offer proof of authenticity (draft, etc.).
- Students suspected of having offered inappropriate help to their peers are also interviewed.
- If the teacher or Principal's Nominee judges that misconduct (such as cheating) has occurred either in an assessment or exam, not achieved will be reported for that standard. The parents/caregivers will be contacted.
- Senior management team may impose further penalties like stand-down or suspension. The seriousness of the penalty will depend on the seriousness of the misconduct.

Examinations

- At Al-Madinah School, we have assessment after the teaching of each external standard, which will be recorded and reported through the mid-year and end of year reports.
- Three hours end of year examination is given in the last **week of term 3.**

The examination provides practice for External Standards that students will sit at the end of the year (November). The

results is reported in the end of year reports and also used to get **derived** grades for the students in case they apply for compassionate consideration for external examinations.

- During award ceremony Internal assessment grades and end of year examination grades are used to decide **subject awards** and **dux** of the school
- It is important for students to prepare and perform well at these examinations.
- NCEA Examination starts in early November and finishes in early December (check exam timetable for dates).
- Your child will be given a slip from NZQA in late October to show the external examinations and the dates.

Derived grade process and guidelines

The **application form** for a derived grade will be given to a student who has been clearly disadvantaged through illness or misadventure, or who considers that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control. This includes the death of a family member or close acquaintance, or national representative duties, which have prevented the student from sitting examinations or otherwise presenting materials for external assessment.

Student must provide relevant and valid evidence for the application to be processed. Due date for the application to be checked online.

An application cannot be made for any standard for which there is **no pre-existing standard-specific evidence held by the school**.

A review of the decision to decline any application is possible.

Can you help your child/children?

Yes. In addition to understanding the stress they may be feeling, you can help them by:

- Providing an environment in which they can study.
- Taking an active interest in their learning.
- Showing them some [study tips](#).
- Following up the number of credits achieved.
- Taking school holidays as planned by the school and not taking students on holiday during school time.
- Making sure that the child is absent only for valid reasons.

- Be mindful of child's studies when organising functions or attending functions.
- Keep track of credits achieved.

For more information, you can download the NCEA Guide App from google play store. You can also visit NZQA website.

Jazak Allahukhairan

Nazmeen Zaim (Principal's Nominee).

Al-Madinah School.