



MARLBOROUGH COLLEGES



National Qualifications Assessment 2018

Information for students

at

Marlborough Boys' College



The purpose of this information booklet is to clearly present the National Qualifications Assessment policy of Marlborough Boys' and Marlborough Girls' Colleges and to detail the expectations of the New Zealand Qualifications Authority for certifications that we offer at the Colleges.

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1. Principal's Nominee

Each College has a Principal's Nominee who is responsible for liaison between the College and NZQA, and for ensuring that procedures required and approved by NZQA are followed throughout the College.

The Principal's Nominees are

At MGC	Ms Hammond	judeh@mgc.school.nz
At MBC	Mr Wick (Deputy Principal)	billw@mbc.school.nz

2. Qualifications, Awards, and Fees

2.1 NCEA

Requirements for NCEA

Level 1: 80 credits at level 1 or above, including **literacy** and **numeracy** requirements.

10 credits in **literacy** and 10 credits in **numeracy**.

Some standards in subjects other than English can count towards Literacy

Level 2: 80 credits – a minimum of 60 credits at level 2 or above and 20 credits at any level.

Students must also meet the **Level 1 Literacy and Numeracy** requirements

Level 3: 80 credits – a minimum of 60 credits at level 3 or above and 20 credits at level 2 or above.

Students must also meet the **Level 1 Literacy and Numeracy** requirements

Level 3	60 credits at Level 3 or above	plus 20 credits at Level 2 or above	Level 1 Literacy And Numeracy
Level 2	60 credits at Level 2 or above	plus 20 credits at any level.	
Level 1	80 credits at Level 1 or above		

Recognising high achievement

NCEA can be endorsed to reflect high achievement. There are two types of endorsement: Certificate Endorsement and Course Endorsement.

Certificate Endorsement: If you gain 50 credits at Excellence your NCEA will be endorsed with Excellence. If you gain 50 credits at Merit (or a mix of Merit and Excellence) your NCEA will be endorsed with Merit.

Course Endorsement: If in a single year you gain 14 or more credit at Merit and/or Excellence in a course you will gain endorsement in that course. Of these, at least 3 credits must be from externally assessed standards in that course. (Note: this condition does not apply to Physical Education, Religious Studies or level 3 Visual Arts).

2.2 University Entrance for entry into NZ Universities from 2015:

Students will need:

- **NCEA Level 3**

Including

- **14 Achievement Standard** credits in each of **3 approved subjects**
- **Literacy:** 10 Literacy credits at **Level 2** or higher – 5 Reading, 5 Writing
Some standards in subjects other than English can count towards Literacy.
Check carefully with your teacher if you are relying on these.
- **Numeracy:** 10 Numeracy credits at **Level 1** or higher
Note that these requirements can be attained over more than one year.

University Entrance is the minimum requirement for entry to university in New Zealand. Most universities and other tertiary institutions have additional requirements, particularly for entry into specific courses. Check with the university or other tertiary institution of your choice for any extra advice or requirements. To give yourself the best chance of succeeding at university, you should take relevant courses at school. Merit and Excellence grades will improve your chances of gaining entry into your chosen course.

Planning for a University career should be underway **before** you reach Year 13.

2.3 Scholarship

New Zealand Scholarship is externally assessed but it is an award, not a qualification. It is designed to extend the very best students and to provide grants to help with tertiary study.

Scholarship candidates are expected to demonstrate high level critical thinking, abstraction and generalisation and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations. The exams or portfolios cover the same knowledge, skills and concepts as level 3 achievement standards, but the standard of performance required is much higher.

Details of monetary awards for Scholarship are available on the NZQA website.

If you think you have the ability to sit Scholarship in one or more subjects, you should discuss the requirements with your teachers. Scholarship results are not available until February so universities do not use them when making entry decisions.

2.4 Other Awards and Credit Equivalence

NCEA have provision for recognition of credit equivalence from some other qualifications that are quality assured.

Credit equivalence from credit inclusion does not appear on the Record of Achievement. They may be used only once and do not contribute to the University Entrance level 3 requirements.

Credits are not gained through this model; rather the total number of credits required to gain NCEA is reduced when one of these certificates is achieved.

The Principal's Nominee arranges for applications to be submitted for qualifications which were gained up to two years prior to the year of application for credit inclusion.

2.5 Fees and Financial Assistance

The NZQA Fees have been set by NZQA at \$76.70 (for any number of credits) for students other than Overseas Fee Paying Students.

The NZQA fee is collected by the College on behalf of NZQA and must be paid in order to have your results recognised by NZQA. Students will be billed through their College account from May

Entries for Scholarship subjects cost \$30.00 per subject.

Overseas students should refer to the International Students Department.

To be eligible for **Financial Assistance** the applicant (normally the parent or guardian of the candidate) must be the fee payer and meet at least one of the following criteria:

- Be receiving a Work and Income or Study Link benefit. (benefit-based applications)
- Have a joint family income that would entitle the applicant to receive a Community Services Card from Work and Income (income-based applications)
- Where the total fees to pay would otherwise exceed \$200, a fee payer with two or more children who are candidates is entitled to partial remission of fees, irrespective of family income. This also applies to families with children at more than one school – eg MBC and MGC.

Financial assistance is applicable only to domestic students. International fee paying students are not eligible for financial assistance.

	Eligible for beneficiary or income-based assistance	Not eligible for beneficiary or income-based assistance
One child who is a candidate	\$20.00	\$76.70
Two or more children who are candidates	A maximum of \$30.00 per family	Where fees are payable for more than one candidate, a maximum of \$100.00 per child and \$200.00 per fee payer

All fees (including Scholarship) need to be paid in full by 1 September.

Further information about fee payments and Financial Assistance will be published in College newsletters

3. Course Information

At the start of each course, your subject teacher will provide you with a course outline and an assessment plan for the year so that you are better prepared in your forward planning.

The information will:

- Provide a list of topics to be covered and a schedule of assessments.
- Establish a general timetable with key dates for assignments, tests, and examinations.
- Describe standards expected and the minimum requirements for presentation of work and award of levels of achievement.

It is your responsibility to ensure that you hold a copy of the course outline and assessment plan for each subject. It is the teacher's responsibility to ensure you are issued with one and that it has been receipted.

4. Authenticity

Any work for summative assessment must be your own. Your teacher and others may help you in the formative stages, but your teacher needs to be sure that your final work is yours. You must follow all the conditions set down for the activity, and fill in an authenticity form if required.

Where there is a proven breach of authenticity you will be given a Not Achieved result for the assessment concerned.

5. Acceptance of Results

Students will sign a record of the result of each assessment **at the time they receive the result** to indicate acceptance of the result unless it is disputed. (Refer Appeal)

If you do not understand why you received a particular grade for your work, this could be clarified by discussing it with your teacher.

If you do not accept the grade given, there is a formal appeal process that will involve the Head of Department or Faculty, and may involve the Principal's Nominee.

6. Absences from Assessments

It is possible that you may not have had an adequate opportunity to complete part or all of an assessment. The following should be used as a guide for legitimate cases:

- In cases of anticipated absences you must apply **before** your absence to the Principal's Nominee for an extension of the assessment or submission date, using the **Application for Extension** form available from the Student Office.
- When an absence is legitimate, tests may be completed on an alternative date where practicable.
- Written explanations, with legitimate reasons, must be given when you have had to be absent and there was not time for planning (eg. Illness, family crisis, etc).
- Personal sports or family trips require the Principal's **prior** approval and a written explanation by your caregiver.
- Extensions may be granted in the case of illness / injury (on provision of a medical certificate), in exceptional circumstances, for example, a broken arm which prevents a student from writing, family trauma such as bereavement, sanctioned school, regional or national trips. In the case of trips, the student(s)/a staff member must **apply in advance** to the Principal's Nominee.
- It is College policy that failure to submit assessable work, without legitimate reason and when you have had adequate assessment opportunity, will result in a 'Not Achieved' grade being recorded.

7. Further Assessment Opportunities

For internally assessed standards you may be given more than one opportunity to demonstrate achievement or to improve your grade where it is practicable. In some circumstances (such as field trips and research projects), this may not be practicable. Refer to your Course Assessment information for details of which standards this applies to.

8. Resubmission of an Assessment

Under some circumstances your teacher may ask you to elaborate on your response to an assessment item, or give you the opportunity to identify and correct a minor mistake in your assessment. This is entirely at the discretion of your teacher and will depend on his/her confidence in your original response to the assessment.

9. Checking your Records

Results for Unit Standards and internal Achievement Standards will be printed and reported to you and your parents at various stages throughout the year. You should check these carefully and raise any concerns about accuracy immediately – with your subject teacher in the first instance.

You should also visit the NZQA website and log on to check your results and to monitor your progress towards Merit or Excellence endorsements. The Colleges submit results to NZQA monthly at the start of each month from April onwards.

10. Storage of Student Work

Where practicable, Faculties will store student work for at least one school year after the completion of the course. In subjects where physical items, practical work or field trips are involved, a signed acknowledgement of the student's result may be kept instead.

11. Deadlines

Projects, reports, assignments and homework, may be assessed for the purpose of Achievement or Unit Standards.

- Deadlines will be signalled and clearly established when the work is set.
- Completed or not your work must be in by 3.30pm on the due date or no credit will be given.
- Work not done, when there has been adequate opportunity to do it, will be recorded as "Not Achieved".

12. Extensions to Deadlines

Applications for extension must be received prior to the due date. Application is made on the Application for Extension form available from the student office. The form must be completed, and a medical certificate attached in the case of illness / injury, signed by a caregiver and the subject teacher, and handed in to the Principal's Nominee. The Principal's Nominee may either approve or decline the extension. In general, an extension will **not** be granted because of commitments such as field trips or assessments in other subjects, that suggest an inability to manage your time effectively.

13. Breach of Assessment Rules

Any breach of assessment rules will be viewed very seriously and is likely to result in a Not Achieved result being recorded for the assessment concerned. Any subsequent further assessment opportunities may also be forfeited.

Breaches of Assessment Rules include, but are not limited to:

Plagiarism – presenting someone else's work as your own

Communication with another student, accessing electronic items (phone etc) or written material (notes etc) while under formal assessment conditions

Where it is established that cheating has occurred, the student cheating receives no credit for the assessment, and a "Not Achieved" result may be reported. The person cheated from is dealt with according to the degree of their complicity.

No credit will be given for work found to be copied or plagiarised, and more serious consequences could result, according to the College's policy regarding breaching assessment rules.

14. Dictionaries

Dictionaries (electronic or printed) may not be used in assessments when formal test conditions apply, except for some specific Achievement Standards or Unit Standards. This will be stated in the conditions of the assessment concerned.

15. Appeal

There is a formal appeal process available in situations where:

- You consider that appropriate **process** has not been followed
- You feel that a mistake has been made in assessing your work and you wish to appeal the **grade** given.

Such situations should be treated respectfully and without confrontation.

a) Process Appeal

You have the right to seek clarification from your teacher if you feel correct process has not been followed. In most cases this will be sufficient for the matter to be resolved.

If the matter is not resolved you can appeal in writing to the Head of Faculty or to the Principal's Nominee. This must be done **within three school days** of the subject of the appeal becoming apparent to you.

b) Grade Appeal

You have the right to seek clarification from your teacher about marking decisions or where it appears an error might have been made. This must be done **within three school days** of the assessment being returned to you, and in most cases, this will be sufficient for the matter to be resolved.

If the matter cannot be resolved to your satisfaction then you can lodge a formal appeal with the Head of Department or Faculty, **within three school days of receiving your results**.

This is done using the **Appeal of Assessment Grade** form available from the Student Office.

If the matter is still not resolved to your satisfaction you can refer the appeal to the Principal's Nominee **within a further three school days of receiving the response from the Head of Department or Faculty**.

16. Derived Grade

At the end of the year, external examination candidates who have suffered from a temporary illness, non-permanent disability or other unforeseen event close to or during the examinations, and which they believe has significantly impaired their performance in particular examinations, may apply for a Derived Grade in those examinations

Applications for Derived Grades are made to the college office on the approved NZQA form held by the college.

If the application is made on the basis of illness or injury, you will need to visit a medical practitioner and have him/her complete a section of the application form. Therefore you should collect the form from school before you visit the medical practitioner. In the case of accident, this can be done retrospectively.

If a Derived Grade is approved and provided, it will usually be based on your performance in College preliminary examinations.

Derived Grades cannot be applied to Unit Standards or internal Achievement Standards.

17. Record of Achievement

All senior school courses use Achievement Standards and or Unit Standards to assess your work during the year. Credits earned by you will be registered with the N.Z. Qualifications Authority in your name, provided you pay the required NQF fee.

If you have paid the NQF Fee, you can apply for a Record of Achievement in the following year listing all credits gained. Application is made through the student website login.

18. Award of National Certificates

Students are encouraged to maintain a record of credits gained during their studies. When a student has met the criteria for a National Certificate it is **THEIR RESPONSIBILITY** to make an application for the award. Application forms are available on the NZQA website or your teacher may help you with this.

19. Privacy

In accordance with the Privacy Act, your privacy is to be respected with regard to assessment results and the College will not divulge such information to other students, unless specifically approved by the student for such purposes of bench-marking examples of evidence for teaching purposes.

College staff will have access to students' assessment results on a 'need to know' basis, acting in the interests of its students.

The College will report results to NZQA and pass on details of achievement to another school in cases of students transferring to that school.

By default, the College will flag your NZQA record to allow tertiary institutions to access your results. This is in your best interests and is to enable them to process any application you might make for entry to a tertiary institution. This flag can be reversed, but we do not advise it.

20. Special Assessment Conditions

Students with permanent or long-term conditions or learning difficulties, which they believe will significantly impair their performance in assessments - in particular written examinations - may apply for special assessment conditions (for example, a time allowance, modifications to question and answer booklets, or the use of an examination assistant such as a reader/writer).

If you qualify for this assistance for external examinations, then you are entitled to assistance with internal assessment where it is practicable depending on the nature of the assessment.

In the first instance, ask your Parents / Caregivers to contact the Assistant Principal, Mr Marshall..

21. Change of Examination Centre

Under some **exceptional** circumstances you may need to sit your examinations at an examination centre outside Blenheim. See the Principal's Nominee **well before the exams** to make a request that will be passed on to NZQA.

22. Your NZQA Learner Login

Students are able to login to the NZQA website (www.nzqa.govt.nz) to check their results and monitor their progress, to check examination entries, to update their personal details etc.

The first time you login you will need to register using your National Student Number (NSN) and date of birth. You will then be able to choose your own username and password. Make sure you keep these secure.

Your school sends results to NZQA each month beginning in April. So you should be able to see your first results for the year from early May.

You will need to access the website to see the results of your external exams in January, or to request (before the end of December) that they are sent to you.

You can also request copies of any NCEA Certificates, your Record of Achievement.

Requests for Review or Reconsideration of your exams are also done using forms available from your login pages.

It is important that you check your details on-line regularly and make yourself familiar with this part of the website. Your results will be published there, along with instructions about reconsideration of exam results and the like in January.

23. Checklist

How well do you understand the processes involved in National Qualifications Assessment?

Can you describe, in your own words, perhaps to a family member at home, each of the items listed here?



I have **course outlines** for all my subjects

I have **assessment plans** for all my subjects

I understand issues of **authenticity**

I understand the **appeal process**

I understand about **submission of work**

I understand about **missing an assessment**

I understand how to request an **extension** to a deadline

(If applicable) I understand about **special assessment conditions**

I understand about **further assessment** opportunities

I understand about the **Derived Grade** process

I know how to log in and check my results on the **NZQA website**



APPENDIX 1

**Sample Application for Extension
to Assessment Deadline(s)**

NAME: _____ Form: _____

Reason for extension: _____

IF ABSENT (Date/s) _____

Reason for Absence. Please give a full explanation.
If absent for more than 3 days owing to illness / injury / bereavement, attach a medical certificate or other details

Student's signature _____ Caregiver's signature _____



Subject Code(s)	List the assessments this application applies to	Set Deadline(s) (Date)	Deadline(s) Requested (Date)	Ask each of your subject teacher(s) to indicate whether he / she supports your application	Subject teacher signature(s)
				Support / Do not support	
				Support / Do not support	
				Support / Do not support	
				Support / Do not support	

Principal's Nominee

Extension approved

Request Declined

Reasons _____

Signature _____

Position _____ Date _____



APPENDIX 2 Sample Appeal of Assessment Grade

Student Name: _____ Form: _____ Date: _____

Subject: _____ Teacher: _____

Standard Number: _____ Standard Title: _____

Level: _____ Credits: _____ Initial Grade given: _____

Reasons for Appeal

Student signature: _____

HoF / HoD Comments

Signed: _____ Resulting Appeal Grade: _____

I accept / do not accept the Appeal grade. Student signature: _____

If not accepted, refer to Principal's Nominee

Principal's Nominee decision

Signed: _____ Final Grade: _____