

2023 NCEA assessment information sheet

Internal assessment deadlines

Your internal work for NCEA assessment should be uploaded to My Te Kura as soon as possible before the **12 November 2023**. This will ensure your NCEA results are available when NZQA officially updates your Record of Achievement in mid-January 2024.

- **If you are continuing** with Te Kura next year
You can continue to upload work to My Te Kura up until the end of January 2024 to count towards your 2023 school year. Results will be available on your Record of Achievement by the end of February 2024.
- **If you are not continuing** with Te Kura next year
The last day to upload work in My Te Kura for marking and feedback is **1 December 2023**. Results will be available on your Record of Achievement by the end of February 2024.

Portfolio submission deadlines

If you are enrolled in the following subjects and register for the external assessment, below are the dates your portfolio of work is due to Te Kura.

	Level 1	Level 2	Level 3	Scholarship
Design and Visual Communication	Oct 20	Oct 20	Oct 20	Oct 20
Technology	Oct 16	Oct 16	Oct 16	Oct 16
Visual Arts	Oct 16	Oct 24	Nov 1	Nov 1
Scholarship Music	n/a	n/a	n/a	Oct 23
Scholarship Physical Education	n/a	n/a	n/a	Oct 18

Special Assessment Conditions (SAC)

Students with specific physical, medical, sensory, or learning disabilities may be approved for special assessment conditions (SAC) for internal and external NCEA assessments.

If you think you might need SAC, please check out our website - www.tekura.school.nz/learn-with-us/assistance-for-students/special-assessment-conditions/.

2023 internal results

From April, your internal results will be reported each week to NZQA. Please regularly check your NZQA Student & Learners login during the year to ensure all your internal results have been correctly reported. How to login is detailed on the next page.

2023 external entries

Instructions on how to register for externally assessed standards will be emailed to you when our NCEA Registration facility opens in June.

If you register for externally assessed standards this year, these entries will show on your NZQA Student & Learners login page **after** your NCEA registration has been finalised and confirmed by email.

NZQA student login

Go to www.nzqa.govt.nz/login to check your NCEA internal results, external entries, and personal information on the NZQA website.

- **If you have never logged in before**, click 'Create an Account'.
- **If you have logged in before**, click 'Students & Learners Login'.

You'll need your National Student Number (NSN) but if you don't know it, please contact your kaimanaaki (learning advisor). If you don't have a kaimanaaki, contact your subject teacher.

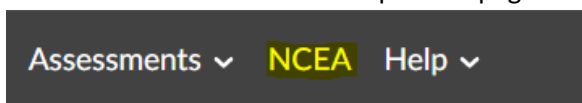
Appeals

If you don't agree with the grade for an internal assessment, you should, in the first instance, request your subject teacher review the marking of the assessment.

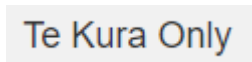
If you are still not satisfied with the explanation given by your teacher, you have one month (from the time you received the marked work back from your teacher) to make a formal appeal. A Student Assessment Appeal form must be completed and emailed to the Assessment & Qualifications Lead, Principal's Nominee at Te Kura.

An appeal form is available in your 'My Te Kura'.

1. In your "My Te Kura", click on a subject. This will open the subject home page.
2. Click on the NCEA Tab to the top of the page.



3. Click on the Te Kura only tab,



4. Scroll down to '**Appeals**' and click on the [Download a Student Assessment Appeal form](#), from here you can complete the application.

Appeals

If you do not agree with an internal result, you should request your subject

If the grade remains unchanged and you are still not satisfied, you have **or** make a formal appeal. The appeal form must be completed and emailed to

[Download a Student Assessment Appeal form](#)

Help

If you are having any issues, please contact your learning advisor or subject teacher for help and advice.

Freephone 0800 65 99 88
Email firstname.surname@tekura.school.nz