

MANAGING NATIONAL ASSESSMENT

STUDENT HANDBOOK



Contents

Introduction	3
NCEA Overview	4
NCEA Level 1-3.....	4
NCEA Certificate Endorsement.....	4
NCEA Course Endorsement.....	4
University Entrance (UE).....	5
Scholarship.....	5
National Student Identification Number (NSN).....	5
Assessment Documents	6
Managing National Assessment – Student Handbook.....	6
Course Outlines.....	6
Assessment Tasks.....	6
Assessment Authenticity	7
Breaches of Assessment Authenticity	8
Special Assessment Conditions	9
Missed or Late Assessments	10
Sickness.....	10
Unexplained Absence	10
Students Representing a Sporting or Cultural Code at a Regional, National or International Level	11
Self-interest Leave	11
Resubmission on an Assessment	12
Further Assessment Opportunities	12
Appeals	13
	Recording and reporting Assessment
Results.....	13
Derived Grades	
.....	13
Privacy	13
2025 NCEA External Examination Timetable	14
Contact Information	15
Heads of Departments	15
Senior Deans	16
Attendance	16
Important Websites	16

Introduction

The 'Managing National Assessment – Student Handbook' will help to explain the National Certificate of Educational Achievement (NCEA) and assessment guidelines to you and your parent/s or guardian/s as you work towards gaining your certificate in 2025.

NCEA is New Zealand's national secondary school qualification and provides you with pathways to tertiary education and workplace training. This year you will be gaining qualifications through standards either at NCEA Level 1, 2, or 3 in all subjects.

This booklet contains information and guidelines that will help you to understand NCEA assessment processes and procedures. During the year, your teachers will be collecting evidence that shows you have achieved specific standards so it is important that systems for assessment are fair, valid and consistent. It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all internal assessments (e.g. practical activities, briefs, tests, and assignments) that provide evidence that you have reached the required standard. They also apply to practice examinations and to work that you complete for other external assessments like portfolios.

By enrolling in any course, you are agreeing to complete **all aspects of the course** to the best of your ability. This includes both internally assessed and external examinations.

For students new to the NCEA system, it is very important to create a login to the New Zealand Qualification Authority (NZQA) website. To do this you will need your National Student Identification Number (NSN). The NZQA site is www.nzqa.govt.nz. This site will be a primary source to locate information about your progress in terms of your qualifications.

The Rosmini College KAMAR portal should be used regularly to keep up to date with all school information regarding your academic progress. <https://portal.rosmini.school.nz/index.php>.

Myself, and the Year 11-13 Deans lead the support systems available to all students with regard to NCEA. These include credit tracking, checking academic progress, goal setting and mentoring throughout the course of the year. You or your parent/s or guardian/s are welcome to make contact with either of us at any time if you wish to discuss an issue to do with assessment. Your HAU teacher/Dean will also be a source of support.

We wish you all the best for the 2025 academic year. Work to the best of your ability, ask for help from your teachers and attend school consistently. A simple recipe for success.

Mrs Rachel Peak
Deputy Principal
Years 11-13 Curriculum & Pastoral
Principal's Nominee

NCEA Overview

NCEA Level 1-3

Your teachers will gather evidence that shows you have gained Achievement or Unit Standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in some subjects (Arts and Technology subjects for example). For each standard attempted, you will be given a final grade or outcome.

Achievement Standard Outcomes:

Achieved with Excellence (E)

Achieved with Merit (M)

Achieved (A)

Not Achieved (N)

Unit Standard Outcomes:

Achieved (A)

Not Achieved (NA)

There are three levels of NCEA, depending on the difficulty of the standards achieved. At each level, you must achieve a certain number of credits, gained by completing standards, to receive an NCEA certificate. Credits can be gained over more than one year.

Level 1 from 2025

NCEA Level 1 is issued once you have gained:

- 60 credits at Level 1 or higher

The 20 credit Co-Requisite package which are completed digitally and include Numeracy (10), Reading (5) and Writing (5) credits.

During the transitional period there are some “tagged” standards that will also allow you to obtain the:

- 10 Literacy credits at Level 1 or higher
- 10 Numeracy credits at Level 1 or higher

NB: Students need to complete the co-requisite once only.

NB: Credits used for the Co-requisite cannot be used for the 60 credit NCEA qualification.

Level 2 2025

NCEA Level 2 is issued once you have gained:

- 60 credits at Level 2 or higher plus the 20 credit co-requisite package as above.

Level 3 2025

NCEA Level 3 is issued once you have gained:

- 60 credits at Level 3 or higher plus the 20 credit co-requisite package as above.

NCEA Certificate Endorsement

You require 50 credits at Excellence to gain NCEA endorsed with Excellence or 50 credits at Merit or above to gain NCEA endorsed with Merit. Credits counting towards endorsement may be gained over more than one year and at more than one level.

NCEA Course Endorsement

You will gain an endorsement for a subject if you gain 14 or more credits at Achieved, Merit or Excellence. At

least 3 of these credits must be from externally assessed standards. A course endorsement can only be awarded using credits gained throughout one calendar year.

University Entrance (UE)

University Entrance (UE) is the minimum requirement for you to qualify for entrance to a university in New Zealand.

To qualify you need:

- NCEA Level 3 which includes the 20 credit co-requisite and 60 L3 credits.
- 14 credits at Level 3 in each of 3 subjects from the list of approved subjects
- 10 Numeracy credits at Level 1 or higher
- **10 Literacy credits (5 credits in reading and 5 credits in writing) at Level 2 and above from** specific achievement standards

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements-2/>

It is also important that you check the entry criteria for the tertiary institution or course you want to study as some universities have their own specific entry requirements in addition to those above.

Scholarship

Scholarship is a monetary award to recognise top students. It does not attract credits or contribute towards a qualification but the fact that a student has gained a Scholarship appears on their Record of Achievement.

The Scholarship examinations enable students to be assessed against challenging standards at Level 4 in each subject. Scholarship students are expected to demonstrate high-level critical thinking, abstraction and generalization, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

Mrs. Peak, Deputy Principal – Curriculum, coordinates Scholarship entries while each Head of Department is responsible for the Scholarship programme. The Scholarship co-ordinator, Mrs. Tait oversees the programme, providing further opportunities for enrichment.

National Student Identification Number (NSN)

All students have an NSN number. This is used as a personal identification number when you complete NCEA internal and external assessments. When you log in for the first time you will be asked to generate a password. Keep your password in a safe place.

Once you have your NSN number and are registered on the NZQA website you will be able to view your results, look at your Record of Achievement (ROA) and also make a request for an official Record of Achievement (ROA). You may have one of these per year free of charge.

Assessment Documents

Managing National Assessment – Student Handbook

At the beginning of each year, you will be given and emailed a copy of this booklet to inform you about your responsibilities relating to NCEA and provide information to ensure fair, valid and consistent assessment. You and your parent/s or guardian/s should read this information carefully. This handbook may be updated during the year to respond to any changing requirements from NZQA. You will be notified of any changes and an updated document available on the Rosmini College website.

Course Outlines

You will receive a course outline for every NCEA course you take. These will be either given in hard copy or on the Google Classroom.

Your course outlines contain a lot of important information, including:

- A brief description of the aims/objectives/content/outcomes and other relevant information.
- A list of the achievement standards and/or unit standards against which the course is assessed.
- The number of credits attached to each standard.
- The approximate time that the standard will be assessed.
- Whether the standard is a UE approved standard or a Literacy or Numeracy standard (if applicable).
- Whether or not there will be a further assessment opportunity.

Assessment Tasks

When you attempt an NCEA standard your teacher will issue you with an assessment task. An assessment task will contain:

- The learning outcomes and achievement criteria for the standard.
- The type of assessment (open or closed book, a supervised in-class task, portfolio, assignment etc.).
- The duration of the assessment (one timetabled period, 3 consecutive timetabled periods, three weeks etc.) and when necessary a brief statement about the expected time that you might spend on the assessment.
- Sign-posting dates (if applicable) leading up to a final due date.
- Clear instructions informing you how, where and when to hand in the assessment.
 - Clear information telling you if there will be a further opportunity for assessment.
- An Assessment Schedule that provides you with a guideline of what is expected for an Achieved, Merit and Excellence grade.
- A short authenticity statement you sign upon completion of the assessment.

Assessment Authenticity

Your teacher must be able to verify that the work submitted for assessment has been produced by you.

To meet the authenticity requirement of an assessment you must:

- Ensure all work is your own – work submitted with help from parent/s or guardian/s, tutors, or anyone else is not considered authentic work.
- Keep all drafts and working documents, and hand them to your teacher if required.
- Keep a record of all resources that have been used, including handwritten plans and websites.
- Acknowledge the source of all material in your assessment, citing whether it is a text, electronic material or people.
- Be prepared to discuss your assessment work further with your teacher, if required.
- Sign the authenticity statement upon submission of your assessment verifying that this is your own work.

NB: Students are not permitted to use Artificial Intelligence sites and apps to generate substantial assessment responses. This is considered plagiarism. The teacher will inform you if you can use AI tools for learning purposes eg: for planning and brainstorming. If this is allowed for your assessment, you MUST include this as part of your assessment.

You must not:

- Copy another student's work.
- Quote material from written or electronic sources or another student without acknowledging the source (plagiarism).
- Inappropriately help another student with any part of their work.
- Allow someone else to copy your work.
- Allow someone else to do your work, or help you with it.

If the staff member responsible for marking your work has any doubts about it being your own, then this concern will be reported to the Head of Department who will conduct an investigation with the support of Mrs. Peak – Principal's Nominee.

Should there be any doubt about the authenticity of the work at the end of the investigation, the work will be graded as, and reported to NZQA as Not Achieved.

Should this misconduct compromise the validity of the assessment, the assessment may be nullified for all students and a reassessment offered to those students not involved in the misconduct.

If there is any misconduct in the NZQA administered externally assessed standards, the Exam Centre Manager will report this to NZQA. NZQA will conduct an investigation and if substantiated the penalties are severe including cancellation of results and/or disqualification from entering further external assessment for national qualifications.

Breaches of Assessment Authenticity

The conditions of both internal and practice external assessment activities, in addition to the information above, will be clearly stated in the activity instructions and will cover appropriate behaviour during the assessment. Failure to comply with these conditions will be deemed to be a breach of assessment conditions. The teacher marking or facilitating the assessment and the relevant Head of Department will investigate claims of a breach.

If a breach is proven you will receive a Not Achieved grade for the standard and your parent/s or guardian/s contacted. Further penalties may be imposed by Senior Leadership. The seriousness of the penalty will be dependent on the seriousness of the breach.

Conduct which is in breach of assessment conditions includes:

- Failure to follow the rules published prior to an assessment.
- Influencing/assisting/hindering another student or disrupting an assessment whether dishonestly, fraudulently or unwittingly.
- Attempting to dishonestly or fraudulently access information or materials not permitted in the assessment.
- Accessing information or materials or other help from another person.
- Altering assessment materials prior to seeking a review or reconsideration.
- Submitting material for assessment that is not your own, or is not verified as your own, whether dishonestly, fraudulently or unwittingly.

These rules and procedures apply to the submitter, to the original owner of the assessment material, and to any other person who may have been involved in the breach.

Special Assessment Conditions

Special Assessment Conditions (SAC) provide extra help for approved students when they are being assessed so that barriers to achievement can be removed and they have a fair opportunity to achieve.

SAC applications are made to NZQA for students with special learning needs by Ms De Belder, SENCO, in conjunction with Mrs. Peak – Assessment/Principal's Nominee. Decisions are based upon referral information from a variety of outside agencies, school records and teacher referrals.

SAC examples include a time allowance, modifications to question and answer booklets, use of a computer, or the use of an examination assistant such as a reader/writer. SAC should be used for both internal and external assessments.

The school and NZQA review the provision of these SAC on an annual basis following needs analysis. Ms De Belder, SENCO, will store information on students (e.g. writing samples, relevant assessment data) to enable annual needs analysis to take place. Students are therefore not guaranteed the same special assessment conditions each year of application.

The deadline for all Year 11 and new SAC applications is the end of Week 5 Term 1.

Missed or Late Assessments

Except in special circumstances, if you are enrolled in an NCEA course you are expected to attempt all NCEA internal assessments by the due date and time. Failure to submit on time may result in 'Not Achieved'.

If you will be absent on an assessment due date or require an extension to an assessment due date you should complete an 'Absence From or Extension for Internal Achievement Standard Assessment' form. These forms are available from Mrs. Peak's office. Valid reasons for the granting of an extension or further assessment opportunity are outlined below.

The completed form and any supporting documentation are to be handed to the subject teacher who will discuss with the Head of Department. The completed form with the final decision will be retained by the Head of Department and a copy passed on to Mrs. Peak.

NB: An extension must be requested in advance of the assessment due date, not on the day.

If you are absent on the day that an internally assessed standard takes place, or an assessment task is due to be handed in, the following procedures must be followed:

Sickness

Your parent/s or guardian/s must ring or email the school, absentees@rosmini.school.nz, to explain the reason for the absence and, where possible, are expected to make arrangements to hand in the assessment on the due date.

If the assessment cannot be submitted on the due date you must complete an 'Absence From or Extension for Internal Achievement Standard Assessment' form within 3 school days following your return to school and hand this to your subject teacher.

If the missed assessment is due to an illness, a Doctor's Certificate or documentation from a health provider should be attached to the form. If you do not complete the 'Absence From or Extension for Internal Achievement Standard Assessment' form you will be awarded a 'Not Achieved' grade.

Unexplained Absence

In cases of unexplained absence where you have not completed an 'Absence From or Extension for Internal Achievement Standard Assessment' form, a 'Not Achieved' grade will be awarded.

As a follow-up, you will meet with Mrs. Peak Deputy Principal – Curriculum, and your Dean who will advise your parent/s or guardian/s of this concern.

Students Representing a Sporting or Cultural Code at a Regional, National or International Level

As soon as you have been notified of your selection you must ask the organisation responsible for the selection to write to the Headmaster of the College requesting leave.

If you have any assessments due during the absence you must complete an 'Absence From or Extension for Internal Achievement Standard Assessment' form.

If there are issues with an assessment that is due during your absence Mrs. Peak – Deputy Principal /Principal's Nominee, will make a decision after reviewing the information. They will discuss alternative arrangements with the appropriate Head of Department and advise you of the decision.

Self-interest Leave

If you plan to take self-interest leave your parent/s or guardian/s must write to the Headmaster requesting leave before the leave is taken. This is a Ministry of Education requirement. It is courtesy to ensure this is **done well in advance** so that your teachers can best support you.

You will need to discuss with each of your subject teachers if any assessments are due during the self-interest leave and complete an 'Absence From or Extension for Internal Achievement Standard Assessment' to confirm arrangements.

NB: It is important you and your parent/s or guardian/s are aware that self-interest leave may result in you missing out on internal assessment credits if it is not practical to complete the assessment, this is up to the HOD's discretion.

Resubmission on an Assessment

You may be offered a resubmission to correct a minor error and gain the grade of Achieved. A resubmission does not allow you to gain Merit or Excellence grades.

A resubmission opportunity will take place as soon as possible after your assessment has been completed and will be offered if your teacher judges you to be capable of discovering and correcting a minor error by yourself.

Only one resubmission can be provided for each assessment opportunity and no further teaching or learning can take place before the resubmission is attempted.

Further Assessment Opportunities

Where manageable, and after further learning has taken place, you can be offered a maximum of one further opportunity for assessment of a standard within a year. Further opportunities for assessment provides you with a second opportunity to be assessed against a standard using a new parallel assessment task after further learning has taken place and under the conditions of assessment for that standard.

The Head of Department decides whether a further assessment opportunity will be offered for any standard. You will be told at the beginning of the year whether a further assessment opportunity is available for a standard. If offered a further assessment opportunity you will have access to all grades - Not Achieved, Achieved, Merit, or Excellence. The highest grade from either assessment opportunity is reported.

Appeals

If you feel your work has been unfairly assessed you can appeal the grade. In the first instance, you should talk to your class teacher and ask for clarification. You have the right to discuss with your teacher any concern relating to the grade awarded for an assessment and to have the judgement statements explained, providing you initiate this discussion within five school days from the date the assessment was returned.

If you are still unhappy with your grade the following procedure will be followed:

- You should collect an 'Assessment Appeal' form from Mrs. Peak, Deputy Principal - Assessment/Principal's Nominee, and return it within five school days of the discussion taking place with your teacher.
- Mrs. Peak and the Head of Department, in consultation with the class teacher and at least one other appropriate teacher, will review the judgement. In some instances, an outside expert may be called on to verify a grade under appeal. A decision on the appeal will be made within ten working days. This decision will be final.

Your Parent/s or guardian/s have a right to be involved in this process at any stage.

Recording and Reporting Assessment Results

Your NCEA assessment grades will be recorded accurately by the teacher of your course in KAMAR. Following the completion of the moderation process, your grades will be published and reported to NZQA through a monthly file submission.

Assessment grades will be published no longer than 4 weeks after the assessment due date. No grades, not even 'provisional' grades, will be given to you until all the associated paperwork and moderation is complete by your teacher.

You will be required to sign an 'Internal Assessment Results Check' sheet at the start of Term 4 to allow for final verification of your results. These will then be kept by Mrs. Peak, Deputy Principal – Assessment/Principal's Nominee.

Derived Grade for Externally Assessed Standards

Your teachers will keep a record of your progress towards externally assessed standards. A derived grade will be given to you if you have been clearly disadvantaged through illness or misadventure, or your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control.

Rosmini College must provide a grade based on pre-existing standard-specific evidence for each standard for which a derived grade is being sought. No derived grade is possible if the school holds no standard-specific evidence. Results from standards assessed in the entrance (practice) examinations will generally be used as evidence. Therefore, your school examinations are very important. A poor performance in these will directly impact your derived grade result.

Privacy

Your personal details, entry or results data or work will be treated in accordance with the Privacy Act 1993: no personal details, entries, result data or work will be shown to anyone who does not need to see it, without your express permission.

2025 NZQA External Examination Timetable

www.nzqa.govt.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	Samoa
	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 Samoa	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 Samoa	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 Samoa	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

Contact Information

Rachel Peak Deputy Principal – Assessment/Principal’s Nominee
rpeak@rosmini.school.nz

Heads of Departments

Ms L van Wyk **Accounting** lvanwyk@rosmini.school.nz

Mr J Manuel **Art** jmanuel@rosmini.school.nz

Mr A Samuels **Classics** asamuels@rosmini.school.nz

Mr L John **Digital Technology** ljohn@rosmini.school.nz

Ms B Kayes **Drama** bkayes@rosmini.school.nz

Ms S Waite **EAL** swaite@rosmini.school.nz

Mr N Kumar **Commerce** nkumar@rosmini.school.nz

Mrs J Tait **English** jtait@rosmini.school.nz

Ms S Van der Spuy **Food Technology** svanderspuy@rosmini.school.nz

Mr E Elgoyhen **French** eelgoyhen@rosmini.school.nz

Mr R Latch **Gateway/Careers** rlatch@rosmini.school.nz

Mr H Whipp **Geography** hwhipp@rosmini.school.nz

Mr G Wood **Health** gwood@rosmini.school.nz

Mr D Crawley **History** dcrawley@rosmini.school.nz

Ms K Crosby **Japanese** kcrosby@rosmini.school.nz

Mr K Wilson **Te Reo Māori** kwilson@rosmini.school.nz

Mr D Amrien **Mathematics** damrien@rosmini.school.nz

Mrs V Kay **Music** vkay@rosmini.school.nz

Mr J McIntyre **PE** jmcintyre@rosmini.school.nz

Ms O Fernandes **Religious Education** oferndandes@rosmini.school.nz

Mrs Y Perera **Science** yperera@rosmini.school.nz

Mr C Mainwaring **Technology** cmainwaring@rosmini.school.nz



Senior Deans

Year 11

Mr Joseph Hughes jhughes@rosmini.school.nz

Year 12

Mr Emilio Torres etorres@rosmini.school.nz

Year 13

Mr Jon Dale jdale@rosmini.school.nz

Pastoral & International oversight

Mātua Kane Wilson mwilson@rosmini.school.nz

Deputy Principal responsible for Curriculum and Pastoral Year 11-13

Mrs Rachel Peak rpeak@rosmini.school.nz

Attendance

Mrs D Pryde

absentees@rosmini.school.nz

Important Websites

Rosmini College

www.rosmini.school.nz

NZQA

www.nzqa.govt.nz