



JAMES HARGEST COLLEGE **KEEP FAITH**

Student Handbook for NQF Assessment Year 11, 12 and 13 2025

The information in this handbook gives a simple explanation of the official school policies which must be followed by students and staff to make sure that our assessments are **FAIR, ACCURATE** and **VALID**.

- Read this information carefully.
- Ask questions if you are unsure.
- Sign the declaration sheet to show that you understand and will follow the rules.
- Take this home and discuss it with your parents.
- Keep it for further reference.

For a successful year, you must know your **RIGHTS** and your **RESPONSIBILITIES** and **EXERCISE** them.

DEFINITIONS

INTERNAL ASSESSMENT is when activities are assessed within the school - usually by your subject teacher.

EXTERNAL ASSESSMENT is when activities are assessed outside the school, either by external exams in November, or by forwarding work to assessors. Your teachers will prepare you for these during the year with **FORMATIVE** assessments which are practices for the real thing. These formative assessments are an extremely important part of your learning. Formative assessment includes Evidence Exams which can be used to support a derived grade if you miss an external assessment.

MODERATION means that assessments in the same subject are set and marked consistently. It is our **responsibility** to make sure this happens.

SUMMATIVE assessments are the final assessments.

NZQA means **New Zealand Qualifications Authority** who set the standards, the procedures and monitor what schools do.

HOD means Head of Department. These people are in charge of individual subjects.

NCEA stands for the **National Certificate of Educational Achievement**.

NQF means **National Qualifications Framework**.

COURSE OUTLINES

Your subject teachers will supply you with a course outline and assessment plans that include topics / units, standards to be assessed, timing and nature of assessment activities.

STORING YOUR WORK

Your teachers will collect and file your Internal assessments for moderation.

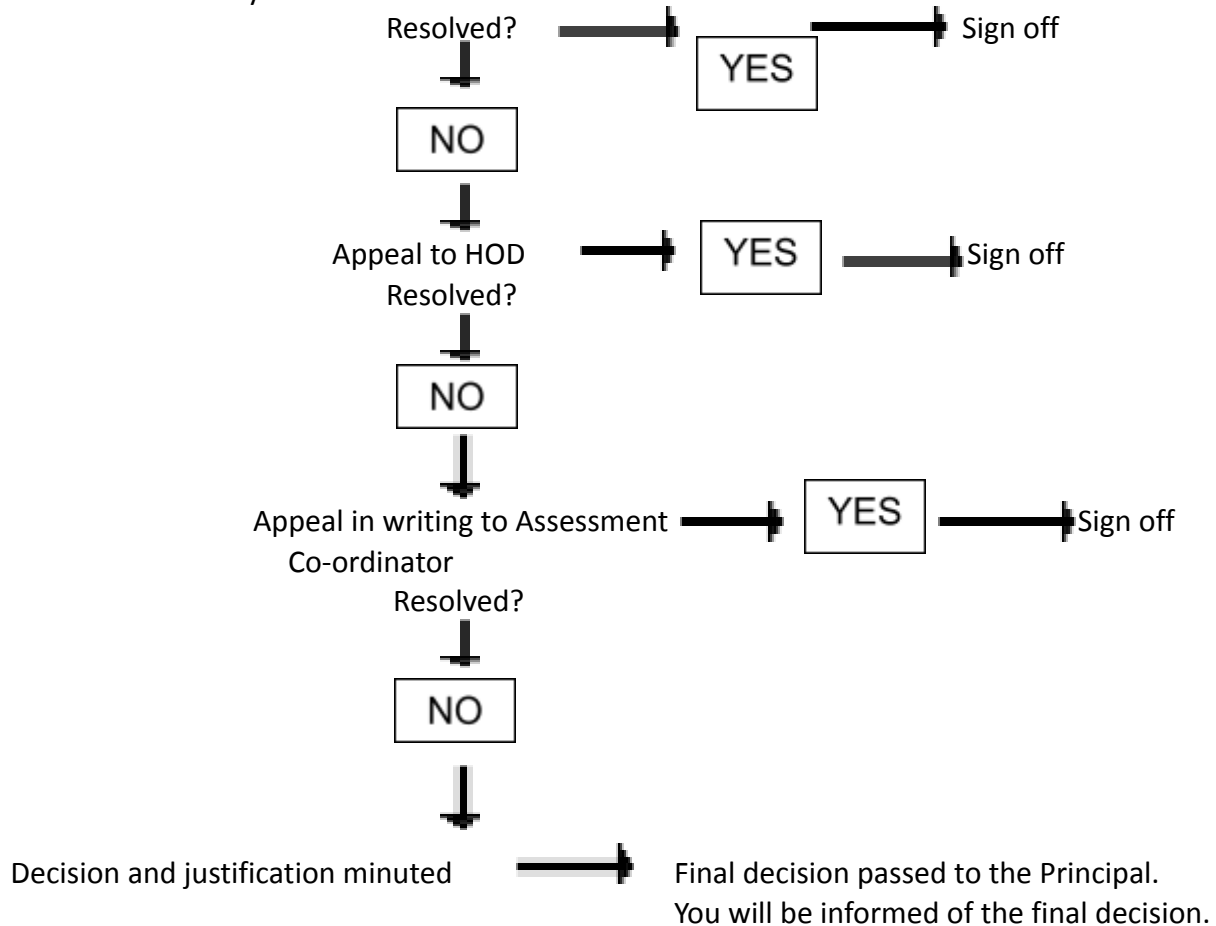
DO IT ONCE, DO IT RIGHT.

RECORDING YOUR GRADES

We have the responsibility to record your grades **CLEARLY, ACCURATELY** and **SECURELY**. You will be asked to sign off to accept the assessment judgement within one week of it being returned. We advise you to keep a personal record as well. You will be asked to check and sign off the accuracy of all your grades, near the end of the year, to verify internal Achievement Standards are correct prior to sending them to NZQA. If you do not achieve a standard by refusing to attempt it, then it will be recorded as a Not Achieved which will show on your school report and academic transcript.

APPEALS

- Why?:** If you feel you have been allocated a grade that you dispute or believe you have been treated unfairly.
- When?:** Before you sign off your grade and within one week of assessment being returned.
- How?:** Ask your teacher.



YOUR PRIVACY

Grades are **CONFIDENTIAL** between you and your teacher and all efforts are made to keep the information private.

RESUBMISSION / FURTHER ASSESSMENT OPPORTUNITIES

One resubmission **may** be offered if you need to correct a minor error that can be identified independently from the teacher and you are close to the Not Achieved/Achieved grade boundary only. Only two grades are available for a Resubmission - Not Achieved or Achieved. NZQA states students **may** be offered **one** further assessment opportunity for an assessment if it is feasible and practicable and they have made a genuine effort in the first assessment. This may take place out of class time. Further assessment opportunities **may not be available** for all subjects and standards so refer to your subject course handbook for more details.

Students who miss NCEA assessments due to a stand down from school may be offered an assessment opportunity, if appropriate, at a later date.

COMPUTER ACCESS

Students who have access to computers revoked can have their passwords reinstated during the period of assessment. It is the responsibility of the students to inform their class teacher in advance.

MEETING DEADLINES:

MISSED TESTS, LATE WORK AND EXTENSIONS

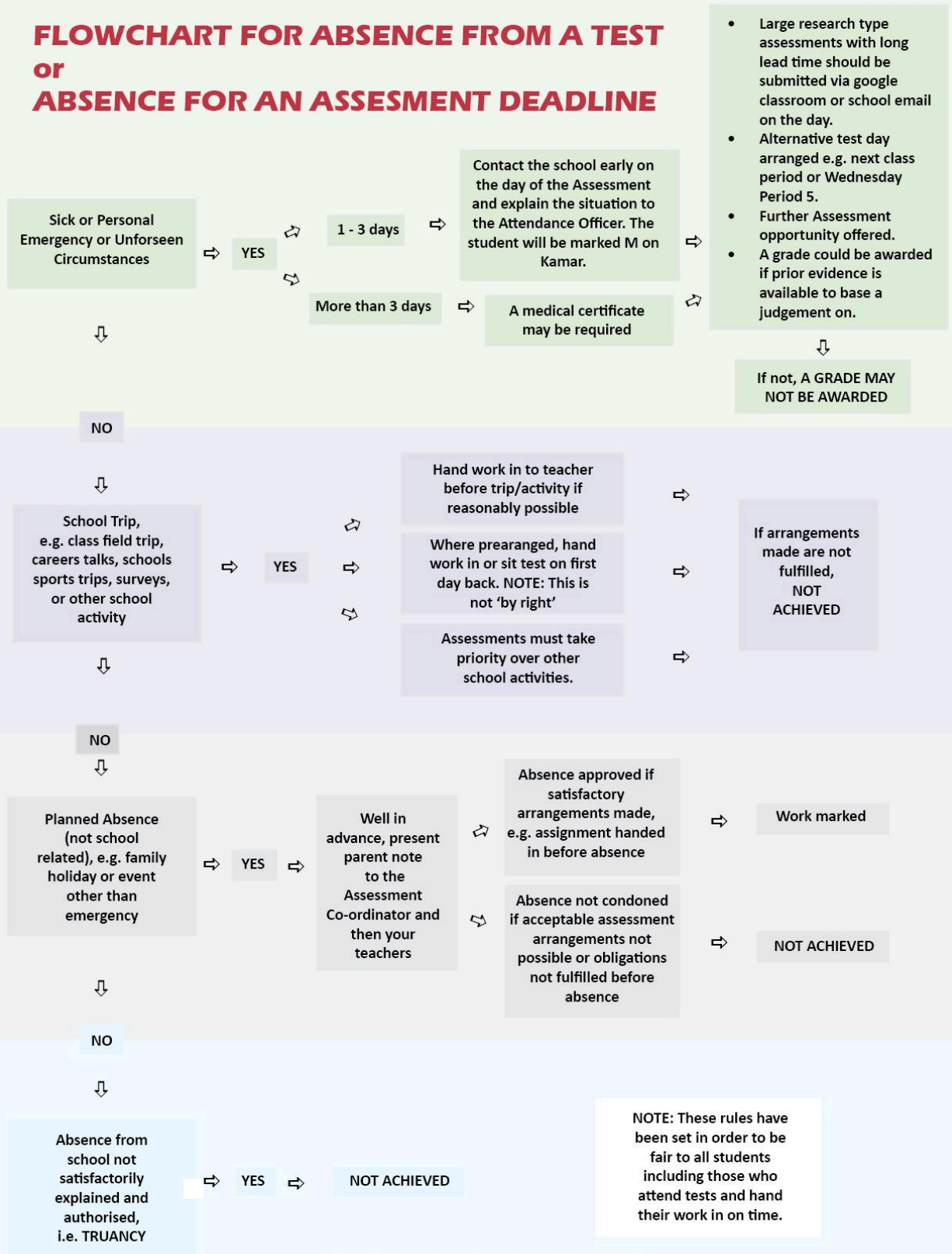
This is one of your most important responsibilities. Failure to follow procedures could cost you success. If you are ill or have circumstances that are beyond your control you will not be disadvantaged. However, you must follow these rules:

- **Contact the school early on the day of the assessment (or earlier if possible) and explain the situation to the Attendance Officer.**
- **Let your class teacher know you will be absent if this is known in advance.**
- **Large research type assessments with a long lead in time should be submitted via Google Classroom or your school email address.**
- **If your absence is planned, hand in your assessment before the due date, unless other arrangements have been made.**
- **A medical certificate or similar document may be requested if the absence is more than three days.**
- **Extensions are dependent on Departmental Policy and formative work completed.**

NCEA students who **DO NOT** follow these procedures face the penalty of **NOT** having their work accepted, and being awarded **Not Achieved**.

See the flowchart on the next page.

FLOWCHART FOR ABSENCE FROM A TEST or ABSENCE FOR AN ASSESSMENT DEADLINE



G:\Shared drives\Creative (R)\5_Publications\ Flowchart for Absence 2025

AUTHENTICITY

For assessment to be fair to all students, you must be able to demonstrate that the work you submit is your own.

We encourage you to have guidance during the learning process - family, tutors inside and outside the school, peers. **However, the final product must be your own.** It is important that you avoid plagiarism. Plagiarism occurs when you deliberately use (or closely imitate) someone else's language, ideas, or other original material without acknowledging its source. Rewording another person's work without acknowledging its source, is also plagiarism. The use of AI is also unacceptable and any work generated this way will be deemed unauthentic.

Ensuring work can be authenticated as your own can be achieved by meeting checkpoints set by the teacher, careful note taking, using the correct referencing style for the subject, and by understanding how to summarise and paraphrase. Ask your teacher for assistance.

You will be asked to sign a declaration that your work is authentic.

If your teachers suspect work is not authentic, that is it has been plagiarised, they can:

- Check your plans, drafts and workings (so keep them in case).
- Ask you questions.
- Notify your parents.
- Ask you to repeat part or all of the assessment under supervised conditions.
- Use online plagiarism checkers to generate a report e.g. Google Authenticity Checker.
- Check your Google Document History.

GRADES can only be awarded for authentic work. Submitting work that you cannot authenticate will result in a grade of Not Achieved being awarded.

Collaboration: Allowing another student to copy your work and/or sharing documents is complicit with cheating and may attract the same penalty as above.

BREACH OF RULES/MISCONDUCT

This could include:

- **Not** following instructions.
- Influencing, hindering or assisting another student.
- Attempting to access information or materials not permitted in assessments including using electronic devices.
- Submitting material for the assessment that you cannot authenticate.
- Accessing computer-based assessments outside class time.

Students will be given the opportunity to explain anything that is considered a breach. Following an investigation, a decision on appropriate actions will be made. This could include 'Not Achieved' awarded for the assessment, withdrawal of further assessment opportunities, Parents/Caregivers/Whānau informed, documented on Academic/Pastoral system. Should students wish to appeal, the Appeal Policy should be enacted.

Claims from students that they were unaware that any of these actions are breaches will not be accepted. If you are unsure of any practice in regards to assessment and breaches, unauthentic work or misconduct, check with your teacher to see if it is allowable. If you think that it might not be allowed, it probably won't be.

SPECIAL ASSESSMENT CONDITIONS

Some students may be eligible for special assessment conditions. This would generally be due to physical injuries, learning disabilities or medical conditions and students with difficulties in reading or writing which places limitations on their ability to express themselves. If you think this may apply to you, see the SENCO, Mrs Shaw as early in the year as possible.

DERIVED GRADE

If a candidate has been clearly disadvantaged through illness or misadventure or considers their performance to be severely impaired in the NZQA exams, they should see Mr Forde about the procedure to apply for a derived grade.

QUALIFICATIONS

Level 1 - National certificate of Educational Achievement Level 1

For a student to be awarded NCEA Level 1, they must achieve 60 credits at Level 1 or higher. Students at James Hargest College do not sit a full Level 1 course, so Level 1 may be achieved when a student has 60 Level 1 and Level 2 credits in total.

Additionally, students must attain the 20 credits for the corequisite assessments for Literacy and Numeracy (10 credits each). This can be attained in Year 10.

Level 2 - National certificate of Educational Achievement Level 2

For a student to be awarded NCEA Level 2, they must achieve 60 credits at Level 2 or higher. Additionally, students must attain the 20 credits for the corequisite assessments for Literacy and Numeracy (10 credits each). This can be attained in Year 10 or Year 11.

Level 3 - National certificate of Educational Achievement Level 3

For a student to be awarded NCEA Level 3, they must achieve 60 credits at Level 3 or higher. Additionally, students must attain the 20 credits for the corequisite assessments for Literacy and Numeracy (10 credits each). This may have been met by attaining 10 Literacy and 10 Numeracy credits in approved standards prior to 2025.

MINIMUM UNIVERSITY ENTRANCE 2025/2026

- National certificate of Educational Achievement Level 3 including
 - 14 credits at Level 3 in each of three approved subjects
 - Literacy (Level 2) - 5 approved Reading + 5 approved Writing credits
 - Numeracy (Level 1) - 10 approved Numeracy credits

Each university may choose to rank students according to their Level 2 and level 3 results depending on the numbers they have applying.

Please check the university websites for their latest updates. Some universities have additional criteria for specific courses.

NB: If a reader/writer is used, the credits obtained do not count for Literacy Writing.

TERTIARY STUDY AT SCHOOL

It may be possible for a limited number of students to undertake tertiary study to enhance their school programme.

Interested students should consult Mrs McDowall for details of the relevant school procedures.

SOUTHERN INSTITUTE OF TECHNOLOGY ENTRY REQUIREMENTS

To apply for a course at SIT, it is recommended that you have gained the 10 Literacy and 10 Numeracy credits required to attain an NCEA certificate. Depending on your chosen course you may have to attend an interview. SIT offers many courses and it is advised that you visit their website to find out more about any prerequisites required.

Diploma Courses: NCEA Level 2 achieved including at least 12 credits in each of 4 subjects. You may also have to pass an aptitude test set by SIT. Some diplomas also include recommended subjects which can be viewed in the SIT prospectus or by enquiring with the school Careers Department.

Degree Courses: 10 Numeracy Level 1 credits, 10 Literacy Level 2 credits including 5 Reading and 5 Writing, 14 credits in each of 3 approved University Entrance approved subjects. Level 3 must be gained as well.

In some cases, if there are unfilled places on SIT courses, they may accept you if you almost meet their criteria and pass their aptitude test.

Students are expected to enter all the achievement standards/unit standards the class is covering during the year's work. This includes sitting the school exams for those subjects.

SCHOOL LEAVERS

Before you leave, please ask all your teachers to load your grades onto the computer system. If possible, do this at least a week before you leave. When you take the green "Clearance for School Leaver" form around your subject teachers, ensure that they initial the column to confirm that all grades have been entered.

If you are going to a new school, take a print out of your credits with you and hand them to your new school on arrival.