



**MOUNT
ASPIRING
COLLEGE**

Student Regulations

NZQF Handbook

Purpose

The purpose of this Student Procedures Handbook is to provide you with vital information about the New Zealand Qualifications Framework (NZQF) regulations and procedures that must be followed at our school to ensure assessment is fair and valid. **It is your responsibility to understand and follow these procedures. If in doubt, talk to your teacher, Dean or NZQA Liaison person (Ms Ashton).**

There are three NCEA qualifications:

NCEA Level 1 requires 80 credits. Of these, 10 credits must be from prescribed literacy standards and 10 credits must be from numeracy standards. See [here](#) for literacy and numeracy standards.

NCEA Level 2 requires 80 credits, 60 of which must be from level 2 standards or above.

NCEA Level 3 requires 80 credits, 60 of which must be from level 3 standards or above. The remaining 20 credits from Level 2 or above.

At each level your certificate may be **endorsed with Achieved or Merit** (if you gain 50 or more credits at merit or excellence in the same year) or **Excellence** (if you gain 50 or more credits at excellence in the same year) Each **course** you are entered into may also be **endorsed with Merit** (14 credits @ M or E) or **Excellence** (14 credits @ E) – included in this must be at least 3 internal and 3 external credits. (Some subject exceptions like PE)

University Entrance: University Entrance (UE) will continue to be the minimum requirement to go to a New Zealand university. As a **minimum** - to be awarded UE you will need:

- NCEA Level 3
- Three subjects - at Level 3 or above, made up of 14 credits each, in [three approved](#) subjects
- **Numeracy** - 10 credits at Level 1 or above, made up of achievement standards – specified achievement standards available through a range of subjects, or unit standards - package of three numeracy unit standards (26623, 26626, 26627- all three required).

[Literacy](#) - 10 credits at Level 2 or above, made up of: 5 credits in reading and 5 credits in writing

NB: The Cambridge qualification is not recognised by NZQA for UE literacy or numeracy purposes.

Because of the competitive nature of entry to universities in NZ, students are advised to take advantage of all assessment opportunities on offer and to treat external assessment seriously (including school based examinations and tests – which offer derived grades should you need them). There is very little the college can do to assist if you fail to gain the qualifications you need when the mid-January results are released. DO NOT PUT ALL YOUR EGGS IN ONE BASKET BY ATTEMPTING THE MINIMUM YOU THINK YOU NEED FOR UE!

All students should log in to the NZQA website [as learners](#) and check their personal details, entries and results several times over the course of the year. (You need your NSN number to do this.

Your teachers will give you an assessment statement and course outline at the beginning of the year. These will state the standards to be assessed and any special instructions with regard to reassessment and timing of assessment. **Read these carefully.**

The following policies apply to all courses this year. It is your responsibility to read them and understand their importance.

APPEALS

- Any student may appeal an assessment decision for internally assessed work. This could be because you feel you were unfairly treated, did not receive the same assessment conditions as other students or because you disagree with the grade you have received. There may be other reasons as well.
- You should not appeal simply because you do not like your grade
- The initial appeal should be made to the subject teacher within **7 days of receiving their grade.**
- An appeal form must be filled in and given to the teacher. (Forms available from your teacher or Ms Ashton)
- The signing of a grade in the markbook ends the appeal process.
- The Principal's Nominee makes the final decision.

AUTHENTICITY

All students will annually sign an Authenticity Statement which declares that all internally assessed work will be their own. All website acknowledgements in assessment work must be accompanied by a full web address - not just a site.

If work is found to be copied or plagiarized you will receive a "Not Achieved" grade. Teachers regularly do checks of student work using computer programs to check work has not been copied and pasted. Ensure you use the Google classroom assignment set up for you by your teacher and regularly check in with them. Google has an originality checker that you can use.

DERIVED GRADE

This can be used for external assessments (exams) when you are sick or cannot sit a particular exam (there are strict guidelines as to what is allowed). Grades are based on your formative assessments during the year. NZQA procedures are followed. **School exams and tests are very important and should be taken seriously for this reason.**

For internal assessments an application for a grade or extension may be made if there is sufficient evidence available from other related work in the course. See your teacher in the first instance.

ASSESSMENT CALENDAR

Enter the due dates of your assessments on your google calendar to keep track of when your assessments are due. Put in an alert to remind you.

COMPUTER FAILURE

Students are reminded that computer failure is **generally not an acceptable reason** for the late handing in of an internal assessment. Always back up your work, copy on to a hard-drive or flash drive and print off paper copies at regular intervals. Keep all of your hand written workings. Work can be emailed to your teacher at school.

COURSE COMPLETION REQUIREMENTS AND ATTENDANCE

Satisfactory attendance must be maintained. As a guide, more than 8 missed periods a term, in any one subject, without reasonable explanation may jeopardize placement or assessment in a course.

Students on official school trips must have sought assessment extensions prior to departure and must complete all course work on their return to school.

Skipping scheduled classes to complete internal assessments in another subject will result in an investigation by the PN and Dean and appropriate consequences will be enforced in the interests of fairness to other students. Your grade in that internal assessment could be in jeopardy, as may any reassessment or resubmission opportunities. A letter will be sent home.

EXTENSIONS

You will not automatically be granted an extension. An extension must be sought **BEFORE** the due date of the assessment. Request an extension from your subject teacher giving valid reasons, providing supporting evidence from parents, doctors, etc. This may be granted automatically or be referred to the HOLA or PN for approval.

LATE ASSESSMENTS

It is your responsibility to get your work in on the due date.

If you are sick on that date, then your assessment must be dropped off at the office or to your teacher by someone else or emailed to your teacher or shared through Google Classroom or other online methods. If you cannot do this, you **MUST** contact your teacher immediately and have sufficient evidence to support your condition.

You will receive a 'Not Achieved' grade if your work arrives late (unless there are exceptional circumstances)

You may still receive a future reassessment opportunity, if one is available for that standard, **only** if you can show evidence that work has been attempted in the first place and **only** if the course handbook for that subject states it is available.

MISSED ASSESSMENTS

Planned absences/School Trips: Extensions must be arranged before you leave. Note that if you take a holiday during the school term (even if permission has been granted) this may result in forfeiting some assessment because too much coursework may have been missed or the assessment requires simultaneous timing of the class.

Short-term absence/illness: A letter from parents/caregivers should be given to the teacher. A medical certificate may also be requested. **No award will be made if there is insufficient explanation for absence.**

Unexplained/wilful absence - a not achieved grade will be awarded.

An estimated grade can only be given if the teacher has seen or holds sufficient valid evidence for that standard.

FURTHER ASSESSMENT OPPORTUNITIES (REASSESSMENT)

Read each course outline to see which standards are subject to reassessment.

Reassessment/Further Assessment opportunities are not always possible (cost, time, authenticity problems, difficulty at providing a new assessment)

They are only offered if students display that they have undergone sufficient learning since the first assessment **AND** that they made some effort to complete the first attempt.

There is a maximum of ONE further assessment opportunity per standard IF it is available.

RESUBMISSION is different to reassessment. It is for minor and few errors that can be corrected by the student without any input from the teacher. It is intended for those students whose work lies close to the Achieved boundary and so can only be used to move from Not Achieved to Achieved.

SPECIAL ASSESSMENT CONDITIONS

If you have documented learning difficulties, it is possible to receive special assessment conditions from NZQA for internal and external assessments - see Mrs Bosley at the start of the year. You will require written evidence to support your application. You must be clear on what assistance you receive and once this is confirmed with NZQA it will be arranged and paid for by NZQA or the school. It is very important that you inform Mrs Bosley if you do not wish to use this assistance.

WITHDRAWING FROM STANDARDS

All withdrawals from **external standards** must be confirmed by 1st September. After this date, it is not possible to have a standard removed from your entries and it will mean either a SNA or Absent will be recorded in your results notice on NZQA.

All withdrawals from **internal standards** must be negotiated with your classroom teacher and your parents before, or at the beginning of the teaching of the content of that standard. The final approval for withdrawal is at the discretion of the HOLA. Your Dean and parents will also be informed. This process must be student driven.

If you have participated in the learning for the content of a standard and then choose not to submit or complete the assessment, you will receive a Not Achieved grade for that standard..

NZQA FEES

Domestic students do not have to pay NZQA fees.

International students must pay \$383.00 and \$102.20 per Scholarship subject. See Ms Ashton for information on international fees or financial assistance.

With many assessment issues the school may have to contact parents (Authenticity, appeals, absences, lateness, extensions, missed assessments...). In most cases this will be done by your Dean or Ms Ashton in the form of a letter home or a phone call.

Any subject specific queries should be made to your teacher in the first instance. After that, or for any other queries, the HOLA of the subject, your Dean or Ms Ashton can be approached.