Te Kura

Te Aho o Te Kura Pounamu

THE CORRESPONDENCE SCHOOL

national certificates

student guide

QUANC 2017

Information for students and their families

Welcome to Te Aho o Te Kura Pounamu. This booklet contains important information to help you get the most out of learning with us. Please take the time to read it, and contact us if you have any questions. Our contact details are on the inside back cover.

To view this booklet online and access all the links go to our website www.tekura.school.nz and search for Student Guide to National Certificates.

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Standards are the building blocks of national certificates. They describe what a student knows and can do. The standard tells you what to aim for and how well you have to write or speak or do research to get credits. They describe the level of work you need to produce.

There are two different kinds of standards – unit standards and achievement standards. They both count towards national certificates.

Unit standards

Unit standards are always internally assessed. When these are assessed you will usually either achieve or not yet achieve the standard. There is no exam.

Unit standard credits count towards all national certificates, including NCEA.

Achievement standards

Most school subjects offer achievement standard credits in every year-long course. Some achievement standards are internally assessed, some are externally assessed.

Internal achievement standards

These are assessed by your subject teacher. Subject teachers know the standards and mark your work against those standards. These assessments are checked by Te Kura and national moderation.

External achievement standards

These are assessed at the end of the year under exam conditions or by submission of a portfolio of work such as Art or Technology. Students sit exams at exam centres, which can be at any secondary school.

When you attempt an achievement standard, you will get one of the following results:

- Not achieved (N)
- Achieved (A)
- Achieved with merit (M)
- Achieved with excellence (E).

NZQA is introducing digital exams and you may be invited to be part of a trial or pilot. See www.nzqa.govt.nz/audience-pages/students

How will I choose which standards to do?

Your subject teacher will help you with these choices. You will work together to plan the most suitable programme of study for you. You can choose from a range of internal and external standards to make up your programme.

Some courses have a course and assessment guide that will help you work your way through the options that are best for you. For the online NCEA Level 1 and 2 courses – look under the Need to know, Welcome to … section. There is important information in the guide and this section. You can keep track of the work you have completed and the credits you have achieved.

You can see a full list of standards results at any time using your **learner login** on the NZQA website. All students will be able to access, from the Te Kura web site, a list of standards results at mid and end of year reporting times.

What happens if I don't achieve a standard?

If you do not gain the standard the first time, you may be given another chance where this is possible. Your teacher will send you your result and information on how to have another go.

If you submit your work and there is a minor error you can fix, you may be offered a *resubmission opportunity*. If your teacher helps you or sends you extra work you may be able to complete a *further assessment opportunity.*

Contact your teacher if you want to talk this through. This is important and can help you achieve your goals. Lots of students are successful the second time.

What are my responsibilities?

- The work you send in for assessment must be your own.
- When you enrolled at Te Kura you signed a declaration to guarantee that the work you send in is your own work.
- When you start a new course in OTLE, you and your supervisor must sign an authentication statement and submit it before any assessment work can be completed.
- When you complete an assessment activity you (and sometimes your supervisor) need to declare you have completed the work yourself.
- Some standards require all planning, scoping, early drafts and final drafts to be included for assessment.

If you sign a declaration for work that is not your own you will be notified that your assessment for this standard is invalid and given the grade Not Achieved. You may be refused the opportunity to be assessed for this standard.

National Certificate of Educational Achievement (NCEA) Level 1

When you have gained 80 credits, including a literacy and numeracy requirement, you will be awarded NCEA Level 1. These credits can be made up of unit standards and achievement standards.

Credits are gained by studying your usual school subjects. These credits can be at level 1 or above.

NCEA Level 1 Literacy and Numeracy

Literacy requirement – Minimum of 10 credits through		
Either	Unit standards	Package of three literacy unit standards (all three required).
Or	Achievement standards	Specified achievement standards available through a range of subjects.

Numeracy requirement – Minimum of 10 credits through		
Either	Unit standards	Package of three numeracy unit standards (all three required).
Or	Achievement standards	Specified achievement standards available through a range of subjects.

At Te Kura you can meet the 10 credit requirement by achieving specified achievement standards through a range of subjects – check with your teacher which achievement standards count. The packages of three literacy/numeracy unit standards are also available at Te Kura.

To see a full list of the literacy and numeracy standards offered by Te Kura see **www.tekura.school.nz/information-for-schools/qualifications-information/** and find the standard list for the current calendar year.

National Certificate of Educational Achievement (NCEA) Level 2

To gain NCEA Level 2, you must have:

- 80 credits
- 60 of these must be from standards at level 2 or above
- 20 credits may have already been counted for level 1 and still count for a level 2 certificate
- met the NCEA Level 1 Literacy and Numeracy requirement.

National Certificate of Educational Achievement (NCEA) Level 3

To gain NCEA Level 3, you must have:

- 80 credits
- 60 of these must be from standards at level 3 or above
- 20 credits must be from level 2 or higher and may have already been counted for a level 2 certificate
- met the NCEA Level 1 Literacy and Numeracy requirement.

Endorsed National Certificates

You can gain NCEA certificates endorsed with merit or excellence.

- NCEA certificate endorsed with merit is awarded if you gain 50 credits at merit level (or a mix of merit and excellence)
- NCEA certificate endorsed with excellence is awarded if you gain 50 credits at excellence level.

Course Endorsement

You can gain course endorsement with merit or excellence if in a single year you gain 14 or more credits at merit and/or excellence for that course. At least three credits must be from externally assessed standards and three credits from internally assessed standards in that course.

Check with your teacher if your course offers course endorsement.

University Entrance

To be awarded University Entrance you must have:

- NCEA Level 3
- Three subjects – **at Level 3 or above**, made up of:

  14 credits each, in three **approved** subjects
- Literacy – 10 credits at **Level 2 or above**, made up of:

  5 credits in reading

  5 credits in writing
- Numeracy – 10 credits **at Level 1 or above** made up of:

  achievement standards – specified achievement standards available through a range of subjects, or

  unit standards – package of three numeracy unit standards (26623, 26626, 26627 – **all three required**).

To see the list of standards and subjects which count towards University Entrance literacy refer to:

www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/

Remember that University Entrance alone may not get you into university. You must check with your chosen university for their specific entry requirements.

Discretionary and provisional entrance

In some cases you may gain entrance to university using other results. For information, consult the university liaison person, or go to the website of the New Zealand Vice-Chancellors' Committee (**www.universitiesnz.ac.nz/studying-in-nz/domestic#Discretionary Entrance**).

Scholarship

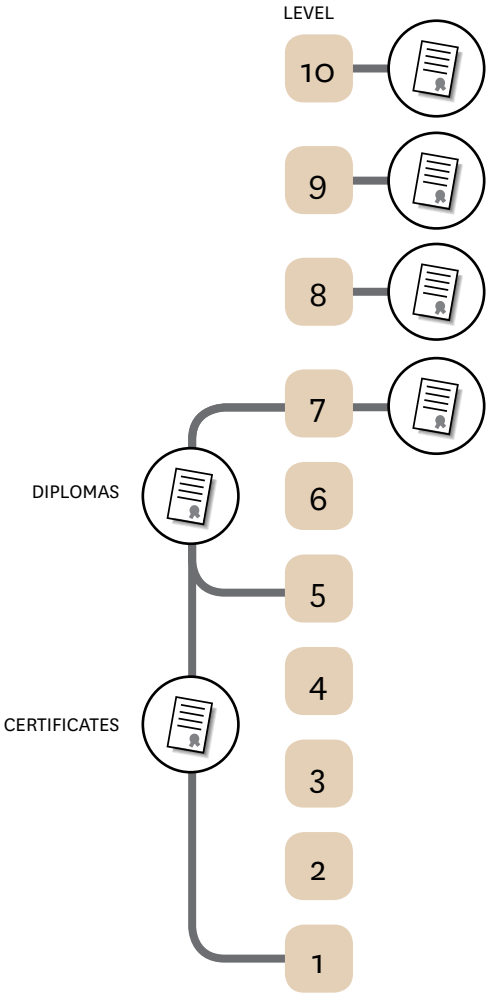
Scholarship is an externally assessed standard for top secondary students, usually in Year 13, which provides recognition and monetary reward to top students. Scholarship examines course material that students study in Year 13 related to level 3 standards. However, the skills and understanding required to meet Scholarship criteria are considerably more advanced. Scholarship requires students to demonstrate high-level critical thinking. You must discuss your entry for Scholarship with your subject teachers.

For more information on eligibility and a list of scholarship subjects see: **www.nzqa.govt.nz/qualifications-standards/awards/new-zealand-scholarship/scholarship-subjects/**

The New Zealand Qualifications Framework

The New Zealand Qualifications Framework (NZQF) is a system of qualifications which has ten levels. Levels are based on complexity, with level 1 the least complex and level 10 the most complex.

Level descriptors and qualification types on the NZQF



The National Certificate of Educational Achievement (NCEA) is the main certificate for students at secondary school.

There are three levels of NCEA.

Level 1 is usually done at Year 11, Level 2 at Year 12 and Level 3 at Year 13.

Some students work across a range of levels.

National (New Zealand) Certificates

There are many National (New Zealand) Certificates on the framework. Senior secondary students can work towards National (New Zealand) Certificates through Gateway, Tertiary Link, STAR and Trades Academies.

To find details about particular National (New Zealand) Certificates refer to: **www.nzqa.govt.nz/nzqf/search/results.do**

Vocational Pathways

NCEA Level 2 is the foundation for success in further education and the world of work. Vocational Pathways can provide new ideas on the way to achieve NCEA Level 2. They help students see how their learning and achievement will be valued in the 'real world' when looking for a job and starting a new career.

Students can access their **Vocational Profile** from the NZQA website. The Vocational Profile is a visual graph which will show learner achievement against the different Vocational Pathways.

To be granted a **Vocational Pathway Award** in a particular sector you must achieve:

- NCEA Level 2 which includes literacy (10 credits) and numeracy (10 credits) at level 1 or above; and
- 60 level 2 credits from the Recommended Assessment Standards (RAS) for a particular Vocational Pathways sector, including 20 Level 2 credits from Sector-Related Standards for the same sector e.g. Primary Industries you need 60 level 2 credits from the RAS which includes 20 level 2 credits from the Primary Industries Sector Related Standard.

For more information about Vocational Pathways refer to:

http://youthguarantee.net.nz/vocational-pathways/

www.nzqa.govt.nz/qualifications-standards/awards/vocational-pathways/

The Qualifications Leader at Te Kura sends you an NCEA Payment and Registration pack including details on how to apply for financial assistance.

You pay your annual NZQA fee to Te Kura to register your internal standards and/or enter for any external standards. If you are entering for any external standards, you must gain permission to sit your exams at a local school. You do this online,**www.tekura.school.nz/student-toolkit/ncea-registration** (If you want to claim a national certificate, these NZQA fees must have been paid every year you achieve results.)

Te Kura sends information to NZQA on your behalf including payment, standards results, external standards entries, special assessment conditions and financial assistance details.

Using your National Student Number (NSN), you can access your current entry information, your Vocational Pathways Profile and Record of Achievement on the NZQA website. Log in to your learner homepage on the NZQA website, **www.nzqa.govt.nz/login**. You can set your password and access this information any time during the year. Your results for external exams will also show here in January.

NZQA can send your results to you in January if you request them, otherwise view them online. You will be able to request a Record of Achievement, a School Results Summary, and any National Certificates you have achieved from your learner homepage.

You can check your NCEA results and personal information on the NZQA website.

To register on the NZQA website, you will need to go to the website and set your own password. If you have already registered (in a previous year) you will not have to register again.

Please follow these steps:

1. Go to **www.nzqa.govt.nz/login**
2. To register your password, click on 'register now'
3. Enter your NSN and date of birth (DD/MM/YYYY).

You will only need to set up your password the first time you visit this web page. *Choose a password that you will remember*. You will have to use the same password to see your entries and results on the website throughout the year. If you forget your password you can request a new one on the NZQA website.

Make sure you check your results regularly during the year to ensure that the internally assessed standards you have achieved are showing. If there is a problem you must contact your subject teacher or learning adviser.

When you look at your exam results in January check them thoroughly. If you believe there is a mistake with your exam results you can apply for a Reconsideration or Review via your NZQA Student login.

This is the official record of all standards and national qualifications and endorsements, University Entrance and Scholarship you have achieved in the previous years of study. To see a sample go to the link below:

www.nzqa.govt.nz/assets/qualifications-and-standards/Results/Sample-ROA.pdf

You can view your Record of Achievement via the NZQA Learner Login and print a copy but to receive an official copy of your Record of Achievement you must order it from NZQA. Do this:

- online Learner Login **https://secure.nzqa.govt.nz/for-learners/records/login.do**
- by phone: 0800 697 296

School Results Summary

This is an official record of all results you have gained while at senior secondary school. It also shows any national qualifications and endorsements, University Entrance and Scholarship achieved up until the time you left school as well as a summary of credits by subject and level. To see a sample, refer to **www.nzqa.govt.nz/assets/qualifications-and-standards/Results/srs-sample.pdf**

You can request a copy of your School Results Summary when you leave school:

- online through your Learner Login **https://secure.nzqa.govt.nz/for-learners/records/login.do**
- by phone: 0800 697 296

Useful websites:

www.tekura.school.nz

www.studyit.org.nz

www.careers.govt.nz

www.nzqa.govt.nz

www.maorifuturemakers.com/

www.youthguarantee.net.nz

Watch a video explaining how NCEA works.

www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/

NZQA mobile app for students – Planning and tracking NCEA progress

www.nzqa.govt.nz/audience-pages/students/ncea-app/

NZQA mobile app for parents – NCEA guide

www.nzqa.govt.nz/about-us/future-state/our-first-steps/

Page on NZQA website with links to information on exams

www.nzqa.govt.nz/audience-pages/students

Privacy Act 1993

The Privacy Act 1993 requires Te Kura staff and teachers to preserve students' privacy in respect of records and results. More detailed information is available on the Te Kura website **www.tekura.school.nz/about-us/privacy/**

Appeals

Students are encouraged to discuss assessment results with their teacher.

If you disagree with a grade you've been given for an internal assessment or believe the conditions in which you had to do the assessment were unfair, first discuss this with your teacher and try to resolve it together.

If you can't resolve your problem you may make an appeal.

You may appeal an assessment once you have received your marked work back from your teacher. You should explain your view of the situation to the senior teacher by phone or in writing. You can find an appeal form on our website in the student toolkit at **www.tekura.school.nz/assets/media/doc/Student-Assessment-Appeal-Form-.doc**

Your appeal will be reviewed in the first instance by the Senior Teacher and the Curriculum Leader and you will receive written notification of the outcome. If you are not satisfied with this result you can refer the issue to the Qualifications Leader who will take the issue to the Appeals Committee, which will include people who have not been directly involved in the assessment. This Committee will review the issue and send you a letter with details of their findings.

You are welcome to ask your learning advisor or the Qualifications Leader to help you with this process.

Special assessment conditions

The purpose of this is to help you get fair assessment. If you have learning difficulties, motor skill problems, sight or hearing impairment or some other conditions, you may be able to have assistance to help you present your work.

Sometimes students may be eligible for a reader, a writer, or a reader/writer. Sometimes they may be granted extra time for an exam. Te Kura has a procedure for helping students who need Special Assessment Conditions for their assessment for both internal and external standards. For more information refer to **www.tekura.school.nz/student-toolkit/special-assessment-conditions**

Early on in the year, if you think this situation applies to you, contact your learning advisor, or the Qualifications Leader.

Derived grades process

If you are sitting an examination or completing a portfolio for any external standards, you may apply for a derived grade if:

- you were not able to sit the exam because you were sick, you had an accident or there was some special situation beyond your control *or*
- you think that you did not do as well as you could have in the exam because you were sick, you were injured or there was some special situation beyond your control.

Contact Jo Parmenter on **0800 65 99 88 extn 8850** or the Qualifications Leader to get an application form and information sheet. *Read both carefully*. You will need to return the completed form with supporting evidence *by the deadline* early in December.

To be awarded a derived grade you must have completed the Te Kura practice exams which are held in September of each year.

Applications for derived grades will not be accepted after results have been released.

Frequently Asked Questions

For answers to some common questions refer to

www.tekura.school.nz/faqs/qualifications/

Glossary

Appeal	If you think you have not had a fair assessment, you can appeal.
Authentication	When you complete an assessment activity, you must declare that the activity has been your own, unaided work. Some assessment activities need the signature of your supervisor as well.
Credits	These determine the value of the standard. A year-long course of study usually offers standards worth 24 credits.
Further assessment opportunity	You may be provided with a new assessment for the same standard, if you do not achieve your potential. Not all standards will offer this. You should check with your teacher to see which standards offer this.
Level	Indicates how difficult the work is. There are 10 levels on the Qualifications Framework and levels 1 to 3 are usually studied at secondary school.
NCEA	National Certificate of Educational Achievement
NSN	National Student Number given to you by The Ministry of Education
NZQA	The New Zealand Qualifications Authority, responsible for all the qualifications offered in New Zealand.
Record of Achievement	Lists the standards and qualifications achieved from all of your studies. It is provided by NZQA from a national database, provided you have paid all your annual NCEA fees.

Resubmission	A resubmission is when a teacher sends an assessment back because they believe you are capable of discovering and correcting your work. This will enable you to reach the standard.
Result notices	These are available to students from NZQA via your NZQA learner login. They list the details of your standards achieved the previous years, the grades gained and the credit value in each subject area.
School Results Summary	Lists all of your standards results (including Not Achieved) from all of your studies. It is provided by NZQA on request via your NZQA learner login.
Special assessment conditions	These are the supports available to students who have learning, motor, hearing, visual and other disabilities. They enable a student to be fairly assessed. They include provisions such as a reader, a writer, a reader/writer or extra time in exams.
Standards	The basic component of the framework. They describe the knowledge and skills you must have to gain the credits. There are two kinds of standards – achievement and unit standards.

Contacting us

Call us toll free on **0800 65 99 88** or +64 4 473 6841 from overseas.
It helps to have your student ID number handy when you call.

Email: **info@tekura.school.nz**
Website: **www.tekura.school.nz**

Email your Learning advisor or teacher using this format:
firstname.surname@tekura.school.nz

Write to us:

Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5045
New Zealand

Student Guide

TE KURA become informed

STANDARDS IMPORTANT INFORMATION

FOR STUDENTS

entering with NZQA

National Certificates of Educational Achievement

RESULTS NOTICE Record of

achievement THE NATIONAL

QUALIFICATIONS FRAMEWORK