



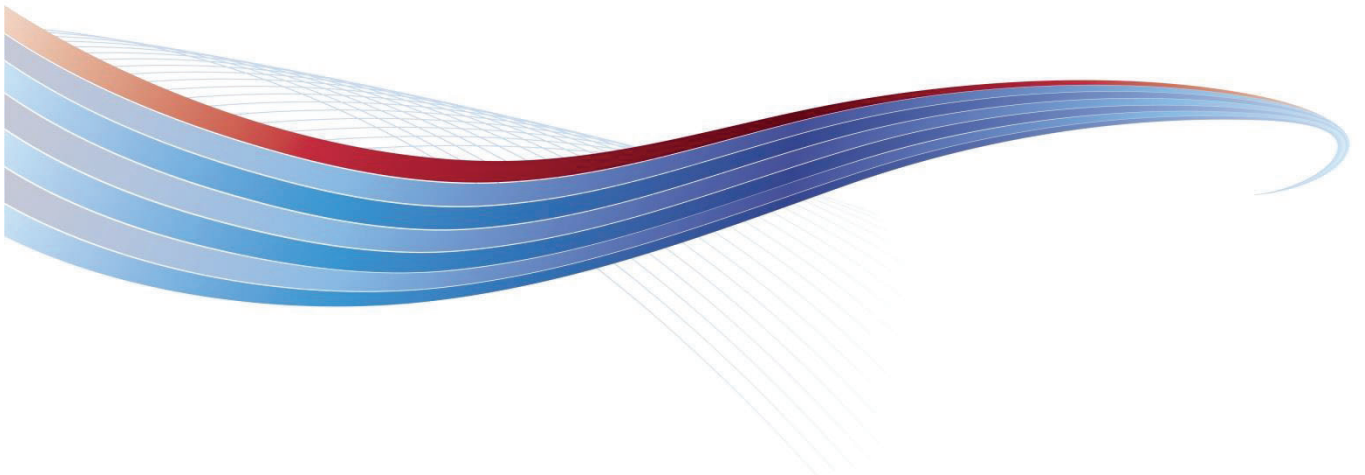
# One Tree Hill

## COLLEGE

### **NCEA Information**

### **For**

### **Students and Caregivers 2025**





## NCEA Assessment Information Booklet 2025

*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 Associate or Assistant 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)

# Contents

	Page
How will I be assessed?	4
How many credits are needed for NCEA?	4
Course endorsements and certificate endorsements	4-5
University Entrance	5
<b>General assessment procedures for internal assessment</b>	5
Your subjects	5
Internal assessment	5
Missed and late assessments	5
Absences due to illness, bereavement or trauma	5
Absences for approved activities	6
Absences for other reasons	6
All other absences	6
Late submission of assessment work	6
Student procedures and responsibilities	7
Extensions	7
Further assessment opportunities or reassessment	7
Resubmission	8
Assessment methods	8
Authenticity and breaches of assessment rules	9
Generative AI	9
Turnitin	9
Referencing	10
Breaches of assessment protocol (including test/exam conditions)	10
Appeals	10
Documentation and recording of results	11
NZQA Learner Login	11
Privacy of student information	11
<b>External assessment</b>	12
Derived Grades	12
Digital Examinations	12
<b>Special Assessment Conditions (SAC)</b>	12
<b>Accessing Record of Learning</b>	13
<b>NCEA fees for 2025</b>	13
<b>Contact details</b>	14
2025 Examination Timetable	15
NCEA Absence and Extension Application Form	16
NCEA Internal Assessment Appeal Form	17
OTHC 2025 NCEA Authenticity Declaration Form	18
2025 Assessment Planner	19-20

## How will I be assessed?

The skills and knowledge you gain when you study subject such as English, Science and Mathematics 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 and course assessment statements.

Under NCEA students can be assessed through both externally assessed standards (examinations) and internally assessed standards.

## How many credits are needed for NCEA?

To gain NCEA Level 1: Achieve 60 credits at any level (Level 1, 2 or 3). You must **also** achieve the 20 credit level 1 literacy and numeracy corequisites.

To gain NCEA Level 2: Achieve a minimum of 60 credits at Level 2 or above. You must also achieve the 20 credit level 1 literacy and numeracy corequisites.

To gain NCEA Level 3: Achieve a minimum of 60 credits at Level 3 or above. You must also achieve the 20 credit level 1 literacy and numeracy corequisites.

For further information on NCEA levels go to: <https://www2.nzqa.govt.nz/ncea/about-ncea/>

## Course Endorsements and Certificate Endorsements

### ***How do I gain a course (subject) endorsement with Achieved, Merit or Excellence?***

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

1. 14 or more credits at Achieved, Merit or Excellence at the lower level that supports the endorsement, for example:
  - Endorsement with Achieved in Mathematics with 8 achieved credits and 6 merit credits
  - 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 achievement standards and 3 credits from internally assessed achievement standards – except in L2 and 3 Physical Education.
3. Credits must be attained in a single school year.

### ***How do I achieve NCEA Level 1,2 or 3 Certificate 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.

More information: <https://www.nzqa.govt.nz/ncea/understanding-ncea/how-ncea-works/endorsements/>

## University Entrance

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

Students will need all of the following to be awarded University Entrance:

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

<https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/>

## General Assessment Procedures for Internal Assessment

### Your Subjects

Each subject studied will assess a number of unit and/or achievement standards to assess the learning. Each standard is worth several credits. At the beginning of the year your subject teachers will give you a course outline that will include an assessment statement. The assessment statement will detail each standard to be assessed, the number of credits, assessment method and due date. Please note – not all courses have examinations, your teacher will advise you of this.

### Internal Assessment

Students complete assessments which are marked by their teachers and moderated (checked) by specialist teaching colleagues. 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

Students must adhere to set due dates to ensure a fair assessment process for all students. 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 completed by set deadlines. Students should also be aware that it is not always possible to offer internal assessments of a practical nature at other times or give extensions 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) along with the completed NCEA Absence and Extension Application Form (page 16). The Teacher in Charge (TIC) will determine the appropriate action to be taken in consultation with the Associate Principal, Ms 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. 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 Associate Principal, Ms Beale outlining the nature of the bereavement or trauma with the NCEA Absence and Extension Application Form (Page 16).
6. If no adequate opportunity is possible the entry may 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 may be used to demonstrate achievement of the standard where possible. Please note that sanctioned representative sport **MUST** be under the selection and banner of an official national/regional sporting body and a student must provide evidence of their selection in writing on letterhead from the official sporting body. Such sports and the sporting body will be recognised by NZ or Auckland College Sport.
- For any school trip that necessitates a student missing a lesson (s) the student must gain permission for their absence from the relevant subjects/lessons on the permission slip provided (collected from Student Services). Students should anticipate assessment clashes and notify the course teachers concerned immediately. Students are expected to make efforts to complete internal assessments **before they are absent or while away** if appropriate.
- Students should advise the Associate Principal (Ms Beale) of the absence if they will require an extension **BEFORE** the absence using the NCEA Absence and Extension Application Form (Page 16) – 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 (and submit on time) or prior to the leave date if possible.
- Undertake a further assessment opportunity if it is offered for the standard.
- Have Not Achieved reported to NZQA.
- Extensions will **not** be granted for students on holiday or who are absent for other unjustified reasons.

**Parents must apply for special leave from school in writing the Attendance Officer for processing.**

### **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. Extensions will **not** be granted for students on holiday, overseas or absent for extended periods of time or who are absent for other unjustified reasons.

### **Late Submission of Assessment Work**

Students must submit work by the due date to be considered for the awarding of grades for internally assessed achievement and unit standards. This includes meeting checkpoint deadlines during an assessment over a period of time.

1. If students 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.** Students are required to save their digital work to their **Microsoft 365 One Drive** accounts so that this is available in the case of a broken/lost laptop or memory stick.

2. If computer problems do occur, in the first instance the teacher must be contacted immediately. If the teacher is not available, the Curriculum Leader 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 Assistant Principal, Mr Davies or the Associate Principal, Ms Beale, will advise whether an extension or another assessment opportunity will be provided.

*Note: Externally assessed portfolio work 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/calendar.
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. Parents may be contacted by teachers to advise that checkpoints/milestones have not been met.
4. Failure to submit assessment work by the due date without an extension will result in Not Achieved reported to NZQA. This includes missed in-class tests/assessments where the reason for absence is unexplained or unjustified.
5. All internal and external assessment in each course is compulsory. Students are expected to and **MUST** complete and submit all assessments.

### **Extensions (using the form on Page 16)**

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

Students may be offered **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 may 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 task instructions. 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 on the topic/skill 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. Teachers may give you feedback, so 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.** This means that you CANNOT use another student's assessment or an exemplar and change wording etc. to submit as your own work. It also means that you CANNOT copy wording from the internet or books and change some details/words and submit as your own work.
2. **The use of generative AI to produce work that is submitted for assessment/marking as a student's work is prohibited and will make the whole assessment invalid.**
3. 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.
  - Turnitin – submission of assessments via MS Office Teams to give a plagiarism percentage and an AI check.
  - Checking file history to determine timelines and changes.

**Please note, if there are concerns or questions about the authenticity of work/evidence submitted for marking a teacher may question the student and then require them to verbally explain their understanding/knowledge or complete another adjacent task before considering the original work/evidence submitted.**

### Generative AI (eg, ChatGPT etc.)

Generative AI is a tool that is used in education to support learning and developing students' understanding of taught content. Teachers will always provide guidance and structure as to how and why students will use generative AI in the teaching and learning process. When used in the teaching and learning process students need to understand how to check for and understand inaccuracies and bias that will may be present in material provided by generative AI. For the purpose of assessment (internal and external) students MUST demonstrate their own knowledge, understanding and skills. Any evidence submitted for assessment must be a student's own work. If a teacher has explicitly advised students that generative AI may be utilised for a specific reason in the assessment process, students must reference this appropriately with the platform used, the date, the prompt and the response. Failure to do this or to use generative AI without express teacher instruction in the assessment process will make all evidence presented for assessment invalid and a Not Achieved grade will be awarded.

### Turnitin

Turnitin is an electronic plagiarism detection service that is used in many schools and universities. When submitted, an assessment is matched against millions of internet pages, electronic books and journals and other students' assessments from New Zealand schools and schools/universities world-wide. Turnitin also detects the use of generative AI. Teachers receive a report from Turnitin that can be used as a resource to assist them in making a

judgement as to whether a student's work is plagiarised. Turnitin detects straight copying from the internet or other students' work and sentences/paragraphs that have been copied and words/details changed.

Your teacher will guide you on the correct citation, referencing and paraphrasing processes and format to use (see the next page for help). You will have the ability to check your assessments in Turnitin before submitting to your teacher. If you need help you must speak to your teacher prior to final submission.

Your teacher will set an acceptable percentage of detected 'copying' to take account of commonly used phrases/words and other particulars of the content and format of the assessment.

### **Authenticity Declaration**

All NCEA students (Y10-13) must sign and return an **OTHC 2025 NCEA Authenticity Declaration** (page 18) via School Bridge.

Submitting information or material without acknowledgement; copying from another student or the internet or using generative AI to produce work for assessment 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, ongoing issues of this nature may result in disciplinary action being taken by the school.

### **Referencing**

If you do use someone else's published work (from a book, assignment or the internet etc.) to contribute a quote, key information, statistics, graphs, diagrams, pictures etc. it **MUST** be referenced in the body of the work and in a reference list at the end of the assignment.

A common style of referencing used in many subjects is APA (American Psychological Association). APA is commonly used in New Zealand Universities. A useful student guide has been published by the University of Auckland and is available: <https://www.library.auckland.ac.nz/subject-guides/edu/docs/APAbooklet.pdf>.

Your subject teachers will provide specific advice on referencing styles required for each subject.

Referencing generative AI – note in the reference list: the platform used, the date, the prompt and the response. In text reference eg. (ChatGPT, 28 April 2024).

### **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 Assistant or Associate Principal. Allegations will be investigated under the leadership of the Assistant or Associate Principal. Documentation will be retained by the Assistant or Associate Principal. The final decision will be made by the Assistant or Associate 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 and/or school disciplinary action. 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.** Appeals may 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. Step One: In the first instance the student should try to resolve the issue directly with the class teacher. Step Two: a student may then speak to the Faculty

Leader for a review. **Step Three:** If this does not produce a satisfactory outcome, the student should bring the appeal form to the Assistant or Associate Principal. If a student is absent at the time that the assessment is returned, it is the student's responsibility to make an appointment to check the results of their assessment. Detailed assessment schedules will be available to students 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 work after student checking has taken place.
- The student should speak with the teacher to outline their queries and concerns.
- If the matter is not resolved the student may complete the NCEA Internal Assessment Appeal Form (Page 17) and speak with the Faculty or Curriculum Leader in charge of the course.
- If still not resolved the form may then be submitted to the Assistant or Associate Principal for review/decision.
- The Assistant or Associate Principal will review the matter. The review could involve the school receiving input from a subject specialist outside the school.
- The decision of the Assistant/Associate 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 their class teacher 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. End of year sign off of internal grades take place annually in the final two weeks of the year's teaching programme at the start of Term 4. If there are any issues/errors in grades reported the student should advise the relevant teacher and/or the Assistant/Associate Principal via email to: [ncea@onetreehillcollege.school.nz](mailto:ncea@onetreehillcollege.school.nz)

#### **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 email address (they may use their 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. If there are any issues with the Learner Login (forgotten password etc.) the student should contact NZQA directly to resolve.

#### **Privacy of Student Information (refer to Privacy Act 2020)**

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 are carried out as either submitted portfolios/reports or examinations. The majority of external standards are assessed by examination in November-December on the dates set by NZQA for national assessment. For these examined external standards, students are taught the content and offered 'practice' assessments in examination conditions in the term 3 assessment weeks (and in earlier class tests 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 in cases where students are unable to attend external examinations for valid reasons. If entered, students MUST attend their external assessment exams.

### 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 (Principal's Nominee) 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 3 'practice' assessments.

### Digital Examinations

Many subjects offer examinations digitally. Teachers will advise students in Term 1-2 if their course has digital examinations. Students will be entered digital exams and will need to use their own laptop. If students wish to hand-write they will be required to opt-out of digital exams at the end of Term 2. More information:

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/digital-exams>

## 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 as soon as possible 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).
3. Students approved for special assessment conditions for externally assessed achievement standards will have access to these conditions where appropriate and applicable in internal assessments.
4. Reader/writers are to abide by school and NZQA rules.
5. Special assessment conditions commonly approved for internal/external assessment may include:

- \*Extra time allowance or rest breaks
- \*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 <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/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 username/email and password. Students new to the National Qualifications Framework can create their Learner Login mid-year once the first data file has been sent to NZQA and the school emails Learner Login information to students in Term 2. Students are to use a personal or school email address to create their Learner Login. Please note that assessment results are only updated with NZQA 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 Login.

## NCEA Fees for 2025

There are no fees for domestic students.

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.

## Contact Details

### General NCEA Enquiries

**Assistant Principal:** Mr Scott Davies

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

**Phone:** 09 5795049 ext 857

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

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

**Phone :** 09 5795049 ext 703

### Special Assessment Condition/Learning Support Enquiries

**Learning Support Coordinator:** Mrs Elaine Boucher

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

**Phone:** 09 5795049 ext. 845

### Careers and Tertiary Courses

**Careers Advisor:** Ms Natasha Jeffrey

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

**Phone:** 09 5795049 ext. 823

### Absence from School – Permission/Notification

**Attendance Officer:** Mrs Rahat Sadeker

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

**Phone:** 09 5795049 ext. 846

### Subject Contacts

#### ARTS

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

Visual Arts: Ms Towns, [bevtowns@onetreehillcollege.school.nz](mailto:bevtowns@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 and ENHANCED LEARNING

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

#### LANGUAGES

Faculty Leader and Te Reo Māori: Ms Rope, [srope@onetreehillcollege.school.nz](mailto:srope@onetreehillcollege.school.nz)

English Language Learning: Ms Sabbage, [ksabbage@onetreehillcollege.school.nz](mailto:ksabbage@onetreehillcollege.school.nz)

#### MATHEMATICS

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

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

#### PHYSICAL EDUCATION AND HEALTH

Faculty Leader: Ms Slee, [tslee@onetreehillcollege.school.nz](mailto:tslee@onetreehillcollege.school.nz)

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

#### SCIENCE

Faculty Leader: Mr Gainsford, [kgainsford@onetreehillcollege.school.nz](mailto:kgainsford@onetreehillcollege.school.nz)

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

#### SOCIAL SCIENCES

Faculty Leader: Ms Stunell, [sstunell@onetreehillcollege.school.nz](mailto:sstunell@onetreehillcollege.school.nz)

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

#### TECHNOLOGY

Faculty Leader: Ms van Rossum, [dvanrosum@onetreehillcollege.school.nz](mailto:dvanrosum@onetreehillcollege.school.nz)

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

2025 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue.					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 4 Nov	AM		Mathematics & Statistics	Dance	Classical Studies
	PM		Latin	Japanese Making Music Spanish	Statistics
Wed 5 Nov	AM			English	
	PM		Geography		Earth & Space Science
Thu 6 Nov	AM		English		Latin
	PM		Chinese	History	French
Fri 7 Nov	AM			Chemistry	Accounting
	PM		Accounting		Biology
WEEKEND					
Mon 10 Nov	AM	French Spanish	Lea Faka-Tonga Te Reo Māori	Calculus	Samoan
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 11 Nov	AM	English			Physics
	PM	Gagana Tokelau	Dance	Biology	Art History
Wed 12 Nov	AM	Agricultural & Horticultural Science	Chemistry	Drama	Geography
	PM	Korean	Cook Islands Māori Drama	Digital Technologies Samoan	Psychology
Thu 13 Nov	AM	Mathematics and Statistics	Art History	Statistics	Drama
	PM	History	Physics	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 14 Nov)					
WEEKEND					
Mon 17 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Biology	Economics	
Tue 18 Nov	AM	Science	History	Physics	Te Reo Rangatira
	PM	Digital Technologies	Agricultural & Horticultural Science	Media Studies	
Wed 19 Nov	AM	Chinese	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 20 Nov	AM	Physics Earth & Space Science	Media Studies	Te Reo Māori	Calculus
	PM	Vagahau Niue	Education for Sustainability Samoan	Earth & Space Science	Chinese
Fri 21 Nov	AM	Reo Māori Kūki 'Āirani		Music Studies	Spanish
	PM	Geography	Music		History
WEEKEND					
Mon 24 Nov	AM	Gagana Sāmoa	Japanese	Geography	
	PM	German	Earth & Space Science		Religious Studies
Tue 25 Nov	AM	Chemistry & Biology	Home Economics	Classical Studies	Te Reo Māori
	PM	Lea Faka-Tonga	German	Home Economics	Digital Technologies
Wed 26 Nov	AM	Religious Studies	Social Studies	French	Japanese
	PM	Health Studies	Business Studies	Health	
Thu 27 Nov	AM		Economics	Korean	
	PM		Health	Business Studies	
Fri 28 Nov	AM		Digital Technologies Spanish	Cook Islands Māori Social Studies	German

All external standards with submitted assessments are due in as per dates set by teachers – please check your Course Outlines and Assessment Statements.

## NCEA Absence and Extension Application Form

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



One Tree Hill  
COLLEGE

☐  
☐

Absence from Internal Standard Assessment

Extension Request for Internal Standard Assessment

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

### ASSESSMENT INFORMATION:

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

<b>Reason for absence/need for extension</b>

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

Attach medical certificate/supporting documentation or email [NCEA@onetreehillcollege.school.nz](mailto:NCEA@onetreehillcollege.school.nz)

### ABSENCE/EXTENSION INFORMATION (TEACHER/STUDENT):

Teacher discussion regarding ABSENCE/EXTENSION. PLEASE NOTE: THIS IS NOT CONFIRMATION OF APPROVAL.			Teacher signature:
REVISED SUBMISSION DATE:	TIME:	LOCATION:	COMMENT:

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

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

### SCHOOL USE ONLY:

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

421-451 Great South Road, Penrose  
Auckland 1061, New Zealand  
PO Box 17471, Greenlane, Auckland 1546  
T +64 9 579 5049 F +64 9 579 5047  
E [office@onetreehillcollege.school.nz](mailto:office@onetreehillcollege.school.nz)  
[www.onetreehillcollege.school.nz](http://www.onetreehillcollege.school.nz)

Please note – this form can be downloaded from the school website for completion:

[https://www.onetreehillcollege.school.nz/files/8817/4598/1675/OTHC\\_NCEA\\_Absence\\_and\\_Extension\\_Form.pdf](https://www.onetreehillcollege.school.nz/files/8817/4598/1675/OTHC_NCEA_Absence_and_Extension_Form.pdf)

# 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 2025* 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. FL 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 \_\_\_\_\_ ☐ AP/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 2025* booklet, use this same form to appeal to the Assistant/Associate Principal.

## SECTION C. Assistant/Associate Principal/Principal Nominee to complete this section

Further action required by Assistant/Associate Principal/PN? Yes ☐ No ☐

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

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

Student's final grade \_\_\_\_\_ AP/PN signature \_\_\_\_\_

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

## 2025 Authenticity Declaration

### Complete via School Bridge

- I understand the work that I submit for all assessments must be my own.
- I understand that I may not use AI (including ChatGPT, or other AI) to complete assessments.
- I understand that I may not permit other students to copy my work.
- I understand that if it was appropriate to source (copy or paraphrase) information, then that information must be acknowledged in the appropriate manner.
- I understand that I may be required to identify my sources or complete follow up tasks to explain my learning 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.

### **Acknowledgement**

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

I have read and understood the NCEA Information for Students and Caregivers Booklet.

## 2025 Assessment Planner

Plan for your assessments and record your progress

### Term 1

Subject	Standard	Due Date	Credits	Result

### Term 2

Subject	Standard	Due Date	Credits	Result

2025 Assessment Planner

Term 3

Subject	Standard	Due Date	Credits	Result
	Practice Exams (Term 3)			

Term 4

Subject	Standard	Due Date	Credits	Result