



# ACHIEVEMENT AND ASSESSMENT



# STUDENT HANDBOOK

# Learning Successfully

## Study Advice

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### Be prepared

- Go to any tutorials for your subjects.
- Have up-to-date course notes. If you don't, ask your teachers for the latest versions.
- Complete Practice assessments and examination papers.
- Know what is required for each achievement standard. The NZQA website is a great source.

### Planning

- Set regular routines of study.
- Choose a quiet, airy, well-lit place to study.
- Set study goals
  - Daily goals
  - Weekly goals
  - Long-term goals
- Know your deadlines.
- Make a study timetable
- Do a small amount of study on each subject every night.

### Relax

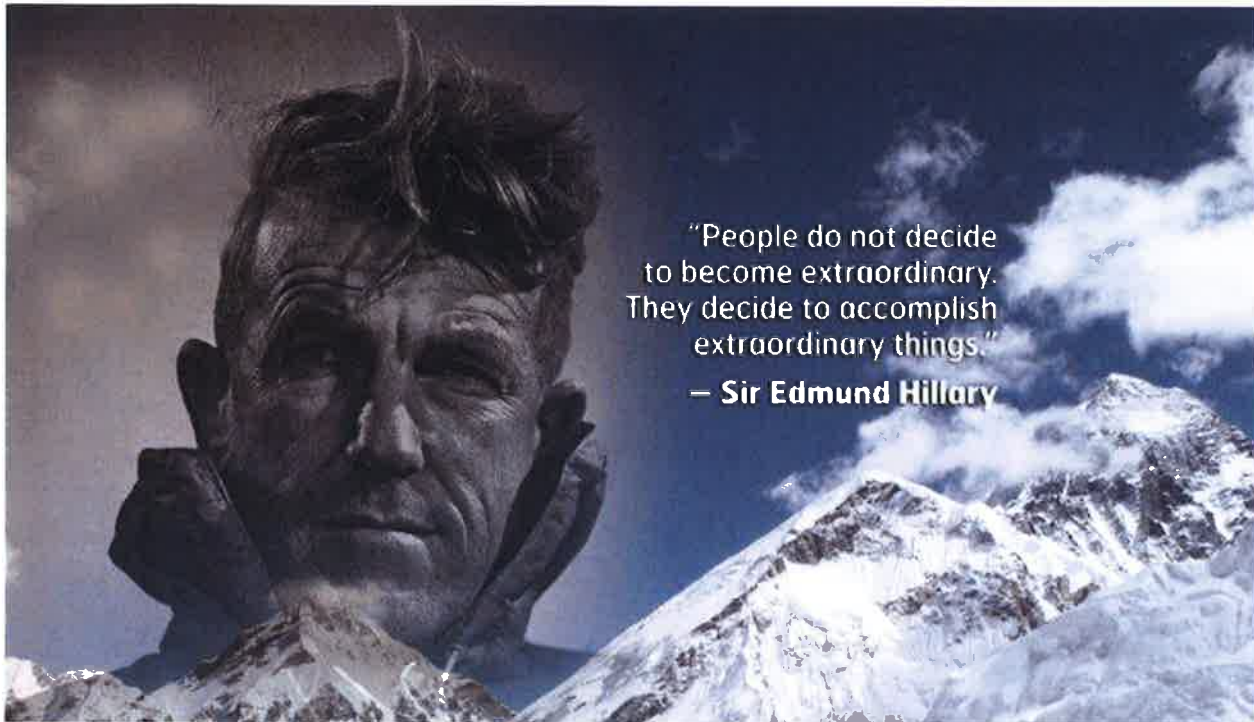
- Have lots of breaks e.g. break every 50 minutes for 10 minutes.
- Eat healthily, sleep regularly and exercise.
- Reward yourself regularly.
- If stressed, ask for help. Your teachers want you to succeed; ask them!



**Have a plan: Set academic goals for the year and plan how to reach them.**

## Setting goals

**"You don't have to be a fantastic hero to do certain things – to compete. You can be just an ordinary chap, sufficiently motivated to reach challenging goals." Sir Edmund Hillary**



Setting clear goals will help you keep on track with NCEA.

You might have a dream to be in films or in sports medicine. This is your long-term goal, which might sometimes seem too far away to reach.

Break your long-term goals into smaller goals, they will be easier to achieve. It is very satisfying to cross off each small goal along the step towards reaching your dream. It helps to keep you motivated.

For example:

- long-term goal: to work in sports medicine.
- mid-range goal (could be weekly): to study for 20 hours a week.
- weekly goal: to study for 20 hours a week.
- daily goal: to complete one topic of a particular subject each day

## Set **SMART** goals

Each of your goals must be:

- **Specific.** Don't choose vague or general goals like "I must study more". Choose more specific goals like "I want to be a sports journalist" or "I will plan a weekly study timetable".
- **Measurable.** It is important to know when you have reached the goal. It is good to include something you can measure, for instance, "I will plan a study timetable for each of the next five weeks". You will know if you have achieved this because you will have completed exactly five study timetables.
- **Attainable.** Set goals that can be reached within the time you allow yourself.
- **Realistic.** Set goals that you know are achievable and take into account your personal resources and abilities. For example, it would not be fair on yourself to expect an achievement in every subject if you have been unwell most of the school term
- **Time-framed.** Make sure you can put a beginning and completion date for your goal.



2019 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Fri 8 Nov	9.30 am		Physics	Business Studies	Calculus
	2.00 pm	Geography	German	Dance	Agricultural & Horticultural Science
<b>WEEKEND</b>					
Mon 11 Nov	9.30 am	Biology	Music	Media Studies	Accounting
	2.00 pm	Business Studies	Chemistry	Agricultural & Horticultural Science/ German / Chinese	English
Tues 12 Nov	9.30 am		English		
	2.00 pm	History	Te Reo Māori	Biology	Economics
Wed 13 Nov	9.30 am	English			
	2.00 pm		Media Studies	Home Economics	Statistics
Thurs 14 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Te Reo Māori / Art History	Geography	Chemistry	Te Reo Rangatira
<b>CANTERBURY ANNIVERSARY DAY</b>					
<b>WEEKEND</b>					
Mon 18 Nov	9.30 am	Chemistry	Chinese	French	Drama
	2.00 pm	Classical Studies	Health	Economics	
Tues 19 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Physics	Home Economics	Classical Studies	Japanese
Wed 20 Nov	9.30 am	Mathematics & Statistics			Biology
	2.00 pm		Drama	Physics	Art History
Thurs 21 Nov	9.30 am		Mathematics & Statistics		Classical Studies
	2.00 pm	Music	Accounting	History	French
Fri 22 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics		Geography
<b>WEEKEND</b>					
Mon 25 Nov	9.30 am		History	Health	Physics
	2.00 pm	Te Reo Rangatira / Latin	Agricultural & Horticultural Science	Sāmoan	Te Reo Māori / Latin
Tues 26 Nov	9.30 am	French	Business Studies	Calculus	
	2.00 pm	Economics		Accounting	Media Studies
Wed 27 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm	Sāmoan / Spanish	Japanese	Te Reo Rangatira / Social Studies / Psychology	Sāmoan
Thurs 28 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Chinese	Spanish	Earth & Space Science	
Fri 29 Nov	9.30 am	Drama	Social Studies	Music Studies	Spanish
	2.00 pm	Health	Sāmoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
<b>WEEKEND</b>					
Mon 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
	2.00 pm		Classical Studies		German
Tues 3 Dec	9.30 am	Dance	French	Spanish	
	2.00 pm	Japanese	Te Reo Rangatira / Latin	Japanese	

# Level 1 Internal Assessment Planner 2019

WEEK	TERM 1	TERM 2	TERM 3	TERM 4
1				VISUAL ART all work ECO101 AS90988 DVC101 AS91067 TE101 AS91057
2	MAO101 US17384		MWS101 AS91036 ECO101 AS90984	PED101 AS90962 ENG101 AS90052/AS90053 -Final Deadline TEC101 AS91059 & AS91047 MUS101 AS 91090 MWS101 AS91035
3	MAO101 US17784	DTG101 AS91877 HIS101 AS91002 FOD101 AS91082	AGR101 US 561 Practical	DTG101 AS91887 (ex) ENG102 AS90852 SCI102 AS90940 TEX101 US6692 MTH102 AS91038 FTS101 US4253
4		FTS101 US4249 SCI102 AS90930	DTG101 AS91880 ECO101 AS90984 TEC101 AS91054 ACC101 AS90979 (1)	MTH102 AS91038 9/11 NCEA EXAMS BEGIN
5	MTH101 AS91026 ACC101 AS90977 (1) AGR101 US19183 FTS101 US101 ECO101 AS90984	MWS101 AS91032 AGR101 US24832- practical ECO101 AS90984	ENG101 AS90855 ECO101 AS90988	
6	MWS101 AS91026 MUS101 AS91091 TECH101 AS91044 SCI101 AS90950/930		<b>SCHOOL EXAMS</b> DVC101 AS91068 TEX101 AS91047 ACC101 AS90979 (2) FOD101 AS90961	
7	SCI101 AS90950/930 SCI102 AS90950 GEO101 AS91013	TEX101 AS91058 GEO101 AS91011	MUS101 AS91095 SCI102 AS90925 FTS101 US504	1/12 NCEA EXAMS END
8	GEO101 AS91013 AGR101 AS 90157 ACC101 AS90977 (2) FOD101 AS90959	FRE101 AS90879 FTS101 US102 GEO101 AS91011 MAO 101 AS 91086	MTH101 AS91027 (MCAT) ENG102 AS90857 FRE101 AS90882/AS90880 DVC101 AS91066 GEO101 AS91009 MAO101 AS 91085 / AS91089	
9	MTH101 AS91032 FTS101 US102	DTG101 AS91878 MTH101 AS 91035 FTS101 US3465 ENG101 AS90857 SCI102 AS90952 DRA101 AS90009 GEO101 AS91011	PED101 AS90966 ENG101 AS90855 ENG101/102 AS90854 -Final Deadline FTS101 US7127 GEO101 AS91009	
10	MWS101 AS91030 ACC101 AS90977 (3) Small Entity TEX101 AS91096 ENG101/102 AS90854 Milestone 1 DRA101 AS90006 FTS101 US4249	MTH102 AS91030 PED101 AS90963 GEO101 AS91011 ENG101/102 AS90854 Milestone 2 ENG102 AS90855 HIS101 AS91004 AGR101 AS90160	DTG101 AS91883 MTH102 AS 91034 ENG101 AS90854 GEO101 AS91009 MUS101 AS91092 DRA101 AS90997 FOD101 AS90956	
11	SCI101 AS90930/950 AGR101 US19139 PED101 AS90964 /AS90967 MTH102 AS91026 ENG102 AS90856 ENG102 AS90900 HIS101 AS91001 AGR101 AS90920 DTG101 AS91879			

*Please note that this assessment programme is approximate and scheduled dates may vary from what*

# Level 2 Internal Assessment Planner 2019

WEEK	TERM 1	TERM 2	TERM 3	TERM 4
1		AGR201 AS91298	CHE201 AS91163 TOU101 US18237 TEC201 AS91356 HIS201 AS91230	VISUAL ARTS all work PED201 AS91329/ AS91330 ACC201 AS91179(+Wk 2) TOU201 US23767 PHY201 AS91172 DVC101 AS91341 & AS91340 AGR201 US24557
2		PHY201 AS91168 PED201 AS91328 ECO201 AS91227 Part 1	PED201 AS91329 TEX201 US6685 ECO201 AS91226	ENG202 US3492 MUS201 AS91270 TEX201 US6692 & US6691 TEC201 AS91344
3		ENG202 US20573 DVC201 AS91342 TOU201 US24729 AGR201 AS91298 Research	DTG201 AS91372 GEO201 AS91241 ACC201 AS91386 (+ Wk 4) Inventory	DTG201 AS91898 (Ex) SCI201 AS 91189 FTS201 US4253
4	AGR201/2 US19116 CHE201 AS91162 TOU201 US24732 HIS201 AS91232	FTS 201 US4249 (L1) HIS201 AS91229 MTH201 AS91257 CHE201 AS91161 FTS201 US4249	MTH201 AS91269 DTG AS91893	9/11 NCEA EXAMS BEGIN
5	MTH201 AS91256 MUS201 A 91272 FTS201 US101 (L1) HIS201 AS91232	HIS201 AS91229 TEX201 US6688 TEX201 US6693	FTS201 US504 (L1) SCI201 AS 91153 ENG202 AS91102/AS91103 TOU201 US23761	
6	TEC201 AS91354 HIS201 AS91232	ACC201 AS91175 (+ Wk 7) MYOB HIS201 AS91229 MWS201 AS91265 FOD201 AS91351 & AS91352	<b>SCHOOL EXAMS</b> DTG201 AS91373 FOD201 AS91300	
7	GEO201 AS91246 MWS201 AS91264 HIS201 AS91232	HIS201 AS91229 TOU201 US24728 ECO201 AS91227 Part 2 AGR201 AS91293	FTS201 US504 (L1) ECO201 A 91227 Part 3	1/12 NCEA EXAMS END
8	AG201 AS91295 FOD201 US167 GEO201 AS91246	FTS201 US7172 FRE201 AS91120 HIS201 AS91230 MAO201 AS91285	FRE201 AS91119/AS91122 MUS201 AS91278 GEO201 AS91245 MAO201 A 91284/ AS 91288	
9	FTS201 US102 (L1) ENG202 AS91107 TOU201 US24730 FTS201 US102 GEO201 AS91246 Sci 201, AS 91187	HIS201 AS91230 GEO201 AS91241 FTS201 US3465 ENG201 AS91102 DRA201 AS91218 BIO201 91158 SCI201 91158	PED201 AS91334 GEO201 AS91245 TOU201 US24731 FTS201 US 7127 ECO201 AS 91227 Part 4	
10	DTG201 AS91892 MTH201 AS91259 CHE201 AS911167 PED201 AS91331 DRA201 AS91213 FTS201 US4249 (L1)	DTG201 AS91896 HIS201 AS91230 FTS201 US3465 ENG201 AS91104 ENG201 AS91105 BIO201 AS91155 ENG202 AS91104 GEO201 AS91241 MWS201 AS91266	DT201 AS91897 FTS201 US4253 ENG201 AS91101 ENG202 AS91106 GEO201 AS91245 MUS201 AS91271 DRA201 AS91214 MWS201 AS91263 ECO201 AS91227 Part 5 FOD201 US13205 & US13283 Sci 201 AS 91160	
11	PED201 AS91330/AS91333 MWS201 AS91268 Bio 201 AS 91153			

*Please note that this assessment programme is approximate and scheduled dates may vary from what is shown here.*

# Level 3 Internal Assessment Planner 2019

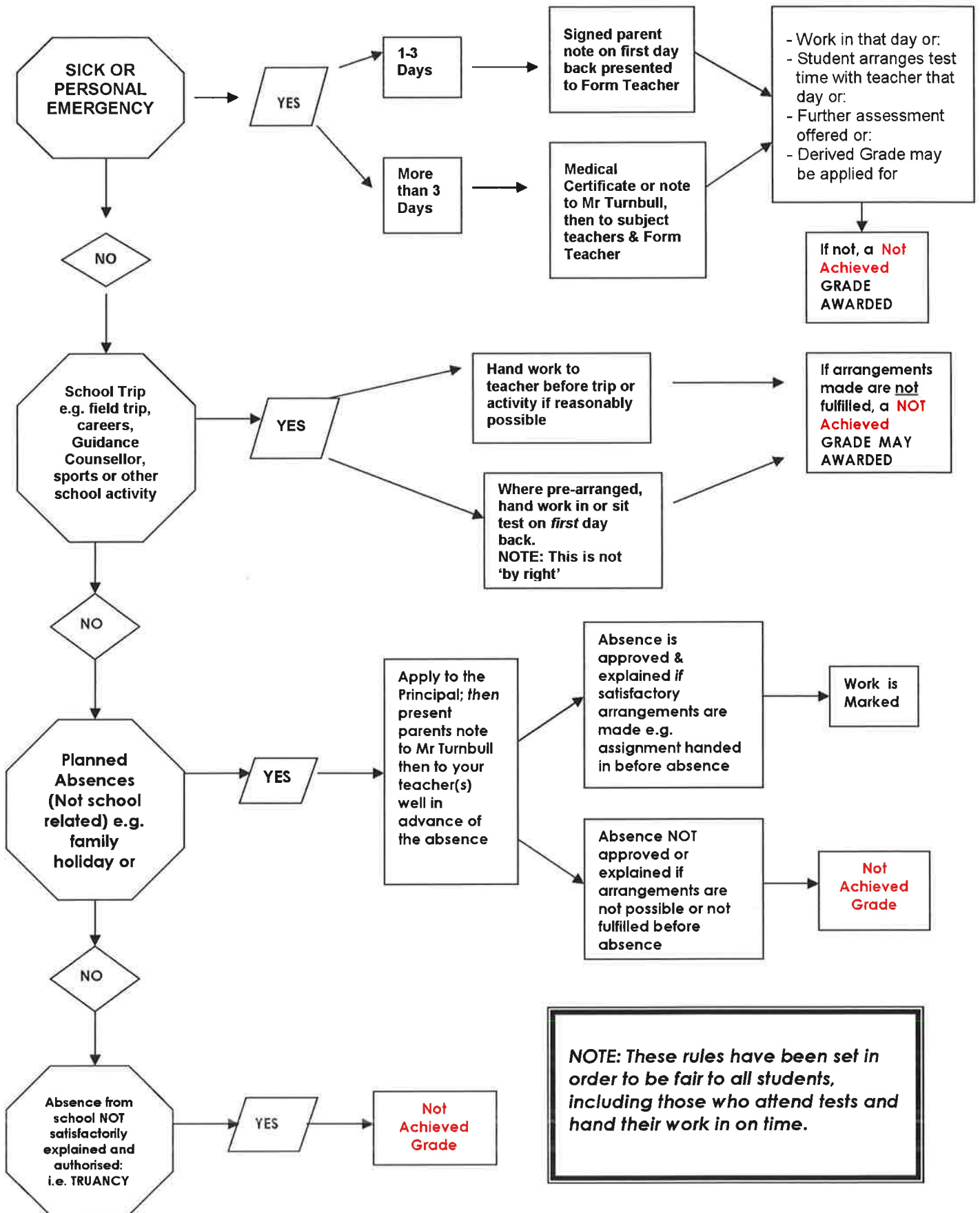
WEEK	TERM 1	TERM 2	TERM 3	TERM 4
1		HIS301 AS91437	GEO301 AS91431 CHE301 AS91387	PED301 AS91500 PHY301 AS91525 DVC301 AS91628 & AS91630 TEC301 AS91620 TOU301 US3727
2		AGR301 AS91529 HIS301 AS91437 PHY301 AS91521 TEC301 AS91608 MWS301 AS91581	ENG301 AS91479 TEC301 AS91610 GEO301 AS91431 TOU301 US24733	VISUAL ART all work ENG302 AS91475 TEC301 AS91260 MUS301 AS91416 TOU301 US3727 TEC301 US6699 & US6701
3	HIS301 AS91434	HIS301 AS91437 DVC301 AS91629 B&C301 US12999	DRA301 AS 3 / 4 Incident Performance TEC301 US OR AS 9164 GEO301 AS91431 TOU301 US24733	DTG301 AS91909 (Ex) TOU301 US3727
4	HIS301 AS91434 TOU301 US24726 L2 AGR301 US 571	MWC301 AS91587 HIS301 AS91437		9/11 NCEA EXAMS BEGIN
5	CHE301 AS91389 HIS301 AS91434 GEO301 AS91428	HIS301 AS91437 BIO301 AS91601 PED301 AS91499 B&C301 US13000 FOD301 AS91466	ENG302 AS91476 MUS301 AS91424 DTG301 AS91903	
6	HIS301 AS91434 ECO301 AS91401 (Test A) Micro GEO301 AS91428 MWS301 AS91582 MWC301 AS91575	CHE301 AS91388 ENG302 AS91477 TOU301 US18211 DTG301 AS91903	<b>SCHOOL EXAMS</b> FOD301 AS91471	
7	HIS301 AS91435 CHE301 AS91393 PED301 AS91502 GEO301 AS91428 ACC301 AS91405	TOU301 US18211 MWS301 AS9158	ENG301 AS91478	1/12 NCEA EXAMS END
8	HIS301 AS91435 GEO301 AS91428	FRE301 AS91544 B&C301 US24378 TEX301 US6700 & AS91623	HIS301 AS90657 FRE301 AS91545/AS91547 GEO301 AS91432	
9	HIS301 AS91435 ENG302 AS91480 B&C301 US12997 US12998 MWC301 AS91574 FOD301 AS91643 ECO301 AS91401 (Test B) Micro TOU301 US24725 GEO301 AS91428	MUS301 AS91418 DRA301 AS91517	PED301 AS91501 GEO301 AS91432 MUS301 AS91419	
10	HIS301 AS9143 DRA301 AS91512	PED301 AS91498 ENG301 AS91476 BIO301 AS91602 ECO301 AS91402	DTG301 AS91906 FOD301 AS91647 ENG302 AS91478 GEO301 AS91432 B&C301 US13002 ENG301 AS91475 -Final Deadline DRA301 AS91513 ACC301 AS91409 AGR301 US19149	
11	DTG301 AS91902 HIS301 AS91435 BIO301 AS91604 PED301 AS91504 MWC301 AS91587 ECO301 AS91401 (Test C) Micro			

*Please note that this assessment programme is approximate and scheduled dates may vary from what is shown here.*



# COMPLETING ASSESSMENTS

a) **Absences:** If an absence is beyond your control your teacher will take that into account and it may not adversely affect your grade. A satisfactory note, explaining the absence must be shown to each class teacher affected, as well as your form teacher. However absences which are wilful or for self-interest can jeopardise your results. If such an absence coincides with an assessment for NCEA this will be graded "Not Achieved" and any reassessment is at the discretion of the HOD. (See flowchart below)





- b) **Late Work:** *Except where an extension has been negotiated in advance of the due date, the penalty for late work is "Not Achieved". Extensions will be granted only where the situation is beyond your control. We do realise that from time to time circumstances arise where special consideration is necessary. (See Flow-chart for details)*
- c) **Missed Work due to Injury, Illness or Trauma:**
1. When you are sick, or through some other reason your performance is impaired during an internal assessment, steps will be taken, where possible to assess or reassess you. You need to see your teacher or the Assistant Principal as soon as possible after the assessment and if possible, before it.
  2. If you miss an Internal NCEA assessment for the above reasons, then a grade can be granted only:
    - If evidence already exists of your level of achievement in that achievement standard.
    - If you are able to provide oral or written evidence from the same task, or from work completed during the teaching programme, where this is valid and meets the criteria.Otherwise you may be offered a further assessment opportunity *if* it is manageable to do so.
- d) **Copied Work & Authenticity:** It is foolish to even consider copying someone else's work. In the case of NCEA both the copier and the student whose work is knowingly copied, will receive "Standard not Achieved" for that particular Achievement Standard. The student whose work was copied may be able to sit a reassessment, where possible, but not the student who copied.

We encourage you to have guidance during the learning process, from family, tutors or peers. **However** the final product must be yours. You may be required to sign your work declaring it is your own work. If teachers have doubts they can:

- Check your plans, draft or workings
- Ask you questions drawn from the work
- Notify your parents
- Ask you to repeat part or all of the assessment
- Withdraw grades for the work as noted for copying

Misbehaviour during formal assessments can also lead to similar action by staff.

## APPEALS

Every student has a right of appeal in any assessment given. This includes appeals against accusations of plagiarism and other misconduct. The procedure for appeal is:

1. You are entitled to query the grade/mark awarded or accusations of plagiarism or misconduct. This discussion is held firstly with the teacher who marked the assessment.
2. If further discussion is needed **you** have the responsibility for raising the issue with the Head of Department, or the Assistant Principal, Mr Turnbull.
3. If the issue remains unresolved, the Principal will be responsible for making a final decision.
4. You will be required to sign each marked assessment to show that you accept the given grade/mark within two school days of the assessment being returned.

## RECOGNISING ACHIEVEMENT

Teachers will provide you with a schedule outlining the assessment programme for the year. If you do not achieve a Unit or Achievement Standard in an assessment, then teachers may, where it is valid or possible:

- get you to resubmit work if they believe it can be **easily amended** or;
- have you complete **up to one** further reassessment activity at a later date

### Resubmissions:

- The decision whether or not to offer a resubmission, is **entirely up to the teacher**
- 'Resubs' are for small errors in answers
- It is an opportunity for a student to do a "quick fix" in their assessment
- The teacher can say generally, why a student has not achieved but can't help fix the mistake
- If the first attempt needs more than a "quick fix" then a resubmission will not be offered.
- Students can only have one resubmission per Standard, *if any*:

***A question you will not ask, before completing or handing in an assignment:***



Can I have a resubmission?

### Reassessment

- Students **MAY** be given the chance to reassess the standard, *if a reassessment has been signalled in the Assessment Schedule.*
- In many Standards there are no reassessment opportunities
- New teaching should occur to help students prepare for the reassessment
- Students must attempt a new task and cannot use any work from their first attempt

***Another question students should NOT ask:***



Can you give me another Achievement Standard so I can get more credits?\*

### Certificate Endorsement:

If a student gains 50 credits at Excellence, their NCEA will be endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or Merit and Excellence) their NCEA will be endorsed with Merit. Credits can count towards an endorsement over more than one year and more than one level. However they must be gained at the level of the certificate or above.

### Course Endorsement:

Students gain endorsement for a course (e.g. Level 1 Economics) in a single year if they achieve:

- 14 or more credits at Merit or Excellence, and
- At least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. Note: this requirement does not apply to Physical Education or Level 3 Visual Arts.

### SPECIAL ASSESSMENT CONDITIONS

Students can apply for special assessment conditions for internal assessment and school examinations if:

(a) You have a **long-term** or **permanent** condition, verified by a recognised specialist, such as:

- physical disability
- sight impairment
- hearing impairment
- medical condition
- significant proven reading or writing difficulty

OR

(b) You have already been accepted as needing special assessment conditions and have been getting ongoing help from the College.

### FEES & ENTRIES

*Entries for qualifications are made automatically early in the year when you enrol for any Level 1, 2 or 3 course at the College. These are updated monthly (by the school) and entries for External assessment is finalised on 1<sup>st</sup> September. Final payment of Entry Fees are due to the College sometime before this date.*

<b>Fees in 2019</b>	<b>Entry for NCEA Level 1, 2 or 3 (or any other NQF standards)</b>	<b>\$ 76.70</b>
	<b>Scholarship entries: (per subject)</b>	<b>\$ 30.00</b>
	<b>Late entry penalty (After 13<sup>th</sup> September)</b>	<b>\$ 50.00</b>
	<b>International Fee-payers</b>	
	- (NCEA Level 1, 2 or 3)	<b>\$ 383.30</b>
	- Per Scholarship Paper	<b>\$ 102.20</b>

### DEFINITIONS

**Derived Grade.** Candidates who through illness (not pre-existing conditions) or misadventure, bereavement of a family member or close acquaintance, or national representative duties, have been prevented from sitting examinations or otherwise presenting materials for external assessment, or who consider that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, may apply to NZQA to be awarded a derived grade based exclusively on pre-existing standard-specific evidence held by the school.

**External Assessment** is when you have your work assessed outside the school, usually by external exams in November and by portfolios of work submitted to NZQA. The examinations are set by NZQA and are marked by external markers.

**Further Assessment Opportunities. (Reassessment)** A maximum of **one** may be provided. This means one or none and does not mean one has to be offered. The further assessment opportunity means there will be further teaching and then the student will attempt a completely new task, and all grades are available.

**HOD** is the Head of Department. Questions about assessment in a subject should be directed first to your teacher or the HOD.

**Internal Assessment** is when tasks are assessed for final grades within the school, usually by your teacher. Credits (and grades) gained in the assessments are official and will appear on your final result notice from NZQA.

**Moderation** is the checking of internal assessment, both within the school and by NZQA. This is to ensure that assessments are set and marked consistently between classes and other schools.

**NCEA** is the National Certificate of Educational Achievement which can be gained at school at Level 1 (usually Year 11), Level 2 (usually Year 12) and Level 3 (usually Year 13).

**NZQA** is the New Zealand Qualifications Authority who are responsible for setting and implementing all the policies and procedures which control the conduct of national qualifications. They set and mark external exams, record entries and results, set and collect fees, and monitor schools assessment procedures. If you have a query about NZQA please contact Mr Turnbull.

**NQF** is the National Qualifications Framework. This is administered by NZQA to provide nationally recognised standards and qualifications (such as NCEA) which can recognise and credit a wide range of knowledge and skills.

### NCEA Information At Your Fingertips

NZQA has a mobile App called NCEA Guide written for **parents, whānau** and **employers**.

The App provides quick and easy access to key information about NCEA. Content can be viewed in English and Te Reo Māori.

The App makes practical information about NCEA more easily accessible and enables parents and whānau to access simple content about how NCEA works and how they can support family members studying for NCEA.

The NCEA Guide App is free to download from the [Apple App Store](#) and [Google Play Store](#).

Get it now:

iTunes Preview or  Google play

