

Upper Hutt College

National Qualifications Framework

Assessment Guidelines for Students

2024

Name:

Ako Class:

These guidelines are also available on the school website at:
www.upperhutt.school.nz under the curriculum tab

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PEOPLE WHO CAN HELP YOU WITH ASSESSMENT MATTERS

Your Ako teacher
Your Dean

Your **subject teachers** and the **heads of department**
Head of House:

NZQA liaison person: **Janetta Van Maren**, Deputy Principal's office

The New Zealand Qualifications Authority, P O Box 160, Wellington. Telephone 463 3000

Parents with questions are welcome to contact Janetta Van Maren at school either by phone or email at vanmarenj@upperhutt.school.nz

INFORMATION AND ORGANISATION

This booklet is for you and your parents to read so that everyone understands what is required of you throughout the year.

It contains:

- information for you about assessment processes and procedures
- things you are responsible for
- things to help you.

Course handouts

Each subject you study provides you with a course handout with crucial details about that subject, the topics learned and its assessments. The assessment details will include the assessment standards and version, their credit weighting, other assessment conditions, due dates and so on. You must discuss these at home also.

Time management

Good time management is vital for success. You must plan carefully to ensure that you meet all your assessment deadlines while maintaining your other school, family, work, sport and cultural commitments. If you have difficulty with this – ask for help. Talk to your teachers, Ako teacher, deans, and senior staff.

You are expected to attend all your classes. Unnecessary absences can have a significant impact on your ability to succeed this year. A good record of attendance will be considered when you are selecting courses for next year.

Record keeping

You need to keep track of your progress and the number of credits that you have gained. You can access up-to-date credit totals by asking your Ako teacher or by logging on to the Kamar portal on the school website. Use your internet password / log-on to access your results.

NZQA Fees

New Zealand domestic students do not pay any entry fees for NCEA.

International student entry to NCEA standards - \$383.30 per year

The following pages contain information for you about NCEA

More detailed information about NCEA can be found at the following website:
<http://www.nzqa.govt.nz>

NCEA – THE BASICS

To gain an NCEA qualification at level 1, 2 or 3 you must accumulate credits by reaching the set achievement levels in the **standards** assessed in each of your subjects.

Standards

These assessments will be either **achievement standards** or **unit standards**. Every standard is worth a set number of credits. You collect credits if you achieve the standard, and they are like points towards your NCEA level for this year.

Your subject course handouts will list the standards being assessed in that subject and how many credits each one is worth.

Achievement Standards

Each achievement standard you complete will be marked using four grades:

- **excellence**
- **merit**
- **achieved**
- or **not achieved**.

Not achieved means that you have not met the standard and you will not be awarded that standard.

High performance will be rewarded with a **merit** standard or an **excellence** standard.

You will get a set of grades for each subject, one for each achievement standard in that subject.

Unit Standards

The majority of unit standards do not use merit or excellence grades. You will either gain the credits or fail to meet the standard.

INTERNAL AND EXTERNAL ASSESSMENT

Most of your subjects will have some standards marked at school and some standards assessed by outside markers.

Internal standards

Some of the achievement standards you complete in each subject and all of the unit standards will be assessed at school. These are called **internal (I)** standards.

They will take the form of in-class written tests, practical tasks and performances, assignments done over several weeks, portfolio work and so on. Your teachers will mark them and there will be strict rules about attendance, due dates, how long you have to complete the tasks, where and how you do the work. However, there may be some reassessment opportunities (see page 13).

Moderation of assessment of internal standards

A sample of the assessment tasks and the way they have been marked will be checked by outside markers. Within the school, all standards are checked within subject departments for consistency.

External Achievement Standards

These are done in exam conditions set by NZQA. There are two types of external assessments:

- **Common Assessment Activities (CAA) and Common Assessment Tasks (CAT)**
CAAs and CATs are usually done in class, online and under test conditions. They could be portfolios, tests, essays or reports. The work is sent to NZQA to be marked.
- **External Exams** are usually sat at the end of the year in very formal exam conditions. Exams can be up to 3 hours long. The work is marked by NZQA and grades are released in January the following year.

There is no reassessment opportunity for external achievement standards. You have to resit them at the end of the following year.

Upper Hutt College will have a formal practice examination week in September to prepare students for these externally assessed achievement standards.

College exam results based on external standards may be used as a basis for granting “derived grades” if you are unable to sit your external exam at the end of the year.

REPORTING OF PROGRESS AND RESULTS

School reporting

- You will receive Upper Hutt College school reports during the year usually at the end of term.
- Parent/teacher interviews will occur twice a year. Teachers may also telephone or email home if they are concerned about your progress.
- You can also expect a letter to your parents/caregivers if you do not complete an internal assessment standard, fail to complete homework regularly or if your absence is at an unacceptably high level.
- Regular credit up-dates are available. Ask your ako teacher, dean or Head of House.
- Access to up-to-date academic information is also available via the Kamar portal on the school website.

Official documents from the New Zealand Qualifications Authority

Results notices

In January, the New Zealand Qualifications Authority (NZQA for short) will post your results on their website. You must log-on to obtain your results.

National Certificate of Educational Achievement

In April you can request a copy of your actual National Certificate of Educational Achievement if you achieved 80 or more credits for the standards you earned (including the required literacy and numeracy credits).

Record of Achievement

In addition, the New Zealand Qualifications Authority will allow you to access your own record of achievement by downloading it from the internet. It will show all the credits from all the senior school courses you have studied over the year. You can also purchase an additional copy from NZQA. To request a copy of your Record of Achievement you need to go to <http://www.nzqa.govt.nz/qualifications-standards/results-2/record-of-achievement/>

NCEA LEVEL 1

You will qualify for NCEA level 1 when you have achieved 60 credits at level 1 or above AND gained the literacy and numeracy corequisites.

- In 2024-25 there two ways to gain the 20 credit co-requisites:

Literacy	Numeracy
10 credits from EITHER: <ul style="list-style-type: none"> • CAA Literacy <ul style="list-style-type: none"> - Digital Reading exam (5 credits) AND - Digital Writing exam (5 credits) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Achievement Standards – specified achievement standards available through a range of subjects especially English and Te Reo Maori (minimum of 10 credits) 	10 credits from EITHER: <ul style="list-style-type: none"> • CAA Numeracy <ul style="list-style-type: none"> - Digital Numeracy exam (10 credits) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Achievement Standards – specified achievement standards available through a range of subjects especially Mathematics (minimum of 10 credits)

*Please note if you gain literacy through the Achievement Standard pathway you **CANNOT** count these credits towards you're 80 credits as well*

NCEA LEVELS 2 AND 3

To attain NCEA Level 2, you need to achieve 60 credits at Level 2 or above.

To attain Level 3, you need to achieve 60 credits at Level 3 or above. The NCEA Level 1 Literacy and Numeracy corequisite requirement **must** be met to achieve the NCEA Level 2 and Level 3 qualification. There will be examinations at the end of both years as well as internal assessment throughout the year.

The requirements for entry to individual Upper Hutt College level 2 and 3 courses are published in the Senior Course Handbooks located under the curriculum tab of the school website. In general, your need to gain 15 credits in each subject to be able to complete it the following year.

COURSE ENDORSEMENTS

Course endorsements can be gained by students who perform exceptionally well in individual courses (subjects). Students will be able to have their strengths recognised with a course endorsement at Achieved, Merit or Excellence. Students will gain an endorsement for a course where they achieve:

1. 14 or more credits at Achieved, Merit or Excellence at the lower levels 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: Physical Education and Visual Arts will be exempt from (2) above

CERTIFICATE ENDORSEMENTS

You can gain a NCEA certificate endorsed with Excellence or Merit. To gain this endorsement you must gain 50 credits at Excellence or 50 Credits at Merit and Excellence.

UNIVERSITY ENTRANCE

Universities and other tertiary institutions set their own entry criteria for their courses. If you are intending heading in that direction you need to do some research before selecting courses for Years 12 and 13.

Students will need to do **ALL** of the following to be awarded UE:

- attain NCEA Level 3
- achieve 14 credits at level three in **each of three subjects from the list of approved subjects**. The list of approved subjects will consist of subjects derived from the *New Zealand Curriculum* with achievement standards at Level 3.
- achieve UE numeracy - 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 and above from specific standards.

Approved subjects for University Entrance offered at this school are:

Accounting	
Biology	Japanese
Chemistry	Mathematics with Calculus
Classical Studies	Mathematics with Statistics and Modelling
Computing	Media Studies
Design and Printmaking (Practical Art)	Music
Dance and Drama	Painting (Practical Art)
Economics	Photography (Practical Art)
English	Physical Education
Geography	Physics
Health	Te Reo Maori
History	Technology – includes some DVC and Textiles standards – please check with your teacher)

For full details on University Entrance requirements check out:

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

SCHOLARSHIP

Scholarship is a separate external assessment available in the following subjects:

Accounting	Art History	Biology	Chemistry
Classical Studies	Dance	Drama	Economics
English	French	Geography	German
Design and Visual communication (Graphics)	History	Japanese	Mathematics with Calculus
Media Studies	Music Studies	Physical Education	Physics
Spanish	Statistics	Te Reo Māori	Technology
Visual Arts			

It is designed to extend top-level students and to financially reward very able students who are going on to tertiary study. It is not a qualification.

For full information about scholarships see your HODs or check the following web site:

<http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship/>

THINGS *YOU* ARE RESPONSIBLE FOR DURING THE ASSESSMENT OF INTERNAL STANDARDS

5 Online Learning Tips for Student Success

1

Create a schedule and
manage your time
wisely.

**2**

Stay organized and be
thorough.

**3**

Remain engaged
throughout the whole
course.

**4**

Take care of yourself.

**5**

Know where to go for
help.



GETTING WORK IN ON TIME

Internal assessment work at school operates under strict conditions just as the external examinations do. This is so that the assessment conditions are fair for everyone.

There are two main types of internal assessment.

1. Those done in one or several class spells - you have to be in class to do these assessments.
2. Those done over a longer period using both school and home time - for these you have to hand in the finished work on a specified day, at a specified time and place.

Problems can occur with each of these. Late work is not accepted nor is absence tolerated unless exceptional circumstances exist or the subject head of department has granted an extension. If extensions are required, they need to be applied for at least seven days before the due date. **If you have had adequate opportunity but fail to achieve or submit work, a Not Achieved result will be reported.**

You know in advance what your other commitments are and it is your responsibility to get assessments in. Being sick, having computer problems or being away, eg. on a school trip or family celebration, does not excuse you from handing the work in on or before the due date. However, being sick or out of Wellington can stop you from being in class to sit a test. Discuss all of this information with your parents because they may have to help you get official documentation such as a medical certificate.

1. Late work or absence is NOT accepted for internally assessed achievement standards or for externally assessed portfolio work.

If assessment work is late or you are absent on the day:

- A Not Achieved or no credit is awarded.
- computer or printer problems will NOT be accepted as a reason for late work (see page 9).

HOWEVER

2. You are entitled to special consideration in these two circumstances:

- ill health or accident (medical certificate or other acceptable medical evidence is required from a non-family member).
- family emergency, eg. Bereavement, major medical or other emergency (documentation required).

3. If either of these two circumstances happen on the day the piece of assessment was to be handed in, the completed assessment work must be delivered to the college office or to your teacher by a family member, courier or friend.

A phone call is required so that your teacher is aware that the work is coming into school.

4. If either of these two circumstances happen before the due date and the work is incomplete, or if the assessment was to be done in class, the subject head of department will offer you a suitable alternative.

This could include:

- a reassessment opportunity later in the year
- an extension of time
- an opportunity to sit the test or do the practical work on another specified day
- your teacher may use existing evidence of your achievement to award a grade

The alternative must be acceptable to both parties.

5. Other requests for a change of due date for assessment work may be granted at the discretion of the subject head of department.

The two sets of reasons that may be considered, in priority order, are:

- a curriculum activity (eg field trip in another subject) or sport / cultural representation at national or regional level
- a school activity (eg. a major production), other sport or cultural activities, work overload, a religious festival

You must apply in writing using the missed assessment form on page 17, at least **seven (7) days in advance** if you know you are going to miss an assessment or immediately after your return to school after an unexpected absence. Heads of departments consider each application on its merits. These requests are not automatically granted because reassessment or extensions are not always possible. Good time management is YOUR responsibility.

By law, any family absence from school requires you to apply in writing to the principal. Families need to be aware that holidays in term time are very likely to make it impossible for you to meet completion requirements for some internal achievement standards. **Voluntary absence on a due date may mean the credits are not achieved.**

6. Group work for Achievement Standards

Check the procedures in the subject course handout for any courses which have group assessments.

Rescheduling of dates may need to be agreed to by the whole group if a group member is absent.

If a group member truants class to prevent the assessment taking place on the specified date that person will receive a not achieved for the assessment task.

7. Appeals

You may ask for decisions about late work or extensions to be reconsidered. The **appeal process** is outlined on page 12. Any appeal should be submitted on the appeal form on page 15.

BREAKING THE RULES

1. Misconduct

Misconduct includes any action or behaviour that disrupts other students and affects their ability to successfully complete an assessment task. It also includes any attempt to communicate with others by talking, in writing or by use of a cell phone.

2. Cheating (The importance of Authenticity)

Cheating is the submission by a student of a piece of work that is not original (not your own work).

It takes many forms:

- plagiarism (copying out material from a source like a book or the internet without acknowledging that the words or ideas are someone else's)
- undue help from home, or from a tutor, or from a reader-writer
- copying or handing in all or part of another student's work
- giving work to another student which allows that student to use it or copy it
- using written or recorded material in a test or examination
- getting another student to sit an external assessment (examination) for you
- using unauthorised calculators (with a memory function), electronic spell checkers or language dictionaries in in-class or external assessments
- accessing online assistance during an assessment

Referencing: any quotation you use or ideas that are not your own must be acknowledged in your work. Proper referencing will protect you from accusations of cheating or theft of ideas.

Where a second student has participated in the cheating process that person will be penalised also. It is very important that you don't lend your assessment work. It is okay to discuss the topic you are doing with someone else but the final piece of work must be your own ideas in your own words.

An allegation of misconduct or cheating will result in an investigation.

3. Penalties

If an allegation is proven a range of penalties may occur depending on the seriousness of the incident. For example:

- A school based consequence such as a detention
- The loss of all the grades for the task, or part of the task,
- Where there is clear evidence of cheating a Not Achieved grade will be awarded
- Repeated incidents of cheating may mean you are withdrawn from that subject.

4. Appeals

You may ask for the misconduct or cheating allegation to be considered again. The **appeal process** is outlined on page 15.

PRIVACY ACT

Your assessment information is held on computer. It is not available to unauthorised people. You have the right to view your own data on request or view your grades on the Kamar portal on the school website. Your information is used only for reporting and NZQA purposes.

AUTHENTICITY TECHNIQUES

There are a number of methods the college will use to limit the amount of cheating. This is called checking the **authenticity** of your work. Departments may:

- ask you to complete the task in class.
- provide all the resources you need for the assessment.
- collect work in at the end of each spell and hand it back to you for the next spell.
- ask to see the draft copies of the work as you do it
- ask you to hand in all your photocopies or downloaded resources.
- expect you to meet checkpoints before the final deadline.
- discuss your ideas and findings with you or ask you to do a different written task to check your grasp of the material.
- Use plagiarism checkers on the internet and in google docs.
- Ask all students to review and sign a *UHC Authenticity Form* to ensure the importance of referencing sources and 'academic honesty' is understood. This form is on page 18.

**The following pages contain information
about things to help you.**

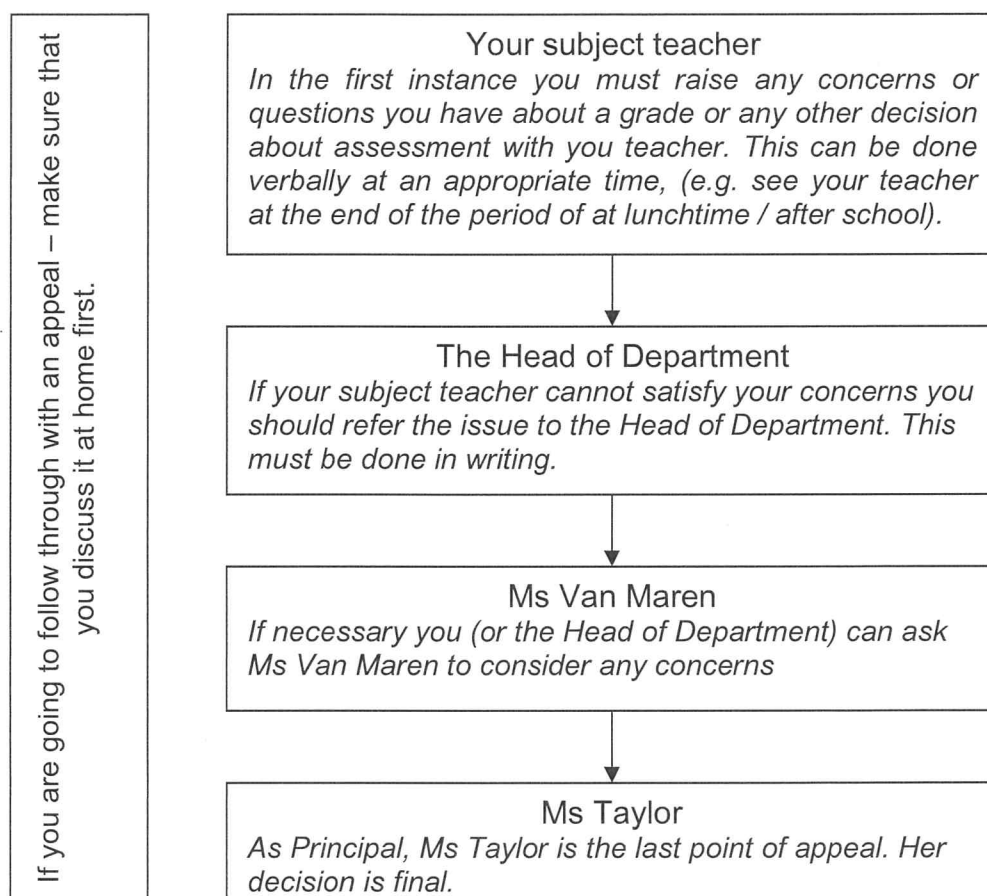
APPEALS

You have the right to appeal these things:

- the grade you receive for a piece of internal assessment
- a misconduct or cheating allegation
- the non-acceptance of late work by the subject department
- head of department declining an application for an extension of time

Any appeal against a grade awarded for a piece of internal assessment must be submitted to your teacher within two days of the piece of work being returned.

None of these decisions are made lightly by the college but you may be unhappy about something. If you are there are a number of steps you can go through. These are:



If you wish to take your appeal beyond a discussion with your class teacher you must complete an appeal form. There is a copy of this form at the back of this booklet. Copies can also be obtained from Ms Van Maren.

REASSESSMENT FOR SOME INTERNAL ACHIEVEMENT STANDARDS

Reassessment is when one further assessment opportunity is offered to all students. A different task or activity must be offered and the highest grade from either the first or second assessment opportunity is awarded to you.

School policy says that:

There will, where practicable, be one reassessment opportunity per standard. Standards which have reassessment opportunities will be indicated in course outlines. Reassessment can enable students to move from any level to a higher level.

The good thing about reassessment is that if you are not happy with your result in the first assessment of a particular internally assessed standard, you can do some more work, and then have a second chance to improve your result.

However, not all standards have a reassessment opportunity because of the nature of the assessment tasks (e.g. fieldtrips) and because of the pressure placed on teaching and learning. You must check the subject handouts for all your subjects carefully for details about this.

RESUBMISSION OF INTERNAL STANDARDS

Resubmission: is when a student has the opportunity to correct simple errors or omissions in their assessed work. The resubmission can only be offered to students when a minor error prevents them from reaching an Achieved grade. The **only** change in grade boundary available for resubmissions is from Not Achieved to Achieved. No more than one resubmission should be provided. A resubmission is only offered after the final submission of a grade awarded. Further teaching and feedback cannot occur after the final submission date and the resubmission.

School policy says that:

*Where practicable and appropriate, students **may** be given resubmission opportunities. In formative assessment this can take the form of advice and guidance. In summative assessment it should be after the fact and occur **once** only.*

A resubmission should be limited to specific aspects of the assessment and no more than one resubmission should be provided. The resubmission can be offered when students have made mistakes which they should be capable of discovering and correcting on their own. By definition, the problem should be capable of rapid resolution.

Before you re-submit your work, carefully check what you have completed, as only ONE resubmission is allowed.

SPECIAL ASSESSMENT CONDITIONS

In some situations, students with identified learning needs can have assistance when completing assessments – e.g. a reader / writer / computer use. If you or your parents think that you could require this assistance, contact Ms Van Maren or Ms Lister.

DERIVED GRADES FOR

EXTERNAL QUALIFICATIONS

If you miss the external examinations because of ill-health, an accident, family bereavement, or if you feel you have been disadvantaged by significant conditions or events in the month prior to the start of the examination period that interfere with your exam preparation you are able to apply for a grade for the external achievement standards that you missed.

It is most likely that school examinations will be used as the basis for this grade. You will need to contact Ms Van Maren immediately to get the official forms. You will have to take them to your doctor to complete if you are ill and then hand them in to Ms Van Maren by a specified date in early December.

EMERGENCY GRADES FOR EXTERNAL QUALIFICATIONS

Emergency grades are available following exceptional events beyond the control of students which impairs their performance. For example a natural event like an earthquake or a technical failure. In this situation the school will submit an emergency grade application on behalf of all the students affected.

TIMING OF ASSESSMENTS

Each subject provides you with the actual due day (and time, eg in the class spell or at the end of the day) for your internal assessments in that subject. You get that date at least two weeks in advance. You are also given any changes to assessment dates in writing at least two weeks in advance. Teachers use a year planner to try and avoid clashes of dates. However, there are always some weeks that have a lot of assessment and some weeks that have very little. You need to manage your time. If you are very overloaded, you may apply for an extension of time.

KEEPING YOUR WORK SAFE

You should hand in your own work. You should give it to the teacher in person at the time specified. The teacher is not responsible if work left by you on a desk or in a pigeonhole goes missing. The only exception to this is if you are absent when a piece of work is due (see page 10). You may phone the school office and then get a friend, parent or courier to hand the work to the person in the school office. The office will sign it in and put a time and date on it to protect you.

Your internal assessment material is likely to be retained by the department especially if other classes have not yet completed the task. In addition, schools have to hold at least one set of assessment work so the standard of marking can be checked by NZQA. The subject departments are responsible for the safe storage of all your internal assessment work.

CHECKING YOUR ASSESSMENT DATA

You have the right to check all the internal assessment data held on computer before it is submitted to the New Zealand Qualifications Authority. This usually happens when all the internal assessment is completed in November.

You are asked to sign that the data is correct. If you have reason to believe that the data is incorrect you are able to:

- ask your teacher to show you the assessment work held at the school so you can check the original marks
- show the teacher that a grade was changed because of an appeal by providing a copy of the appeal letter or changed assessment sheet
- view the corrected computer printout.
- You can check the data that the school sends to NZQA from the start of August each year. You can do this through the **learner log-in** to the NZQA website at www.nzqa.govt.nz. Access to up-to-date academic information is also available via the Kamar portal on the school website

UPPER HUTT COLLEGE
INTERNAL ASSESSMENT APPEAL FORM

NAME: AKO CLASS:

SUBJECT:..... LEVEL:..... TEACHER:

ACHIEVEMENT / UNIT STANDARD:.....

ASSESSMENT ACTIVITY:.....

REASON FOR APPEAL:

Student signature: Date:

Parent signature: Date:

Referred to:.....

Attachments:

- ☐ Assessment task
- ☐ Student work
- ☐ Mark sheet

FOR SCHOOL USE

Received by: Date:

Comment:

Conclusion:

Staff Signature:

Date:

Student Signature: (Acceptance)

Date:

Copy to:

☐ Teacher:

☐ H.O.D.:

☐ J Van Maren:

**UPPER HUTT COLLEGE
MISSED ASSESSMENT APPLICATION FORM**

Fill in the top section, attach appropriate letters or certificates and hand into your teacher.

Name:	Ako Class:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment (<i>practical, assignment, test, etc</i>):	
Date of assessment or due date:	
Reason for missing assessment: (please tick one) <ul style="list-style-type: none"> <input type="checkbox"/> Illness: <i>medical certificate or a note from a parent/caregiver must be attached</i> <input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (eg letter from parent, counsellor, or tutor group teacher/dean)</i> <input type="checkbox"/> School sporting/cultural activity: _____ <p style="margin-left: 40px;">Signature of teacher-in-charge of activity: _____</p>	

Decision by HOD/Principal's Nominee:

- ☐ Existing evidence is available and will be used to award a grade _____
- ☐ Extension granted. New due date: _____
- ☐ New assessment date granted. New date: _____
- ☐ Existing standard specific evidence is available to award a grade. _____
- ☐ Application denied. Comment: _____

The reason for this decision has been explained to me and I accept the decision.

Signed: _____ (student)

Signed: _____ (staff member) Date: _____



UPPER HUTT COLLEGE

AUTHENTICITY FORM Academic Honesty 2024

Student Name: _____ Ako Class: _____

Please fill in the boxes clearly and neatly using a pen only:

SUBJECTS 2024

	Subject Code	Teacher Code		Subject Code	Teacher Code
1			4		
2			5		
3			6		

☐

I understand that if I submit work in this subject **at any time during the year** that is not **entirely my own: -**

- If there are any concerns, I may be required to repeat the assessment under direct supervision.
- I will automatically receive a Not Achieved if it is not entirely my own.
- My parents will be informed.
- A second or serious breach of the Authenticity Policy will result in disciplinary action and may mean you are withdrawn from the subject.

☐

I understand all published and unpublished sources (including people) that have **in any way** assisted me must be named in the bibliography attached to my work.

☐

I understand that **copying chunks of work from published materials like books, AI like Chat GPT or internet sites without clearly identifying the passage and naming the author of it**, as outlined by my teacher, is **plagiarism** and as such will be **regarded as cheating**. I have correctly acknowledged and referenced all quotations and sources.

☐

I understand that when required I **must meet Milestones** for each Standard as this will be used to ensure my work is on track and also that it is my own work.

☐

I have not allowed and will not allow any other student to copy any part of my assessment work

Signature of student: _____ Date: _____

This Authenticity Form is to be filed by the Ako Teacher in an easily accessible place for the duration of the current academic year. If any issues occur it may be requested by the Principals Nominee