



*Respect, Responsibility,
Motivation & Honesty*

LAWRENCE AREA SCHOOL

**NCEA
STUDENT & PARENT
HANDBOOK**

2024



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Assessment Procedures Introduction

This document outlines the procedures that apply to teachers, students, parents and/or caregivers for assessment contributing towards earning a National Certificate of Educational Achievement Award (NCEA) at Lawrence Area School.

Awareness of students' (and their caregivers') rights and responsibilities.

This document is intended to inform all parties of their rights and responsibilities and will consequently be issued to all eligible students early in the year.

All assessments used throughout the school will be valid, meaningful, fair, and consistent.

All assessments used for NZQF will follow national guidelines and will comply with all BOT policies relating to NCEA assessment.

Standards-based assessment is about recognising learner achievement. This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in Visual Art and Graphics.

Achievement standards: students receive a not achieved, achieved, achieved with merit, or achieved with excellence grades for each standard.

Unit standards: students receive a not achieved or achieved grade for each standard.

Requirements for attaining NCEA for Levels 1-3

Qualification:	Requirements:
NCEA Level One Certificate (New 2024)	You need: • 60 credits at any level, • Plus 20 credit Literacy and Numeracy co-requisite (<i>reading, writing, and numeracy tests</i>)
NCEA Level Two Certificate	You need: • 60 credits at Level 2 or above, plus • 20 credits at any level, even if gained for any other National Qualification. • The Level 1 literacy or numeracy requirements must also be met.
NCEA Level Three Certificate	You need: • 60 credits at Level 3 or above, plus • 20 credits at Level 2 or above, even if gained for any other National Qualification. • The remaining credits to achieve NCEA Level 3 may come from either achievement or unit standards. • The Level 1 literacy or numeracy requirements must also be met.

Certificate Endorsement

NCEA certificates can be 'endorsed' to reflect high achievement in a significant number of standards.

- Excellence endorsement requires 50 credits at Excellence level.
- Merit endorsement requires 50 credits at the Merit or Excellence level.

A student's Record of Achievement will show endorsed awards.

Course Endorsement

Students will gain an endorsement for a course where they achieve both of the following criteria in a single school year if offered:

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

Requirements for University Entrance

Current Year 13 students:

- NCEA Level 3
- Three subjects - at Level 3, made up of 14 credits each, in three approved subjects
- Literacy - 10 credits at **Level 2 or above** from specific Level 2 and higher achievement standards, made up of 5 credits in reading and 5 credits in writing
- Numeracy - 10 credits at Level 1 or above made up of achievement standards or three specific unit standards

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

Course Selection/Change

The school is entitled to set its own prerequisites for subject entry. These are publicised in the school's own *Subject Information Booklet*. This is to be updated in Term 3 each year by HODs so information is current and correct for the course we can offer based on available staffing.

The course selection process will be initiated in Term 3 and completed before students going on study leave. This process involves the *Subject Information Booklet* and *course selection forms* being sent home to parents/caregivers for completion and signing. This is followed up with student meetings with the Principal and Senior AP. Subject teachers are consulted where there may be issues around subject suitability for a student and may involve consultation with the career advisor for subject requirements for career pathways.

Where students wish to **change courses** once the year has commenced the Course Change procedure must be followed:

1. Students must arrange a meeting with their Form Teacher to establish the validity of the request. A course change form must be completed.
2. The Form Teacher will consult with associated staff if the reason is valid then arrange a student/parent conference if necessary
3. Approval will then be sought from the AP (Mrs. McTavish), who will sign the course change form.
4. A copy of the completed form will be returned to the form teacher who will inform the student of the outcome.

Reporting to parents

School reports, as indicated on the school calendar, will show the standards attempted and the outcomes, as well as progress for external standards.

Timing guidelines:

Year 11-13 Mid-year reports are due in Week 9, Term 2 for distribution in Week 10.

Year 11-13 Internal snapshot reports are due for distribution at the end of Terms 1 and 3.

Year 11-13 End of Year Reports are due around Week 2, Term 4, to be distributed in Week 3.

Timing of assessments

At least **one week's** warning shall be given for any assessment test or assignment that counts towards internal assessment. Course Assessment statements must also indicate the approximate timing of assessments. The assessment date, once given to students must be displayed in an appropriate place in the classroom.

Due Dates

Assessments of an **ongoing** nature will have due dates and milestone/signpost dates included in the course assessment statement and on the task when it is given to students.

Extensions /Late Assessments Procedure

All assessments must be handed in at the due date written in the Course Assessment Statement and on the assessment.

1. Any late work submitted without prior consultation will receive a **Not Achieved grade**.
2. If there are extenuating circumstances, a student can request to complete an **Extension /Missed assessment form** from the Principal's Nominee to be filled out by the subject teacher.
3. The subject teacher must then discuss the application with the Principal's Nominee who will either approve or turn down the application based on the validity of the reason.
4. The subject teacher will inform the student of the outcome and the extension date.
5. Application must be made within 2 days of the original due date.
6. All requests will be at the discretion of the subject teacher and the Principal's Nominee as per the Late Assessments Policy

Missed Assessments Procedure

Students are expected to attend class regularly to ensure educational progress and to fulfill course requirements. It is important that appointments (e.g. orthodontist, doctor, hairdresser etc) are not made during times when assessments are to be handed in, or when a test or practical assessment is taking place.

1. **Absence beyond a student's control (accident, illness, bereavement)**

- When a student is absent on the day of an assessment due to extenuating circumstances, an assessment opportunity will be given as soon as possible when the student returns to school.
- Firstly, the student must discuss the situation with the subject teacher who will complete an **Extensions/Missed Assessment** form from the Principals Nominee as per the Missed Assessments Policy.
- The subject teacher will discuss the missed assessment opportunity with the Principals Nominee.
- The Principal's Nominee will either approve or turn down the application.
- In the case of an illness or accident a student will be required to provide a note or a medical certificate if greater than 3 days.

2. **Self-interest absence (family travel, appointments, non-school sports etc.)**

Any assessments during the student's absence will not be repeated for the student's benefit unless the school deems it appropriate.

3. **Wilful or unexplained absence**

Not Achieved is given for a missed assessment, but the student may be allowed to use any further assessment opportunity also open to the other students, to attempt the assessment.

4. **School-initiated absence (sports team, public exams, camps, work exploration)**

The school will endeavour to organise its assessments so that students do not miss the only opportunity that may be available for a standard assessment. If this is not possible the school may provide a further assessment opportunity, if this is not possible the student will be withdrawn from the standard.

Additional Assessment Opportunities

There is no national requirement for schools to offer students another attempt at a standard that they have gained a Not Achieved grade in.

Lawrence Area School may offer further assessment opportunities in each standard only where feasible in terms of manageability and teacher workload. Teachers may use a range of ways to collect evidence from students, e.g. written work, portfolios, checklists, journals, running records, observations etc. Students will be informed of further assessment opportunities prior to commencing a course. This will be included in all course assessment statements.

- A **maximum of one further opportunity** for assessment of a standard can be provided within a year.
- If a **further opportunity** for assessment is offered to any student, it must be made **available to all students** entered for that standard.
- All students will have access to any grade from Not Achieved to Excellence on their second attempt.
- A **resubmission** may be offered when students have made mistakes that they should be capable of discovering and correcting on their own
- This can only be available for change in a grade boundary from Not Achieved to Achieved and no more than one resubmission will be provided per assessment opportunity.

Verifying Grades and Appeals

Students are required to verify the grades they have been awarded by ***signing off the result on the assessment cover sheet once internal moderation check marking is complete.***

Teachers are to be transparent with students about the marking processes.

- If dissatisfied with any assessment-related decision during the year, a student should **first consult with the subject teacher**. This is to be done must be done **within 5 school days** of receiving the grade and an **appeals form** must be completed as per the school's NCEA appeals policy.
- If still dissatisfied the student should approach Mrs McTavish (Principal's Nominee) **within two school days** of the consultation with the subject teacher.
- The Principal's Nominee will make the final decision on the grade after examining the documentation.
Note: reviews and reconsiderations can also involve grades being adjusted downwards or upwards if the initial marking was found to be in error.
- In exceptional circumstances an appeal may be made to the Principal.

No appeal is possible once the student has accepted the mark, grade or result, or if work is taken from the classroom.

Breaches of Rules/ Authenticity

Internal Assessment

Breaches of the rules for internal assessment apply to all internally assessed assessment Standards delivered by Lawrence Area School.

The following kinds of misconduct are considered breaches of the rules for internal assessment: impersonation, false declarations of authenticity, replication of others' work with or without permission use of notes or other forms of cheating in exam or test situations, work cut and pasted from sources such as the internet, communication with others, disruption, dishonesty, assisting or hindering others, or any other similar practices

1. After investigation, the teacher in charge must report any misconduct during internal assessment to the Principal's Nominee.
2. The PN will liaise with the principal.
3. Caregivers will be informed in writing.
4. Where breaches of rules during internal assessment are confirmed, it will result in the loss of that specific assessment opportunity and a **Not Achieved** will be recorded as the result.

Authenticity Clarification

All assessment work must be the student's own work and every student **must sign** an authenticity statement on the cover page of all assessments.

Where evidence indicates that work submitted is not a student's own work a **Not Achieved** grade will be awarded and reported to the Principal's Nominee as stated in the above breach of rules procedure.

It is a student's responsibility to:

- Keep all drafts and working documents, and hand them to their teacher if required.
- Keep a record of all resources that are used including handwritten plans and websites.
- Acknowledge the source of all material in their assignment, citing whether it is from text, electronic material or people.
- Be prepared to discuss their work further with their teacher, if required.
- Sign the assignment authenticity statement on the coversheet of every assessment verifying that this is their work.

External Assessment

Breaches of rules will be dealt with as per NZQA policy 7.1.3 *Breaches of the Rules - External Assessment*

NZQA link: <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2016/7/1/3/>

Special Assessment Conditions

Special Assessment Conditions (SAC) provide extra help for approved students when they are being assessed for their NCEA so that barriers to achievement can be removed and they then have a fair opportunity to achieve credits. SAC conditions will be offered to students identified by the SENCO or other qualified agencies, as having a specific need not related to subject competence. The school's appointed SENCO is responsible for these applications and processes.

All students who have been accepted by NZQA as being eligible to receive special assistance in external examinations will also be given the same condition in internal assessments. Only students approved by NZQA can use SAC for assessment for NCEA.

Derived Grade

A student who has been disadvantaged through illness or misadventure, or who considers that their performance in an **external assessment** has been seriously impaired because of exceptional circumstances beyond their control, may apply for a derived grade.

This includes a natural disaster, the death of a family member or close acquaintance, and national representative duties that have prevented them from sitting examinations or otherwise presenting materials for external assessment, may apply for a derived grade.

Teachers must refer any on any student in this situation to the Principal's nominee who will process applications online on behalf of candidates, as per NZQA guidelines.

NZQA link: <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2016/7/1/5/>

Derived grades will be taken from school examination results or end of unit test results. Exam papers must be subject association approved and not NZQA generated. External exam condition must be adhered to for authenticity reasons.

Recording and Acceptance of results

- Students are required to sign a mark book record per course to show that they accept the results of all assessments at the end of the year before the final data file submission.
- The EDGE (Student Management System) will be used to store results and transmit them to NZQA.
- Students should keep a record of their own results on sheets provided in Course Assessment Statements and are encouraged to access the NZQA website to check the accuracy of the results recorded.



Lawrence Area School

Extension/Missed Assessment Form

Name of Student: _____ Date: _____

Subject & Teacher: _____

Assessment title: _____

Date of Assessment: _____

Reason for extension or missed assessment (please tick the appropriate box):

Medical: illness/ injury	Bereavement	other
Note supplied	Note Supplied	Note supplied
Medical certificate if greater than 3 days		

Student Signature: _____ Parent Signature: _____

Subject Teacher: Please tick option and indicate assessment conditions required and date this is to be done.

Option 1	Option 2	Option 3
This assessment can take place in the teachers class in period _____	This assessment can be completed under teacher supervision outside class time.	This assessment can be completed outside school hours and handed in by:
Date:	Time/place: Date:	Date:

Teacher Signature: _____ Date: _____

Approved/Declined (reason):

Principal's NZQA Nominee Signature & date: _____

Copies to: Student HOD Subject Teacher



Lawrence Area School

Appeals Form

Name of Student:	Date:
------------------	-------

Subject & Level:

Assessment title:

Date Handed Back to You:

Reason for Appeal:

HOD/TIC Decision Signature & Date	
-----------------------------------	--

Principal's NZQA Nominees findings:

Principal's NZQA Nominees Decision Signature & date:	
--	--

Grade		Date	
-------	--	------	--

I accept that this appeal has been properly investigated and that the allocated grade is final.

Student Signature		Date	
-------------------	--	------	--

2024 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue.					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 5 Nov	AM	Lea Faka-Tonga	Mathematics & Statistics	Dance	Classical Studies
	PM	Gagana Sāmoa Spanish	Biology	Japanese Making Music Spanish English	Statistics
Wed 6 Nov	AM				
	PM	Geography	Spanish	Cook Islands Māori Social Studies	German
Thu 7 Nov	AM		English		Latin
	PM	Reo Māori Kūki 'Āirani	Accounting	History	French
Fri 8 Nov	AM	Mathematics & Statistics		Chemistry	Accounting
	PM		Music		History
WEEKEND					
Mon 11 Nov	AM	French	Lea Faka Tonga Te Reo Māori	Calculus	Samoan
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 12 Nov	AM	English			Physics
	PM	Korean	Drama	Samoan	
Wed 13 Nov	AM	Science	Chemistry	Drama	Geography
	PM	Gagana Tokelau Vagahau Niue	Geography	Biology	Art History
Thu 14 Nov	AM	Agricultural & Horticultural Science	Art History	Statistics	Drama
	PM	History	Chinese	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 15 Nov)					
WEEKEND					
Mon 18 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Health	Economics	
Tue 19 Nov	AM	Chemistry & Biology	History	Physics	Te Reo Rangatira
	PM	Health Studies	Business Studies Cook Islands Māori	Health	
Wed 20 Nov	AM	Chinese (Mandarin)	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 21 Nov	AM	Physics Earth & Space Science	Latin	Te Reo Māori	Calculus
	PM	Dance	Economics	Korean	
Fri 22 Nov	AM	Religious Studies	Physics	Business Studies	
	PM	German	Media Studies		Biology
WEEKEND					
Mon 25 Nov	AM		Japanese	Geography	
	PM		Earth & Space Science		Religious Studies
Tue 26 Nov	AM		Home Economics	Classical Studies	Te Reo Māori
	PM		German	Home Economics	
Wed 27 Nov	AM		Social Studies	French	Japanese
	PM		Agricultural & Horticultural Science	Media Studies	
Thu 28 Nov	AM		Education for Sustainability Samoan	Earth & Space Science	Chinese
	PM			Music Studies	Spanish
Fri 29 Nov	AM		Dance		Earth & Space Science