



Lincoln High School

Te Kura Tuarua o Waihora

Year 11-13 Assessment Procedures Student Handbook

2020



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1) Introduction

The aim of this booklet is to inform and clarify for students and their caregivers and whānau, the internal assessment practices and rules at Lincoln High School.

The rules have been produced to ensure that **all** students are treated fairly and apply to all National Qualifications Framework assessments, including NCEA. They have been developed by the school to ensure that the regulations of the New Zealand Qualifications Authority (NZQA) are met.

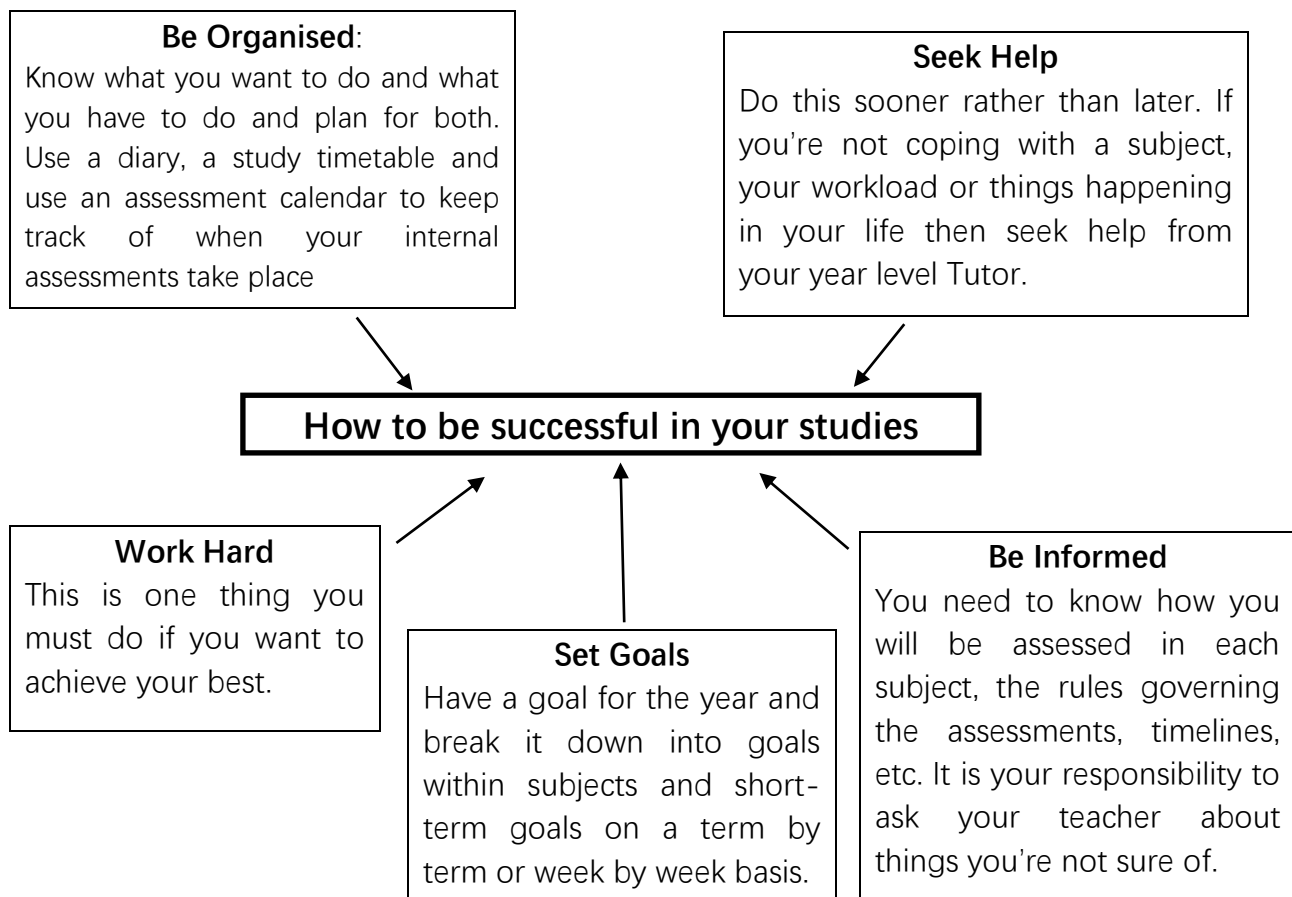
It is essential that you make yourself familiar with the contents of this book. Keep it in a handy place. You will need to refer to it throughout the year.

If you have any questions or concerns about assessment matters then talk to your subject teacher, Linc teacher or Tutor as soon as possible.

Note:

- The practices and rules outlined in this book will be reviewed annually.
- The Senior Tutors are:
Year 11 Mrs Walker (dwa@lincoln.school.nz)
Year 12 Mrs Johnson (sjn@lincoln.school.nz)
Year 13 Mrs Gardiner (bga@lincoln.school.nz)

How To Be Successful



Where to seek help:

- Your subject teacher
- Head of Level (Mr Johnstone Yr 11, Ms Lynch Yr 12, Ms Horgan Yr 13)
- Tutor (Mrs Walker Yr 11, Mrs Johnson Yr 12, Mrs Gardiner Yr 13)
- Dean (Mr James Yr 11, Mrs Werahiko Yr 12, Mrs Simpson Yr 13)
- Linc teacher
- Careers Advisor (Mrs Gardiner)
- Guidance Counsellor

2) National Certificate of Educational Achievement (NCEA)

In Year 11 we are not focussing on gaining NCEA Level 1. Instead, students will sit some internal NCEA standards (topics) to understand and experience NCEA within various courses. Some courses will offer NCEA Level 2 credits in Year 11. These results will be carried over to Year 12.

NCEA Level 1 Literacy and Numeracy

All Year 11 students will have the opportunity to obtain Level 1 Literacy and Numeracy.

- Literacy – 10 credits from specific standards
- Numeracy – 10 credits from specific standards.

A student's Assessment Statement that is stored on the Kama portal, in the Reports Section, indicate which NCEA standards count towards literacy and numeracy. Please note, Level 1 Literacy and Numeracy are required for Level 2 and 3 NCEA.

NCEA Level 2

This qualification is awarded to students who gain a total of 80 credits. Credits are earned as a result of being assessed against Achievement Standards or Unit Standards.

- 60 credits at level 2 (or above) plus 20 credits from any level (including level 1) and have obtained Level 1 literacy and numeracy.
- Level 2 Merit endorsement requires at least 50 Level 2 (or higher) Merit or Excellence credits.
- Excellence endorsement requires at least 50 Level 2 (or higher) Excellence credits.

Note: Students gaining Level 1 or 2 Merit Endorsement will be acknowledged at an awards ceremony in March of the following year.

Students gaining Level 1 or 2 Excellence Endorsement will be awarded Colours at an awards ceremony in March of the following year.

NCEA Level 3

- 60 credits at level 3 (or above) plus 20 credits from any level (including level 2) and have obtained Level 1 literacy and numeracy.
- Level 3 Merit endorsement requires at least 50 Level 3 Merit or Excellence credits.
- Excellence endorsement requires at least 50 Level 3 Excellence credits.

Course Endorsement

You are able to gain course endorsement in a course, if you meet the following requirements.

- 14 or more credits at Merit or Excellence including
- at least 3 credits at Merit or Excellence from externally assessed standards and 3 credits at Merit or Excellence from internally assessed standards.

Merit and Excellence credits can be used for Merit course endorsement. Only Excellence credits can be used for Excellence course endorsement.

Note: Course Endorsement can only be obtained within an academic year.

The externally assessed standards, (end of year exam/folio) do not apply to Physical Education courses.

University Entrance

The requirements for University Entrance are:

- a) NCEA Level 3, plus
- b) Three UE approved subjects – (at **Level 3 or above**), 14 UE approved credits in each, plus
- c) UE Literacy – 10 approved credits English or Te Reo Māori (5 reading and 5 writing) at **Level 2 or above, plus**
- d) UE Numeracy – 10 approved credits at **Level 1 or above**.

Grades

The result of an Achievement Standard assessment is Not Achieved (N), Achieved (A), Achieved with Merit (M), or Achieved with Excellence € .

The result of a Unit Standard assessment is almost always either Not Achieved (N) or Achieved (A). In some rare cases Merit or Excellence grades apply to a few Unit Standards.

All Unit Standards are assessed internally, whereas Achievement Standards can be assessed internally or externally, depending on the standard.

Notification of an Assessment

Students should be given two weeks notice prior to the start of an assessment from their subject teachers. This needs to be electronically in Microsoft Teams, in your class Assignment section and may be a hardcopy paper notice as well.

3) Tracking Your Results

- a. The Kamar portal has any results that have been published by your teacher. You need your portal username and password to access these. Linc teachers can assist with this. The portal also has your Assessment Statements (course summaries) which show all topics/standards covered in all courses. These are useful when planning what you can gain throughout the year. Once you have logged into the Kamar portal select Reports/Assessment Statements.

- b. The NZQA website has a record of all your NCEA results including your Level 2 & 3 external exam results which are available in January next year. Level 1-3 internal results are updated at the start of each month. Login details remain the same each year. Year 11 students will receive their NZQA login details in April. Year 12 & 13 Students order their NCEA certificates and Records Of Achievement (ROA) via the NZQA website, student login.

4) What do I do if I miss an NCEA assessment or deadline?

Estimated grades cannot be given for missed assessments.

If there is a second assessment opportunity later in the year then that is when you will be assessed. Most often however, there is only one assessment opportunity for each standard.

If there is only one assessment opportunity, then in most cases you will be able to do the missed assessment when you return to school provided you have an approved catch-up application. The catch-up assessment time is as soon as practical after the original assessment. For example, if the assessment was on a Monday, the catch-up could be held by Thursday.

To be able to apply for an approved catch-up you must:

- Get a Medical Certificate to cover illness related absences, fill in the 'Missed Assessment' form (available from the Careers Hub), and hand these in to the office before school on the **first** day you return

OR

- You provide satisfactory evidence for your Tutor to cover absences resulting from exceptional circumstances. To do this you need to bring a signed note from a caregiver, fill in the "Missed Assessment" form (available from the Careers Hub) and hand these in to the office **before** your absence or on the **day you return**.

The Tutor will inform the student and appropriate teacher of the outcome of the catch-up application.

The catch-up assessments may take place during class time, lunchtime or after school.

Catch-Up Application Approval

The approval is managed by the Year level Tutor in conjunction with The Principal Nominee (Mr Melton) when necessary.

If at all possible, these should be applied for **before** the day of the assessment (refer above).

If the approval is required because of a bereavement this would normally only be given for a relative or someone with a close association with your family.

Catch-up Approval will not be given to cover a student who is away on holiday during school time.

If a student's performance at school has been significantly impacted by personal circumstances, they should contact their year level Tutor immediately, for support.

5) Year 12 & 13 Derived Grades for External Exams

If a student is unable to attend an external exam in November/December due to illness or exception circumstances, they must contact Mr Melton immediately. Catch-up Approvals do **not** apply. A different derived grade process must be followed in accordance with NZQA requirements. Mr Melton will be able to provide details and assist you with the application. If NZQA approve a Derived Grade application, the derived grades obtained during the year (eg; derived grade exam results) are used as a final grade.

6) Handing in NCEA Assignments and Approved Extensions

To be eligible for a grade, work must be handed in by 4 p.m. unless you have an approved extension (see page 5). **If you hand in work late and do not have an approved extension, then the assignment will not be marked** (Occasionally the work will be requested by 9.00am. In these cases, class teachers will specify this requirement in writing). The resulting grade will be Not Achieved.

To apply for an Approved Extension:

- You must have a Medical Certificate or a signed letter from a caregiver for non- medical issues. These are the same details when applying for a catch-up assessment (see page 5).
- If the absence was on the assignment deadline, give the assignment to your year level Tutor as soon as you arrive at school. Do not give the work and medical certificate or signed caregiver letter (for non-medical issues) to your teacher.

OR

- If the absence/s are prior to the assignment deadline, give the medical certificate or signed caregiver letter to your Tutor as soon as you return to school prior to the deadline.
- complete the 'Missed Assessment' form (available from the Careers Hub) and hand this in with the work and medical certificate or a signed caregiver letter (for non-medical issues). The Tutor will decide whether these cover the late work, and whether to accept the work for marking by your teacher.

Note: The Principal reserves the right to make the final decision in any of the above matters.

Missed or Late Submission of Assessment

If a student is unjustifiably absent from an assessment they will not qualify for a catch-up. In such cases they will be awarded a **Not Achieved** for the assessment that took place during the unjustified absence. This also applies to due dates for assignment based assessments being missed due to unjustifiable absences. Please note that family holidays during school time are regarded as unjustified absences in accordance with Ministry of Education requirements.

7) NCEA Assessment Appeals

- When assessments are returned, subject teachers will:
- Explain carefully to students the marking schedule and the reasons for marking decisions.
- Once the teacher has gone over the marked assessment, the work of all students will be kept by the teacher until the next period that subject is on. Students who wish to request a review must do so within one week of the marked assessment being received by the student. The work of these students will be kept by the teacher at all times.
- When the review is completed the decision and the reasons for it should be given to the student who may either accept the subject teacher's decision or request the teacher to retain the paper while an appeal is made.
- The student who decides to make an appeal does so through the Tutor who will pass the paper to the appropriate Head of Learning Area (HOLA) to review the marks. The HOLA will check that:
 - i) that the marking is consistent with the marking schedule and that no factual errors occurred in the marking.
 - ii) that the correct grade has been given.
- The HOLA will then return the paper to the Tutor with their decision and the reasons, which the Tutor will communicate to the student.
- If the student is still not happy with the decision, the problem may be referred to the Principal's Nominee, Mr Melton, for consideration.
- The final avenue of appeal is to the Principal, who will assess each case on its merits.

Note: Where a student is concerned about the fairness of an assessment or the conditions under which it is administered, the same process should be followed: that is, the Tutor, the Principal's nominee, the Principal.

- If the teacher whose decision is being appealed is the HOLA in this subject area, an alternate suitable independent person will perform the HOLA role. Again, the final avenue of appeal is to the Principal.
- If students are unhappy about any aspect of the assessment process, they are encouraged to approach the Tutor.

Note: In accordance with external exam conditions, students cannot appeal a grade if pencil or twink (correction fluid) has been used on the students' assessment paper. This also applies to NZQA's external exams at the end of the year.

8) NCEA Assessment Conditions and Misconduct

- Any assessment item produced must be entirely the student's own work. This means that it is not acceptable to copy or collude (work with another person, including caregivers) when producing the assessment item.

To **copy** involves presenting information (text, data, diagrams, maps, etc) from another source without acknowledging it in the assessment. Under no circumstances may you copy another person's work with or without their knowledge. Similarly, you should not loan your work for others to use or copy.

To **collude** means to work with another person including using someone else's ideas in completing the assessment and then presenting it as your own work.

Note: for assessments that include work done outside of class time or that run over more than one period, students will be required to sign an authenticity statement that they have not copied or colluded.

- The consequence for misconduct (copying or colluding) may include a 'Not Achieved' being awarded for the assessment and there being no further assessment opportunity for the standard/s. There will also be a consequence for any student found guilty of assisting someone to cheat.
- If a student's behaviour is disruptive to others during an assessment they may be transferred. If this happens the student risks not be given the opportunity to complete the assessment or have another assessment opportunity.

9) Verification of Results

Students are able to access their results throughout the year on the Kamar portal. Near the end of the year students will be asked to check all their recorded results. If the recorded results are incorrect teachers will be contacted to confirm the correct grade. It is the finalised results that will be sent to NZQA.

Note: All students' results are subject to the Privacy Act (1993) and, therefore, must not be shown to other students.

10) Special Assessment Conditions

Students who have a Specific Learning Difficulty (SLD) or medical conditions. may qualify for Special Assessment Conditions (SAC) for NCEA assessments.

These conditions can include a reader, computer use/writer, separate accommodation and extra time. An application from the school (Head of Learning Support) needs to be made to NZQA for SAC conditions prior to the year that they are required. NZQA makes the final decision regarding students receiving SAC assistance. Students and families can discuss any queries regarding assessment assistance with the Head of Learning Support (Mrs Jones) from Year 9.

If new circumstances arise leading to a new diagnosis of SLD or medical conditions, families need to contact the Head of Learning Support as soon as possible.

11) Bibliography / Reference List

When a student is required to produce a bibliography /reference list as part of an assessment, they are to use the attached bibliography/reference list. A copy of the bibliography/reference list can be found on the school website under Students & Learning/NCEA.

<http://www.lincoln.school.nz/students-and-learning/ncea/>