



2016

SENIOR COLLEGE HANDBOOK

For Students and Parents

PART ONE

SECONDARY SCHOOL EXTERNAL QUALIFICATIONS.

1. NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)

- 1.1 (a) To be awarded NCEA Level One students must have earned 80 credits; 20 of these must be from the literacy/numeracy domain. (10 from each)
- (b) For NCEA Level Two, 80 credits are also required but only 60 need be at the Level Two standard; 20 may be at Level One. Level One numeracy and literacy requirements must be met as well as NCEA Level One to achieve this qualification.
- (c) NCEA Level Three, 80 credits are also required but only 60 need be at Level 3, 20 may be at Level Two. Level One numeracy and literacy requirements must be met as well as NCEA Level Two to achieve this qualification.
- 1.2 To be eligible for this qualification a student must be enrolled full-time at a registered New Zealand Secondary School
- 1.3 Selected students from Year 9 and Year 10 may be invited to attempt this qualification.
- 1.4 Single subject credits are awarded.
- 1.5 Students are graded as Not Achieved, Achieved, Achieved with Merit, Achieved with Excellence.

NCEA Levels 1-3 certificates can be endorsed with Merit or Excellence. For a certificate to be endorsed with merit, 50 credits at merit or excellence are required at the same level or higher as the certificate being awarded. For a certificate to be endorsed with excellence, 50 credits at excellence are required at the same level or higher as the certificate being awarded. Course endorsement recognises students who perform exceptionally well in individual courses.

Students will gain an endorsement for a course when they achieve:

- 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
- at least 3 credits from externally assessed standards and 3 credits from internally assessed standards
- sufficient credits in a single school year

1.6 NCEA subjects may be assessed in different ways:

Internally assessed standards: All subjects will provide opportunities for students to earn credits by this means. This form of assessment is subject to external moderation.

Unit Standard Credits: These are internally assessed and count towards NCEA. Most of them cannot be achieved with merit or excellence like the achievement standards.

Externally assessed standards: This is in the form of an examination in November/December or the moderation of project work in subjects like Workshop Technology and Art.

1.7 All examinations are conducted at Kuranui College.

1.8 Costs of entry in 2016 are at this stage, \$76.70.

1.9 Financial assistance is available for NCEA and Scholarship. Application MUST be made to NZQA. See Mr Hall for an application form.

1.10 Entries for NCEA subjects will be taken in March 2016.

1.11 2016 NCEA examinations begin 9 November 2016 and conclude 5 December 2016.

1.12 Some subjects will require students to achieve specific standards before advancement to Year 12 or 13. This information will be publicised to students at the commencement of and during the Year 11 or 12 programmes.

1.13 Derived Grade:

You may apply for a Derived Grade if you attended an NZQA exam and your performance had been impaired for an approved reason or you had been unable to attend an exam or submit a portfolio for an approved reason – refer to the Derived Grade Process Guidelines published on the NZQA website.

The derived grade will only be possible if the college has results for valid end-of-topic tests or practice exams relevant to the standards that you are seeking a derived grade for. Practice exams should be taken seriously for this reason. No derived grade will be possible if the college does not have any evidence for you on these standards.

2. UNIVERSITY ENTRANCE AND SCHOLARSHIPS.

2.1 To be eligible for this a student should be a full-time or part-time student enrolled in Year 12 and/or Year 13 at a registered New Zealand Secondary School.

2.2 Students will achieve entrance to university in New Zealand if they have:

- Attained NCEA Level 3
- Achieved 14 credits at level three in **each of three subjects from the list of approved subjects**. The list of approved subjects will consist of subjects derived from the New Zealand curriculum with achievement standards at Level 3.
- Achieved UE numeracy – 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards
- Achieved UE literacy – 10 credits (five in reading and five in writing) at Level 2 and above from specific standards

The full list of approved subjects is:

Accounting	Indonesian
Agriculture & Horticulture	Japanese (Second Language)
Biology	Korean
Chemistry	Latin
Chinese (Second Language)	Mathematics with Calculus
Classical Studies	Statistics and Modelling
Computing	Media Studies
Cook Islands Maori	Music Studies
Dance	Painting (Practical Art)
Design (Practical Art)	Photography (Practical Art)
Drama	Physical Education
Economics	Physics
English	Printmaking (Practical Art)
French (Second Language)	Samoan
Geography	Science
German (Second Language)	Sculpture (Practical Art)
Graphics	Spanish (Second Language)
Health Education	Social Studies
History	Technology
History of Art	Te Reo Rangatira or Te Reo Maori

Credits can be accumulated over more than one year. Where Standards assess the same learning outcome they are mutually exclusive for the NCEA and university entrance purpose.

2.3 New Zealand Scholarships

Scholarship assesses knowledge and skills and their application, building on and in advance of NCEA Level 3.

Assessment is restricted to the content of the Level 3 standards for that subject, derived from Level 8 of New Zealand Curriculum or their equivalent, but the skills and understanding required will meet the Scholarship criteria.

All students awarded scholarships receive monetary recognition.

2.4 Costs in 2016 will be \$30.00 per subject.

2.5 Scholarship does not contribute any credits for NCEA or UE. Candidates should sit Level 3 NCEA as well.

2.6 There is no consideration for an impaired assessment for Scholarship.

3. THE NEW ZEALAND QUALIFICATION FRAMEWORK (NZQF)

- 3.1 The NZQF is the qualification system that facilitates and records student achievement.
- 3.2 STANDARDS define what a student must know and be able to do.
 - 3.2.1 They are statements regarding knowledge, skills and understanding required at each level within the NZQF.
 - 3.2.2 Standards are the basic component of the NZQF. They can be completed from more than one provider. They can be added to beyond Secondary School.
- 3.3 Each Standard sets out the level of achievement, credit value, content and performance criteria (what is required to achieve the Standard).
- 3.4 Credits may be accumulated and cross-credited for more than one qualification. e.g. NCEA and a National Certificate.

PART TWO

INTERNAL ASSESSMENT

GENERAL PROCEDURES FOR SECONDARY SCHOOL QUALIFICATIONS.

1. Subject Course Outlines

At the start of each course the subject teacher is required to provide each student with a course outline for the year. Please see Mr Hall if you do not receive these.

The course outline will:

- Provide a sequential list of topics to be covered.
- Standards to be assessed.
- Establish a general timetable with dates for assignments, tests, and examinations.
- Describe standards expected and minimum requirements for presentation of work.
(These may be given in conjunction with individual assessment details)

2. Assessment Specifications.

At the start of each course the subject teacher will also provide each student with a copy of the Assessment Specification for the subject. It is the responsibility of the student to ensure that they have received a copy of the Assessment Specification for each subject they are entering at Senior College level.

3. Students should record all results on a record sheet supplied by their teachers.

The student should be given the opportunity to “sign off” on their results to indicate that they accept them. If the student disagrees with a grade awarded for an assessment they should follow the appeals procedure.

4. Further Opportunities for Assessment

There will be a maximum of one opportunity for further assessment per Standard within each course programme where practicable; this means one or none.

If a further opportunity for assessment is offered to any student, it will be made available to all students entered for that standard. This is regardless of their performance on the first opportunity.

A resubmission opportunity will only be offered where a teacher judges that a mistake has been made by the student **which the student should be capable of discovering and correcting themselves**. For example a student may have handed in the assessment, but may not have made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment.

5. Late Work:

- (a) Due dates for assessments will be posted at the beginning of each module. Work handed in after these dates is late and will be reported as Not Achieved.

If a student is absent on the due date for an assignment a legitimate reason must be supplied.

- (b) If a student is absent during the period leading up to the due date, the student may request extra time to complete the assignment. A time extension could be granted if it is requested well before the due date.
- (c) If a student's work performance in the period leading up to the due date has been adversely affected by illness or some other factor so the result may not be a fair one, the student may request extra time as above or missed assessment may be applied for. (See Page 10)
- (d) Legitimate absences include illness, absences supported by parental note, STAR/Gateway courses, sports or cultural activities with College teams, or other absences approved by the Principal.
- (e) Students may be asked to complete an assessment activity on their return to College.
- (f) If, for illness or some other reason, student performance during assessment is considered to be impaired, they can request consideration for a missed assessment (See missed Assessment Application Form – Page 10)

6. Authenticity:

- (a) All courses will have publicised procedures to ensure that assessments submitted by students are the student's own work.
- (b) Students must be able to discuss their assessment with the teacher and/or Team Leader to clarify any concerns that have arisen regarding the authenticity of the work.
- (c) Where students breach the procedures laid out by a Department, the student will be referred to the Principal's Nominee. This may result in disqualification from the assessment and a result of Not Achieved being awarded.
- (d) Students are to acknowledge in writing all resources used (texts, source material, names and status of persons assisting along with type and extent of assistance received) on submission of work for assessment.
- (e) Students (and/or parents) may be asked to sign a declaration at the time of submission stating the work is the student's own and an understanding of the consequences if it is not.

REPORTS AND RECORDS.

- 1 School reports are ongoing and may be viewed through the parent portal on the Kuranui College website.
- 2 Parent-Teacher Consultation: Family Learning Conferences are planned for Terms 1 and 3.
- 3 Dean's Reports: At any stage throughout the year, the Dean may contact students and parents detailing cause for concern or commendation. Parents are also able to contact Deans.
- 4 Team Leaders will check records of student performance for accuracy. Students should sign off results during the year.
- 5 Records for Standards will be:
 - (a) Kept for the subject by the Team Leader or teacher in charge.
 - (b) Kept for all subjects by the Principal.
- 6 Students have a right to:
 - a. View their own results.
 - b. Understand how the results have been generated.
 - c. Accept the results by signing off.
- 7 Students should use the NZQA Learner Login to check their personal details, entries and results as they appear there during the year. Any NZQA certificates should be ordered using the Learner Login as well.
8. Similar information is also available via the student / parent portal on the Kuranui College website.

APPEAL PROCEDURES

- 1 Students shall have the right to appeal regarding an alleged assessment or moderation inconsistency; it should be lodged within five (5) school days of the return of the assessment. The outcome of this appeal should be known within ten (10) days of it being made.
- 2 Procedure for Appeal:

Your teacher will explain the criteria for each grade for an assessment when it is handed back to you. If you think that an assessment has been incorrectly marked you can ask the teacher to reconsider.

Your teacher should explain the result and make any necessary alterations. If another teacher did the marking, that teacher will be consulted. They may decide to alter your grade at this point.

If you are unhappy with the teacher's explanation, you may ask the Head of Department for a decision, using an 'Appeal' form. (See Page 11)

If you disagree with the Head of Department's decision, the Principal's Nominee will be asked to consider the case. The Principal's Nominee may consult with the Head of Department or Dean. If satisfaction is still not reached, any party may take an appeal to the Principal.

SPECIAL ASSESSMENT CONDITIONS

These are provided for students with identified needs. Students should see the Special Needs Co-ordinator if they have any queries in this regard.

PRIVACY

With reference to the use of student work and results, the college will protect the access by each student to information relating to that student which is held by the college. Only authorised staff will have access to this information. Each individual student will have access to their personal results etc. which is held by the college. This information will not be disclosed to any third party without the authorisation of the student concerned, however parents and caregivers have the same rights as their children in regards to this information.

Written permission is required from students if any of their work is displayed or used as presentations of exemplars.

BREACHES OF THE RULES (MISCONDUCT)

1. Internal Assessment
 - a. When it is alleged that a student has been guilty of any dishonest practice or any breach of these Rules and Procedures in connection with assessment including in particular:
 - i. **Impersonation** – a student is alleged to have impersonated or dishonestly claimed to be a candidate entered for an assessment (these Rules and Procedures apply both to the alleged impersonator, and to the candidate who has allegedly been impersonated)
 - ii. **Assisting / hindering** – a student is alleged to have influenced, assisted or hindered candidates, whether dishonestly, fraudulently or unwittingly
 - iii. **Dishonest practice** – a student is alleged to have attempted to access information or materials or other help from another person, or, in the case of performance based assessment, submitted material for assessment that is not their own it will be investigated by the Principal's Nominee.
 - b. The student will be given an opportunity to provide an explanation about the allegation of misconduct; the student may make an appeal. (See Appendix Two, Page 11)
 - c. The Principal's Nominee will decide on any disciplinary action to be taken. This may result in disqualification from the assessment; meaning Not Achieved will be awarded. Parents / caregivers will be notified.
 - d. In exceptional circumstances further penalties may be imposed. This will be determined by senior management.
2. External Assessment

This will be investigated by the Qualifications Authority. Go to www.nzqa.govt.nz for further information.

Missed Assessment Form

Fill in the top section, attach appropriate letters or certificates and hand in to the office or your teacher.

Name:	Tutor Group:
Today's Date:	
Missed assessment details:	
Subject:	
Name of Teacher:	
Standard number and title:	
Type of assessment (<i>practical, assignment, test etc</i>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one) <ul style="list-style-type: none"> <input type="checkbox"/> Illness: <i>medical certificate or a note from a parent / caregiver must be attached</i> <input type="checkbox"/> Family or personal trauma: <i>documentation must be attached (eg letter from parent, counsellor or tutor group teacher / dean)</i> <input type="checkbox"/> School sporting / cultural activity: _____ Signature of teacher in charge of activity: _____ 	
Decision by HOD / Principal's Nominee: <ul style="list-style-type: none"> <input type="checkbox"/> Existing evidence is available and will be used to award a grade _____ <input type="checkbox"/> Extension granted. New date: _____ <input type="checkbox"/> New assessment date granted. New date: _____ <input type="checkbox"/> Application denied. Comment: _____ <p><i>The reason for this decision has been explained to me and I accept the decision.</i></p> <p>Signed: _____ (Student)</p>	
Signed: _____ (staff member) Date: _____	

Appeal Form

Fill in the top section and hand in to the Principal's Nominee within one week of getting your assessment back.

Name:	Tutor Group:
Today's Date:	
Subject:	
Name of Teacher:	
Standard number and title:	
Grade Awarded:	
Date assessment returned to student:	
<p>Reason for appeal: (please tick one)</p> <p><input type="checkbox"/> I have discussed my grade or issue with my subject teacher in the first instance.</p> <p><input type="checkbox"/> I would like the Principal's Nominee to reconsider my grade / the decision made. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i></p>	
<p>Principal's Nominee's Decision:</p> <p><input type="checkbox"/> the grade awarded / decision made by the teacher stands.</p> <p><input type="checkbox"/> The grade awarded has been changed as follows:</p> <p><i>The reason for this decision has been explained to me and I accept the decision.</i></p> <p>Signed: _____ (Student)</p>	
<p>Signed: _____ (staff member) Date: _____</p>	