



Senior Assessment Handbook

Guidelines for students and parents

**This is a very important document.
Students should keep this in a safe and
accessible place.**

Name:

2016

"Deserve Success"

CONTENTS

- 3 **Who to talk to about courses and qualifications**
Courses of study Yr 11, 12 and 13
- 4 **National Qualifications; Achievement and Unit Standards**
- 5 **NCEA Level 1, 2, 3; University Entrance**
- 6 **Merit / Excellence Endorsements; Course endorsements;**
Scholarship; Level 1 Literacy and Numeracy
- 7 **Level 2 Literacy; Changes to course of study: Distance learning**
Record of Achievement, NSN number
- 8 **Your NZQA Results; Course outlines: Deadlines, extensions,**
absences
- 9 **Further assessment opportunities and resubmissions**
- 10 **Return of your work; Appeals**
- 11 **Practice assessments; Breaches of Rules**
- 12 **Derived Grade Process; Special Assessment Conditions**
Costs
- 13 **Classwork; Homework; Attendance; Workload**
Moderation processes;
- 14 **Checking results.**
- 15 **Extension Request form**

Cromwell College Senior Assessment Handbook

Welcome to the Senior School at Cromwell College. This handbook is designed to provide you with information to help achieve qualification goals. If you have any questions please ask some of the following people:

Your subject teacher

The Heads of Faculty:

Technology –	Mr Wing
The Arts –	Ms Close
Physical Education –	Mr Hodkinson
Social Sciences –	Ms Kane
Science –	Mr Philip
Mathematics –	Mr Thomson
English –	Ms Cowie

Your Dean -	Ms Close (Yr11), Mr Hodkinson (Yr 12 & Yr13)
Assistant Principal -	Mrs Inglis, Ms Sinclair, Mr Streeter
The Careers Adviser –	Mrs Page
The teacher in charge of NZQA matters–	Mr Streeter

Courses of Study at Cromwell College

Year 11 - Each student in Year 11 must study an English, a Mathematics a Science. In addition, each student chooses three other subjects to study so that students have a class commitment on every period of their timetable.

Year 12 - Year 12 students must study English or Work Literacy at either Year 11 or Year 12. Each student chooses 5 additional subjects. These subjects may be at Year 11 or Year 12. Students must have a class commitment on every period of their timetable.

Year 13 - Year 13 students must study five subjects, some may chose six. You may study subjects from different levels as long as they fit into the school's timetable and your course of study has been approved. Year 13 students should also be aware of the requirements for University Entrance.

National Qualifications

The courses and assessments at Cromwell College contribute towards the National Certificate in Educational Achievement (NCEA). Generally speaking students in Year 11 study for Level One, students in Year 12 study for Level Two and students in Year 13 study for Level Three. Students may take longer than one year to gain a national certificate. There is no specified time limit for completing any qualification. In addition, there are additional nationally recognised certificates that some students can work towards.

Each course at Cromwell College has a range of assessments. An assessment could be a project, an in-class test, a speech, a practical demonstration, an observation by the teacher, or an end-of-year examination. Each assessment is worth a certain number of credits. These usually range from two to six credits. Most courses at Cromwell College have a total credit availability of between 18 and 24 credits.

NCEA is New Zealand's national qualification for school learners. It is recognised by universities and other tertiary providers in New Zealand as well as some overseas universities. NCEA is also a qualification on the National Qualifications Framework (NQF). Other qualifications on the NQF include Polytechnic certificates and diplomas and university degrees.

There are two types of assessments in the NCEA. Both types count equally for qualifications' purposes.

Achievement standards can be internal (done in the school year and marked by the school) or external (end of year NZQA exams or work done in school but marked outside of the school). There are four results available for any achievement standard: Not Achieved, Achieved, Merit, Excellence. You may be able to have another attempt at some of the internal standards. You cannot have another attempt at the external standards unless you do them in the following year.

Unit Standards are always given as school-based or internal assessments. There are no end-of-year examinations for unit standards. A unit standard assessment may be a project, a practical demonstration or an in-class test. Unit standards are generally offered in vocationally based courses. A unit standard is an accepted standard of achievement for a particular skill. There are two results available Not Achieved and Achieved. Generally you can have another attempt at completing the assessment.

To be awarded NCEA Level 1

- You achieve the award if you gain 80 credits.
- These credits can come from any level and they may come from unit standards, achievement standards or a combination of both.
- You must have at least 10 credits designated as “literacy” credits and 10 credits designated as “numeracy” credits. Your English or Mathematics teachers will tell you more about the requirements for literacy and numeracy.

To be awarded NCEA Level 2

- You achieve the award if you gain 80 credits. 60 credits must come from Level Two or higher. The other 20 may come from any level.
- You must also meet the Level 1 literacy and numeracy requirements.

To be awarded NCEA Level 3

- You achieve the award if you gain 80 credits. 60 credits must come from Level Three or higher. The other 20 must be at Level 2 or above.
- You must also meet the Level 1 literacy and numeracy requirements.

To be awarded New Zealand University Entrance

- Gain NCEA Level 3
- Three subjects at Level 3 or higher from an approved list with a minimum of 14 credits in each of the three subjects. The subject course outline will say if it is an approved subject.
- a minimum of 10 numeracy credits at level 1 or higher through specified Achievement Standards (or all three of Unit Standards 26623, 26626, 26627)
- a minimum of 10 literacy credits at level 2 or higher. At least 5 in reading, at least 5 in writing through specified Achievement Standards.

Where a unit standard and an achievement standard assess the same learning outcome, you can only count one standard towards your NCEA or University Entrance.

Certificate Endorsement with Merit or Excellence

NCEA results at Levels 1, 2 & 3 can have an overall certificate endorsement with “merit” or “excellence”. To gain this, students need to have 50 or more merit / excellence credits at or above the level of the certificate. Endorsement gives a real advantage when applying for jobs or entry to Polytechnic or University. The endorsement can be achieved from credits collected over more than one year.

Course Endorsement with Merit or Excellence

Course endorsement enables a student to gain recognition in an individual course (think subject). Course endorsement with merit or excellence is gained by getting 14 or more credits at the lower level that supports the endorsement – so a merit endorsement in Level 2 Chemistry is gained by a student getting 14 or more Level 2 merit credits in Chemistry. (If there were some level 3 merit credits in the course then they would count). At least 3 credits must be internal and at least three credits must be external. The only courses that differ from this internal / external rule are Physical Education and Outdoor Leadership (students need 14 or more internal credits at the level of endorsement or higher). Your endorsement must be achieved in one calendar year.

Scholarship

New Zealand Scholarship is designed to extend the best secondary students, to enable top scholars to be identified and acknowledged. The content assessed for Scholarship will be the same as that for Level 3 achievement standards, but it requires a higher level of integration and synthesis. There are separate exams for scholarship. Scholarship candidates will have completed a full year of Level 3 studies at a secondary school

Level 1 Literacy and Numeracy

To be awarded NCEA Level 1 a student must have 10 literacy credits and 10 numeracy credits. There are a range of achievement standards and some unit standards that are literacy or numeracy standards. It is expected that most of the literacy and numeracy credits will be gained from your English and Mathematics courses. Students by early Term 3 who are in danger of not gaining the minimum number of literacy and numeracy questions will be mentored toward achieving them.

For those who continue to struggle in their English and Mathematics courses it is possible to put forward a portfolio of literate and numerate work to demonstrate the required level of literacy and numeracy. Your class teacher and Mrs Inglis will talk to students in this position.

Level 2 Literacy

Level 2 literacy is gained from specific achievement standards. At least five must be 'reading' and at least five must be 'writing'. Not all of the Standards in the Level 2 English course are designated reading and writing. There are a small number of standards across other Level 2 courses that are reading and writing, There are a larger number of standards in Level 3 that also qualify as level 2 reading and writing. Level 2 Literacy must be gained to get University Entrance. For those students thinking about university or polytechnic it is very important that students take enough 'literacy standards to make sure they can gain UE literacy requirements.

Changes to Courses of Study

You may wish to change your selected courses. Generally speaking this will only be allowed during the first three weeks of the school year. If you wish to change a course, you must first see an Assistant Principal who will discuss the course change with you, talk to the subject teachers and discuss the situation with your parents before making any changes.

Distance Learning Study

Additional courses are sometimes available through distance education. Distance education providers include Te Kura, the Open Polytechnic of New Zealand, Otago Polytechnic, Telford and the Net-NZ video-conferencing courses. Ms Sinclair is the teacher in charge of Distance Learning. Students must have a proven record of being able to work independently. Please see her if you have questions or need clarification.

Your NZQA results, Your Record of Achievement and your NZQA Number

Every student in New Zealand is assigned an NZQA number called an NSN. This number is unique to you. The NZQA maintains your Record of Achievement on a computer database. This Record of Achievement lists all the unit standards and achievement standards you have passed and keeps track of the total number of credits you have gained. It also states what national certificates you have gained and progress on vocational pathways and what externals you are entered in for in the current year. You can access your information through the learner login tab of the NZQA website.

www.nzqa.govt.nz/learner-login

You will need to set up a password on your first visit and then use this every time you want to access it. Remember your password. The school cannot access your password. Year 11 will be shown through their NZQA site in Term 2. Mr Streeter is the teacher in charge of NZQA matters at the College. Please see him if you have any questions about the NZQA or your Record of Achievement.

Your Results

All your results from the previous year (internal and external) are available in January. NZQA do not send results through the mail. You will need to go online to view these. Once results are fully confirmed (in March) you can request an NCEA certificate through the NZQA learner login.

If you have gained a certificate such as the National Certificate in Computing through your school programmes you must request these through your learner log-in.

Assessment at Cromwell College

The following are the rules and procedures concerning senior school assessment at Cromwell College.

Course Outlines

Students will be given by each of their subject teachers at the start of the year a course outline this will include:

- the achievement standards and / or unit standards covered, including their name, number, version, level, credit value and internal/external status
- the topics to be taught and their links to the relevant assessment standards
- a proposed time line for all assessments, and whether there are further assessment opportunities.

This is important information, do not lose it.

If you have any questions about the course outlines please see your class teacher first and then the Head of Faculty for the subject you are studying

Deadlines, extensions; absences

- 1 All internally assessed standards will have a clearly stated deadline. You will be given sufficient advance notice of this deadline.
- 2 There is no such thing as 'late work'. **All internally assessed work must be handed in by the student on or before the deadline.** Hand in your assessment to the teacher at the beginning of the particular subject period on the deadline day.
- 3 Extensions may be applied for and granted when absences are '**school approved**' and have made it impossible or hindered a student from giving the required time to complete an activity – this may be for important family occasions, illness or school events. No extensions will be given when absences are '**unapproved**'.

- 4 If you have a legitimate unforeseen absence from school on the day internally assessed work is due you must have written evidence of the details of your absence. You should give this to your class teacher on your return to school. The school will decide on the level of evidence required. On your return to school from a legitimate absence the work will be handed in on that day.
- 5 For foreseen absences, extensions must be applied for in advance.
- 6 All matters regarding assessment absences and extensions of time will be dealt with by the NZQA teacher in consultation with the class teacher. Extensions must be applied for through the NZQA teacher on the form provided in this booklet (you can get a copy from the NZQA teacher)

Further Assessment Opportunities and Resubmissions

There will be further assessment opportunities in some of the internal standards of your course. Your teacher will make it clear to you when the 're-sit' opportunity will occur. Re-sit opportunities are scheduled by the teacher and may happen at lunchtimes or after-school. There is no further assessment opportunity for externally assessed achievement standards other than sitting the achievement standard in the following year.

Certain assessments by their nature will not have a 're-sit' opportunity. These may include items such as field study, major research projects or practical experiments where logistics make a re-sit impossible. Your teacher will make you fully aware if a 're-sit' will be available.

If your assessment fails to meet the standard your teacher has several options. They may:

- a) have you complete a parallel style assessment (a further assessment opportunity)
- b) talk to you about a simple mistake you may have made and ask you some questions or get you to add a little extra to your writing (a resubmission)
- c) give you a "not-achieved" for the assessment.

Return of Work

Your teachers will make every effort to return your work in a timely fashion. You need to be aware that samples of work are check marked by other teachers and that this can take some time.

When assessed work is returned, teachers will provide comments through an assessment schedule; this will be explained to you. Use the advice to improve later performances.

Results of an assessment are interim until they are confirmed by the school's moderation system.

Appeals (reconsiderations)

Students may resubmit their original work for any assessment standard to the teacher if they believe

- that the teacher has missed some of their work
- the teacher has misinterpreted an answer or response
- the teacher has been inconsistent in relation to other students
- the teacher has incorrectly recorded the grade achieved.

Reconsiderations must be made to the teacher concerned by the end of the school day following the return of marked work. It is hoped that a resolution can be made between teacher and student in these cases.

Students may make an appeal by requesting an appeals form from the NZQA teacher if they still do not accept the teacher's decision on the reconsideration. All appeals must be lodged within one week of the return of the assessment. You must first explain the situation to your class teacher. It is also wise to talk to the Head of Faculty of that subject before lodging an appeal.

The NZQA teacher will consider the appeal, where appropriate seeking an independent assessment from another teacher with reliable experience in that subject. A written decision on any appeal will be given to the student, the teacher, and the Principal within two weeks.

Practice Assessments

Many Achievement Standards are assessed through an end-of-year national NZQA examination. During the course of the year the College holds practice exams to help you prepare for these assessments. The results from these practice exams do not count on your Record of Achievement. They are designed to help you and your teachers identify what you know and what you still need to learn. However if you are unable to attend the external exams then the marks received in practice assessments will form the basis for a derived grade application.

Breaches of Rules

Standards-based assessment relies on students providing evidence that they do understand, have the knowledge, or can practise the skill, in relation to the unit or achievement standard.

Copying other students' work, students allowing your work to be copied, the non-referencing of large amounts of information taken from another source, any type of cheating or non-compliance with instructions in any assessment opportunity are all breaches of our assessment rules.

All students in the senior school will be required to sign an authenticity agreement.

Teachers will give you details for each assessment concerning authenticity. Practices to assure authenticity will depend on the assessment context. Tests will be run on traditional lines; notes during field trips or experiments may be collected by the teacher; during research activities, students may expect to have work-in-progress checked; ongoing work kept on the school site; teachers may require plans, draft work and a full bibliography to be included with the final product.

Similarly, when attending school practice examinations all work must be your own, done solely within the examination room. You will be informed of the rules relating to school exams.

If the teacher feels that the work you have completed is not your own in full or part, or you have breached examination rules, the matter will be referred to the Head of Faculty and Senior Leadership of the school. Students will be given an opportunity to explain themselves in all cases.

Consequences may include "Not Achieved" grades in any and all Standards likely to have been affected by the misconduct. Very serious cases would also involve school disciplinary action.

Derived Grade Process (Seriously Impaired Performance)

Students who consider their performance in or lead up to external (NZQA) examinations has been significantly impaired may make a 'Derived Grade' request. There is a strict process for this.

The school will be asked for evidence of the level of achievement in the respective standards for the student. Indicative grades would come from practice assessments (particularly those from our school practice exams). This information will be communicated to NZQA by the NZQA teacher.

Special Assessment Conditions

Some students have a learning or physical disability that does not allow them to show their full knowledge in written exam type conditions or time pressured situations. Such students may be eligible for special assessment conditions such as extra time, larger print papers, a writer, separate accommodation. Normally students in this situation would be picked up in previous testing and through our Special Educational Needs Coordinator (SENCO). Cromwell College SENCO is Mrs Anderson. NZQA require that all candidates who require special conditions be assessed by a suitably qualified and registered assessor who will prepare a written report. This report is sent to NZQA who will either approve the application or decline the application. The student and their caregivers will be informed of the decision by the school. The assessment and written report stay valid for three years. Students (both those who have been at Cromwell College and those new to the school) requiring or thinking they may require special conditions must make themselves known to the NZQA teacher when asked. Special assessment conditions, where appropriate and approved by NZQA, will be provided for internal and external standards.

Costs

As a student you must pay in order to have your credits officially listed on your Record of Achievement each year. The costs are set by NZQA. The school collects the money and forwards it to NZQA. Mr Streeter will advise you about the costs associated with your chosen level of study. There is a subsidy available for certain students based on the level of their parents' income. Information will be available through the school newsletter.

Classwork

The work that you do in class is very important. Classwork can be quite varied. You may listen to your teacher and take notes, read for meaning, work problems, discuss a situation with other students, practise a practical skill, problem solve with a group and so on. Classwork is designed to help you understand and learn, which will ultimately lead to better assessment marks. You should make every effort to complete your classwork in the time allocated to you.

Homework

Regular homework is a necessary ingredient for success in the senior school. Your teachers will give you regular homework to do. Homework is designed to help you reinforce the learning you have done in class. Homework may consist of reading, textbook problems, revision or completing internal assessments. You should make every effort to complete the homework you have been assigned. If you fail to regularly complete homework your parents will be informed and you will come under the school's disciplinary structure.

Attendance

Regular attendance is vital to effective learning. As a student at Cromwell College you are expected to attend every lesson unless you are sick or have a legitimate reason for being away. The College checks up on attendance carefully. Non-attendance is dealt with by the school's disciplinary structure.

Workload

NCEA requires students to be much more organised and switched in to assessment procedures. Students will need to take responsibility for their learning and their assessment. Staff will attempt to spread the workload through the year, but students can expect to be working at some assessment activities for most weeks of the school year.

If you become concerned about your workload, please seek advice from someone here at school.

Moderation of Tasks and Grades

National qualifications like NCEA, require accurate and fair judgment on students' work. Moderation (ie checking) of grades will be done nationally by NZQA. In addition Cromwell College will be moderating internally and with other schools. The school is required to "get it right" or our ability to award NCEA would be withdrawn.

So that students are not disadvantaged and in order to most accurately meet the national standard, assessment decisions given to students will be 'interim' until schools-based and national moderation processes are completed.

Checking Results

You will be given qualification's entry information and interim results to check at various times through the year.

At the class level grades will be verified by being signed off by you at the awarding of the interim grade, and then again, if necessary, after any moderation or appeal procedure changes.

As an overview several times a year you will be given a 'one page' summarising your results by your form teacher or Dean. This will allow you to track your progress

- Progress towards NCEA certificate totals
- Progress towards literacy and numeracy (if relevant)
- Progress to your merit or excellence endorsement
- Progress to a subject endorsement
- Check that all your subjects are in the system and that individual standards outside of the normal courses are appearing

As a detailed check you will be given NZQA entry summary by the NZQA teacher twice a year. It is vital you carefully check your personal details and results, especially if you are doing distance learning, an out of line subject, or are in a multi-level class.

NCEA Student Support **EXTENSION REQUEST**

STUDENT: _____

SUBJECT: _____ **TEACHER:** _____

Standard No	Title of Standard	Level	Credit

ASSESSMENT ACTIVITY TITLE: _____

DATE WORK BEGAN: _____

DUE DATE: _____

REQUESTED EXTENSION or CONSIDERATION: _____

Please explain the reason for your extension request:

Please attach any evidence eg Doctor's note

STUDENT'S SIGNATURE: _____

PARENT'S SIGNATURE: _____

DATE REQUEST SUBMITTED TO _____

NZQA TEACHER: _____

.....

EXTENSION REQUEST RETURN This will be returned to the student within 2 school days.

Evidence Considered: _____

Other parties consulted: _____

Decision: _____

Date now/ still due: _____

Signed: _____ **Date:** _____

