



# TRIDENT HIGH SCHOOL

## *Senior Academic Guidelines 2021*



**QUALITY WORK - RESPECT FOR OTHERS – COURAGE**



## Introduction.

This booklet contains the general guidelines to NCEA as it will be implemented at Trident High School in 2021.

Students are encouraged to discuss the points made in these guidelines with their parents and caregivers so that they understand the procedures that the school will be following in 2021. Students must also refer to the subject booklets issued by each subject teacher.

Students need to take note of the key points highlighted in the different sections.

Good Luck for the year!

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### What documentation can I expect?

It is the policy of Trident High School that you will be provided with documentation that keeps you well informed and able to keep records relating to your National Certificate of Educational Achievement (NCEA).

- I. At the start of each year, or when you enrol at Trident High School, you will be provided with an updated and current version of this document. This document informs you as to your rights and responsibilities relating to NCEA assessment.
- II. Your form teachers will provide you with a Credit Reflection Card which is to be completed during extended form time on Wednesdays. This will be audited by the Deans and will be required for your academic interviews with the Deans.
- III. You will have signed acknowledgement of the receipt of this document with your form teachers and therefore is an acknowledgement that you have had the opportunity to read, understand and agree to the conditions of assessment within these guidelines.
- IV. Student extracts may be updated during the year to respond to changes in requirements from NZQA. A digital version is available on the Trident App.
- V. You will be given a **Course Outline**, including an **Assessment Calendar** for each of your NCEA courses. The calendar will record the standard to be assessed in the course using the NZQF official code and draft date for the completion and therefore approximate date of assessment for the standard.
- VI. It is recommended that you paste the calendar into your notebooks.
- VII. All dates published on the course assessment calendar are to be considered as draft dates. Every effort will be made to comply with these assessment dates. Departments have the right to change dates to ensure the effectiveness of your learning programme.

### How do I enter NCEA?

At the start of the academic school year, the HoD's and Subject leaders will enrol you into all **core** internal and external achievement standards as per the **Course Outline** provided to you at the start of the year. Standards that are in **addition** to the programme will be entered and your enrolment confirmed at the time of teaching. It is your responsibility to check the accuracy of your entries and results posted through your personalised NZQA Learner Login. You can also do so on the student portal noting that the information may not yet have been updated to NZQA.

### What information can I expect to inform me about the NCEA task?

The front page of each assessment will include:

- I. The learning outcomes and performance criteria from the AS or US and will be identified by its official NQF code.
- II. Specific information will include the type of assessment (open or closed book, a supervised in class task, portfolio, assignment, etc). The duration of the assessment (one timetable period, multiple consecutive timetabled periods, number of weeks etc.) and a brief statement relating to the time expected to be spent on the assessment.
- III. Sign-posting dates for any task that has a Final hand-in time.
- IV. If there is further assessment opportunity for the standard.
- V. The Final hand-in time.
- VI. Clear instructions informing you how to hand in the assessment. E.g. location or method.
- VII. A brief **authenticity statement** that you must sign.
- VIII. An assessment schedule that provides you with guidelines of what is expected for Achieved, Merit or Excellence.



## National Certificates of Educational Achievement. (NCEA)

National Certificates of Educational Achievement are New Zealand's national qualifications for senior secondary students. NCEA forms part of the National Qualifications framework (NQF), along with other qualifications.

### Credits needed to achieve NCEA

Level 1	Level 2	Level 3
<p>NCEA Level 1 is issued to students who have achieved:</p> <ol style="list-style-type: none"> <li>1. 80 credits from Level 1 or higher; and</li> <li>2. 10 Literacy credits at Level 1 or higher. (Cannot be a mix of AS and US); and</li> <li>3. 10 Numeracy credits at Level. (Cannot be a mix of AS and US)</li> </ol>	<p>NCEA Level 2 is issued to students who have achieved:</p> <ol style="list-style-type: none"> <li>1. 80 credits – a minimum of 60 credits at Level 2 or above and 20 credits at any Level); and</li> <li>2. Met the L1 NCEA Numeracy and Literacy requirements.</li> </ol>	<p>NCEA Level 3 is issued to students who have achieved:</p> <ol style="list-style-type: none"> <li>1. 80 credits – a minimum of 60 credits at Level 3 and 20 credits at Level 2 or above); and</li> <li>2. Met the L1 NCEA Numeracy and Literacy requirements.</li> </ol>

### NCEA Certificate Endorsement.

Students require 50 credits at Excellence to have their NCEA endorsed with Excellence or 50 credits at Merit (or Merit/Excellence), to have their NCEA endorsed with Merit.

Credits counting towards endorsement may be gained over more than one year and at more than one level, but must be gained at the level of the certificate or above.

### NCEA Course Endorsement.

Students will gain an endorsement for a course if they gain 14 or more credits at Merit or Excellence. At least 3 credits must come from externally assessed standards. A course endorsement can only be awarded in one calendar year. Note that the 3 credits from externally assessed standards does not apply to Physical Education and Level 3 Visual Art.

### University Entrance (UE).

University Entrance (UE) is the minimum requirement for a student to qualify for entrance to a university in New Zealand. To qualify students need:

1. NCEA Level 3 – 60 credits or more at Level 3.
2. 14 credits at Level 3 in **each of the three subjects** from the list of approved subjects.
3. 10 Numeracy credits at Level 1 or higher.
4. 10 Literacy credits (5 credits in reading and 5 credits in writing) at Level 2 or above from specific achievement standards.

It is also important to check the entry requirements for the tertiary institution at which you wish to study as some universities have their own specific entry requirements in addition to the above.





## Assessment Policies and Procedures.

The Guidelines and Procedures incorporate the New Zealand Qualifications Authority (NZQA) requirements from the “Guide to Requirements for Consent to Assess for Schools” (August 2011).

The Trident High School Student Academic Guidelines document has procedures that are in place to ensure that assessment at Trident High School is **fair, valid, and consistent** with relevant curriculum documents, course descriptions and national standards.

- **Fair** means that students should be prepared for an assessment task and have a reasonable chance of success.
- A **valid** assessment task is one that assesses against the performance criteria specified in the standard.
- **Consistent** assessment is when grades achieved can be relied on to reflect the outcomes of the standard, and when assessed across more than one class, grades are awarded based on specific judgement statements to ensure consistency. A rigorous Internal and External moderation process as well as a Managing National Assessment (MNA) audit ensures that Trident meets these obligations.

### Beaches of the Assessment rules.

Authenticity: is making sure that a student’s work has been done by the student and not copied or taken from another source.

- I. You **MUST** keep **ALL** working documents (drafts, annotated notes etc) until the completion of the assessment cycle. (i.e. This has been returned and marked and you have signed and verified your awarded grade.
- II. Plagiarism may not occur and you **MUST** give credit to the original author by referencing **ALL** quotations or relevant extracts written by another person. An appropriate referencing system (e.g. APA, etc) must be used to acknowledge sources.
- III. Should a staff member have any concerns when marking your assessment, that work is not your own, this concern **WILL** be reported to the Principal’s Nominee.
- IV. You have the right to be supported by your parent/guardian at the meeting organised by the Principal’s Nominee. You will be asked to present all working documents and any other relevant materials at this meeting.
- V. Should there be doubt as to the authenticity of the work, it will be reported to NZQA as Not Achieved.

### **Misconduct**

- I. If you are involved in any serious misconduct during internally assessed standard, the Principal’s Nominee will conduct an investigation. If confirmed, penalties, including awarding of a Not Achieved grade and/or disqualification from the course will be implemented. Should the misconduct compromise the validity of the assessment; the assessment may be nullified for all students and reassessment opportunity offered to those not involved in the misconduct.
- II. Misconduct in the External NCEA examinations will be handled by the Exam Centre Manager (ECM) and reported to NZQA for further action.

### What if I hand in the assessment after the Submission date or time?

- I. Your assessment will not be accepted and you will receive Not Achieved for this. If you have a valid reason for missing the deadline, you may complete the **Missed Assessment** Form.
- II. If you have a valid reason for missing the deadline, you will be eligible for a possible extension (Completion of a *Request for Extension Form*) or a further opportunity for assessment if available.



### **What can I do if I do not agree with the grade my teacher gives me?**

- I. You will have five days from the date that you have received notification of your grade, to discuss your concern with your teacher.
- II. Written assessments that have been crossed out or marked with twink and rewritten will not be considered for discussion, if the marker's opinion is that it has been added since marking.
- III. If you are not satisfied with the outcome, you have the right to have your grade reconsidered by completing an **Application for a Reconsideration** form within the time specified above. This will then be referred to the Head of Department who will discuss your concern with you.
- IV. If this cannot be resolved by the Head of Department the matter will be referred to the Principal's Nominee.
- V. You and your parent/guardian, the Head of Department or department representative will be invited to attend a meeting organised by the Principal's Nominee to discuss this further.
- VI. The evidence will be weighed and a decision made by the Principal's Nominee. The decision will be reported to you and the Head of Department in writing. The grade will then be entered into KAMAR and reported to NZQA.

### **What are Derived grades and when are they used for External Assessments?**

If you are unable to sit your NCEA Examination(s), or feel that your performance has been seriously impaired due to circumstances beyond your control you may apply to NZQA for a **Derived grade**. A link is available on the Student Academic Guidelines document to check if you meet the criteria and to download application forms.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/4-candidates/what-is/>

- I. Your application needs to be completed and forwarded to the Principal's Nominee.
- II. These applications need to be made immediately.
- III. Derived grades can only be applied for if the school holds standard specific evidence for the relevant achievement standard. (An example of this might be the benchmark exam paper)
- IV. All documents need to be handed in before the derived grade application process closes.

### **How are externally assessed achievement standards managed?**

NZQA guidelines will be followed. <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2020/7-external-assessment/7-2/7-2-1/>

### **What happens to my assessment once the process of verification of my grade is completed?**

- I. Student's internal assessment material will be retained by the school until no longer required for moderation purposes.
- II. All assessment tasks and materials are the intellectual property of Trident High School and may not be passed on to third parties without written permission from the appropriate Head of Department.
- III. Trident High School retains the right to keep and use student work for administrative purposes. This does not apply to portfolios or boards.



### **What is meant by Resubmission (Conferencing)?**

- I. When a teacher grading your assessment believes that you may not have given quite enough information to achieve the standard or you have made a careless mistake, your teacher will give you an opportunity to discuss your assessment by conferencing you.
- II. This is to take place as soon as your work is returned to you, and before you have had an opportunity to discuss your assessment with your teacher, other students or had time to do further learning.
- III. If you are eligible for conferencing (Not Achieved/Achieved boundary only), your teacher will complete a **Conferencing Report**, which is then attached to your assessment.
- IV. You may be given an opportunity to resubmit your work but may not consult your notes or other resources.

### **What is meant by a Further Opportunity for Assessment?**

- I. A further opportunity for assessment provides you with another opportunity to be assessed against the standard using a different task under formal assessment conditions.
- II. If further assessment opportunities are available then any further assessment opportunity will be offered to all students entered for that standard.
- III. The highest grade from either assessment opportunity is reported.

### **What do you need to do as a student of Trident High School?**

As a student:

- I. You should ensure that you understand the assessment programme and policy;
- II. You must ensure that you understand the requirements of each assessment being completed. You are to ask their teachers for further explanation until you are sure they understand what is required to achieve successfully in the internal assessment;
- III. You are to check thoroughly the accuracy of the assessment when work is returned.
- IV. You are enrolled in a course that offers NCEA assessment must attempt ALL core learning and assessment activities delivered as part of the course. In some situations students may withdraw from an assessment by completing a **Withdrawal from an NCEA standard** form. (Provided in the Student Academic Guidelines document). This must be done early on in the teaching of the standard and a completed form filed with the Principal's Nominee;
- V. You opt not to attempt an assessment without following the process will have a Not Achieved reported to NZQA; and
- VI. And have attended 50% of the teaching of the standard, it is considered that you have been provided with a fair opportunity to succeed in the standard. Should the student not submit their assessment, a Not Achieved will be reported to NZQA.
- VII. If you receive an SAC (Special Assessment Condition) entitlement, you are afforded the opportunity to use such entitlements for assessment purposes.
- VIII. The Privacy Act applies to ensures the privacy of your assessment information; and
- IX. The Copyright act will apply the sharing of students work with other students.



## Trident High School

### APPLICATION FOR RECONSIDERATION OF A GRADE

Complete Sections A and B. Hand this form and work being appealed to your subject teacher.

#### **Section A**

**Name:**

**Subject:**

**Internal Achievement Standard number:**

**Date Assessment being appealed was sat/due:**

**Level of Achievement awarded being appealed:**

#### **Section B**

Reason(s) for Appeal:

Student Signature:

Date:

Parent/guardian Signature:

Date:

#### **Section C**

##### **Appeal Upheld**

Action:

##### **Appeal Denied**

Level of Achievement to remain at:

HOD Signature:

Date:

Student Signature:

Date:

*(Student to sign if you accept the HOD decision. If not, please hand this form to the Principal's Nominee)*

#### **Section D**

##### **Appeal Upheld**

Action:

##### **Appeal Denied**

Level of Achievement to remain at:

Principal's Nominee Signature:

Date:

Student Signature:

Date:







## Trident High School

### MISSED ASSESSMENT FORM

#### **PART A** (student to complete)

Name:

Form Class:

#### **Subject/Level (NCEA L1, 2 or 3)/Subject Teacher**

Subject:

Level:

Teacher:

#### **Achievement Standard Number and Title**

AS:

Title:

Date Assessment was issued/Set:

Date Assessment Due:

#### **Reason for not being in class on date or missing the hand in time/date**

Student Signature:

Parent Signature:

#### **PART B** (Subject Teacher to complete and hand to the head of department)

**Parent Guardian Letter attached:**

**Medical Evidence Attached:**

#### **The reason appears to be:**

**Acceptable:**

**In need of further investigation:**

**Not Acceptable:**

#### **PART C** (Head of Department to complete)

#### **Decision made:**

It has been noted that you missed an assessment. Your reason is unacceptable and no further assessment opportunity will be offered to you:

**Signature HOD:**

**Date:**

The HOD will copy this form for the student concerned, notify the subject teacher of the result, file the form in accordance with the policy.

Copy to Dean:

Copy to PN:



## Trident High School

### REQUEST FOR AN EXTENSION

*(This must be a valid reason: Illness, bereavement, representative leave etc and must be obtained at least 24 hours prior to due date)*

#### **PART A** Student to complete)

Name:

**Subject/Level (NCEA L1, 2 or 3)/Subject Teacher**

Subject:

Level:

Teacher:

**Achievement Standard Number and Title**

AS:

Title:

**Reason for requiring an extension:**

Student Signature:

Parent Signature:

#### **PART B** (Dean/Principal's Nominee to complete and hand to the HOD)

**Parent Guardian Letter attached:**

**Medical Evidence Attached:**

**The reason appears to be:**

**Acceptable:**

**In need of further investigation:**

**Not Acceptable:**

**PART C** (Head of Department to complete)

**Result of Request:**

You have been granted an extension until:

Your request for an extension has been declined and your assessment will need to be completed by:

**Signature HOD:**

**Date:**

The HOD will copy this form for the student concerned, notify the subject teacher of the result, file the form and ensure that the Principal's Nominee and Dean has a copy.

Copy to Dean:

Copy to PN





## 2021 EXAMINATION TIMETABLE

Exams available digitally shown in blue

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



<b>Nov</b> (Westland Ann. Day)	2.00 pm		French	Spanish	Latin
<b>Tue 30 Nov</b>	9.30 am		Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
<b>Wed 1 Dec</b>	9.30 am	Health	Education for Sustainability Samoan	Te Reo Rangatira	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
<b>Thu 2 Dec</b>	9.30 am	Social Studies	Dance	Art History	Earth & Space Science