



**Kerikeri High School**

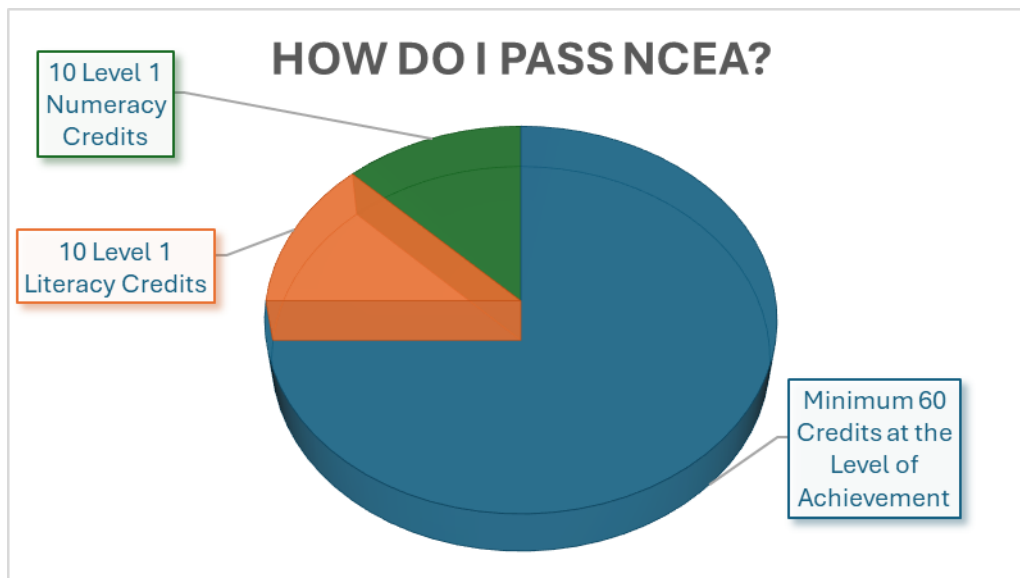
**2025**

**NCEA Student Handbook**



**National Certificate of Educational Achievement**  
**TAUMATA MĀTAURANGA Ā-MOTU KUA TAEA**

## How do I pass my NCEA Certificates?



### NCEA Level 1

**60 credits** at Level 1 or higher

*Plus*

**10 credits** of Numeracy

**10 credits** of Literacy

### NCEA Level 2

**60 credits** at Level 2 or higher

*Plus*

Level 1 Literacy and Numeracy

### NCEA Level 3

**60 credits** at Level 3 or higher

*Plus*

Level 1 Literacy and Numeracy

### Level 1 Literacy and Numeracy

Most students will achieve literacy and numeracy through passing the online Common Assessment Activities (CAAs) in Numeracy (10 credits), Reading (5 credits) and Writing (5 credits). You will have the opportunity to sit these from the end of year 10 and can sit them as many times as you need to, up to twice a year. You only must pass each assessment once.

Until 2027, you can also achieve literacy and numeracy through achievement standards – mostly in English and Math, but in some other level 1 subjects as well. Note that you cannot “double dip” – if you rely on 10 credits from Achievement standards for literacy or numeracy, they will not count towards your total of 60.

## How can I get a Certificate Endorsement?

If you gain 50 credits at Merit (or a combination of Merit and Excellence), your NCEA certificate will be endorsed with Merit

If you gain 50 credits at Excellence at a level, your NCEA certificate will be endorsed with Excellence.

## How do I get Course Endorsement?

If you get 14 or more credits in one subject at Merit (or a combination of merit and excellence) you will get a merit endorsement for that subject. Remember though:

- At least 3 or the credits must be from externals (unless it is a subject like PE where there are no externals)
- The credits must be achieved in one year

If you get 14 credits at excellence, including 3 external credits, in one year then you will get Excellence Course Endorsement

You can also have your course endorsed with Achieved, if you gain 14 credits in one subject, with at least 3 internal and 3 external credits in one year.

## How do I get University Entrance?

University Entrance is the minimum qualification requirement to be able to study at a New Zealand university.

To get UE, you must:

- Pass NCEA Level 3 (including literacy and numeracy)
- Achieve 14 credits at Level 3 or higher in achievement standards each of three subjects from the “approved subject” list (see the course guide for the current list of approved subjects offered)
- Pass at least 10 numeracy credits at Level 1 or higher.
- Pass at least 10 literacy credits at Level 2; five credits must be in reading and five must be in writing. These are usually covered in English but lots of other standards count too – check with your subject teachers.

Remember that this is the minimum requirement – lots of different universities and courses have specific requirements, and this changes regularly – if you are interested in a particular course or university, check with Mrs Crawford in Careers.

### University Entrance Rank Score

Some universities will use a rank score to rank students nationally for courses where entry is competitive, or courses are oversubscribed. Across your best 80 credits at Level 3 in approved subjects, you will be given points for every credit:

Excellence (4 Points),                      Merit (3 Points),                      Achieved (2 Points)

Check with Mrs Crawford for the most up to date information about the number of points you need.

## What are Vocational Pathways?

Vocational Pathways help you see how your learning and achievement is valued in the 'real world' by aligning the NCEA Level 2 Assessment Standards including specific 'sector-related' standards with six industries:

- Primary Industries
- Services Industries
- Social & Community Services
- Manufacturing & Technology
- Construction & Infrastructure
- Creative Industries



The award enables employers to assess whether your skills align with their industry requirements more easily.

To receive a Vocational Pathways Award, you must pass NCEA Level 2. A minimum of 20 Level 2 credits must be from sector related standards, with the remaining from the recommended standards in one or more pathways to make up sixty pathway credits Award(s) will show on your NZQA Record of Achievement.

## What other Certificates can I get at School?

It is possible for students to gain additional certificates on the National Qualifications Framework. Some that you may be able to achieve at Kerikeri High School include Tourism and Barista

## What is Scholarship?

Scholarship provides recognition and monetary reward to top students in Year 13. Scholarship exams enable you to be assessed against challenging standards and are demanding for the most able students in each subject.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction, and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

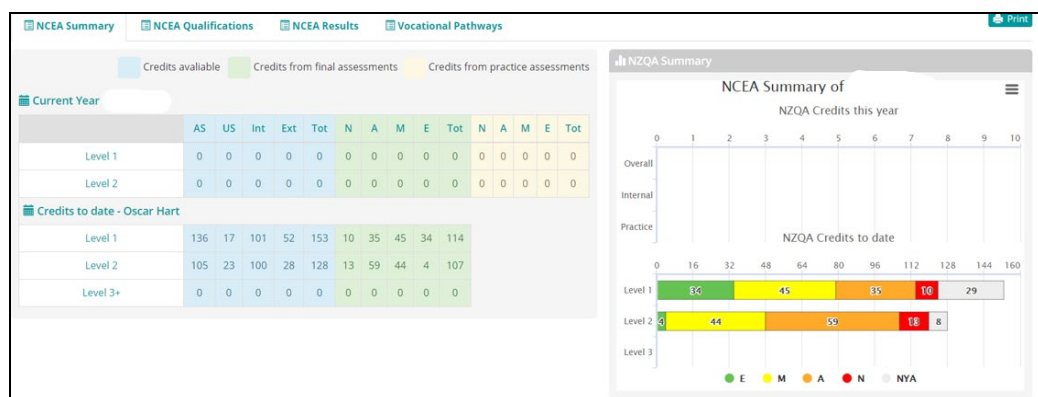
Year 13 Students can enter a separate scholarship exam in some subjects. Entries will be called for later in the year. Talk to your Level 3 subject teacher about this.

## How much does it cost to sit NCEA?

Domestic students no longer need to pay NCEA fees. International student fees are \$383.30.

## How can I track my NCEA results?

You can use your Kerikeri High School username and password to log into FACTS and track your results that have been loaded into the School system. Find the link on the Kerikeri High School website, or through the app, or check out: <https://spider.kerikerihigh.ac.nz/Spider/Pages/Login.aspx?ReturnUrl=%2fspider%2f>



## How can I check my official NCEA results?

You can login at any time at [www.nzqa.govt.nz](http://www.nzqa.govt.nz). Use this login to check your results (very important in January!), order results notices and keep an eye on your progress. Remember that there can be a lag time between getting your results at School and these appearing on the NZQA site. If you have set up your login already and forgotten your username, remember that you can use your NSN – this can be found in Spider and is called your exam number.

## What course information should my teachers give me?

At the beginning of each year your teacher must give you an assessment statement for the course. This will tell you all about the assessments, what will happen during the year, and how each standard will be assessed. This must include the following information:

- A list of standards offered in the course requirements.
- the registration number and version
- full title
- number of credits
- mode of assessment – internal or external
- approximate timing of assessment
- whether or not a further assessment opportunity is available.
- Literacy, numeracy, and UE information

You will receive the following written notification of tasks:

- for extended tasks requiring homework time and for completion out of school time a due date will be given when the task is issued
- for tasks completed in class, you will receive one week's notice before the commencement of the task

## Deadlines for long-term assignments

Hand in dates for an assessment completed out of class will be Monday at 9am in a well-advertised place.

Work that is submitted for marking after the stated deadline may not be marked. A willful absence (e.g.: bunking, not coming to school to finish your assessment) will be considered as intent to avoid assessment. A further assessment opportunity will not be provided to a student who willfully misses an assessment. If valid, authentic standard specific evidence is not available a result of Not Achieved will be given.

## What happens if I miss an assessment or a deadline?

If you are absent from an assessment because of illness, bereavement or serious family reasons, you must provide their subject teacher with a signed absence note, giving a reason for your absence. If the teacher is unhappy with the reason given, Mr Wise, the Principal's Nominee, will decide. For justified absences another assessment opportunity will be made available *if possible*.

If you are away due to representing the school for sporting, cultural, academic or leadership reasons, you will have another assessment opportunity if possible – however sometimes this is not possible – make sure you talk to your teacher well in advance as in some cases you may have to make a choice between being at school for the assessment or attending the activity.

Family holidays are not considered a reason for missing an assessment deadline.

Some assessment opportunities that are very difficult to reschedule, e.g. field trips or titration: you need to talk to your teacher about any clashes well in advance.

## How do I apply for an Extension?

The best bet is to talk to your teacher in advance if you are struggling to meet a deadline – it is unlikely that you will receive an extension if you ask on the due date, or after.

If you think that you are unable to complete an assignment on time through circumstances beyond your control (sickness, family trauma), you should request an extension of time from your teacher who will talk to the Leader of Learning for the subject.

An application for an extension must be made on the Extension Form at least 3 days before the due deadline.

At that time of the request, some work done to date must be shared with the teacher. Failure to submit enough evidence of work done so far will result in no extension being granted.

Any extension will not normally exceed 3 days beyond the original deadline, unless the circumstances are continuing, and the student will be given credit for completed work. This means work due on a Friday, with an extension, becomes due the next school day. Mr Wise makes a final decision on an extension in some circumstances.

## Resubmission and Further Assessment Opportunities

Sometimes you may be given a resubmission or further (new) assessment opportunity if you wish to improve your grade – however this is not always possible. Your teacher will let you know what standards a further assessment opportunity may have – it is the teacher’s decision on whether it is possible.

### Resubmission

Is when you may get an opportunity to improve on already resubmitted assessment work. It is up to the teacher if you can have one, and it can only be given when your grade is Not Achieved. You may have the opportunity to improve you Achieved *only*. You will need to figure out what you need to do to the assessment yourself – the teacher cannot give you help.

*So.... that means you may be offered a resubmission only if your initial grade is N,  
and you can only go up to an A*

### Further Assessment

Is when you are given a new assessment / test / assignment or the same task in a different on a different topic.

- One further assessment opportunity for a standard can be provided each year. If one is offered, it must be offered to all students, and all assessment grades must be available.
- A further assessment opportunity is only appropriate after more teaching and learning has taken place.
- The highest grade gained by a student will be reported to NZQA.

## Appeals

You have the right to appeal against any assessment decision. This includes the grade, an allegation that you have made a Breach of the Rules (copied, used AI inappropriately etc.), or a decision on being allowed to do an assessment or not.

In the first instance you should talk to your teacher. If you are not happy with the outcome, you can make an appeal within five school days of being notified of the initial assessment decision.

Appeals need to be made on the official appeal form – see Mr Wise if you want to make an appeal and he will talk to you about what to do.

## What is a Derived Grade and when and how can I apply for one?

If you are prevented from sitting external NCEA exams in November or presenting materials for external assessment (e.g.: an art folio) or think your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control (e.g.: sickness), you can apply to NZQA for a derived grade.

Some advice:

- Impairments must be serious. This excludes claims based on stress due to examinations, family disturbances, and minor illness.
- Medical certificates, or statements from appropriate people (e.g.: Police Officer, Counsellor) supporting the claim must be provided if the impaired performance is for a medical reason.
- The impairment must have affected you during the examination period or have occurred within the month preceding exams (or a longer period may apply in some circumstances).
- You should sit the external exam wherever possible – often you will still do well.

A derived grade is possible where:

- The school has a grade for you for the standard – these usually come from your mock exams in Term 3
- The grade comes from an assessment for that standard, that has been moderated by another teacher

***It is important that you sit and work hard towards your practice exams because of this – it's like having an insurance policy, just in case***

A derived grade cannot be awarded if there is no grade from practise assessments for an external standard because you were absent, did not complete an assessment, or because the timing of the teaching has meant no practice assessment was given.

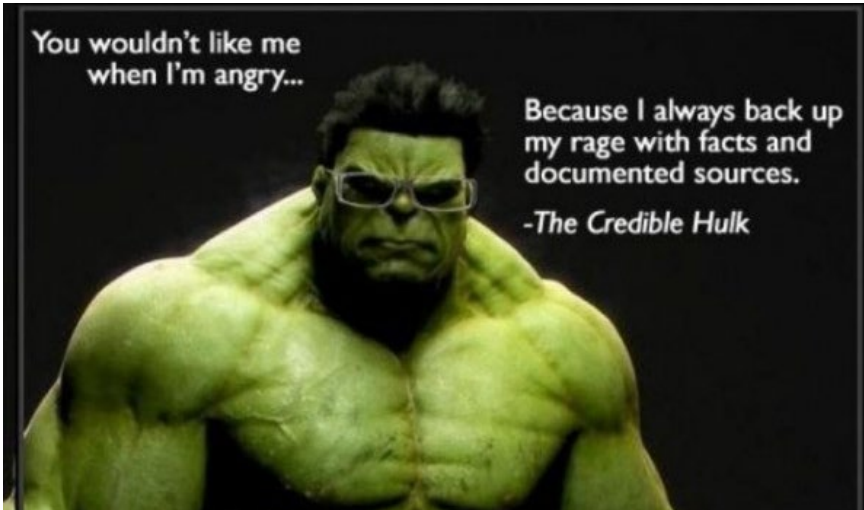
***You cannot receive a derived grade for a non-exam external e.g.: the Level 1 PE externals***



## Authenticity of your submitted work

You may be assessed for NCEA credits in lots of diverse ways, for example research assignments outside of class, tests, assignments in class, presentations, speeches.

In all situations, all work that is presented for assessment must be your own. Work presented for assessment that is not your own will not be considered as part of the body of evidence on which an assessment decision is based.



If you submit work that is not your own, for example copy and pasted material from the internet, copying someone else's work, using source material or ideas without referencing, or inappropriate use of Artificial Intelligence, your work will be investigated as a possible breach of the rules due to plagiarism.

Your teacher will refer the submitted work to the Principal's Nominee (Mr Wise) who will investigate further. If you are found to have submitted work that is not your own, you will likely lose the opportunity to gain credits for that standard. You may not be given a further assessment opportunity. Multiple breaches of the rules may result in further consequences.

Examples of a breach of the rules include, but are not limited to, the following:

- Plagiarism (submitting work that is not yours)
- Impersonation
- False declarations of authenticity
- Using notes in a test or exam
- Communicating with others, disruption or dishonestly assisting or hindering others during a test or exam
- Dishonesty (lying about reasons for submitting late work)
- Altering answers prior to seeking an appeal
- Copying from another student, or deliberately allowing work to be copied by others

### Authenticity and Non-Exam External Assessments

There may be some additional guidelines or rules for non-exam externals – your teachers will talk to you about these as each subject or standard may have different requirements.

## Generative Artificial Intelligence

Use of AI apps such as Chat GPT, Co-Pilot, Grammarly, Mid-Journey etc must be carefully thought through. If you chose to do so for an assessment, it is important that you understand what you can and can't use AI for in that assessment, as different standards and subjects may have different rules.

You cannot reference AI outputs as a "source" like a book, or webpage – there are special rules for this including citing outputs as "personal communication" and providing the prompts used.

Remember though, that information generated AI can often be inaccurate, biased, or "hallucinated" (made up).

Apps such as Grammarly that "improve" your writing cannot be used some circumstances, especially in subjects such as English, that assess you writing skills. Any use of AI must be carefully considered and is at your own risk.

Follow our WAKA for Generative AI if you are considering using it for any work, including assessments.

### Our Shared Expectation for the use of Generative AI

	<i>I understand what I need to learn, what is being assessed and what must be my own work</i> <i>I understand why I am using Generative AI</i> <i>I ask questions about the outputs from Generative AI and how I use them</i>
	<i>I show how I have used generative AI in my work including the tools and prompts I used</i> <i>I understand that Generative AI uses other people's work to create outputs for me</i> <i>I understand that the output from Generative AI may be incorrect or biased</i>
	<i>I keep personal information private when using Generative AI</i> <i>I only hand in work for assessment that is my own, and appropriately reference ideas that are not</i> <i>I know that I cannot use Generative AI for external assessment work</i>
	<i>Where appropriate, I use Generative AI to improve my learning, not do it for me</i> <i>I share my work in progress with my teacher</i> <i>I always submit work that is my own, completed to the best of my ability</i>

Following the WAKA for Generative AI will help to ensure you do not fall into a plagiarism "trap" – in the end your assessment needs to show what you know or understand, so don't be surprised if your teacher talks to you about the work you have submitted.

If in doubt, always talk to your teacher first who will help you understand what you can and cannot do.

## Authenticity Statements

At the beginning of each year, you need to complete an authenticity statement. The use of authenticity statements alerts students and parents/caregivers to the issue of authenticity. This year you will do this via an electronic form that will be emailed to you.

Other times that this is important include:

- external achievement standards where a project, workbook or similar is compiled and submitted for assessment
- internal achievement/unit standard where the work is submitted for assessment that has not been completed in front of the teacher.

Additional authenticity statements may need to be completed in individual subjects, for example Art.

You will also be asked by teachers to sign that you accept they grade you have been given before these are sent to NZQA.

## Entries and Withdrawals

We will enter for the standards and assessments you will be assessed for in each subject. This is then sent on the NZQA, and they will appear on your Learner Login after the 1<sup>st</sup> of April.

If you would like to withdraw from an internally assessed standard, you must do so by 1 December – please note though if you have had the opportunity to be assessed for the standard or have submitted work, you cannot withdraw.

If you want to withdraw from an externally assessed standard, you must do so by the end of August. You need to talk to your teacher about this first.

Withdrawals will only be made with parental approval.

## Special assessment conditions

Some students may qualify to have Special Assessment Conditions. This is where, because of specific learning difficulty, you may qualify to have a reader, writer or be able to use a computer during an NCEA assessment. The application process is carried out by the School for NZQA. See Mr Wise or Mrs Halliday if you have any questions about this.

## Verifying and reporting student results

The school is required to submit to NZQA accurate results of student achievement.

The following steps outlines the process by which this happens:

- Teachers must keep detailed records of all assessments. A copy of assessment results is to be provided to Mr Wise when the verification process is complete. These results will be entered into FACTS.
- Student work is returned promptly so that you can see clearly the outcome of the assessment.
- You should regularly use their learner log-in facility on the NZQA, and FACTS website to check entries and reported results and to inform their teacher if there are problems
- As near to the end of the year as possible, students will be given the opportunity to check their results as they have been recorded in the school's student management software. Errors or omissions should be reported to Mr Wise.

## Some Legal Stuff

Schools are required to comply with the Privacy Act 1993. Teachers can comply by:

- Keeping student information confidential. No student is entitled to view the results of another student without their permission. Teachers should take care when handing back assessments or when getting students to check results.
  
- Seeking permission from student before using their work as an exemplar.