

Secondary dual enrolled students 2017 Te Kura NCEA assessment information sheet

To ensure results awarded from your internally assessed work are recorded in your NZQA Record of Achievement in January 2018, your completed internally assessed work must reach Te Kura no later than **31 October 2017**.

You can continue to send in work for internally assessed standards after this date but only up until the end of Term 4. The work will be assessed and will count towards your NCEA however these results may only appear on your NZQA Record of Achievement in early March 2018.

Portfolio submission deadlines

	Level 1	Level 2	Level 3	Scholarship
Digital Technology work due to Te Kura by:	23 Oct	23 Oct	23 Oct	23 Oct
DVC portfolios due to Te Kura by:	18 Oct	18 Oct	18 Oct	18 Oct
PE Scholarship report due to Te Kura by:	n/a	n/a	n/a	25 Sep
Technology work due to Te Kura by:	18 Oct	18 Oct	18 Oct	18 Oct
Visual Art portfolios due to Te Kura by:	25 Sep	16 Oct	24 Oct	24 Oct

Externally assessed standards (exams and portfolios)

It is your school's responsibility to enter you for any externally assessed standards you wish to attempt in the end of year exams, any portfolio/report submissions for the subjects listed above, or entry for the Level 1 Maths Common Assessment Task (MCAT) for external standard 91027.

Before deciding which standards it would be appropriate for you to enter, you should speak with your subject teacher at Te Kura. Then you should speak to the Te Kura Coordinator and/or the Principal's Nominee at your school to ensure you are entered for the correct standards.

Internal assessment results

It is your school's responsibility to submit your Te Kura internally assessed results to NZQA. When these results become available on the NZQA student login page, you should regularly check the accuracy and completeness of the results recorded. If there are any errors, please contact your school's Principal's Nominee.

Authentication

NCEA Levels 1 & 2 - Remember the work you send in for assessment must be your own. You and your supervisor must sign and scan your course authentication and submit it to the Authentication Dropbox. Each assessment task will require you to declare the work is your own when you submit your completed task to the Dropbox. If the task requires supervision, you must also state the name of your supervisor.

Any assessments not online require you to sign the coversheet.

NCEA Level 3 - Remember the work you send in for assessment must be your own. You must sign the cover sheet of all assessment activities as a guarantee of this. In addition to your own signature, your supervisor's signature may also be needed on the cover sheet of some activities.

Appeals

If you believe you have been given an inappropriate grade for an internal assessment you should, in the first instance, request your subject teacher review the marking of the assessment.

If the grade remains unchanged and you are still not satisfied with the explanation given by your teacher, you have one month (from the time you received the marked work back from your teacher) to make a formal appeal. The appeal must be made in writing to the Appeals Committee and addressed to the Principal's Nominee at Te Kura. It is important that your school's Coordinator for Te Kura be informed about the nature of the appeal.

An appeal form is available on our website: www.tekura.school.nz/student-toolkit/earning-qualifications.

Help

If you are having any problems, you should contact your subject teacher for their help and advice.