



# **Lincoln High School**

Te Kura Tuarua o Waihora

## **Year 11-13 Assessment Procedures Student Handbook**

**2024**



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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 NCEA assessments. 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 year level Tutor as soon as possible.

Note:

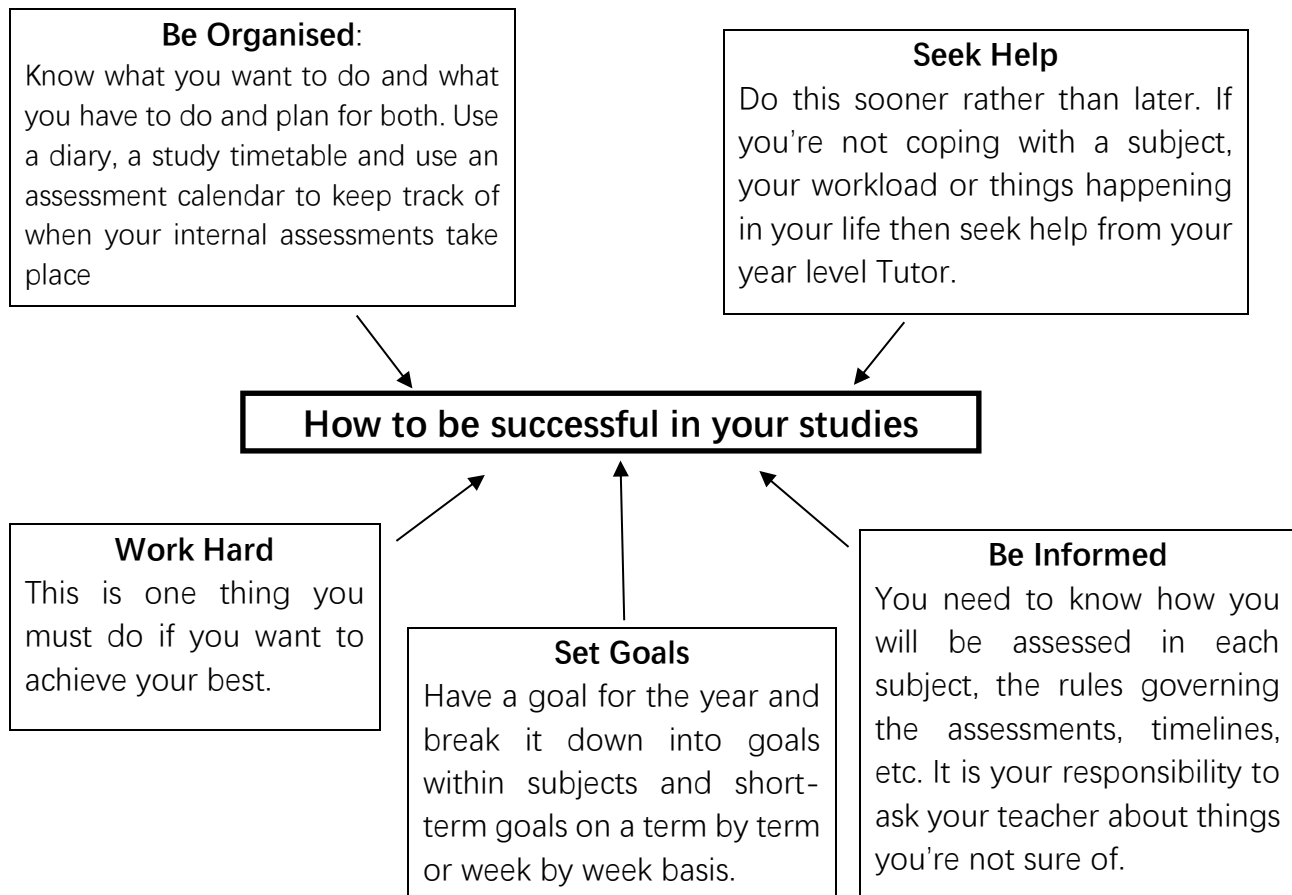
- The practices and rules outlined in this book will be reviewed annually.
- The year level Tutors are:

Year 11 Mrs Walker ([dwa@lincoln.school.nz](mailto:dwa@lincoln.school.nz))

Year 12 Mrs Johnson ([sjn@lincoln.school.nz](mailto:sjn@lincoln.school.nz))

Year 13 Mrs Gardiner ([bga@lincoln.school.nz](mailto:bga@lincoln.school.nz))

## How To Be Successful



### Where to seek help:

- Your subject teacher
- Head of Level (Mr Gilpin Yr 11, Ms Lynch Yr 12, Ms Horgan Yr 13)
- Tutor (Mrs Walker Yr 11, Mrs Johnson Yr 12, Mrs Gardiner Yr 13)
- Dean (Mrs. Werahiko Year 11, Mrs. Knowles Yr 12, Dr. Sparke Yr 13)
- Linc teacher
- Careers Advisor (Mrs Gardiner)
- Guidance Counsellor

## 2) National Certificate of Educational Achievement (NCEA)

In Year 11 we are focussing on the completion of NCEA literacy, numeracy and the Year 11 Diploma. Some courses will offer NCEA Level 2 credits in Year 11. These results will be carried over to Year 12 and count towards NCEA level 2 certificate.

### NCEA Literacy and Numeracy

All Year 11 students will have the opportunity to complete NCEA Literacy and Numeracy. This involves 10 literacy and 10 numeracy credits. The assessments are either digital exams that take place in May and September or 11MATa & b courses offer NCEA numeracy standards (topics) to those students that require them. Students sit the digital assessments from Year 10 onwards.

## 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 2 Merit Endorsement will be acknowledged at an awards ceremony in March of the following year.

Students gaining Level 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 Achieved, Merit or Excellence including
- at least 3 credits at Achieved, Merit or Excellence from externally assessed standards and 3 credits at Achieved, Merit or Excellence from internally assessed standards.

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

Note: a) Achieved course endorsement was introduced in 2021.

b) Course Endorsement can only be obtained within an academic year, unlike a certificate endorsement which has no time limit.

c) 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/Reports/ Course Summaries.
- 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.
- c. NCEA internal results are updated at the start of each month. Login details remain the same each year. Year 12 & 13 Students order their NCEA certificates and Records Of Achievement (ROA) via the NZQA website, student login.

## **4) Resubmissions (Further evidence)**

As of 2021 NZQA have stated that teachers can only allow students to resubmit their work to gain further evidence if the student work has been assessed at a Not Achieved level but a minor error has prevented the student from gaining an Achieved grade (not a Merit or Excellence). Resubmissions don't apply at the Achieved/Merit or Merit/Excellence boundaries.

#### 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. Occasionally it is not practical to have a catch-up opportunity e.g. a school trip. In such cases a student can be withdrawn from the standard.

##### Applying for a catch-up

- students can apply for a catch-up **test** opportunity if the test took place during a school trip
  - in general, **assignment extensions will not be awarded** due to **school trip absences**, as assignments can be submitted prior to the trip departure.
  - students can apply for an **assignment** extension due to medical or exceptional circumstance absences
- 
- For illness related absences get a Medical Certificate if possible, however due to Covid restrictions/demands, if you can't get a medical appointment get your parents to email your year level Tutor and send a Chat to your year level Tutor on the first day you are absent

OR

- You provide satisfactory evidence for your Tutor to cover absences resulting from exceptional circumstances. To do this you need an email from home or a signed note from a caregiver and send a Chat on Teams to your year level Tutor **before** your absence or on the **day you return**.

If a student is awarded a catch-up, the year level Tutor will contact the student's teacher to confirm the amount of extra time the student will have for the catch-up. The Tutor then informs the student.

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

##### Students not entitled to catch-ups

If a student is not entitled to a catch-up and does not sit an assessment or submit an assignment, their parents will be informed. The Year Level Tutor will arrange for a letter to be emailed to the parents.

Note:

- a) The Principal reserves the right to make any final decision in any of the above matters.

- b) Extensions won't be awarded for long term (e.g. four – five weeks) assessment/assignments if a student is absent on the due date, unless the absence is an exceptional circumstance. A school trip is not an exceptional circumstance. Assignments can be submitted at any time prior to a deadline or remotely on Teams on the day it is due.

## 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 exceptional circumstances, they must contact Mr Melton, the Principal Nominee's, 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.

All internal NCEA assessments need to be submitted in Teams or as per teachers' instructions. This will help prevent corrupted files from being submitted by students that a teacher is unable to access and therefore not be able to mark.

## 7) Missed or Late Submission of an 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.

## 8) NCEA Assessment Appeals

When assessments are returned, subject teachers will:

- a) Explain carefully to students the marking schedule and the reasons for marking decisions.
- b) 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. A student can request a review by sending a Chat on Teams to the teacher asking that they would like their grade reviewed and provide a brief explanation of why. The teacher will revisit (review) the marking and let the student know the outcome. i.e. if the grade changes or not. The work of these students will be kept by the teacher at all times.
- c) 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.

If a student chooses to appeal a grade, they are not in jeopardy of having the result downgraded. The only outcomes of an appeal are either the result doesn't change or it is upgraded.

- d) The student who decides to make an appeal does so through their year level 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.
- f) The HOLA will then return the paper to the Tutor with their decision and the reasons, which the Tutor will communicate to the student.
- g) If the student disagrees with the decision, the problem may be referred to the Principal's Nominee, Mr Melton, for consideration.
- h) 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.

- i) 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.

- j) If students are unhappy about any aspect of the assessment process, they are encouraged to approach their year level 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.

## 9) NCEA Assessment Conditions and Misconduct (e.g. copying work or using someone else's ideas)

- 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 can be the same consequence for any student found guilty of assisting someone to cheat. i.e. a Not Achieved being awarded and no second assessment opportunity.
- If a student's behaviour is disruptive to others during an assessment they may be transferred. If this happens it is likely that the student will not be given the opportunity to complete the assessment or have another assessment opportunity.

With the introduction of free Artificial Intelligence (AI) software e.g. ChatGPT, it is important for students to realise that AI generated material is not regarded as authentic student work (the students' own work). The likely outcome of students submitting AI material as their own assessment work (the work that is marked) will result in a Not Achieved being awarded and no second assessment opportunity.

## 10) Verification of Results

Students and whānau 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. NZQA included each year's results on to a student's Record of Achievement (ROA). Students can access the ROA by using their personal NZQA login.

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

## **11) 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 (Ms 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.

## **12) Bibliography / Reference List**

Teachers will go through what is required for a bibliography if it is needed for an assessment. This may include using online tools or a traditional bibliography/reference list. A copy of a traditional bibliography/reference list can be found on the school website under Students & Learning/NCEA.

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