



TRINITY CATHOLIC COLLEGE

Hei ākonga mā te Karaiti

NCEA

National Certificate in Educational Achievement

At Trinity Catholic College

*Parent - Student Handbook
2024 Edition*



www.trinity.school.nz

Aroha . Manaaki . Tika . Pono

We are keen to ensure our students and parents are supported as fully as possible in their study towards NCEA.

The aim of this booklet is for you to find out more about achievement under NCEA and what is involved in assessment in a variety of subjects. There is also a section on how to support successful outcomes for students. We will be emphasising student skills and issues such as the implications of positive study habits from the outset, planning the year and managing time etc.

Further explanation of the school's Assessment policy and the students' rights and responsibilities with regards to assessment through Years 11-13 is also provided. We are keen to do all we can to ensure our students are fully advantaged and supported to be successful with NCEA.

Steve Read, March 2024

Please note that regular- ATL "Attitudes to Learning" reports are available for viewing on the edge parent portal or via the Edge App. These indicate student attitude & effort along with the most up to date results for NCEA assessments. Please discuss these with your son or daughter.

To update your contact details please contact Maria Menzies
Phone 477 3408 Extension 204 or menziesm@trinity.school.nz

Parents and Students are invited to a NCEA Information meeting on Thursday 15th February at 7.30pm in the Auditorium.

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NCEA

The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand.

NCEAs are recognised by employers, and used for selection by universities and polytechnics, both in New Zealand and overseas.

How does it work?

- Each year, students study a number of courses or subjects.
- In each subject, skills and knowledge are assessed against a number of standards. Each standard describes what a student needs to know, or what they must be able to achieve, in order to meet the standard. Having met it, they will gain credits towards national qualifications. For example, a Mathematics standard could be: *Apply numeric reasoning in solving problems.*
- For Achievement Standards, there are four grades:
Achieved (A) for a satisfactory performance
Merit (M) for very good performance
Excellence (E) for outstanding performance
Not Achieved (N) if students fail to meet the criteria of the standard.
- Schools use a range of internal and external assessments to measure how well students meet these standards.
- When a student achieves a standard, they gain a number of credits. Students must achieve a certain number of credits to gain an NCEA certificate.
- Most subjects at Trinity Catholic College would offer 15 credits at Level 1 and around 20 credits at each of Level 2 & 3. This means that during a full year of study a student would have the potential to gain around 120 credits (90 credits at Level 1).
- There are three levels of NCEA Certificate, depending on the difficulty of the standards achieved. In general, students work through levels 1 to 3 in years 11 to 13 at school.
- Students are recognised for high achievement at each level by gaining NCEA Endorsed with Merit or NCEA Endorsed with Excellence. High achievement in a specific course is also recognised.
- The "Understanding NCEA" brochure can be downloaded at <http://www.nzqa.govt.nz/about-us/publications/nzqa-brochures/>



NCEA Level 1

Students must achieve 60 credits

Certificates can be Endorsed with Merit or Excellence

Merit - if 50 or more Credits are at Merit or Excellence

Excellence - if 50 or more Credits are at Excellence

The Level 1 certificate will not be awarded until students have also gained an additional

10 credits in Literacy (English)
10 credits in Numeracy (Mathematics)

NCEA Level 2

Students must have a minimum of 60 level 2 credits, and they can “carry over” 20 level 1 credits from previous years. In addition, students must also have met the Numeracy and Literacy requirements of Level 1, i.e., a minimum of

10 credits in Level 1 Literacy (English)
10 credits in Level 1 Numeracy (Mathematics)

NCEA Level 3

Students must have a minimum of 60 level 3 credits, and they can “carry over” 20 level 1 or 2 credits from previous years.

It is worth noting that applying for University, scholarships and halls of residence occurs halfway through Year 13 and therefore Level 2 results from Year 12 take on some extra importance.

Merit and Excellence endorsements at Level 2 entitles students scholarships from Universities. For example, Excellence at either Level 2 or Level 3 gains a \$2500 scholarship from Otago University and gaining Excellence at both Level 2 & 3 gains a \$5000 scholarship from Otago University.

University Entrance

Students will need all of the following to be awarded UE:

- attain NCEA Level 3
- achieve 14 credits at level three in each of three subjects from the list of approved subjects. The list of approved subjects will consist of subjects derived from the *New Zealand Curriculum* with achievement standards at Level 3. This list is available on the NZQA website.
- achieve UE numeracy - 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards.
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 and above from specific standards.
- For more information go here <https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/>

Recognising high achievement with “endorsements”

Certificate Endorsement

If a student gains 50 credits at Excellence, their NCEA will be endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or Merit and Excellence), their NCEA will be endorsed with Merit.

Course Endorsement

Course endorsement provides recognition for students who perform exceptionally well in individual courses.

Students will gain an endorsement for a course if, in a single school year, they achieve:



- 14 or more credits at Achieved, Merit or Excellence, where
- at least 3 of these credits are from externally assessed standards and 3 credits are from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and level 3 Visual Arts.

Trinity Catholic College assessment dates

Each course provides a hand-out to students outlining: which standards make up the course and their credit value, whether these standards will be internally or externally assessed, when assessments will take place and how many opportunities to provide evidence will be available. **Please note that here is very limited flexibility around the timing of assessments. Please Contact the school if students are having extended periods of leave.**

Standard number	Title & Description	Credit Value	Internal or External	Completion Date	Assessment Type
AS 91932	Conduct geographic research with direction	5	Internal	Due Friday 5 th April	Individual written report
AS91933	Use data to understand an environment. <i>Physical and cultural aspects of an urban planning project</i>	5	Internal	Due Friday 21 June	Field Trip and written report
AS91934	Describe aspects of a geographic topic at a global scale	5	External	Suspended Timetable 12- 18 Sept and final exam in Nov	Formal test/Mock exam paper

The Course hand-outs look similar to the following and are available on our school website. They allow parents to be aware of any upcoming assessments for their son or daughter and are a useful tool for parents to help students manage their workloads.

This information is also available on the school website. Go to the Website Menu page → click on *NCEA* under *Curriculum* → *Open NCEA on the drop-down menu on the right hand side* and → *Click on Subject information and assessment calendar 2024* → Click on the **document** link

Looks like:

General Overview

NCEA

The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand.

NCEAs are recognised by employers and used for selection by universities and polytechnics, both in New Zealand and overseas.

How does it work?

- Each year, students study a number of courses or subjects.
- In each subject, skills and knowledge are assessed against a number of standards. Each standard describes what a student needs to know, or what they must be able to achieve, in order to meet the standard. Having met it, they will gain credits towards national qualifications. For example, a Mathematics standard could be: Apply numeric reasoning in solving problems.
- For Achievement Standards, there are four grades:

Year 7 - 8 Overview	
Year 9 - 10 Overview	▼
Year 11 - 13 Overview	▼
Subjects	
NCEA	▼
General Overview	
Assessment Procedures at Kavanagh	
Subject information and assessment calendar 2019	
Gifted & Talented	

Helping Students Succeed



- Our experience would suggest that planning for, and managing their workload is one of the biggest issues that face students as they become more independent learners.
- Students are young adults and need some guidance and help learning about self-control and self-management.
- Students need some help in setting priorities around managing the tensions between academic study and extra-curricular activities, work and social life commitments. We would ask that you help them by ensuring that they put all of their due dates in some form of diary, be it a Wall Planner, Electronic Diary, Book or Cell Phone.
- Check the online assessment calendar and their Course outlines so you can help them monitor their workload and manage their time.

For parents and students to know what's coming up can avoid unnecessary stress. Go to the Website Menu page → click on *NCEA* under *Curriculum* → *Open NCEA* on the drop-down menu on the right hand side and → *Click on Subject information and assessment calendar* → *Click on the document link*

- Have a study space set aside for their personal use.
- We would encourage students and parents to attend the Parent teacher interviews - Wednesday 3rd April (via Google Meet), Thursday 11th April (in person) and again on Tuesday 23rd July.
- School Assessment Week in 2024 is - Thursday 12th Sept to Wednesday 18th Sept. Students should be doing extra study at home prior to this week.
- Tutorials available for external exams in term 3/4 - these will be advertised in the school newsletter and are usually run afterschool, evenings and Saturday mornings.
- Use the online exemplars of student work to help them understand what is required for success in each topic. (NZQA Website)
- Ensure the students use the online practice tests and resources. (NZQA, Google Classroom & YouTube)



Fees \$\$\$

The entry fees for New Zealand residents were abolished in 2019 and there are no NZQA fees payable in 2024.

Fees structure for foreign fee-paying candidates is as follows - *Please pay these to the school office by the 11th August.*

Entry for all NQF standards - \$383.30

All Scholarship entries - \$ 102.20 per subject

How do students keep track of entries and results with Achievement Standards and Unit Standards?

Students and parents should be aware that it is the student's responsibility to check that their Achievement Standard and Unit Standard entries are correct. This information is published to parents and students via the ATL's (Attitudes to Learning) or at www.nzqa.govt.nz Students will need the password they chose in class and their National Student Number (NSN). NSN will be given to students in June. Students can also access this information to see how many credits they have been awarded to date.

The NZQA website is www.nzqa.govt.nz or 0800 623243

In addition to this, students' results to date are available for viewing on the edge parent portal or App. Student can also see their results via the Edge App on their mobile phone.

Assessment Procedures

A copy of the College's assessment procedures is on the website. Go to the Website Menu page → click on *NCEA* under *Curriculum* → *Open NCEA on the drop-down menu on the right hand side and* → Click on *assessment procedures*.

The main points are covered below.

To withdraw from a particular standard or course:

Students who withdraw from a particular Standard or Course must see the NCEA Co-ordinator (DP) or an AP for the appropriate form -this requires student, HOD or TIC, AP or DP, and Parent to sign. This form is then passed on to the NZQA Principals Nominee to sign and action. A photocopy will also be kept on the student's file.

Applying for an extension

1. If there are legitimate reasons students can get an extension so long as this does not go beyond the handback date for the work assessed by the teacher. *Each case for an extension is sought in writing from, and decided by the HOD, within three school days of receiving the application. - so long as any staff involved are on-site and/or able to be contacted reasonably easily.*
2. See further notes below as to how this will be addressed with NCEA where it is not appropriate to seek an extension or the extension is denied.

Willful absence e.g., Lateness without good reason, unexplained absence or refusing to complete the task.

Where there is no reasonable reason for the assessment task being missed during class time or the task being handed in late then the student will be awarded Not Achieved for that particular assessment. The student will be eligible to show the appropriate skills & knowledge at a later date should one be available for all students.

Extended Family Leave or Special Occasion Leave

Examples of this type of leave are Family trip overseas, Special family gathering requiring travel, leave to compete in a national sporting event. Students who will be absent due to extended leave (with permission from parents) must get the parents to write a note or e-mail the NCEA Co-ordinator (Deputy Principal). This note should contain the reasons and dates for which leave is being applied for. The NCEA Co-ordinator (Deputy Principal) will then gather assessment information from staff and discuss any assessment issues with the parents. The usual outcome is that the student is not awarded a grade for a particular standard and must show the required evidence at another time should one be available. Where practicable/possible the school will try to be flexible with the timing of assessments or deadlines so that the student is not disadvantaged (this will be at the discretion of the school). A written record of this is kept by the Deputy Principal.

Assessment Misconduct - Suspected Plagiarism, Inappropriate help or Cheating, Use of AI

Suspected misconduct such as plagiarism, impersonation, false declarations of authenticity, inappropriate use of AI (Artificial Intelligence), cheating in test or exam situations or where a student has received or offered inappropriate help to produce the work will be dealt with as follows.



If the authenticity of a student's work is doubtful then the teacher must document the evidence. This evidence is to be discussed with the H.O.D and NCEA co-ordinator. The student(s) concerned will be interviewed by the H.O.D and/or NCEA co-ordinator and given an opportunity to explain. The evidence and explanation will be balanced and a decision made. If misconduct is proved, then the student(s) involved will be awarded Not Achieved and parents/caregiver will be informed.

If the student is in Year 11 or below then they will be allowed to sit any second assessment opportunity for that particular standard should one be available.

If the student is in Year 12 or 13 then the student forfeits any further assessment opportunity for that particular standard should one be available.

Frequently Asked Questions

How many credits are there likely to be in a full year's course under NCEA?

Approximately 90 - 120 if all the courses taken are NCEA courses.

After the assessment task is handed in, how long is it likely to be before it is returned to the student?

Up to four weeks. This is because the process involves a) marking b) cross-checking c) moderation meetings d) further possible marking and moderation meetings to be confident the students' work has achieved the grade awarded. Much more time is needed now for staff to meet as a team to work through this process. The grades awarded are "Achieved with Excellence", "Achieved with Merit", "Achieved" or "Not Achieved"

What can I do if I receive my assessment task back from my teacher and I do not agree with the grade awarded?

An Appeal must be lodged within 10 days on the work being handed back to students. Check the 'Appeals Procedure' in the assessment policy on the college website. Briefly the process is: See your subject teacher first. If still unsatisfied see your Head of Department. You may also work with your Dean to discuss and assist you to resolve your concerns. If you still have concerns, present your concerns to the Deputy Principal. Remember to check out the expected time frames.

When will I be able to find out how many my daughter/son has achieved so far?

A grid is available for viewing on the edge parent portal or App. By adding up the credits for the Achievement Standards your daughter/son has already with "Achieved", "Merit" or "Excellence" you will be able to work out how many credits are already awarded. You can also use the grid to see how many they *could* have achieved so far.

Resubmissions

The college may, under the following circumstances, offer Candidates one resubmission per Assessment Opportunity where the Candidate did not achieve the standard:

- the assessor judges the Candidate has made a minor error or omission limited to specific aspects of the assessment that the Candidate can discover and correct on their own; and
- the result of the resubmission is limited to an Achieved grade.

Reassessment Tasks and Further Assessment Opportunities

The college may offer Candidates a maximum of one further Assessment Opportunity for the Candidate to improve their grade against an internally assessed Standard within an academic year:

- where manageable;
- after further learning has taken place; and
- using a different assessment.

When a student has gained a "Not Achieved" for an Achievement Standard should he or she always complete a reassessment task where one is available?

It depends! It may be important and very sensible to complete the reassessment task and gain an improved grade.

The material involved may be important prior knowledge for further learning in the same course or as a pre-requisite for the next course. It may also be at this stage that the student is also still learning about what is involved in meeting the standard and another opportunity is well worthwhile to cement that understanding.

On the other hand, it may be sensible not to take up that opportunity, as it is an extra task completed over and above the ordinary workload. It may be better to focus on the achievement standards to come, aim for better grades in the ones still to be completed and to learn from the experience to date.

Before deciding which way to go, discuss this with any of the following - the subject teacher, the Head of Department, Year 11 Dean or the Deputy Principal (NCEA Co-ordinator).

What incentive is there for students to go for any more than "Achieved" with their Achievement Standards when they get the credits once they attain "Achieved"?

While it is true they get the same number of credits towards their NCEA Level 1 certificate whether they are awarded "Achieved", "Merit" or "Excellence" there are very good reasons why we should be encouraging our students to achieve as well as they can personally. Please also note that attaining the grade: "Achieved" will be a pleasing result in many situations.

Students should be striving for "Merit" or "Excellence" grades so that they can be awarded **NCEA endorsed with Merit or Excellence.**

A student can also be awarded an endorsement in a particular subject, so there is plenty of reason for a student to strive for the best result possible. The Achievement Standards' grades are now the important signs as to whether or not the student is likely to achieve at the next level.

In the course outlines on the college website all NCEA Level 1 subjects indicated what the pre-requisites were for Level 2 courses. This varies from subject to subject and may include a range of "Achieved" grades or an indication that "Merit" in a particular Achievement Standard will be likely to be needed to succeed at the next level. As well we expect that now that students know explicitly what is required to gain each of the standards that they will be motivated to set goals and challenge themselves to try to be awarded the best standard they possibly can.

How significant are the "practice" assessments or "mock exams" for the external examinations held later in the year?

These "practice" assessments are held during the year and in the September Suspended Timetable (14th to 20th September). We expect and hope our students will study well and treat these opportunities really seriously. They provide the opportunity to see how much they know already in terms of understandings, skills and content. The "estimated" grades they receive give them an indication of where they are at currently. As well students are receiving valuable feedback from teachers about what they still need to learn and work on. These practice opportunities also assist them to become more assured and confident about their examination skills. The results from these "practice" assessments may be required should a student be unable to sit the NZQA exams in November.

In each subject what is the proportion of Credits that are externally assessed as opposed to internally assessed?

The weighting of internal to external varies from subject to subject. Check out each course on the monthly ATL's (Attitudes to Learning) that are viewed in the parent portal on Edge or via the Edge App. Each standard is listed with a particular Credit value and whether it is Internally or Externally assessed. Please note - some courses have no external achievement standards. They have internal achievement standards only - such as Physical Education.

What must a student do if she or he is ill on the day of an external examination?

It is imperative that the college is phoned at the beginning of the day (before 8.30am) and that you ask that this urgent information is to be passed on to Mr Waterworth, our person responsible for NZQA Liaison issues. As well a Derived Grade Form must be picked up from the school office, completed by a medical practitioner and then returned as soon after as possible. "Compassionate Consideration" is then taken into account. This involves NZQA asking the college to produce the student's internal examination results and this is then considered for the grade s/he is awarded. Please note - forgetting the time of an exam and not turning up results in no grade at all for that examination.

What are the minimum requirements for literacy and numeracy for students to be awarded the certificate for NCEA Level 1?

To be Awarded NCEA Level 1 Students must achieve 60 Credits and an additional 10 credits at Level 1 in each of these areas (literacy and numeracy). The credits are achieved within their English & some English rich subjects (literacy) and Mathematics (numeracy) level 1 courses. Note that until these 20 credits are achieved the certificate will not be awarded - even if, for example, they have achieved more than 80 credits.

What are the minimum requirements for University Entrance under NCEA?

Students will be qualified for entrance to university in New Zealand if they have met **all** the following requirements:

*Obtain NCEA Level 3 -at least 60 credits at Level 3 or higher on the National Qualifications Framework (NQF). At least 14 of these credits must be from each of three subjects from an approved list,

*At least 10 credits at Level 1 or higher in Mathematics or Pangarau.

*At least 10 credits at level 2 or higher which show reading and writing skills in English or Te Reo Maori.

Our Year 11 NCEA Level 1 students should be doing all they can this year to achieve the literacy and numeracy requirements so that they are eligible to be awarded their Level 1 certificate as soon as they achieve 60 credits. It would be advisable to try this year if at all possible to be aiming to achieve the minimum in Mathematics requirements for university entrance as outlined above. As well students should be planning to meet the minimum requirements for reading and writing skills for University Entrance via their courses next year.

School Contacts

Deputy Principal Steve Read on 477 3408 Extension 207 or sread@trinity.school.nz

NZQA Liaison Mike Waterworth mwaterworth@trinity.school.nz

Year 11 Dean - Naomi Tupa'i ntupai@trinity.school.nz

Year 12 Dean - Laura Cooney lcooney@trinity.school.nz

Year 13 Dean - Erica Ward eward@trinity.school.nz

The NZQA website is www.nzqa.govt.nz or 0800 623243

Please note that regular- ATL "Attitudes to Learning" reports are available for viewing on the edge parent portal or via the Edge App. These indicate student attitude & effort along with the most up to date results for NCEA assessments. Please discuss these with your son or daughter.

To update your contact details please contact Maria Menzies
Phone 477 3408 Extension 204 or menziesm@trinity.school.nz

ATL's - Attitude to Learning

These will be published once a term. They usually include both grades for attitudes to learning and a written comment.

Term 1 Week 6 Thur 7 March -

Years 10 -13 subject teachers & Y7 - 9 Options will have a comment.

Nothing for Y7 - 9 Ints teachers as they will have just completed parent - teacher interviews.

Term 1 Week 11 Thur 11 April -

Year 7 - 9 Ints teachers require a comment.

Nothing for years 10 -13 subject teachers & Y7 - 9 Options as they will have just completed parent teacher interviews.

Term 2 Week 6 Thur 6 June -

All year levels require a comment except Y7 - 9 Options teachers Written reports from them at the end of Term 2.

Term 3 Week 6 Thur 29 August -

All year levels require a comment

Term 4 Week 4 Thur 7 Nov -

All teachers of Year 7 -10 No comments required.(reports to be issued at the end of term)

Nothing for Y 11-13 subject teachers as students on exam leave.

To update your contact details please contact Maria Menzies

Phone 477 3408 Extension 204 or
menziesm@trinity.school.nz

Careers website - www.careers.govt.nz

If you are needing further guidance on which career paths might best suit you then visit www.careers.govt.nz and scroll down to have a look at some of the Career *Career Tools*.

Then scroll down to Get career ideas and use these tools, “**Subject matcher**”, “**Jobs by Interest**” or “**CareerQuest**” to find possible careers. Click on the suggested careers and view the left hand side bar to get further information like **How to get into the job, Length of Training, current pay rates and Where to go for training**. This section will also tell you about the entry criteria & subjects that you should be taking at school.

More material and pamphlets about various careers are available from our Career Advice office staff – Ms Amelia Bresanello (extension 237) or Mrs Paula Dodds (extension 236).

Goal Setting



Big picture – write them down, put in diary/on wall/in journal, create a collage, write a letter, keep a blog. . . .

Short term, e.g. for the week: create a list and tick off. For an assignment: write goal and record result, tell your teacher, parents, friends...

Goals – weeks 3-4

- ★ Diary!
- ★ Record all assessment dates for all subjects
- ★ Record known commitments, e.g. work, sports, music lessons. . . .
- ★ Highlight 'full' weeks – identifying areas which need prioritising
- ★ Consider long term goals – have a think



The Obvious...

The Big Picture comes first!

- The Diary
- Assessment schedules



The Diary

- ➡ due dates
- ➡ reminders
- ➡ other events
- ➡ priority planning
- ➡ keeping track