

FEILDING HIGH SCHOOL

NEW ZEALAND QUALIFICATIONS & CREDENTIALS FRAMEWORK



HANDBOOK FOR STUDENTS AND THEIR PARENTS/CAREGIVERS

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Purpose

- The purpose of this document is to inform you of procedures you will need to follow for assessment against Achievement Standards and Unit Standards in your classes this year.
- It is very important that you and your parents / caregivers read this document, understand what you are required to do, and then follow the procedures outlined.
- If you do not understand something, it is important you find out – ask your subject teacher, your Group teacher, your Dean, Mr Grove or Mr Jury.
- The school's phone number is 323 4029.
Mr Grove's extension is 777; Mr Jury's is 777.

NZQCF

- NZQCF is the New Zealand Qualifications & Credentials Framework and is a register of all the Unit Standards and Achievement Standards that can contribute to qualifications.
- All the Achievement Standards and Unit Standards you are assessed against this year are registered on the NZQCF.
- We offer courses for NCEA Certificates at Levels 1, 2 and 3 and some subject specific National Certificates.
- You may also be working towards University Entrance or Scholarship awards.

Qualifications – General Information

- This year you will be working towards a National Certificate of Educational Achievement (NCEA) at Level 1, 2 or 3 and / or a University Entrance award.
- You may also be working towards a National Certificate in a particular subject. Your subject teachers will give you more information about this and explain how to apply for your certificate should you achieve one.
- In each of your subjects you will be assessed against Achievement Standards and / or Unit Standards that are registered on the NZQCF.
- You will gain credits for each successfully completed Unit Standard / Achievement Standard.
- All credits count towards your NCEA Certificates, but subject certificates will have specific requirements.
- External Assessment: Some Achievement Standards will be assessed by NZQA examination, or by submitting a portfolio, at the end of the year.
- Internal Assessment: All Unit Standards and some Achievement Standards will be assessed by your teachers, in school, during the year under exam conditions to ensure authenticity.
- Students working at Level 3 may enter Scholarship in most, but not all, subjects offered at FAHS in addition to their NCEA examinations. You will be notified by your Year 13 subject teacher if Scholarship is available in that subject. Scholarship is assessed by examination or by submission of an additional portfolio.

Qualification Guidelines

Level 1 Certificate

To achieve a Level 1 Certificate, you must gain at least 60 credits at any level (1,2,3)

You must also have both

- 10 numeracy credits
- 10 literacy credits

Literacy and Numeracy credits may be gained from

- Specific **Achievement Standards** offered in a range of subjects.
- **Level 1 Literacy and Level 1 Numeracy Unit Standards** - your Level 1 Certificate will be annotated.
- **The NEW Level 1 Literacy and Numeracy exams**

Your teachers should provide you with this information.

Level 2 Certificate

To achieve a Level 2 Certificate, you must have:

- at least 60 credits at Level 2 or higher.
- You must also have Level 1 Literacy and Level 1 Numeracy

Level 3 Certificate

To achieve a Level 3 Certificate, you must have

- at least 60 credits at Level 3 or higher.
- You must also have Level 1 Literacy and Level 1 Numeracy.

Subject Specific Certificates

Some courses, or combinations of standards, may qualify you for specific NZQA approved National Certificates.

Endorsement

Certificate Endorsement

NCEA Certificates may be endorsed “With Merit” or “With Excellence”

- A certificate endorsed “With Merit” requires 50 or more credits at Merit or Excellence at the level of that Certificate or higher.
- A certificate endorsed “With Excellence” requires 50 or more credits at Excellence at the level of that Certificate or higher.

You may earn a Certificate endorsement over more than one year BUT you will only receive the Certificate that NZQA deems to be of highest achievement in any one year. This means that if in Year 12 you gain enough Merit credits for your Level 1 Certificate from the previous year to be endorsed with Merit, and you also gain your Level 2 Certificate without endorsement, you will receive only the Level 2 Certificate as NZQA recognises this as the higher achievement.

Subject Endorsement

The subjects you study may be endorsed “With Achieved”, “With Merit” or “With Excellence”

- A subject endorsed “With Achieved” requires that, in one school year, you achieve 14 credits at Achieved or higher; 3 credits must be from internal assessment and 3 credits must be from external assessment.
- A subject endorsed “With Merit” requires that, in one school year, you achieve 14 credits at Merit or higher; 3 credits must be from internal assessment and 3 credits must be from external assessment.
- A subject endorsed “With Excellence” requires that, in one school year, you achieve 14 credits at Excellence or higher; 3 credits must be from internal assessment and 3 credits must be from external assessment.
- Subjects assessed primarily by Unit Standards are not eligible for endorsement.

University Entrance

Those intending to go on to university/tertiary study must meet **ALL** of the following criteria at Level 3 to gain their University Entrance:

- NCEA Level 3
 - 14 credits in three approved subjects/domains
 - 10 Numeracy credits at Level 1 or higher
 - 5 Reading credits at Level 2 or higher
 - 5 Writing credits at Level 2 or higher
- } LIT/NUM EXAM
SPECIFIC
STANDARDS

Notes:

1. Some classes offer standards in more than one domain. You will be informed of this by your subject teacher and must take it into account when working out if you qualify for University Entrance.
2. 13 Mathematics (Calculus / Statistics) and 13 Sciences (Biology / Chemistry / Physics) may qualify students in a further approved subject if they earn sufficient credits.
3. The above criteria for University Entrance are the minimum. Many university / tertiary courses will have higher entry requirements - they may require more credits and / or a specified number of Merit or Excellence grades and / or specific subjects from Year 13. Check with the Careers Advisors or the Liaison Officer of the university / tertiary organisation concerned.
4. For entry, some universities may also require students to have a specific rank score from their best 60 credits in **university approved subjects**. This is also known as the points system.

Rank score (points) = number of credits at (A x 2)+(M x 3)+(E x 4).

Some universities require a minimum of 120 points for entry and for some courses they require up to 200 points from a rank score.

See Careers Advisers / Deans for more information.

Approved Subjects for University Entrance

At FAHS we offer the following UE approved subjects.

UE APPROVED SUBJECTS
ARTS – 13ARD, 13ARP, 13ARS, 13DRA, 13MUS, 13PHO
LANGUAGES – 13ENG, 13ENS, 13MED, 13HAKA, 13MAO
MATHEMATICS – 13MAT, 13CAL, 13STA
PHYSICAL EDUCATION AND HEALTH – 13HLT, 13SPS
SCIENCE – 13AGHT, 13BIO, 13CHE, 13PHY, 13SCI
SOCIAL SCIENCE – 13ACC, 13BUS, 13ECO, 13HIS, 13PSY, 13SSS
TECHNOLOGY – 13DVC, 13DTE, 13TEN, 13FNU, 13TTE

Scholarship

- NZ Scholarship is offered in most Y13 subjects at FAHS.
- You may enter one or more NZ Scholarship(s) in addition to your Level 3 Standards.
- The material assessed is generally the same as that for Level 3 – but some include Level 2 material, and some require material in addition to Level 3. Check with your teacher.
- Assessment is by external examination, additional to external NCEA Level 3 examinations, or by submission of an additional portfolio.
- There is no derived grade provision for Scholarship.
- There are several different scholarship awards, each with a different monetary value – see the NZQA website.
- Before confirming your entry in Scholarship, you must check the examination timetable to ensure the Scholarship examination does not clash with your NCEA examinations.

NCEA / Scholarship Fees

For International students

For NCEA	\$333.30
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For each scholarship subject	\$88.90
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(These fees are subject to change)

NZQA no longer imposes fees for New Zealand citizens and permanent residents

1. Assessment Opportunities

Internally Assessed Standards

- For many internally assessed standards, one further assessment opportunity will be offered. For some standards, however, this is not feasible; a further opportunity is not offered.
- Each of your subject teachers will tell you what further assessment opportunity will be available for each internally assessed standard.
- A further assessment opportunity will be a whole new assessment.
- Internal assessment results are final results.

Externally Assessed Standards

- Externally assessed standards will either have an examination, usually at the end of the year, or require a portfolio to be submitted.
- During the year, you will complete assessments that are similar to the examinations and held under approved conditions. They are practice assessments, not final results. The results from these assessments will, however, be used to determine your derived grade, should you apply for one and have your application approved.

Adequate Assessment Opportunity

- If you have been given an assessment task and the requisite time to complete it, your teacher must enter a grade on KAMAR.
- If you do not submit work or do not complete the task, you will be given a Not Achieved. Further consequences may apply.

2. Special Assessment Conditions

- Assistance will be provided for students who have approved special assessment conditions. Reader-writer assistance and / or separate accommodation will be available for student assessments (internal, practice external and end of year external) where approval has been granted.
- Students who want information about special assessment conditions or wish to apply for support in completing assessments should, in the first instance, make an application to Mrs Ellery, Learning Support Faculty Leader.
- Reader-writer assistance **will not** be provided when a student has been injured just prior to an external examination – a derived grade must be applied for.

3. Recording and Acknowledgment of Grades

- You will be required to sign to verify
 1. that the grade you have been given for an assessment is correct
 2. that the grades on KAMAR have been correctly entered by your teacher.
- If you think there is an error in the marking of an assessment or in the recording of a grade on KAMAR, **DO NOT SIGN**, but discuss it with your teacher within 5 days of the return of the marked work to you.
- If you are not satisfied, appeal to the teacher in charge or the curriculum leader as outlined in your beginning of year course handouts.
- If you are still concerned and have still not signed, lodge an appeal with Mr Grove.
- Final appeal may be made to the Curriculum and Assessment Manager, Mr Jury, whose decision is final.
- Once you have signed your mark / grade, no appeal will be allowed.

4. Missed Assessments and Extensions

- If you are absent on the day of a single period assessment you must
 - telephone the school and leave a message for your teacher.
 - on your first day back, see your teacher to organise completing the assessment if it is possible.
- If you are absent on the due date for an extended research assessment or assignment you must arrange for the work to be delivered to the school office or emailed to Mr Grove (kgrove@feildinghigh.school.nz) or to your teacher.
If this is not possible, contact Mr Grove at school. - PH 323 4029 EXTN. 777
- If you are absent during an extended assessment or assignment and your absence is more than a week before the due date, you must arrange with your teacher to have some extra catch-up time before the due date.
- If you know you will be away on the date of an assessment or when an assignment is due to be handed in, you must see your teacher **BEFOREHAND** so satisfactory arrangements can be made to submit your work on time. This includes such things as field trips in another subject, sports exchanges, appointments etc.
- You should try to make appointments at times when you do not have an assessment or a due date for work submission.
- Work may not be marked if it is handed in late without prior arrangements having been made. You may be given an opportunity for further assessment if it is part of the course plan. Further consequences may apply.
- In special circumstances you may be able to get an extension, but only if you apply to Mr Grove before the due date. You will need to have evidence proving special circumstances.
- Only in very exceptional circumstances will an extension be given by Mr Grove after the due date.
- A medical certificate may be required.
- Do not assume it will be OK – talk to Mr Grove or Mr Jury.

REMEMBER – Due date means just that.

5. Appeals

- You may appeal if
 - you have not signed your grade, and you think your grade for an assessment is incorrect.
 - you have not signed your grade on the KAMAR printout and you think your grade has been recorded incorrectly.
 - you have not signed your grade, and you feel you have not been treated fairly in any way relating to your assessment.

Appeal Process:

- Appeals may relate to disputed marks / grades or marking, or a breach of rules, and may include things such as misconduct in an assessment, cheating, plagiarism, missed / late assessment work, a further assessment opportunity was offered but not given or if you do not think your mark / grade or the marking is correct.
 - Appeals should be lodged within 5 school days of the return of the work to you.
1. Talk with your teacher to try to find a solution.
 2. If there is a problem, see the appropriate Curriculum Area Leader – you will be given this information at the start of the year.
 3. If the problem still exists, see Mr Grove.
 4. Final appeal may be made to Mr Jury.

6. Authenticity

- The work you hand in for assessment must be your own work. Assignments which include sections of group work (e.g. experiments) must also include a section of individual work (usually the analysis and conclusion).
- If you directly download / copy resource material, copy all or part of someone's work or allow someone else to copy your work, you will be given no credit and you may not be given any further assessment opportunity offered to other students.
- All work submitted for grading MUST be your own. Use of AI in any part of an assessment is prohibited. If AI is used in any part of an assessment then this may constitute an authenticity breach and may be subject to consequences such as: Not Achieved, step and after school detention.
- Each subject will explain its procedures to ensure authenticity.
- You must be prepared to sign an Authenticity Declaration stating the work you have submitted is your own work and that you have not shared your work with another student or downloaded or copied resource material. You should be prepared, if required, to submit working drafts.

7. Misconduct in Assessments

- Copying someone else's work, allowing someone else to copy your work, cheating or misbehaving in an assessment are considered misconduct and will result in no credit for your work and you will not be allowed any further assessment opportunities in that standard. Such matters will be referred to Mr Grove.
- Work containing any abusive or offensive material will not be marked.
- Any behaviour that unfairly affects another student's performance in an assessment will result in a Not Achieved grade and no further assessment opportunity.

8. Derived grade

- A derived grade is only applicable to external examinations.
- You may apply for a derived grade if you are sick, have a family crisis or some other similar set of circumstances that mean you are not able to complete an external examination or your performance is adversely affected.
- A derived grade for Externally Assessed Achievement Standards is based on your results from school practice assessments. These assessments provide the evidence that the standard has been met under approved assessment conditions.
- Practice assessments should be retained to support a derived grade application should it be required.
- If you did not sit the school assessments you are not able to apply for a derived grade.
- A derived grade does not apply for internal assessment.
- An Internally Assessed Achievement Standard can be achieved only when there is evidence that the criteria for the standard have been met under approved assessment conditions.
- Derived grade applications will be processed by Mr Grove.

9. Attendance

- You must attend your classes and attempt all assessments.
- Unexplained or unreasonable absences could jeopardise your place in the course.
- Absences must be explained by a note from home. Medical certificates may be required, especially if assessments or due dates are missed.
- Permission to be absent from school for any reason (sports commitments, dance exams, family holidays etc.) can be given only by the Principal. To apply for permission, in the first instance contact Mrs Cumming, the Principal's secretary, extn 706. This should not be taken as an indication of an extension being granted.
- If you are absent from an assessment, you must follow the procedures set out in **4. Missed Assessments and Extensions**.

10. Moderation

- Each subject area has systems in place to make sure each class's work is marked to the same standard as the other classes.
- NZQA has moderation systems / processes in place to make sure students at FAHS – Feilding High School are treated in the same way as students throughout New Zealand.

11. Privacy

The school respects your privacy and you should not have results or work published, displayed, used as an exemplar, or discussed with other students without your consent.

Student Login

You will be able to register online to check that your information and results are correct. Results are updated on the first day of each month.

go to <https://secure.nzqa.govt.nz/for-learners/records/login.do>

The screenshot shows the NZQA website's 'Login Options' page. The header includes the NZQA logo, navigation links (HOME, STUDYING IN NEW ZEALAND, QUALIFICATIONS & STANDARDS, NCEA, MĀORI & PASIFIKA, PROVIDERS & PARTNERS, ABOUT US), and a search bar. The main content area is titled 'Login Options' and features a sidebar with links to 'Students & Learners login help', 'National Student Number (NSN)', 'TEO online services for registered providers', 'Online access for new providers', 'Online TEO applications', 'Qualifications Recognition Services (QRS) Applications', and 'Online School applications'. The main content area includes a breadcrumb trail: 'Students | Education Providers | QRS Applications | NZQA Staff & Contractors'. Below this, there are three sections: 'Student Services', 'Students & Learners Login' (with subtext: 'For current and past students (secondary, tertiary and on-job training) to access their Record of Achievement, order certificates and more.'), 'Create An Account' (with subtext: 'If you haven't logged in before, you will need to know your National Student Number (NSN) to complete your account creation.'), and 'Access your digital practice exam' (with subtext: 'Access for secondary students who have been entered for a digital practice exam. You must have already created an account to gain access to the exam.').

The screenshot shows the NZQA login form. It features the NZQA logo at the top left. Below the logo, there are two input fields: 'Email or Username' and 'Password'. To the right of the 'Password' field is a link for 'Forgot Password?'. Below the input fields is a large blue 'Log In' button. At the bottom left, there is a link for 'New user? Create account', and at the bottom right, there is a 'Help' link.

Subject Information

In each of your subjects, your teacher should provide you with

- an assessment plan showing
 - which Unit Standards and / or Achievement Standards will be offered
 - the level, the version and, the number of credits
 - whether each assessment is internal or external
 - if standards offered contribute towards Level 1 Literacy or Numeracy and University Entrance Reading or Writing
 - for Level 2 standards, whether they offer Vocational Pathways credits.
- a year plan of the course showing when topics are taught and when assessments and further assessment opportunities will occur.
- a recording sheet on which you can record the grades you have achieved for assessments – this will be pasted into your homework diary.
- a reminder of the appeals process in the subject and the staff responsibilities.
- the authenticity processes in that subject.
- the requirements for moving on to the next level of study i.e. Year 11 into Year 12, Year 12 into Year 13.

Staff to contact if you have problems

School phone number: 06 323 4029

Mr. Grove – NZQA Principal’s Nominee, ext. 777
for questions relating to recording and reporting of results and to
apply for extensions, appeals and derived grades

Mr. Jury – Assistant Principal (Curriculum & Assessment
Manager), ext. 777 for questions relating to course and
assessment organization and for final appeals

Mr. Stewardson - Hill - Year 11 Dean, ext. 709

Mrs. Lawton - Year 12 Dean, ext. 711

Mrs. Mills - Year 13 Dean, ext. 758

Mr. Pryce – Careers, ext. 727 / 756

Mr. Underwood - Guidance Counsellor, ext. 757

Mrs Bennett - Guidance Counsellor, ext. 722

Ms Stewart - Guidance Counsellor

Teachers in Charge of Curriculum Areas

Arts HOF – Mrs D Grové

- Drama - Miss Harris KH
- Music - Mrs Grové DGE
- Art - Ms Hirst SHI

Languages HOF – Mr Byrne BN

- English - Mr Byrne BN
- ELL - Mrs Ellis ME
- Maori - Ms Martin MA
- Media Studies - Miss C McCabe CME

Mathematics HOF – Mr Thomson GTN

- Mathematics - Mr Thomson GTN

Physical Education and Health HOF – Miss V Sharland VSD

- Phys Ed - Miss V Sharland VSD
- Health - Miss T Moloney TMO

Science HOF – Mrs Teekman WT

- Science - Mrs W Teekman WT
- Physics - Mrs Liengme LI
- Biology - Mrs Udy JUY
- Chemistry - Mrs Redfearn GRN
- Agriculture/Horticulture – Mr Nixon KNX

Social Science HOF – Mrs Atkins RAS

- Social Studies - Mrs Atkins
- Geography - Mrs Atkins
- History - Mrs Dundass MD
- Economics - Mrs Grubb CGB
- Gateway - Mrs Dunne JDE
- Tourism - Mrs Atkins RAS

Technology HOF – Mrs Lemmen LLN

- DVC, Automotive, Building, Technology Wood and Metal - Mrs Lemmen LLN
- Textiles, Food and Nutrition, Food Technology, Hospitality - Mrs Wilson MW
- Digital Technology - Mr Ryan ARN

Vocational Studies – Mrs Tamzin Darragh TDH