

Frequently Asked Questions

1 What is the NCEA fee for?

Paying the 2017 NCEA fee means **any** credits you gain from internal and/or external assessments this year will be officially recorded in your NZQA Record of Achievement next January so they count towards your qualifications. Please note this is not a fee to sit end of year exams.

- Credits must be paid for in the year they are gained to avoid an additional late payment fee.
- This fee is collected on behalf of the New Zealand Qualifications Authority (NZQA).

If you are an adult student – this fee is in addition to any administration fee you have paid to Te Kura.

If you are a young adult student – your Te Kura enrolment is free but you must still pay for your credits.

2 What is Financial Assistance?

Financial assistance is available to reduce the 2017 NCEA fee. The person paying the fee/s should complete the online application to include all students in their household required to pay a 2017 NCEA fee.

- For those paying NCEA fees for multiple students at different secondary schools, complete the online application with Te Kura but **evenly split the reduced fee to pay each student's portion to their appropriate school.**
- If one of the students is in Year 10 or below, see FAQ 10.

If the reduced fee is paid but you do not submit a financial assistance application, your results will not count towards your qualifications.

3 How much do I need to pay?

	I am eligible for financial assistance	I am NOT eligible for financial assistance
One NCEA student	\$20.00	\$76.70 for all 2017 NCEA results \$30.00 each NZ Scholarship exam
More than one NCEA student	\$30.00 per family maximum	\$200.00 per family maximum

NZ Scholarship standards are only available to eligible Level 3 students. See FAQ 6.

4 What if I was previously enrolled at another secondary school in 2017?

If you were previously enrolled at another secondary school this year, your 2017 internally assessed NCEA results and any externally assessed standards registration will have been withdrawn at NZQA.

- You **must** submit a new online NCEA registration with Te Kura.

- If you still wish to register for externally assessed standards, you'll need to select the appropriate standards in the online registration and arrange permission with a secondary school to sit your end of year exams there. See FAQ 8.

If you already paid your 2017 NCEA fee to your previous school, follow the prompts in the online registration.

5 What are internally assessed standards?

Internally assessed standards are marked by your Te Kura teachers during the year.

- Internal assessment results are updated with NZQA each month until the beginning of December.
- Completing your online NCEA registration and paying your 2017 NCEA fee will ensure this year's results are officially recorded in your Record of Achievement and count towards your qualifications.

6 What are externally assessed standards?

Te Kura does **not** automatically register students for externally assessed standards.

If you wish to register for any external assessed standards, select the appropriate standards when completing your online NCEA registration.

Externally assessed standards include:

NZQA assessed end of year exams held during November/December

You'll need permission from **one** secondary school to sit **all** your exams there (Te Kura is not an end of year exam centre school).

- Submit your online registration then follow the instructions in the email you'll receive to ensure you are officially registered to sit.
- You must take **photo ID** to each end of year exam. If you do not have a photo ID (eg passport, driver's licence), [organise this now](#).

NZ Scholarship exams – these are designed to extend very high achieving Level 3 students and you'll need to discuss any Scholarship exam registration with your subject teacher first. If the person paying your 2017 NCEA fee is not eligible to apply for Financial Assistance, each Scholarship exam entry is \$30.00 in addition to the \$76.70 NCEA fee.

Portfolio submissions for:

- Design and Visual Communication (DVC)
- Digital Technology
- Technology
- Visual Arts

Portfolio submissions will only be assessed if you select the appropriate externally assessed standard/s in your online NCEA registration.

Maths Common Assessment Task (MCAT) - the final date to submit your online registration is 25 July

- Level 1 Maths & Statistics standard 1.2 (91027) is an externally assessed standard and only available if you are enrolled in Level 1 Maths course MX1000.
- It is a one hour exam assessed on Tuesday 19 September at a special Te Kura MCAT venue.

- If you require additional information about the MCAT, please contact your Maths teacher.
- You must take **photo ID** to your MCAT exam. If you do not have a photo ID (eg passport, driver's licence), [organise this now](#).

7 How do I register for externally assessed standards?

You must be enrolled in the course to register for the externally assessed standards.

- Discuss which externally assessed standards to enter with your subject teachers. This is especially important for students enrolled in any of our Science courses.
- Select the externally assessed standards in your online NCEA registration.

8 Where do I sit end of year exams?

Because Te Kura is not an exam centre school, you'll need permission from one secondary school in your local community to sit your end of year exams there.

- After you've submitted your online registration, you'll receive an email with instructions how to arrange permission with your chosen exam centre school. You'll need to ensure Te Kura receives confirmation of this permission before the deadline to ensure Te Kura can officially register you for your exams.
- Your chosen exam centre school must offer **all** the exam sessions you wish to attend as you must sit all your end of year exams at one school. If your chosen school does not offer all your exam sessions, you'll need permission from a different secondary school. Contact us if this happens.
- You must take **photo ID** to each end of year exam. If you do not have a photo ID (eg passport, driver's licence), [organise this now](#).

9 What are Special Assessment Conditions?

Students with specific physical, medical, sensory or learning disabilities may be approved for special assessment conditions (SAC) for NCEA assessments. Jennifer Hardiman is the SAC contact at Te Kura: you can reach her on 0800 65 99 88 ext 8127 or by [email](#).

- If you need SAC but haven't contacted Jennifer, please do so as soon as possible.
- If you have recently transferred from another school and have already been approved for SAC, please alert Jennifer immediately as your entitlement will need to be transferred from your previous school to Te Kura.
- If you need SAC in order to sit your end of year exams, please contact Jennifer. If you have already advised Jennifer, there is no need to contact her again but you must provide your SAC details in your online NCEA registration.

You can find out more about SAC [here](#).

10 What if I am a junior student in Year 10 or below?

Internally assessed standards – If you are completing just a few internal assessments this year, Te Kura will bank your results until you are in Year 11. This means you won't need to complete an online NCEA registration or pay the 2017 NCEA fee unless you wish to. Be aware banked credits will not count towards course endorsement (refer to FAQ 12).

Externally assessed standards – If you wish to register for any externally assessed standards, you must complete an online NCEA registration and pay the 2017 NCEA fee.

11 What if I am applying for the mid year intake to uni or other tertiary provider?

If you are enrolling for the 2017 **mid-year** intake at university or other tertiary provider:

- Contact the Qualifications Advisor at Te Kura (0800 65 99 88 ext 8850) **before** you complete an online registration or pay your 2017 NCEA fee (this does not apply if you are enrolling for university or other tertiary provider at the beginning of 2018). There are **special instructions** you will need to follow for the early release of your results.

12 What does course endorsement mean?

Course endorsement provides recognition if you perform exceptionally well in an individual course. You can gain a course endorsement if in a **single school year**, you achieve 14 or more credits at merit or excellence including:

- at least 3 credits from externally assessed results, and
- at least 3 credits from internally assessed results.

Please be aware 'banked' internal credits for junior students will not count for course endorsement.

13 Where can I see my results?

Your internally assessed results will be updated on your NZQA student login page at the beginning and middle of each month. **Regularly** check your [NZQA student login](#) page during the year to ensure your internal results and registration for any externally assessed standards are recorded correctly with NZQA.

- Your payment will be recorded on your NZQA student login page from late November.
- All this year's results will become available in your Record of Achievement from mid-January next year. This includes any externally assessed results and the award of qualifications.
- If you would like a paper copy of an awarded qualification and/or official copy of your Record of Achievement from next January, you'll need to order this by clicking 'Order Documents'.