



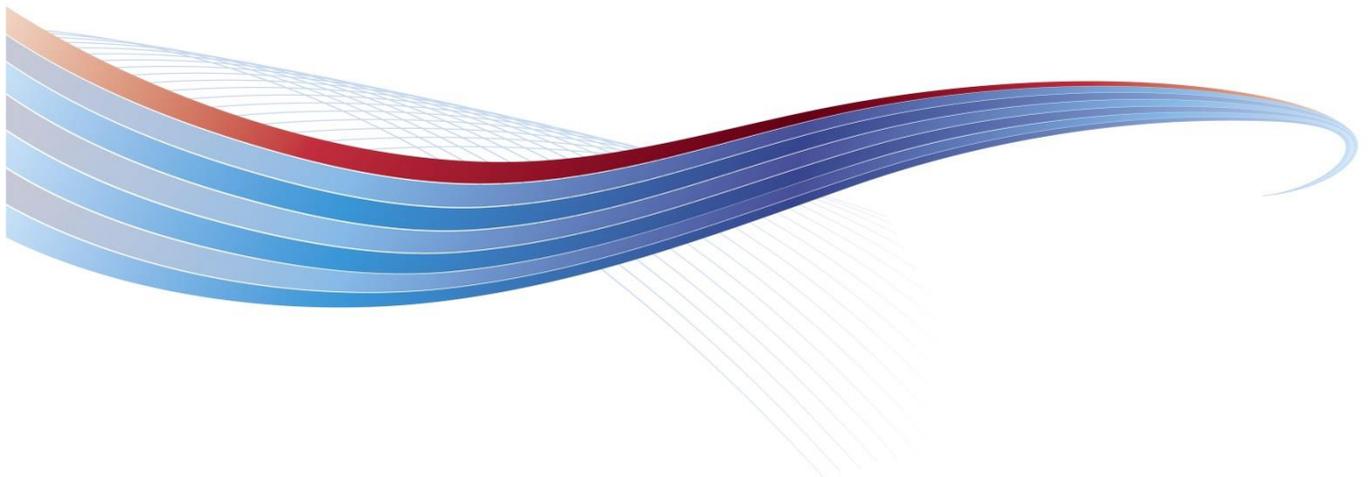
# One Tree Hill

COLLEGE

**NCEA Information**

**For**

**Students and Caregivers 2021**



## NCEA Assessment Information Booklet 2021

*This booklet is designed to provide you with information to help you succeed in the national qualifications.*

*Take time to read this information, as knowledge of the requirements could prevent many problems from developing later in the year. Students, parents and caregivers are welcome to contact the Deputy Principal to discuss any matter raised by this information throughout the year.*

**The National Certificate of Educational Achievement (NCEA)** is New Zealand's national school leaver qualification. It is a qualification on New Zealand's National Qualifications Framework (NQF) that sits alongside more than 900 other national qualifications used throughout tertiary education and industry training.

**The aim of this booklet is to provide an overview of how NCEA works at OTHC**

Abbreviations used throughout this booklet include:

NZQA New Zealand Qualifications Authority

UE University Entrance

NQF National Qualifications Framework

FAO Further Assessment Opportunity (Re-assessment)

### **How will I be assessed?**

The skills and knowledge you gain when you study subject areas like English, Science and Maths are made up of component "standards". Qualifications are gained by building up credits, awarded for each standard you achieve. The standards offered in each course (or subject) are listed in your course outlines.

Under NCEA students can be assessed through both externally assessed standards and internally assessed standards. For further information go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea>

## **How many credits are needed for NCEA?**

To gain NCEA Level 1: Achieve 80 credits at any level (Level 1, 2 or 3).

This must include a minimum of 10 credits in literacy and 10 in numeracy.

To gain NCEA Level 2: Achieve a minimum of 60 credits at Level 2 or above; and 20 credits at any level including Level 1 literacy and numeracy credits.

To gain NCEA Level 3: Achieve a minimum of 60 credits at Level 3 or above; and 20 credits at Level 2 or above including Level 1 literacy and numeracy credits.

For further information on NCEA levels go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/ncea-levels-and-certificates/>

## **Course Endorsements and Certificate Endorsements**

### ***How do I gain a course endorsement with Merit or Excellence?***

Students will be able to have their strengths in individual courses recognised with a course endorsement at Merit or Excellence. Students will gain an endorsement for a course where, in one year, they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement for example:
  - Endorsement with Merit in English with 4 merit credits and 10 excellence credits in English
  - Endorsement with Merit in English with 14 merit credits in English
  - Endorsement with Excellence in Science with 14 excellence credits in Science
2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards
3. Sufficient credits in a single school year.

### ***How do I achieve NCEA Level 1,2 or 3 endorsed with Merit or Excellence?***

1. Merit endorsement = 50 credits at Merit (or Excellence) at the same level, or higher.
2. Excellence endorsement = 50 credits at Excellence at the same level, or higher.
3. Credits can be accumulated over more than one year for the purposes of certificate endorsement.

## **University Entrance**

### ***How do I gain University Entrance?***

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

1. Attain NCEA Level 3
2. Achieve 14 credits at level 3 in each of the three subjects from the list of approved subjects
3. Achieve UE numeracy – 10 credits at Level 1 or above from specific achievement standards, or three specific numeracy unit standards
4. Achieve UE literacy – 10 credits (five in reading and five in writing) at Level 2 or above in specific achievement standards, or specific Te Reo Māori achievement standards.

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

## **General Assessment Procedures for Internal Assessment**

### **Internal Assessment Work**

Students complete assessments which are marked by their teachers. Each school's marking standards are moderated by the New Zealand Qualifications Authority to ensure students around the country are being assessed to the same standard.

### **Missed and Late Assessments**

If extensions are required for NCEA internal assessments, they need to be applied for at least seven days before the due date. Be aware that extensions are not automatically granted. You know in advance what your other commitments are and it is your responsibility to get assessments in. Students should also be aware that it is not always possible to offer internal assessments of a practical nature at other times as these involve considerable planning, resources and preparation time.

### **Absences due to Illness, Bereavement or Trauma**

1. When a student has missed an assessment or deadline due to illness a medical certificate signed by a New Zealand registered medical practitioner must be brought to the relevant course teacher(s). The Teacher in Charge (TIC) will determine the appropriate action to be taken in consultation with Deputy Principal/Principal's Nominee, Ms Emma Beale.
2. If another assessment opportunity is offered for the standard, the student will use that opportunity.
3. If appropriate, recorded standard-specific evidence from other comparable authentic work is to be used to demonstrate achievement of the Standard.

4. If a student is absent for a significant period of time prior to an internal assessment as a result of the reasons above then the student may apply for an extension if appropriate. This application must be made **at least 7 days** before the day of the assessment taking place.
5. In the case of bereavement or other trauma a letter is to be taken to the Deputy Principal Ms Emma Beale outlining the nature of the trauma with the NCEA Absence and Extension Application Form (Page 13).
6. If no adequate opportunity is possible the entry will be withdrawn.

### **Absences for Approved Activities**

- For absences due to official representative commitments sanctioned by the school, recorded standard-specific evidence from other comparable authentic work will be used to demonstrate achievement of the Standard where possible.
- For any school trip that necessitates a student missing a period from another course the student must gain permission for their absence from that class on the permission slip provided. Students should anticipate assessment clashes and notify the course teachers concerned immediately.
- Students should advise the Deputy Principal of the absence using the NCEA Absence and Extension Application Form (Page 13) – with supporting documentation attached.

### **Absences for other reasons**

When a student is absent from an assessment for any other reason, special leave can only be granted by the Principal/Deputy Principal ahead of time. In cases of absence for self-interest leave (e.g. holiday) students will either:

- Complete internal assessments due during the leave period or prior to the leave date if possible
- Use other authentic evidence where applicable at the discretion of the Deputy Principal/Principal's Nominee.
- Undertake a late or another assessment at the appropriate time if it is offered for the standard.
- Have Not Achieved reported to NZQA.
- Students should advise the Deputy Principal of the absence using the NCEA Absence and Extension Application Form (Page 13).

**Parents must apply for special leave from school in writing to the Deputy Principal. This letter/email should be handed to the Attendance Officer for processing. A decision will be made by the Principal/Deputy Principal.**

### **All other Absences**

An absence not covered by a medical certificate or by special leave permission is 'non legitimate' and will result in Not Achieved reported to NZQA for that assessment.

## **Late Submission of Assessment Work**

Students will submit work on the due date to be considered for the awarding of internally assessed Achievement and Unit Standards. This includes meeting checkpoint deadlines during an assessment over a period of time.

1. If students choose to complete work electronically it is important that they plan their assessment time-line to allow for the possibility of computer problems. These could include computer/memory/printer problems and **students must understand that these are their responsibility and may not be considered legitimate grounds for reconsideration or extension.**
2. If computer problems do occur, in the first instance the teacher must be contacted immediately. If the teacher is not available, the Curriculum or Faculty Leader must be contacted immediately. It may be possible by arrangement with the TIC to hand in electronic files at the due time. It is necessary to bring supporting material (e.g. a draft or working notes) in case the files are non-recoverable. A letter from the Parent/Caregiver giving detailed verification of the computer problem experienced and a daytime contact phone number must accompany the electronic files.
3. The Deputy Principal will decide whether an extension or other assessment opportunity will be provided.

*Note: Externally assessed portfolio work (Technology, DVC and Visual Arts) must be handed in on the set date – no extensions are granted under any circumstances.*

## **Student Procedures and Responsibilities**

1. Students should keep and update Assessment Statements for each subject and record key dates in their diary.
2. Students should manage available time to complete assessments in all subjects. OTHC will provide support and guidance to help all students plan their time effectively.
3. Students should, where applicable, meet checkpoint deadlines or milestone deadlines during the preparation of an assessment activity.
4. Failure to submit assessment work by the due date without approval will result in Not Achieved reported to NZQA.

## **Extensions (using the form on Page 13)**

Students may apply in writing to a TIC for an extension in limited circumstances using the NCEA Absence and Extension Application Form. If a student has been prevented from working towards an internally assessed standard for valid reasons such as illness or a family bereavement an extension may be applied for:

- Students must discuss the issue with their class teacher at the earliest opportunity.
- Students will be granted an extension where the reasons are deemed valid and it is practicable to do so.

Where an extension involves checkpoints during the preparation period, an extension is highly unlikely to be granted if prior checkpoint deadlines for the task have not been met.

### **Further Assessment Opportunities (FAO) or Reassessment**

**A maximum of one** further opportunity for assessment of a standard **may** be provided within a year. A maximum of one further opportunity for assessment means none or one. It does not mean one **must** be offered.

Further assessment opportunities, if offered, are available to all students in the class. Students can decline a second opportunity. It will occur after further learning has taken place and the higher of the two grades for that standard will be awarded.

### **Resubmission**

It is possible to get **one opportunity** for resubmission of work against a certain standard. A resubmission will be limited to specific aspects of the assessment **to reach an Achieved grade only**. A re-submission will only be offered where a teacher judges that a mistake/omission has been made by a student, which the student should be capable of discovering and correcting themselves. **Re-submission does not need to be provided**. You should be advised of this at the start of the year by your course teacher and/or in assessment details. If a resubmission is offered, it must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible.

If there is a lot to be completed/corrected, then it is not a resubmission.

### **Assessment Methods**

The National Qualifications Framework has a variety of standards that assess a wide range of skills and knowledge, this leads to a variety of assessment conditions to reflect the skills or knowledge being assessed. At OTHC assessments may:

- involve practical work
- involve presentations, speaking to groups
- involve individual written components
- involve group work
- involve research, reading or viewing of materials
- involve portfolios of material accumulated over the year

Each assessment task will clearly outline the assessment conditions that the student will be expected to adhere to for the task. Some assessments take place over a longer period of time and there are a number of opportunities to reach the standard. You may do a portfolio of work and select the best pieces of work for submission towards the end of the course. The teachers give you feedback and you have the opportunity to improve your performance before the final submission date. This is different from a formal resubmission opportunity. It is part of the normal teaching and learning process. In some cases, additional evidence for an

assessment may be gathered from recorded standard-specific evidence from other comparable authentic work to demonstrate achievement.

## **Authenticity and Breaches of Assessment Rules**

1. All work submitted for assessment must be genuinely the student's own work.
2. Authenticity requirements may include a combination of:
  - Submission of draft notes/research notes/sketches etc.
  - Supervision/monitoring/checkpoints of in-class work towards an assessment
  - Completion of assessment work in class
  - Completion of assessment under test conditions
  - Staff/student conferences to establish a student's understanding of content and process relating to an assessment activity
  - Acknowledgement of all sources used in a bibliography
  - Teacher knowledge of individual student strengths and weaknesses
3. All NCEA students (Y10-13) must sign and return an **OTHC 2021 NCEA Authenticity Declaration** (page 15).

Submitting information or material without acknowledgement or by copying from another student or the internet is plagiarism, a serious form of cheating. Permitting other students to copy your own work is also against the assessment rules. Both scenarios will result in Not Achieved reported to NZQA for the assessment.

## **Breaches of Assessment Protocols (including test/exam conditions)**

All students are expected to fully adhere to examination and assessment conditions set by their teachers. All verbal and written instructions must be followed. Failure to follow the assessment/examination conditions will be reported to the Deputy Principal. Allegations will be investigated under the leadership of the Deputy Principal. Documentation will be retained by the Deputy Principal. The final decision will be made by the Deputy Principal based on all the evidence / submissions provided. Breaches may result in a student being removed from the assessment/examination and a Not Achieved grade being reported to NZQA for the assessment. All students will receive written instructions prior to school and external examinations. These instructions will clearly outline the expected protocols and behaviour.

## **Appeals**

**Any student has the right to appeal any internal assessment decision within five school days of the return of the assessment.** These include, but are not limited to their awarded grade/mark, an allegation that they have breached the rules or a decision affecting their access to assessment. In the first instance the student should try to resolve the issue directly with the TIC (teacher in charge of the course). If this does not produce a satisfactory outcome for the student they should lodge a formal appeal to the Principal's Nominee /

Deputy Principal, Ms Emma Beale. If a student is absent at the time that the assessment is checked, it is the student's responsibility to make an appointment to check the results of their assessment. Detailed assessment schedules will be available to the student for all summative assessments.

### **Appeal process:**

- If a student intends to appeal an assessment decision he/she should make a photocopy of the assessed assignment/work. The course teacher should keep the original student assignment after student checking has taken place.
- Submit a completed Appeal Form to the Deputy Principal. The form can be found on page 14 of this booklet.
- The Deputy Principal will investigate the issue. The investigation could involve the school receiving input from a subject specialist outside the school.
- The decision of the Deputy Principal is final and she/he will communicate the outcome to the student in writing.

### **Documentation and Recording of Results**

Students are required to verify the sighting and acceptance of the grade awarded by signing the result print out provided by the TIC or the result slip attached to each piece of internally assessed work. Students will maintain their own records of results and can check these regularly via the KAMAR Portal. Students can also check their NCEA results via the NZQA Student Portal using their own Learner Login.

### **NZQA Learner Login**

Each student entered in NCEA standards will have an NZQA Learner Login set up by NZQA. The Learner Login is where students receive their external examination results, order their NCEA certificates, track their NCEA achievement. It is the responsibility of each student to complete their Learner Login with their NSN and their own personal email address (not the school email address) and retain their username and password. The Learner Login is an NZQA account that stays with a student beyond secondary schooling. If sitting digital examinations the Learner Login is used to access examinations.

### **Privacy of Student Information (refer to Privacy Act 1993)**

In keeping with the school's policy on confidentiality of student information, student confidentiality will be respected throughout all assessment procedures. Students will see only their own details, work and results, unless they have the express permission of the other student concerned.

### **External Assessment**

Many courses offer students the opportunity to be assessed against external achievement standards. External assessments take place in November-December on the dates set by NZQA for national assessment. Students are taught the content for external standards and offered 'practice' assessments in examination conditions in the term 3 assessment weeks. In some cases, teachers will make final decisions on entry to external standards based on

student performance and achievement in the term 3 'practice' assessments. Students are advised to take the 'practice' assessments seriously, as external exams offer important credits for overall NCEA achievement and subject endorsement. 'Practice' assessment grades are also used for awarding derived grades. If entered, students MUST attend their external assessment exams.

### **Maths Common Assessment Task (MCAT) – Level 1 Mathematics 91027**

Some level 1 mathematics courses offer the opportunity to sit an external mathematics standard (91027) on 16<sup>th</sup> September 2021. This standard is assessed as an external assessment. Students have one hour to complete this assessment in examination conditions.

### **Derived Grades**

If a student is injured, unwell or suffering from trauma to the point that they are unable to attend their external examinations in November-December they may be eligible to apply for a derived grade. Parents must contact Ms Emma Beale as soon as possible to begin the application process. One part of the form must be completed by GP or medical/counselling professional. Applications close early December. Derived grades are based on student achievement in the term 2 and term 3 'practice' assessments.

### **Special Assessment Conditions**

1. Students with a permanent or long term disability or a professionally identified learning difficulty may need special conditions to allow them to do their best in assessments including examinations.
2. If students require special conditions notification from parents or previous school is needed along with the appropriate documentation supplied to support such an application. This documentation should be provided in Years 9 and 10 for appropriate interventions to be made and to allow time for the application process to NZQA. Please contact the school's Learning Support Coordinator (LSC), Mrs Elaine Boucher ([eboucher@onetreehillcollege.school.nz](mailto:eboucher@onetreehillcollege.school.nz)).
3. Students approved for special assessment conditions for externally assessed achievement standards will have access to these conditions where appropriate in internal assessments.
4. Reader/writers are to abide by school and NZQA rules.
5. Special assessment conditions commonly approved for internal/external assessment include:
  - \*Extra time allowance
  - \*Modifications to examination question and answer booklet format
  - \*Use of computers and other equipment
  - \*Examination assistance by reader and/or writer
  - \*Special assessment conditions for the hearing impaired
  - \*Separate accommodation.
6. Rules and procedures for Special Assessment Conditions are published at

<http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/special-assessment-conditions/>

## **Accessing Record of Learning**

Students may access their Record of Learning and order certificates through the NZQA website

1. Students can access [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
2. Click on "Login – Student and Learners – etc"
3. Students enter their National Student Index Number (NSN) and password. Students new to the National Qualifications Framework can create their Learner Login in mid-May once the first data file has been sent to NZQA. Please note that the assessment results are only updated once a month, therefore please check the KAMAR Parent Portal for up to date results.

Printed NCEA certificates are not issued by the school. Students must order printed certificates directly from NZQA using their NZQA Log In.

## **NCEA Fees for 2021**

There are no fees for Domestic Candidates

If you are an international fee paying student (generally a non-resident of New Zealand), fees will apply. The International Department will communicate with you regarding these fees.

**When you enter for qualifications, you agree to abide by the rules and procedures for these qualifications. The rules and procedures are available on the NZQA web site.**

## **Contact Details**

### **General NCEA Enquiries**

**Deputy Principal/Principal's Nominee:** Ms Emma Beale

**Email:** [ebeale@onetreehillcollege.school.nz](mailto:ebeale@onetreehillcollege.school.nz)

**Phone :** 09 5795049 ex 703

### **Special Assessment Condition Enquiries**

**Learning Support Coordinator:** Mrs Elaine Boucher

**Email:** [eboucher@onetreehillcollege.school.nz](mailto:eboucher@onetreehillcollege.school.nz)

**Phone:** 09 5795049 ex 845

### **Subject Contacts**

#### ARTS

Faculty Leader and Visual Arts: Ms Towns, [btowns@onetreehillcollege.school.nz](mailto:btowns@onetreehillcollege.school.nz)

Drama: Mr Stuart, [mstuart@onetreehillcollege.school.nz](mailto:mstuart@onetreehillcollege.school.nz)

Dance: Ms Kumar, [mkumar@onetreehillcollege.school.nz](mailto:mkumar@onetreehillcollege.school.nz)

Music: Mr Gray, [pgray@onetreehillcollege.school.nz](mailto:pgray@onetreehillcollege.school.nz)

#### ENGLISH

Faculty Leader: Ms Havens, [lhavens@onetreehillcollege.school.nz](mailto:lhavens@onetreehillcollege.school.nz)

Assistant Faculty Leader: Mr Lanner, [tlanner@onetreehillcollege.school.nz](mailto:tlanner@onetreehillcollege.school.nz)

#### INTEGRATED PROGRAMMES

Faculty Leader: Ms Crawford, [acrawford@onetreehillcollege.school.nz](mailto:acrawford@onetreehillcollege.school.nz)

#### LANGUAGES

Faculty Leader and Te Reo Māori: Ms O'Donnell, [codonnell@onetreehillcollege.school.nz](mailto:codonnell@onetreehillcollege.school.nz)

ESOL: Mrs Smith, [esmith@onetreehillcollege.school.nz](mailto:esmith@onetreehillcollege.school.nz)

#### MATHEMATICS

Faculty Leader: Mr Latu, [vlatu@onetreehillcollege.school.nz](mailto:vlatu@onetreehillcollege.school.nz)

Assistant Faculty Leader and Statistics: Ms Ho, [kho@onetreehillcollege.school.nz](mailto:kho@onetreehillcollege.school.nz)

#### PHYSICAL EDUCATION AND HEALTH

Faculty Leader: Ms Maassen, [imaassen@onetreehillcollege.school.nz](mailto:imaassen@onetreehillcollege.school.nz)

Assistant Faculty Leader: Mr Scott Davies, [sdavies@onetreehillcollege.school.nz](mailto:sdavies@onetreehillcollege.school.nz)

#### SCIENCE

Faculty Leader: Ms Squibbs, [vsquibbs@onetreehillcollege.school.nz](mailto:vsquibbs@onetreehillcollege.school.nz)

Assistant Faculty Leader: Ms Harris, [bharris@onetreehillcollege.school.nz](mailto:bharris@onetreehillcollege.school.nz)

#### SOCIAL SCIENCES

Faculty Leader: Ms Philson, [kphilson@onetreehillcollege.school.nz](mailto:kphilson@onetreehillcollege.school.nz)

#### TECHNOLOGY

Faculty Leader: Ms Nelson, [snelson@onetreehillcollege.school.nz](mailto:snelson@onetreehillcollege.school.nz)

Computing and Digital Technology: Mrs Kovatcheva, [ekovatcheva@onetreehillcollege.school.nz](mailto:ekovatcheva@onetreehillcollege.school.nz)

2021 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 8 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese	Media Studies	Dance	Calculus
Tue 9 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Earth & Space Science Cook Islands Māori	Drama
Wed 10 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 11 Nov	9.30 am	Mathematics & Statistics		Te Reo Māori	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 12 Nov)					
WEEKEND					
Mon 15 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Chemistry
	2.00 pm	Chemistry	Classical Studies		Economics
Tue 16 Nov	9.30 am	French	Te Reo Māori	Calculus	
	2.00 pm	Economics	Korean Cook Islands Māori	Accounting	
Wed 17 Nov	9.30 am	Cook Islands Māori	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 18 Nov	9.30 am	English	Lea Faka-Tonga		English
	2.00 pm	Drama	History	Health	Physics
Fri 19 Nov	9.30 am	Business Studies	Chemistry	Agricultural & Horticultural Science Chinese German	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 22 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Samoan
	2.00 pm	Classical Studies	Health	Economics	
Tue 23 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Samoan Spanish	Geography	Chemistry	
Wed 24 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 25 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 26 Nov	9.30 am	Physics	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
Mon 29 Nov (Westland Ann. Day)	9.30 am	Japanese	Latin	Japanese	
	2.00 pm		French	Spanish	Latin
Tue 30 Nov	9.30 am		Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
Wed 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Te Reo Rangatira	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
Thu 2 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science

NB Level 1 mathematics external achievement standard MCAT 91027 is assessed in term 3 on 16<sup>th</sup> September 2021

Digital Technology, Technology, DVC, Painting, Photography and Design L1-3 external portfolios and boards are due in as per dates set by teachers – please check your Course Outlines and Assessment Statements.



## NCEA Absence and Extension Application Form

Absence from Internal Standard Assessment

Extension Request for Internal Standard Assessment

*To be completed by student- please complete one form for each assessment*

Name: \_\_\_\_\_ Whanau Class: \_\_\_\_\_

Email contact: \_\_\_\_\_

Reason for absence/need for extension: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates of Absence/Impairment: \_\_\_\_\_

### ASSESSMENT INFORMATION:

Subject – Year level	Teacher	Unit/Achievement Standard number	Due date

*Please attach medical certificate/supporting documentation*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*Please hand/email to Ms Beale (NZQA Principal Nominee) ebeale@onetreehillcollege.school.nz*

*School use:*

*[Form Received: ]*

Approved Absence:			
Extension granted (date due)	Re-assessment opportunity (date)	Other evidence used	Teacher/Curriculum Leader

Notes: \_\_\_\_\_

\_\_\_\_\_  
Email student/parent: \_\_\_\_\_

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E office@onetreehillcollege.school.nz  
www.onetreehillcollege.school.nz

# NCEA Internal Assessment Appeal Form

This form is to be used if you have followed Step 1 of the appeals process from the *NCEA Information for Students and Caregiver 2021* booklet and talked to your teacher about your grade, but you still feel that your grade is not correct.



## SECTION A. Complete this section then pass the form to the Faculty Leader.

Student name \_\_\_\_\_ Whānau Class \_\_\_\_\_ Date \_\_\_\_\_

Course (e.g. 11Eng) \_\_\_\_\_ Name of your teacher \_\_\_\_\_

Date you received your grade in writing from your teacher \_\_\_\_\_

Unit/Achievement Standard number for which you are appealing your grade \_\_\_\_\_

Explain the reason/s why you are appealing your grade (use a separate sheet if you require more space) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did your teacher say about the reasons for your grade when you discussed it with him/her?  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION B. CL to complete this section

Date form received by FL \_\_\_\_\_

Action taken by FL \_\_\_\_\_  
\_\_\_\_\_

Final grade decision by FL \_\_\_\_\_ FL Signature \_\_\_\_\_

Grade updated in KAMAR Mark Book: \_\_\_\_\_ (date)

Copies of this sheet with grade decision given to:

Student Date \_\_\_\_\_  Teacher Date \_\_\_\_\_  DP/PN Date \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_

If you feel that the situation is still not resolved satisfactorily, you can follow the next step from the *NCEA Information for Students and Caregiver 2021* booklet, use this same form to appeal to the Deputy Principal.

## SECTION C. Deputy Principal/Principal Nominee to complete this section

Further action required by Deputy Principal/PN?  Yes  No

Details of further action taken (if required) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If further action was required by Deputy Principal, date student received copy of this sheet from Deputy Principal giving final decision \_\_\_\_\_

Student's final grade \_\_\_\_\_ D.P signature \_\_\_\_\_

Actioned: KAMAR \_\_\_\_\_

### One Tree Hill College 2021 NCEA Authenticity Declaration

At One Tree Hill College there will be internal assessment activities that will contribute credits towards the National Certificate of Educational Achievement. This declaration covers all assessments undertaken in courses studied in the current year.

**Student Name:** \_\_\_\_\_

**Whānau Class:** \_\_\_\_\_

**Student:**

- I understand that the work I submit for all assessment must be my own.
- I understand that I may not permit other students to copy my work.
- I understand that if it was appropriate to source information then that information must be acknowledged in the appropriate manner.
- I understand that I may be required to identify my sources if there is any question about the authenticity of my work.
- I understand that I must acknowledge all direct quotes and references.
- I understand that plagiarism and/or collusion will result in disciplinary action which may make me ineligible for a grade or credits that contribute to an NCEA qualification.
- I understand that all checkpoint deadlines or milestones must be met as requested during the preparation of an assessment activity.
- I understand that absence from school may result in a Not Achieved grade being reported.
- I understand that it is my responsibility to meet all deadlines and failure to do so may result in a Not Achieved grade being reported.
- I understand that all assessments in each course are compulsory – unless notified as optional by the Teacher in Charge.

**I have read the statements above and understand that all work including planning and production for assessment purposes must be my own.**

**I have read and understood the NCEA Information Booklet.**

**Signature (Student):** \_\_\_\_\_

**Signature (Parent/Caregiver):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This Form MUST be returned to STUDENT SERVICES by Monday 2<sup>nd</sup> March 2021**