

# National Qualifications Framework

## National Certificate of Educational Achievement

### **OXFORD AREA SCHOOL** **STUDENT INFORMATION**

**2019**

**Levels One, Two, Three**



### **Policies and Procedures**

The NQF (National Qualifications Framework) gives students the opportunity to gain credit from a wide range of subjects and skills. The techniques for assessing student work involve a combination of internal (school based tests, practicals and assignments) and external assessment ('end of year exams').

Students can earn credits from both Achievement Standards (internal and external) and Unit Standards (internal). Individual Departments will outline how their work will be assessed.

## **NCEA Fees: 2019**

For New Zealand citizens this will be \$76.70, regardless of the number of credits entered.

A New Zealand Scholarship (Year 13) fee of \$30 (GST incl.) per subject. Financial Assistance (Government Funding) is provided by reducing the NCEA fees to \$20 for:

- Holders of community service cards
- Families on Work and Income or Study Link Benefits
- Families on limited incomes.

Where two or more members of one family are undertaking NCEA courses a 'Family Based Application' fee reduction is available. This reduces fees to a maximum of \$200 but is only of practical value when there are three students from one family sitting NCEA and/or additional scholarship subjects are elected.

Applications *must* be made for financial assistance - using the forms available from the school office or in the NCEA teamdrive - and are due by August.

A separate fee structure exists for International Students. This is \$383.30 for NCEA credits and \$102.20 per scholarship subject examination (if any).

### **Certificate Structure:**

- ◆ Level One requires at least 80 credits from Level One or higher.
- ◆ Level Two requires 80 credits with 60 credits from Level Two or higher
- ◆ Level Three requires 80 credits with 60 credits from Level Three or higher and the remaining 20 from level two or higher.

A minimum of 10 Numeracy and 10 Literacy (which can also be from Te Reo) credits are required to achieve any NCEA level.

### **Certificate Endorsement:**

An NCEA certificate will be endorsed with Excellence where a student has 50 excellence credits at that level of the NCEA certificate or above. Where the student has a combination of 50 credits of Merit or Excellence at the level of the certificate or above they will be entitled to a Merit endorsement.

### **Course Endorsement:**

Course endorsement provides recognition for a student who has performed exceptionally well in an individual course.

Students will gain an endorsement for a course 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 at least 3 credits from internally assessed standards.

More information is available at: [www.nzqa.govt.nz/ncea](http://www.nzqa.govt.nz/ncea)

### **University Entrance:**

To achieve **UNIVERSITY ENTRANCE** you require:

- NCEA Level 3

Including:

- Three subjects - at **Level 3 or above**, made up of at least 14 credits each (from the approved subject list – <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>)
- Literacy - 10 credits at **Level 2 or above**, made up of at least:
  - 5 credits in reading and 5 credits in writing
- Numeracy - 10 credits at **Level 1 or above**, made up of:
  - achievement standards – specified achievement standards available through a range of subjects,
  - **OR**
  - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all** three required).

<b>University Entrance</b>
<b>Level Three NCEA</b>

**Comprising:**

Minimum 14 Level 3 Credits (or more) from an 'approved subject'	Minimum 14 Level 3 Credits (or more) from an 'approved subject'	Minimum 14 Level 3 Credits (or more) from an 'approved subject'	18 Level 3 Credits (or more) from the National Qualifications Framework
Achievement Standards Only	Achievement Standards Only	Achievement Standards Only	Achievement or Unit Standards

**Plus (or including):**

Literacy - 10 credits (5 Reading, 5 Writing) at <a href="#">Level 2 or above</a>
Numeracy - <a href="#">10 credits at Level 1 or above</a>

**Scholarship:**

SCHOLARSHIP (Year 13) is a separate examination to NCEA external examinations and provides monetary rewards for successful candidates undertaking future tertiary study. Information for interested students is available from the NZQA Liaison Teacher.

**Authenticity:**

The work that you present for assessment must be your own efforts. If you copy work from another student or from a source without acknowledging its origin you will be awarded a 'Not Achieved' grade in that assessment task. Students (and in some circumstances caregivers) will be expected to sign authenticity declarations where appropriate.

### **Missed and Late Assessment:**

If you hand in work after the advised deadline you will receive a 'not achieved'. Assessment material which are not submitted by the advertised due date will be awarded a 'Not Achieved' unless an extension has been granted.

### **Deadline Extension:**

Late work will not be accepted for marking unless exceptional circumstances exist **and** an application for deadline extension has been made. (Absence from school on the due date is **not** an acceptable reason for failing to meet the deadline).

These applications must be made in writing, on the correct form (available from the school office, in the NCEA Teamdrive or from your subject teacher) **before the due date** and clearly outline the circumstances.

The subject HOD must approve any extensions and may require you to show progress you have made up to the time of the problem. The HOD will consult with all involved and issue a new deadline if appropriate.

### **Absences from Assessments:**

If you miss an assessment then you will need to supply written evidence to your teacher (forms are available in the school office if required).

Acceptable reasons may include

- Illness or injury
- Family or personal trauma
- Clash with sporting activities (notification must be given to your teacher before the test date)

Appointments that may be changed are generally not seen as acceptable.

If you do supply an acceptable reason then teachers will endeavour to provide an opportunity for further/alternative assessment where practicable.

You will receive 'not achieved' for an unexplained absence.

### **Reader/Writers - Special Assessment Conditions:**

If you are eligible for the services of a reader/writer or other Special Assessment support you are entitled to use these for internal assessments

also. The School Counsellor/SENCO Co-ordinator (Mr R King) should be consulted on this issue. Families should initiate their own application for these services.

### **Providing Further Evidence/Resubmission:**

Resubmission opportunities are **not** automatic and are limited. To have an opportunity for reassessment you need to show evidence of further learning and the reassessment has to be *practicable and feasible*.

You will **not** be given a reassessment opportunity if you make no real attempt at the original task.

Departments will advise if there are opportunities for with the delivery of each module.

There are no resubmission opportunities for external exams.

### **Subject Selection:**

Students are recommended to enrol for all standards offered by Departments and complete the work accordingly.

### **Appeals :**

If you disagree with your mark then first discuss this with your teacher (or Dean if the teacher is not available) within TWO days of receiving your result.

If the situation is still not resolved, you may appeal (within 5 school days of receiving your result) in writing on the appropriate form (available from the school office and in the NCEA Teamdrive.) The NCEA appeal committee will review each case.

That decision will be FINAL.

### **Derived Grades: (Sickness/Trauma etc)**

Externally Assessed Standards Only (ie Examinations in November) - an application can be made for a grade if you feel your performance has been impaired. Decisions will be based on evidence ( eg. assignments, internal examination results) produced by the student during the year. NZQA guidelines will be followed. Further information is available from your Learner Login site.

**Retention of Student work - your work is kept.**

Departments will retain your internal assessment material until it is no longer required for moderation purposes. Some of this material may be required by NZQA for moderation purposes and by submitting such work students have given approval for their work to be used if requested.

**Attendance:**

It is essential that you attend all your classes, in order to learn the material and prepare for the assessment.

Absences from class must be excused by caregiver contact, either through the office to your or Learning Mentor

Your Dean will follow up concerns regarding attendance.

**Grades Available:**

The following grades can be awarded in <b><u>Achievement Standards:</u></b>		
Not Yet Achieved	N	Did not meet the standard
Achieved	A	The standard was met
Achieved with Merit	M	The standard was met with merit
Achieved with Excellence	E	The standard was met with Excellence
The following grades can be awarded in (most) <b><u>Unit Standards:</u></b>		
Not Achieved	N	Did not meet the standard
Achieved	A	The standard was met

**Expectations - What will you receive?**

Within each of your subjects,

\*\* At the beginning of the year you will receive....

- a course outline
- an assessment schedule that details:
  - the standard title
  - the number of credits and level
  - the type of assessment
  - whether there is a reassessment opportunity

\*\* During the year you will .....

- be given deadlines for assignments and assessments
- receive your grades and see how your work was marked
- be given reassessment opportunities as appropriate
- have ongoing opportunities to check your credit accumulation from your learner login.

### **MUSAC Edge Portal and App**

As soon as teachers have marked and had work moderated you can see results in the MUSAC Edge Portal (<http://student.musac.school.nz>) and using the MUSAC Edge APP (Search “MUSAC Edge” in the App Store or Play Store). You can log in to both of these using your school Google Account.

You will also be able to see “Progress” results which are not guaranteed results but an indication on how it looks like you are progressing with a Standard

### **NZQA Student Portal.**

NZQA provide a service updating individual student information and progress. Students require their NSN (National Student Number) and need to login to <http://www.nzqa.govt.nz/login/>

The portal is updated monthly and more frequently in term four.

Year 11 students will have their first information posted on the portal during term two after they are allocated their NSN's.

This is also where you will find your results to External Standards in Mid January of the following year when results are released

***REGULAR VISITS TO BOTH PORTALS IS RECOMMENDED***

#### **Need more information?**

Students or Caregivers

If you have general NCEA inquiries, please contact **Mrs Tara Egerton**, Principal's Nominee (NZQA) at Oxford Area School, Phone 312 4197.

[pn@oxford.school.nz](mailto:pn@oxford.school.nz)