



National Certificate of Educational Achievement (NCEA)

NCEA is the academic qualification offered at Tauranga Boys' College. For information on how NCEA works, students and parents are advised to go online to; www.nzqa.govt.nz/ncea to look at the specific credit requirements for NCEA Levels 1, 2 and 3, university entrance, qualifications for certificate endorsements and scholarship. In particular, the requirements for University Entrance have changed.

APPEALS

- Students have the right to appeal any assessment decision, including grades awarded. Students shall discuss the matter in the first instance with their class teacher e.g. *the student might use a highlighter to indicate sections of a particular assessment for reconsideration.*
- Where there is no resolution with the class teacher, students can appeal to the HOD within 2 days of the return of the assessment, outlining the reasons for the appeal. Such appeals must be lodged on the Assessment Appeals form, which can be obtained from the Student Office.
- The HOD shall communicate the result of such an appeal to the student in writing. If the student is still not satisfied, the final appeal is to the Principal.

AUTHENTICITY

- All student assessments must have the student's name correctly written and clearly indicated.
- Any assessment submitted by students will be their own work. Where work is copied, students will use "quotation marks" around such sentences, paragraphs, graphics or part of a sentence, and must acknowledge the source.
- Assessment that a teacher suspects is not the student's own or has been produced in collaboration with another student(s) will "not achieve the standard". Students can appeal this decision by following the appeals policy.

ATTENDANCE IN CLASS

- Regular attendance is required for course completion.

EXTENSIONS and LATE ASSIGNMENTS

- Students must be aware that the DUE DATE means exactly that!
- Each department will publish the *day, date, time of all assessment events.*
- No assessments will be handed into the Student Office (such assessments will be deemed to have "not achieved the standard").
- All assessments received after the deadline are deemed late and will not be accepted unless:
 - i) an extension has been granted by the HOD before the due date. To be granted an extension, the Students must apply in writing to the HOD on the 'Application for Late Assessment' form at least 3 days BEFORE the due date; or
 - ii) exceptional circumstances exist. Students must apply to the HOD on the 'Application for Late Assessment' form, obtained from the Student Office.
- To be granted an extension or late assessment, students will need supporting evidence (e.g. doctor's certificate). Please understand a note from a parent may not be sufficient, if not supported with specific evidence.

FURTHER ASSESSMENT OPPORTUNITIES

Students must take every opportunity for assessment as the 'best' opportunity. Further assessment opportunities are not offered in every standard. Students need to be aware of those standards where one further assessment opportunity is offered. These will be publicised by the department.

MISSED INTERNAL ASSESSMENTS

1. SCHOOL APPROVED ABSENCE (e.g. sport, cultural)

- The student will sit the assessment on the "day of their return" (unless otherwise negotiated with the HOD beforehand).

2. SHORT ILLNESS

- The student shall sit the assessment on the “day of their return”.

3. THEORY MISSED THROUGH ILLNESS

- With standards-based assessment, students must be able to demonstrate that they can achieve the required outcomes. Where they have missed part or all of the assessment a grade may not be able to be awarded, unless there is valid standard specific evidence.

4. OVERSEAS TRAVEL

- Students cannot ‘sit’ an assessment, such as a class test, before the rest of the class due to overseas travel.
- Provided they have contacted the College before travelling, the student may ‘sit’ the test/assessment before it is returned to the class or have a further assessment opportunity (if available).
- Where sitting the assessment or having a further assessment opportunity is not possible, the student will either; “not achieve the standard” or not be entered in that standard.

RETENTION OF WORK

- A department will keep a selection of student assessment in a standard for up to one year, for external moderation purposes.

SPECIAL ASSESSMENT CONDITIONS

- Students who require special assistance in the learning environment may be eligible for special assessment conditions for both internal and external assessments. Students must already be receiving ongoing learning support, and the school must have developed a profile of the candidate's learning difficulty. Students also need to have outside verification of their learning need. Students needing special assessment conditions should liaise with the ‘Learning Centre’ and the Head of Department.
- Special assessment conditions must not give the candidate an unfair advantage over other candidates and need to be applied for annually.

VERIFYING MARKS

- Students should regularly check their displayed results on the NZQA website. For this purpose, NZQA issue each student new to NCEA with a card. This card has the website and student NSN number. Students then use this to set up their own email and password with NZQA. The College does not have access to these.
- Students will have an opportunity to check that their grades have been correctly entered onto department databases. They do this by sighting and signing off the grades on a generated printout. By signing this grade they are acknowledging acceptance of the grade. Any issues or queries should be immediately raised with the teacher. (e.g incorrect entry).
- Any incorrect entries should be corrected and changed at this stage.

FINANCIAL ASSISTANCE

Families are advised to annually check their eligibility for financial assistance, through www.nzqa.govt.nz/financialassistance.