

NCEA Assessment Procedures



Student Handbook

2025

Year 11 KingsWay Qualification

The KWS Y11 Qualification is focussed on preparing students for Level 2 in Year 12.

This will include:

- Stimulating and rigorous learning and content that will equip learners with the skill set for success in Level 2.
- Opportunities for formal assessment and recognition of achievement.
- NCEA literacy and numeracy requirements, through the co-requisites.

Overview

- Each student must take **five** subjects allowing a maximum of **80** credits available for achievement.
- Each student is required to complete the **Service & Community** criteria to be awarded the KingsWay Qualification.
- Each student must achieve **52 KingsWay Credits** to pass the KingsWay Qualification.
- Courses are designed to include the essential skills and knowledge student's need for successful completion of Level 2 NCEA.
- Level 2 course entry is determined by an holistic evaluation of student suitability along with formal assessment results

Assessing the KingsWay Qualification

- Assessment will be similar to NCEA; graded as 'Not Achieved', 'Achieved', 'Merit' or 'Excellence'
- Results will **not** be logged with NZQA.
- There are four 'KingsWay Standards' for each course.
- These standards will be assessed by portfolios, practical assessments, internal assessments, and/or examinations.
- Each KingsWay Standard is worth **four** credits meaning each course offers **16** credits in total.
- Course Endorsement: **48 credits** or more at Merit or Excellence level is required for course endorsement.
- Subject Endorsement: **12 credits** or more at Merit or Excellence level is required for subject endorsement.

Service & Community

In addition to the academic requirements, students must meet the following criteria:

- A minimum of **32 hours** of service during the Year 11 calendar year. Students must register with Student Volunteer Army (SVA) to record these hours.
- Attendance: Students must be present for a minimum of **80%** of the year to attain the Year 11 Qualification
- Students must be involved in a minimum of **20 hours of extra-curricular activities** during the calendar year (e.g., Sports, Culture, Arts, Mission activities).
- Extra-curricular hours cannot be counted for both service and extra curricular unless these exceed the minimum 32 hours for service.

Level 2 & 3 NCEA

NCEA is an assessment system that requires students to reach a set number of credits at each level to achieve the qualification.

- To complete **NCEA Level 2**, you need **60** credits at level 2 or above
- To complete **NCEA Level 3**, you need **60** at level 3 or above
- You must meet the **20** credit **Literacy** and **Numeracy** or Te Reo Matatini and Te Pāngarau requirement once. After you've met the requirement, it counts for every level of NCEA.

Qualification	Literacy & Numeracy CAA	Credits	Credits
Level 2 NCEA	10 Literacy 10 Numeracy	60	Credits can also come from Level 3
Level 3 NCEA	10 Literacy 10 Numeracy		60

Achievement Standards

Achievement standards identify the learning outcomes students must achieve. Some standards will be assessed internally by subject teachers during the year, and some will be assessed by external examination at the end of the year. There are four grades students can be awarded: Not Achieved, Achieved, Merit or Excellence. Achievement standards are worth between 2 to 6 credits. There are approx. **17-21** credits per course.

Unit Standards

Unit standards are offered in several courses. There are only two grades students can be awarded: Achieved or Not Achieved. Unit Standards count towards NCEA. They are all internally assessed.

Scholarship

Scholarship is externally assessed by performance, portfolio or examination during the NCEA external examination period. Scholarship is designed to test, extend and reward very top-level students. Students studying scholarship subjects must commit to extra tutorials and considerable time spent in self-directed learning out of school hours.

Scholarship is an award, not a qualification, and does not contribute towards NCEA Level 3 or University Entrance. Students wishing to enter for a Scholarship assessment must apply through the Principal Nominee. Entry is subject to approval based on teacher discretion, taking into account the student's academic progress, overall workload, rationale for entry, and academic record.

NCEA Results

NZQA results are available late January. These include:

- standards the student entered
- credit value of each standard
- whether the standard was internally or externally assessed
- grade achieved
- number of credits gained in each standard

Results are published on the NZQA website for students to view through each student's login. Posted copies of results are available if students request these online prior to the commencement of the external exams.

Record of Achievement

In addition to receiving a Results Notice for each subject and any certificates that have been completed, NZQA also provides students with a Record of Learning. Year 11 and Year 12 students may apply for this through their learner login. Year 13 students will automatically be issued with a Record of Learning along with their qualification certificate.

Certificate Endorsement

Students can achieve NCEA qualifications with Merit or Excellence endorsements.

- Endorsement with **Merit** requires **50 credits at Merit or Excellence** at the same level or higher.
- Endorsement with **Excellence** requires **50 credits at Excellence** at the same level or higher.

Credits gained over more than one year can be used for endorsement.

Course Endorsement

Students can achieve Merit or Excellence endorsements in each course.

- Course endorsement with **Merit** requires **14 credits at Merit or Excellence at the same level or higher**. Three or more Merit credits must be gained in internally assessed standards and three or more credits must be gained in externally assessed standards.
- Course endorsement with **Excellence** requires **14 credits at Excellence at the same level or higher**. Three or more Excellence credits must be gained in internally assessed standards and three or more credits must be gained in externally assessed standards.

GUIDE TO INTERNAL ASSESSMENT PROCEDURES

Handing in Work and Extensions

All work must be handed in on time. Late work will not be accepted by your teacher unless the processes below have been completed.

- Extensions to the due date will only be granted by the Principals Nominee through formal application. Forms are available on the school website. Applications must be submitted at least five school days before the assessment due date.
- Assessments will not be accepted for marking after other marked work has been sighted by students.
- In the case of an extension for illness, students should obtain and submit a doctor's certificate for the period affected.
- School sanctioned trips, as well as trips with provincial and national teams need to be applied for at least five days before assessment date, but preferably as soon as possible.
- An NCEA assessment will take priority over other in-school or out-of-school activities. Where possible, school trips and activities will not occur on assessment dates.
- Any family holidays or personal time off are not acceptable reasons for extension or reassessment.

If you wish to apply for an assessment extension please complete the form on our school website [HERE](#)

Assessment Opportunities

A variety of methods are used across the different learning areas to collect evidence for assessment purposes. In some courses there may be a second assessment opportunity in some standards at the teacher's discretion. This will be at the discretion of the Head of Faculty and will be stated in the course outline.

Resubmission

Resubmission opportunities may be offered when a student has Not Achieved but has a minor error that can easily be identified by the student without assistance, which prevents them from achieving. This is solely at the discretion of the teacher, not the student or parent. Resubmission cannot occur if the class has received feedback from marked work or marked work has been sighted.

Reassessment

In some courses a second assessment opportunity is available for internally assessed standards. This will be stated on the course outline. Further teaching and learning must have occurred before a reassessment. All students entered for the standard will be offered the reassessment opportunity – which must be a different task. Students will be awarded the higher of their two grades. No reassessment opportunity is available for external achievement standards.

Appeals Procedure

If the student thinks that an assessment has been incorrectly marked, he/she can ask to discuss this with the teacher. This must occur within five days of the students receiving the marked work.

If the student does not agree with the way their work was marked, he/she may appeal. An appeal form must be completed within two school days and handed to the Head of Senior School. Appeal forms are available on the school website.

Authenticity

All work should be your own. In all instances where work is completed outside of the classroom, students are required to sign an authenticity declaration to state the work handed in is their own.

To ensure that work is authentic, teachers may:

- ask students to complete tasks in class
- collect work at the end of each lesson and return it for the next lesson
- ask students to hand in all draft material
- expect students to meet checkpoints before final deadlines
- discuss ideas and findings with students
- submit assessments through “Turnitin”

Breaches of Assessment Conditions

A breach includes the submission of a piece of work that is not original (not a student’s own work).

This includes:

- Plagiarism. This is material which is copied or closely paraphrased from someone else’s work without acknowledging the source of that material. It includes all published and unpublished work, material on the internet and the work of other students and staff.
- Use of Artificial Intelligence (AI) – is guided by the teacher and depends on the nature of the assessment. While AI may be used to help students, it must not replace original student work.
- Undue assistance from family, friends, tutor, or a reader-writer
- Copying or submitting all or part of another student’s work
- Allowing another student to use or copy your work
- Using written or recorded material in a closed book assessment
- Getting another student to sit an assessment for you
- Using unauthorised calculators, electronic spell checkers or language dictionaries in assessments

Process:

- The teacher identifies the possibility that a breach has occurred and discusses this with the student
- If the teacher suspects that a breach has occurred, the HOF will investigate further and contact the parents.
- If the breach is likely, the HOF liaises with the PN.
- If the breach is confirmed the student will receive Not Achieved for that standard
- If another student has been involved in the breach that person will also be penalised.
- The PN notifies the Head of School and relevant Dean

Students who breach assessment conditions in externally assessed standards are referred to New Zealand Qualifications Authority.

Data sent to NZQA

Teachers will request that students review and sign their results for each standard. Internally assessed results are submitted to NZQA on a monthly basis. Students can also access and review their results online.

Privacy- All assessment information is stored electronically. It is not available to unauthorised people. Information is used only for reporting and NZQA purposes. Students may view their own data through their individual login on the NZQA website.

Appeal of External Assessment Results

There are two types of appeal:

Reviews:

- Students may request a review of external assessment material if they consider a processing error has been made.

Reconsiderations:

- Students may apply for reconsideration of a standard if they believe that their work has not been assessed correctly and they wish to have it re-marked.

Derived Results

Students have practice exams before the external assessments. In the unlikely event that a student is unable to sit an external assessment or a student's performance is impaired, he/she can apply for a derived result.

Derived results will only be granted as a result of a circumstance that occurred no more than one month before the start of examinations. Situations gaining approval include serious illness and family bereavement.

- An applicant for derived results must:
 - complete the NZQA application form (from NZQA website) as soon as possible and submit it to the school
 - supply a copy of their admission slip with the application
 - supply appropriate medical or documented evidence

Special Assistance

Students with permanent or long-term conditions or learning difficulties that could significantly impact their performance in assessments can apply to NZQA for special assessment conditions. These conditions may include extra time, access to a reader, or assistance from a writer.

Support

Various factors in your life can create pressure in your schoolwork. Speaking with someone outside the situation can help you navigate these challenges and discover strategies to achieve your personal goals. LifeLab teachers, Pastoral Leaders, and student counsellors are available to provide support.