



Longburn
Adventist[®] College

**Senior Student
Academic Handbook
2018**

NCEA Guidelines

NCEA Level 1 (Year 11) requires 80 credits, of which 10 credits must be from the prescribed literacy standards and 10 credits from the prescribed numeracy standards. (There are also separate Unit standard paths for literacy and numeracy.)

Automatic Entry to Y12 at LAC: Students need to attain at least 80 L1 credits, including 12 credits in Bible. Students who gain over 60 credits may be able to do some Y12 subjects.

NCEA Level 2 (Year 12) requires 80 credits; 60 of these credits must come from L2 or higher plus the L1 NCEA literacy and numeracy requirements must be met. The L1 literacy and numeracy requirements are prerequisites for achieving L2 NCEA.

Entry to Y13 at LAC: students need to attain at least 60 L2 credits, including 10 credits from Bible.

NCEA Level 3 (Year 13) requires 80 credits, of which 60 credits must be from L3 or higher. The L1 literacy and numeracy requirements are prerequisites for achieving L3 NCEA.

NCEA Endorsement: Students can achieve the NCEA award at each level (L1, L2, L3) with endorsement of Merit or Excellence.

An Excellence Endorsement occurs when a student has 50 Excellence credits at the level of the certificate or above.

A Merit Endorsement occurs when a student has 50 Merit or Excellence credits at the level of the certificate or above.

Course Endorsement: During a single year, if a student gains 14 or more credits at Merit and/or Excellence, a student will gain an endorsement in that course at Merit or Excellence. Most subjects require that at least 3 credits come from the external assessments. Totally internally assessed subjects are exceptions to this rule: Religious Studies, Physical Education or Visual Arts L3.

Entrance to University: Is based on NCEA credits gained. From their 2018 year, student needs to obtain:

- attain NCEA Level 3
- Achieve 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
- achieve UE Numeracy - 10 credits at Level 1 and above from specific achievement standards, or three specific numeracy unit standards
- achieve UE Literacy - 10 credits (five in reading and five in writing) at Level 2 and above from specific standards

Note: Obtaining a University Entrance gets a student into a University but does not get the student into any courses. Each student needs to check the relevant university's course entry requirements. These may be based on the student's best 5 approved subjects, with weightings put on credits achieved at a Merit or Excellence level.

New Zealand Scholarship: A monetary award to recognise the top scholars in New Zealand. Scholarship exams are separate from NCEA exams but are based on all the standards in each L3 Achievement Standard Subject. These exams are more demanding than NCEA exams and test higher level critical thinking and application of knowledge, skills and ideas to complex situations.

Academic Appeals: Students have the right to lodge an appeal within 5 days of a marked assessment being returned to them. An appeal will only occur where a student feels they have been unfairly disadvantaged in the assessment process. Possible appeal areas include:

- A mistake by the marker
- Incorrect recording or transfer of results
- Correct school procedures were not followed
- Being denied a stated reassessment opportunity
- Inconsistent assessment conditions
- Assessment related decisions relating to academic honesty (plagiarism, cheating...)

The **Appeal Process** starts with a review request to the teacher concerned. If agreement is not reached, the next step is to see the HOD. If agreement is still not reached, the student sees the Principal's Nominee (Mrs Aiono) who will investigate the appeal after an Appeal form is completed. Appeal forms are available from the school receptionist.

Note: Each teacher follows the school's Internal Moderation Policy for ensuring that assessment activities and the marking of assessments are valid.

Authenticity: Students are encouraged to use a range of sources when preparing assignments. However, **the final work that is handed in for an assessment must be the student's own work**, not copied from other sources. Any quotes taken from other sources must be formally acknowledged.

- All cases of students suspected of handing in work that is not their own will be investigated
- If a student has handed in work that is not their own, they will not receive any credit for that assessment and the Principal's Nominee and the student's parents will be notified
- If a student knowingly allows another student to copy their work and submit it for assessment, their work also, will not receive any credits.
- Where there is doubt as to whether the work is the student's, they may be asked to attain the standard in a controlled situation e.g. in front of the teacher or HOD

Course information/Assessment Overview: All students will be given course information at the beginning of the year, which will include:

- An outline of the course
- Approximate timings of units and assessments
- Information regarding the standards being offered, internal or external, standard number, credits value
- Whether further assessment opportunities will be offered
- Any other course related information that will affect student achievement
- Whether the course is endorsable or not

Missed and Late Assessments: Except for extenuating circumstances beyond a student's control, late work will not be assessed for NCEA purposes. If valid, timely, authentic evidence of achievement credit is not available, the standard cannot be awarded.

Teachers will clearly indicate deadlines for handing in work. If a deadline has to be changed, the teacher will notify all students who are affected.

Wilful Absence: If a student has shown an intent to avoid an assessment, another assessment opportunity will not be provided.

Extensions: When an assignment has been set, it must be handed in to the teacher on the due date.

1. Any student who envisages difficulty meeting an assignment deadline due to circumstances beyond their control needs to request an extension of time from the teacher at least 4 school days before the deadline. At the time of the request, work done to date must be displayed, along with a signed explanation for the request from the parent/caregiver.
2. Any extension will not normally exceed 4 school days beyond the original deadline.
3. If the extension is approved, the assignment should not be returned to the other students until the extension time has been reached.

Further Assessment Opportunities: It is up to each learning Area to decide if further assessment opportunities will be made available to students, and the nature of these opportunities. Further assessment opportunities are not mandatory and their provision may not always be practical or feasible. Further assessment involves the student completing a new task or the same task in a different context after additional teaching and learning has taken place.

Emergency Grade Process: Candidates who have been prevented from sitting External examinations or from presenting materials for external assessment, or who have had their performance in external assessment seriously impaired because of exceptional circumstances beyond their control, may apply to NZQA for a derived grade.

The impairment needs to be recent and supported by medical certificates (if a medical issue). The derived grade will only be possible if the school has a copy of an internal practice assessment that can be used to generate the evidence the student has previously met the standard. Schools that use unmodified past years' NCEA exams as practice exams cannot assume that a derived grade could be based on these results.

Academic dishonesty: If a student cheats or disrupts an assessment they will receive no credit for the assessment and will not be given a further assessment opportunity for that standard. All such incidents will be investigated by the Principal's Nominee and the results communicated to the relevant parties, including parents.

Incidents that are inappropriate include: Using notes in tests, lying about reasons for submitting late work, altering answers before seeking an appeal, copying from another student or allowing work to be copied, plagiarism, collusion (communicating with others, disrupting the assessment, hindering others during a test).

Reporting: Students need to check that the data is accurate. The school reports in the following ways:

- Verbal reports to individual students
- 5 weekly reviews of academic progress by teachers. Concerns are shared by the Year

Dean with parents.

- Parent/teacher evenings in Term 1 and 3
- Parents are welcome to contact subject teachers at any time during the year to talk about their child's progress.
- Students can view the internal results online once they are registered at 'secondary learners' (www.nzqa.govt.nz).

Privacy: LAC will protect students' privacy with regards to the collection, use and disclosure of personal information, assessment grades and the use of student work as exemplars.

Y13 LAC Graduation: Requirement is that each student complete by Term 4, Week 1:

- 12 L3 Bible credits, and
- 60 L3 NCEA credits from internal credits plus estimated credits from the school NCEA EDG Exams.