



Northland College

We believe in hard work

Senior Student NCEA Handbook

2024

The following people will be able to help you this year:

Educational Leadership Team

Deputy Principal & Principal's Nominee	Whaea Melanie Kara
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Pouārahi

Manu Taki	Whaea Claire Edmonds
Manu Tāiko	Matua Perry Van Gaalen
Manu Tūtei	Whaea Prineet Clarke
Manu Taupua	Whaea Ariana Dalton

Learning Support

SENCO and assistance for assessments	Whaea Ariana Dalton
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Tēna koutou katoa!

Welcome to 2024 and a new year of learning. This booklet will help you find answers when you need them.

The first people you speak to should always be your kaiārahi or your subject teacher.

The following information is a summary of the important things that you need to know about your NCEA course this year. Nō reira, kia kaha koe!

What qualifications can I get?

While at Northland College, you will have the opportunity to gain several qualifications awarded by the New Zealand Qualifications Authority (NZQA).

The main qualification that you will work towards gaining is the National Certificate of Educational Achievement (NCEA) which is achievable at Level 1, 2 and 3.

You will also have the opportunity to gain the Vocational Pathways Award and University Entrance.

How do I get these qualifications?

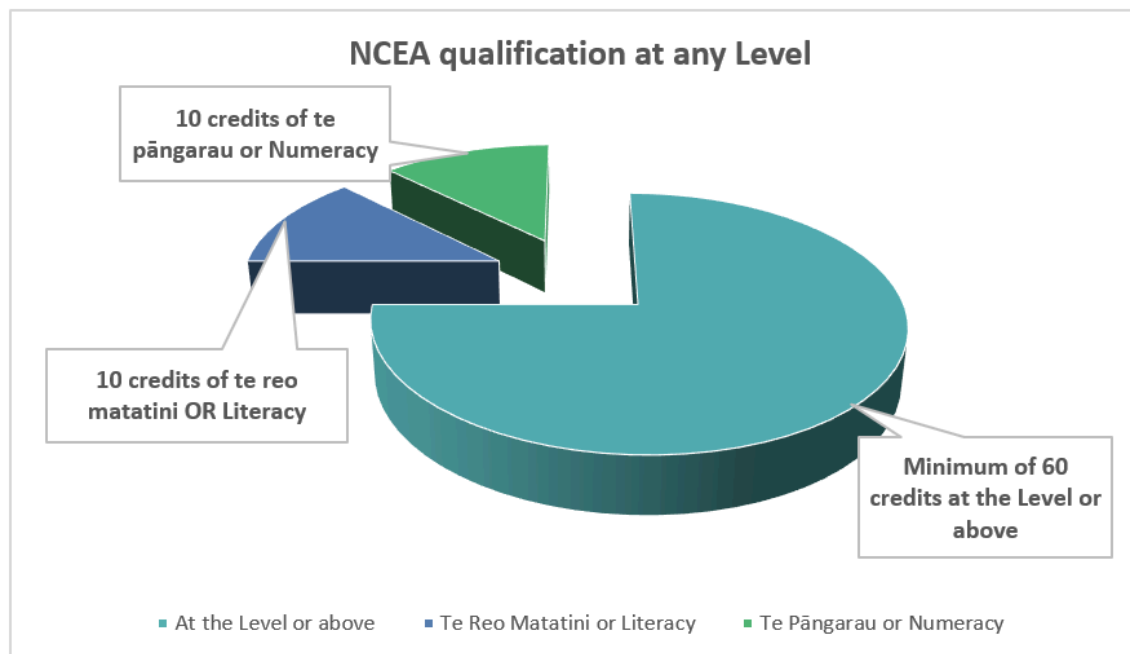
By completing Unit and Achievement Standards worth varying amounts of credits. These credits will be both internally and externally assessed.

How do I get NCEA?

In 2024 there have been some significant changes made to NCEA.

Literacy and Numeracy are now a corequisite and sit alongside NCEA Levels 1, 2 and 3. You still need 10 Literacy credits and 10 Numeracy credits but the way you are able to get these has changed. You are also able to start gaining these credits from year 9.

For each level of NCEA you need 60 credits.



NCEA level one has new standards in 2024. There will be new standards for level two in 2026 and level three in 2027.

What grades can I get?

Achievement Standards and some Unit Standards can be awarded with the following grades:

Achievement Standards

- | | |
|--------------|---|
| Not Achieved | - Performance does not meet the required standard |
| Achieved | - A satisfactory performance |
| Merit | - A very good performance |
| Excellence | - Outstanding performance |

Most Unit Standards are awarded with either Not Achieved or Achieved.

Endorsements

NCEA can be endorsed with Achieved, Merit or Excellence. This can be for a specific subject or for a whole NCEA level.

To gain a subject endorsement you need 14 credits at Achieved or higher for an Achieved endorsement, 14 credits at Merit or higher for a Merit endorsement, or 14 credits at Excellence for an Excellence endorsement. At least 3 credits must be from external exams.

To gain an NCEA endorsement you must get 50 credits at Excellence for an Excellence endorsement, a mix of 50 Merit and Excellence for a Merit endorsement, or a mix of 50 credits at Achieved, Merit or Excellence for an Achieved endorsement.

How can I see my results?

By logging into the Northland College portal

(<https://portal.northlandcollege.school.nz>) you can see the latest results added by your teachers.

By logging into the NZQA website (<https://nzqa.govt.nz>) you can see that the school has submitted an update of your results. To register for this site you will need your National Student Number (NSN) and your date of birth.

How do I know what to do?

Each of your teachers will give you full course information and a statement of all assessments at the beginning of the year. You will know all of the Achievement and Unit Standards being covered

You will also have an indication of when in the year you will gain all of your credits.

At the beginning of each internal standard your teachers will explain exactly what you need to do.

What do I need to gain university entrance (UE)?

You will need NCEA Level 3, at least 14 credits in 3 approved UE subjects, 5 UE Writing and 5 UE Reading credits from Level 2 or above and 10 Numeracy credits at Level 1 or above.

If university is your goal you should discuss this in detail with your kaiārahi or pouārahi.

Your responsibilities;

Attendance

Each lesson is part of a sequence of lessons that relate to the assessments being done. Teachers are not able to continually reteach and being in class every day will enable you to succeed.

Before going on co-curricular or sporting activities, you need to check if there are assessments you need to hand in.

Authenticity

Any work that you hand in must be your own. This means not copying information straight from books or websites, as well as not handing in the work of another student or using Generative Artificial Intelligence (AI).

If you hand in work that is found to not be your own you will receive a Not Achieved grade.

Missed assessment, late work and Extensions

If you are going to miss an assessment for a legitimate reason such as a bereavement extensions will usually be granted if it is possible.

You may apply for an extension up to one school day prior to the due date. Applications after the due date will not be accepted.

Assignment extension request forms are available from Whaea Melanie Kara. Please note the following are examples of non-legitimate reasons and extensions will not be provided:

- School trips
- Holidays in term time
- Truancy
- Work placements or work experience

Resubmission

It is important that every assessment you submit is your best effort.

Resubmissions can only be offered if minor corrections need to be made and the only change in grade they apply to is from 'Not Achieved' to Achieved. Resubmissions must be limited to specific aspects of the assignment and done without teacher assistance.

Further Assessment or Reassessment

A further assessment or reassessment may be offered at the teachers' discretion. Please talk to your teacher for more information.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/ncea-the-myths/myth-5/>

Appeals

You can appeal any assessment decision within one week of receiving your assessment result.

After discussing the result with your teacher, you should speak with the Head of Learning for your subject.

Learning Area	Head of Learning
English	Whaea Maria Thomas
Trades & Services	Whaea Geraldine Tilly
Mathematics	Matua Wiringi Timoko
Science	Whaea Desiree Te Hiko
Social Science	Matua Andrew Peters
Physical Education & Health	Whaea Kamila Wihongi
Te Puna Māori	Whaea Ariana Dalton

Special Assessment Conditions

There are some exemptions that can be made for students who have medical conditions or require support with their learning when completing NCEA assessments. Some examples of exemptions include having a reader/writer, using a computer, having a separate area, being able to leave the exam room for a personal reason/break, extra time.

If you think that you may need Special Assessment Conditions, speak with Whaea Ariana Dalton.

Rules of internal assessment

Your teachers will tell you the rules of each assessment. They may differ from time to time, in particular whether you can take work home to complete it.

Always keep a backup of any digital files you produce.

Rules of external assessment

We will provide you with information from NZQA before the examination period begins. The exams are run by NZQA staff, not teachers and they have strict rules they must follow.

Before the examinations

We recommend you use the toilets prior to your examinations. Should you need to go during your examinations you will be escorted by a supervisor.

You must arrive at least 20 minutes before your examination starts. If you are more than 30 minutes late you will not be permitted to enter the room.

You must leave your bag, jacket and other large items at the front of the room when you enter. Only pens and approved stationery can be taken to your desk. These must be in a clear plastic bag.

For certain examinations, such as Mathematics and Geography, a graphic calculator is permitted. Your teachers will advise you if this is the case.

You cannot bring any information or written materials into the examination.

You can bring a cellphone or similar device into the examination, but it must be switched off and in a clear plastic bag under your desk.

In the examination

- You will be assigned a desk
- You must sit at your assigned desk and follow the instructions of the supervisor at all times
- Your exam paper will be coded to your student number
- Check the answer booklet matches your NSN from the examination entry you have
- When instructed, check that you have the correct exam booklet.
- You cannot communicate with any other student in the room. To communicate with an exam supervisor, raise your hand and wait
- You cannot share equipment or look at another student's work

Writing answers

- Follow the instructions on the front cover of the exam booklet
- Use blue or black pen only
- Write as neatly as you can
- Cross out work you do not want to be marked. Do not use white-out. Fill in your details at the top of additional sheets of paper
- Do not write in the “For assessor’s use only” part of the paper
- Do not write or draw anything offensive

At the end of the examination

- Five minutes before the end the supervisor will remind you to check everything is numbered and named
- You may not write anything after the ‘pens down’ instruction is given
- You are to wait in silence as the papers are collected, you will then be dismissed

Derived Grades

If you believe that your external assessment has been affected by events beyond your control, you may apply for a derived grade.

Contact Whaea Melanie Kara as soon as you think this may be the case. You will need to fill in an application form and provide any supporting documents, such as medical certificates.

The school may decline to forward any applications, and NZQA will decline any applications that do not meet their guidelines.

The derived grade is based on your performance in two school examinations, so make sure you try your hardest.

Mentoring or Academic Counselling

In 2024 academic mentoring and counselling (Advisory @ NC) is timetabled within Whānau time with your Kaiārahi and Pouārahi. Please ensure you are communicating with them and are getting all the help and support you need.

Parent-Student-Teacher Interviews

Parent-Student-Teacher Interviews will run twice in 2024.

Reports

You will receive reports twice during the year. These will provide you and your whānau with feedback on your progress and specific things you could do to improve. If you do not understand the reports you should ask your teacher to explain things to you.

What do I do with my work?

All work that you produce while at Northland College is your intellectual property. This should be kept in case you find a grade has not been correctly recorded.

We do not keep copies so make sure you backup your files in an alternate system.

Withdrawals

If you wish to withdraw from a standard you must have a conversation with your teacher before the class starts the assessment. If approved by the HoL the standard can be removed from your record of learning.

Subject changes

Subject changes are dependent on the class sizes and availability in the timetable structure. They are also dependent on how much work and assessment has been completed to date.

If you wish to change subjects after the first five weeks firstly you should talk with your Kaiārahi and Pouārahi. If after this you still wish to change, make an appointment to see Whaea Melanie.