

Te Karaka Area School

Student Handbook

2024



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The purpose of this handbook is to inform students and parents/caregivers about the internal assessment practices and rules at Te Karaka Area School, and hence help to achieve the most successful outcomes for students.

These internal assessment rules have been developed by Te Karaka Area School to ensure that all students are treated fairly and consistently, and apply to all New Zealand Qualifications Framework assessments, including NCEA. It is essential that students and parents make themselves familiar with the contents of this book. Keep it in a handy place, as you may need to refer to it during the year. It can also be downloaded from the school website.

If you have any questions or concerns about assessment matters you should talk to the appropriate subject teacher, your Principal Nominee (Koka Kerry) or your Principal (Koka Renae).

National Certificate of Educational Achievement (NCEA)

The National Certificate of Educational Achievement (NCEA) are the national secondary school qualification of New Zealand, and are controlled by the New Zealand Qualifications Authority (NZQA). Te Karaka Area School offers courses at all three levels of NCEA.

You will have achieved an NCEA qualification when you meet the following requirements:

NCEA in 2024 and 2025

For Level 1 you need:

- 60 credits at any level (1, 2 or 3)
- 10 Literacy or Te Reo Matatini credits
- 10 Numeracy or Te Pāngarau credits.

For Level 2 you need:

- 60 credits at Level 2 or above
- 10 Literacy or Te Reo Matatini credits
- 10 Numeracy or Te Pāngarau credits.

For Level 3 you need:

- 60 credits at Level 3 or above
- 10 Literacy or Te Reo Matatini credits
- 10 Numeracy or Te Pāngarau credits.

Note that the credits required for each level can be gained over more than one year, and credits gained at one level can be used for (or count towards) more than one Certificate.

Because NCEA is based on accumulating credits through internal assessment over a period of time as well as external assessment, **you need to keep track of where you are towards achieving your qualification.** This can be done through the student login on the NZQA website and discussions with your subject teachers. In addition, you can approach your Principal Nominee to obtain an overview of your credit accumulation. Records of Learning are handed out to you throughout the year with progress reported on within our school reporting cycle.

University Entrance

University Entrance (UE) is the minimum requirement to go from school to a New Zealand university. Being awarded University Entrance also opens doors to tertiary study in other countries.

To be awarded UE you will need:

[\(https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/\)](https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/)

- NCEA Level 3
- 14 credits at Level 3 in each of three approved subjects
[\(https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/ue-subjects/\)](https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/ue-subjects/)
- Literacy - 10 credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing
[\(https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/literacy-for-ue/\)](https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/literacy-for-ue/)
- Numeracy - 10 credits at Level 1 or above

For the 2024 academic year onwards, the numeracy requirement for UE has changed. It is:

- co-requisite Level 1 numeracy unit standard (US 32406) or te pāngarau unit standard (US 32412), or
- achievement standards .

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

Entrance to some university courses is restricted, and entry to these courses requires a higher level of achievement at NCEA Level 3. Full details can be obtained from the Careers Office.

Endorsed Certificates

Your NCEA certificate can be 'endorsed' if your overall results are at a high level (<https://www2.nzqa.govt.nz/ncea/about-ncea/ncea-endorsements/>) For example, you could gain "NCEA Level 1 with Excellence".

If you gain 50 credits at Excellence, your NCEA certificate will be endorsed with **Excellence**. Likewise, if you gain **50 credits at Merit** (or a combination of **50 Merit and Excellence credits**) your NCEA will be endorsed with **Merit**.

You can earn credits counting towards endorsement over more than one year and more than one level. However, they must be gained at the level of the certificate or above. For example, Level 2 credits will count towards endorsement of a Level 1 NCEA, but Level 1 credits will not count towards endorsement of a Level 2 NCEA.

You can also gain a **Course Endorsement** if you gain 14 or more credits at Merit or Excellence in a single year in a subject. At least three of these credits must come from externally assessed Standards and three from internally assessed Standards, except P.E. and Level 3 Visual Art subjects. You do not have to pass the NCEA level to gain a course endorsement.

Certificate in Te Manaaki Tangata ki te Marae

Te Manaaki Tangata ki te Marae is a programme that has a total credit value of 60 credits. The breakdown of this qualification is stated below:

Mana Reo Credits 15	This kōnae ako provides ākongā with the opportunity to learn foundational level te reo Māori to apply to everyday tikanga Māori contexts.
Tikanga Marae Credits 12	This kōnae ako introduces ākongā to protocols, roles and practices associated with hui (including pōwhiri) in accordance with tikanga and or kawa. This module will also enable ākongā to explain the use of karakia and waiata.
Manaaki Marae Credits 15	This kōnae ako will enable ākongā to describe manaaki interactions in a wharekai, customary and traditional Māori kai, as well as demonstrate knowledge and expressions of manaakitanga.
Mana Wahine Credits 6	This kōnae ako will enable ākongā to participate in and demonstrate knowledge of the preparation of a marae for a pōwhiri.

Waiata Mai
Credits 12

This kōnae ako will enable ākongā to demonstrate knowledge and skills of waiata Māori including mōteatea and waiata ā-ringā.

The credits gained for this qualification also count toward NCEA Level 2, giving a dual opportunity for qualifications gained and the accumulation of credits.

NCEA Fees and Financial Assistance - (International Students only)

Fees for international students are \$383.30 (incl. GST) in 2022, with an additional \$102.20 (including GST) being charged for each scholarship entry. No financial assistance is available to international students. These charges can be confirmed by referring to the following NZQA link (<https://www.nzqa.govt.nz/about-us/our-role/legislation/fees/secondary-education-fees>).

NZQA Student Login

Students can access their results through their Learner Login on the NZQA website. Students should register and use their NZQA Learner Login on the NZQA website: <http://www.nzqa.govt.nz>. This facility should be checked regularly for the accuracy of their entries and results.

All students have a National Student Number (NSN), which is used by the school and NZQA to create the Record of Achievement. This is a transcript of results held by NZQA.

Any documents a student may need are ordered online in the Learner login area. These include results, *Record of Achievement*, *School Results Summary*, and any *Certificates* they may have been awarded.

Course Information

At the start of each course, your subject teacher will give you details of what is required for that subject. All materials are normally supplied, with any unexpected or additional costs negotiated as a reflection of what would be beyond a core requirement.

The prescription for each course will include:

- The total number of credits available in the course
- The title, registration number, version and the number of credits of each standard offered in the course
- An identification of standards that contribute to literacy and numeracy.

In order to track the total number of available credits the following tally table can be filled out by way of a checking or monitoring process.

SUBJECT	CREDIT TALLY

Te Karaka Area School

New Zealand Qualifications Framework Policies

These policies and operational procedures relating to Internal Assessment are contained in the “Te Karaka Area School Quality Management Plan for the Management and Administration of NZQF Assessment”.

The policies relating to External Assessment and the overall administration of NCEA and other NZQF qualifications are contained in the New Zealand Qualifications Authority document “Assessment and Certification Rules and Procedures for Secondary Schools”. A copy of this document can be viewed at the NZQA website (<https://www2.nzqa.govt.nz/ncea/ncea-rules-and-procedures/nzqa-assessment-rules-for-schools-teos/>)

Guidelines for Students

1. Further Assessment Opportunities

Provisions for re-submission and re-assessment will be available where practicable. This may include teachers collecting further evidence of achievement.

A further assessment opportunity occurs when a new, quality-assured assessment is provided for students after their first opportunity, **and after additional teaching and learning has taken place**. This could be a new test, a new writing topic or new research topic. For some tasks offering a further assessment opportunity will not be possible for manageability and practical reasons.

For more formal re-assessments, the conditions (e.g. time and place) for re-assessment for each standard will be made known to the students by the subject teacher.

2. Missed or Late Assessments

Assessments missed or handed in late will be considered under the following categories:

(a) where this is for reasons beyond the students' control (e.g. sickness or bereavement), teachers will do whatever is manageable to find evidence that the student has achieved the standard, for example granting extensions, providing for work to be handed in early, providing an assessment opportunity at a negotiated time, using existing evidence to award a grade;

(b) where this is because of a school trip or activity (e.g. field trips, sports or cultural events), teachers will inform the student and the parents/caregivers what will be missed and the potential impact of not achieving those credits and of what can be handed in before the intended absence (other provisions pertaining to (a) above will also be considered);

(c) where this is because of "self-interest" (e.g. family holidays, appointments), teachers will inform the student and his parents/caregivers of what will be missed and the potential impact of not achieving those credits and of what can be handed in before the intended absence (other provisions pertaining to (a) above will also be considered);

(d) where this is because of "willful absence" and/or a refusal to hand in work for assessment", and if the student has been given adequate opportunity to achieve the standard, the student should NOT be withdrawn from the standard and a NOT ACHIEVED grade will be reported to NZQA.

3. Breaches of Assessment Rules

All work submitted for marking must be the student's own work and must not be copied from other students or any other source. All sources of information including any downloading from the computer must be acknowledged. If it is proven that a student has used work other than his own in a section of an assessment, then that section will be disregarded for the purpose of achieving a grade. The procedures for investigating such a case are as follows:

(a) the teacher must prepare a statement of possible breach of assessment rules and submit it in writing to the HOD or Principal;

(b) the student must be shown the accusation and be given the opportunity to respond; the situation may be resolved at this level; if not ...

(c) the Principal (or their nominee) and the HOD will call a meeting of both parties to address the situation;

(d) it will be the Principal's responsibility to come to a decision;

(e) if the Principal finds there is insufficient evidence of the accusation, an assessed mark will be awarded and the teacher who made the accusation will write a letter of apology to the student concerned; a copy of this letter must be given to the Principal.

The above procedures will also be used for a student who has been found to give undue assistance to another student or students and the same consequences may result.

Misconduct during an assessment may result in the student being removed from that assessment. If the student wishes to appeal against this removal, the same procedures as listed above will apply.

4. Special Assessment Conditions

Students who qualify for assistance (e.g. reader/writer) or special assessment conditions will be provided with this special assistance for all assessments. Guidelines and criteria for Special Assessment Conditions and related assistance are available from the Assistant Principal (Koka Val).

5. Appeals

A student has the right to appeal

- The grade he has received for a piece of internal assessment
- The loss of credits or grades because of an accusation of assessment conduct
- The non-acceptance of late work by subject department
- Head of department declining an application for an extension of time

The appeal process works this way:

Internal Assessment Grade

You will be given the reason for your grade in the marking criteria of the assessment task handout and in the marker's comments on your work.

- In the first instance talk to your teacher
- If you are not satisfied, discuss your concerns at home
- If you have decided to appeal, apply on the Appeal Form and give it to your subject head of department no later than three school days after you get the marked mark back
- The head of department will arrange for the work to be remarked
- The decisions and reasons will be given to you in writing
- You may appeal the decision by writing to the Principal no later than two days after you get the letter from the subject head of department. The Principal will give you their decision with reasons as soon as possible.

Assessment Misconduct Allegation

You will be given reasons verbally by the subject head of department, followed by a letter if your explanations are not accepted.

Your appeal form challenging the decision must reach the Principal no later than three school days after you get the letter.

The Principal will reconsider the allegation and give you a written decision as soon as possible.

Non-Acceptance of Late Work

You will be given the reason verbally by your teacher. Your appeal form challenging the decision must reach the subject head of department no later than 3 school days after your work is not accepted. The subject head of department will make a decision and let you know by letter.

You may appeal the decision by writing to the Principal no later than two days after you get the letter from the subject head of department. The Principal will give you his decision with reasons as soon as possible.

Declining of an Extension of Time Application

You will be given the reason in writing on your written application which was signed by a parent and given to the subject teacher at least four school days before the due date.

Your appeal form challenging the decision must reach the subject head of department no later than three days after you get the written refusal. The subject HOD will make their decision and let you know by letter as soon as possible.

You may appeal the decision, by writing to the Principal no later than two days after you get the letter from the subject head of department. The Principal will give you their decision with reasons as soon as possible.

Copies of the Appeal Form are available from the Principal's Nominee (Koka Kerry).

6. Derived Grades

If you are unable to sit an **External Assessment** for any reason you may wish to apply for a derived grade for that standard. Valid reasons for applying for a derived grade include short term illness, injury or other circumstance. During the year you will sit practice examinations, formative assessments or practice tests for your externally assessed standards. The grade that you get as a result of consideration of a derived grade will be based on the grades you have achieved in these practice examinations and practice tests. **It is therefore vital you do your best in these practice runs.**

7. Privacy

All data about your achievement will be guarded from unauthorized parties, according to privacy legislation. This includes using your work as examples for other students, for which your permission must be gained. Your grades and name should not be publicly displayed (e.g. a list on a classroom wall) without your permission.

TE KARAKA AREA SCHOOL IS BOUND TO FOLLOW ALL CHANGES REFLECTED WITHIN THE NCEA CHANGE OVERVIEW 2024.

<https://www2.nzqa.govt.nz/ncea/ncea-rules-and-procedures/nzqa-assessment-rules-for-schools-teos/>

FREQUENTLY ASKED QUESTIONS

1. What happens if I feel I didn't do as well as I could have in an assessment? = *Further Assessment Opportunities Policy*
2. What happens if I am unhappy with my mark? = *Appeals Policy*
3. What happens if the teacher feels that the work I hand in is not my own? = *Missed and Late Assessments Policy*
4. What happens if I can't get my work finished in time? = *Missed and Late Assessments Policy*
5. What happens if I hand my work in late? = *Missed and Late Assessments Policy*
6. What happens if I am away for an assessment or if I fail my assessment and want to sit it again? = *Missed and Late Assessments Policy and Re-assessment Policy*
7. What happens if I break the rules for an assessment? = *Breaches of Assessment Rules Policy*
8. What do I do if I believe that I qualify for special assistance? = *Special Assistance Policy*
9. How many credits do I have? *Ask your Principal's Nominee (Koka Kerry); access NZQA student login*

Hints for Students

