



MANAGING NATIONAL ASSESSMENT – STUDENT EXTRACTS

Guidelines, Process and Procedures for NCEA (updated 2024)

These Guidelines and Procedures are taken from the Carmel College New Zealand Qualifications Authority (NZQA) document (Element 7). The full procedure can be accessed from the school website www.carmel.school.nz or from the Principal's Nominee (Ms R. Fouhy). Standards Based Assessment is used in all NZQA administered qualifications. This means that assessment tasks measure achievement or competency in relation to the achievement or performance criteria set out in the Achievement/Unit Standard registered on the National Qualifications Framework (NQF).

RATIONALE

The Carmel College Document approved by the New Zealand Qualifications Authority ensures that Carmel College has procedures that ensure assessment is **fair, valid and consistent** with relevant curriculum documents, course prescriptions and national standards.

Fair means that students should be prepared for the assessment task and have a reasonable chance of success. A **valid** assessment task is one that assesses the performance criteria specified in the standard. Assessment is **consistent** when the grades achieved can be relied on to reflect the appropriate national standard, and when more than one class is assessed against the same standard the grades awarded are based on the specified judgement statements so that like assessments are awarded the same grade.

1. What documentation can I expect?

It is the policy of Carmel College that you will be provided with documentation that keeps you well-informed and able to keep records relating to your National Certificate of Educational Achievement (NCEA). If an issue arises during the year it will be assumed that you and your parents/guardians have read and understood the conditions of assessment within these guidelines.

- a. At the beginning of each year, or when you enrol at Carmel College, you will find this doc (Extracts from the Carmel College NZQA Accreditation Document) on your Year level Google Classroom. This document informs you about your responsibilities relating to NCEA assessment. It can also be accessed on the [school website](#).
- b. This document may be updated during the year to respond to any changing requirements from NZQA. Students will be advised of any changes via their year level Google classroom.
- c. You will be given a **course outline**, including an **Assessment Statement** for each of your NCEA courses. This course outline will include:
 - i) The Standards to be assessed in the course, using the NZQF official number.
 - ii) A draft date for each of the planned assessments. These can be viewed on the Assessment Calendars via School Bridge.
- d. All dates published on the course assessment calendar are to be considered as draft dates. Every effort will be made to comply with the dates for assessments. Departments retain the right to change dates to ensure the effectiveness of your learning programme. You will be advised by email or through your Google classroom of any changes to the dates published on the course assessment calendar.

2. How do I enter NCEA?

In Term 1 of each year the Principal's Nominee will create your entries from the options that you are studying. **It is your responsibility** to check the accuracy of your entries and results posted onto your personalised NZQA website.

3. Responsibilities for withdrawing from a standard within a course or a course

- a. It is your responsibility to complete the request to withdraw from Achievement Standards or from a course, by completing the electronic [Withdrawal from a Standard form](#), or the electronic [Withdrawal from a Course form](#) and then sharing this form with your Dean. The forms can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.
- b. Should you withdraw from a standard you must attend all timetabled learning periods and participate in the learning associated with the standard. Please note that withdrawal **MUST** take place before the assessment is shared with students or before the assessment begins.
- c. If you are in Year 11 or 12 and you withdraw from a course you will be allocated an independent learning slot in another timetabled class which you must attend. You will be expected to study during this time. Year 13 students must take a minimum of 5 subjects.

4. What information can I expect to inform me about an NCEA Assessment Task?

The front page of each assessment task will include:

- a. The learning outcomes and the performance criteria of the Achievement or Unit Standard which will be identified by its official National Qualification Framework (NQF) number.
- b. Specific information about the assessment task including:
 - i) The type of assessment (open or closed book, a supervised in-class task, portfolio, assignment etc).
 - ii) The duration of the assessment (one timetabled period, 3 consecutive timetabled periods, three weeks etc.) and when necessary a brief statement about the expected time that you might spend on the assessment.
 - iii) Sign-posting dates for any task that has a Final Hand-In Time more than two weeks from the time you are given the assessment task. Sign-posting dates are dates when parts of the assessment need to be handed in.
 - iv) If there is a further assessment opportunity for the standard.
 - v) The Final Hand-In date and time.
 - vi) Clear instructions informing you how to hand in the assessment e.g. location or method (Turnitin and/or Google classroom).
 - vii) If Turnitin is not used, a brief authenticity statement that you must sign.
 - viii) An Assessment Schedule that provides you with a guideline of what is expected for an Achieved, Merit or Excellence grade.

5. What should I know about authenticity?

- a. You **MUST** keep **ALL** working documents until all of the below has been completed
 - Your marked assessment has been returned to you
 - You have verified your grades by signing the acceptance of grades form printed from Kamar.

- You have checked the KAMAR Portal to ensure your grade has been correctly reported to NZQA.
- b. You may not plagiarise by copying passages from books or websites without acknowledging the original author. Students must reference all quotations or relevant extracts written by another person. All authors, texts and internet sites must be acknowledged using the appropriate referencing system. Students may not use AI tools to create and write assignments. The work you hand in must be your own work and you need to be able to show your workings. You must follow the rules from your teachers about working in the Google doc so you can show your edit history, and also the rules for other platforms such as Education Perfect. If you are in any doubt about what is allowed including whether or not you are allowed to use a website or AI tool then check first with your teacher.
 - c. If a staff member responsible for marking your assessment has any doubts about any part of the work handed in not being her own work, then this concern must be reported to the HOD who will start an investigation. It is expected that the HOD will also let Deputy Principal (RF) know about any investigations and the outcome. The case may be escalated to the PN to deal with.
 - d. You have the right to be supported by your parent/s or guardian at a meeting organised by the Deputy Principal. You will be asked to bring all working documents, and any other relevant material, to the meeting. The Head of Department or delegated teacher and possibly your Dean may be present at the meeting to discuss and verify that the work is your own.
 - e. Should there be any doubt about the authenticity of the work at the end of the investigation, the work will be reported to NZQA, as Not Achieved.
 - f. If you are involved in any misconduct in an internally assessed standard, a Deputy Principal will conduct a serious investigation and determine if the misconduct is substantiated. Should the misconduct compromise the validity of the assessment, the assessment may be nullified for all students and a reassessment offered to all students.
 - g. If there is any misconduct in the NZQA administered externally assessed standards, the Exam Centre Manager will report this to NZQA. NZQA will conduct a serious investigation and if substantiated the penalties are severe including cancellation of results and/or disqualification from entering further external assessment for national qualifications in specified assessments.

6. Do I have to sit every NCEA assessment offered in each of my courses?

- a. All students enrolled in a course that offers NCEA assessment must attempt all the learning activities and assessment activities delivered as part of the core course. In some situations students may withdraw from an assessment. In this case you must complete the electronic [Withdrawal from an NCEA Achievement Standard form](#). You must do this early on in the relevant teaching programme and share your Dean. Students who opt not to attempt an assessment without withdrawing from it will have a Not Achieved grade reported to NZQA.
- b. If you withdraw from a Standard you must continue attending the timetabled periods and participate in the lessons.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

7. What happens if I am sick on the day of an NCEA assessment? (Missed Assessment)

If you are sick on the day that an internal assessment task takes place, or an assessment task is due to be handed in, the following procedure must be followed:

- a. Your parent or guardian must let the school know about your absence through the School Bridge app and explain the reason for the absence. You should also email your subject teacher and your Dean to let them know you will be absent from the assessment.
- b. You or your parent/guardian, where possible, is expected to make arrangements for any hand in assessment due on that day to be delivered to the School Office or shared with the teacher electronically using Google classroom, drive or Turnitin.
- c. If the assessment is an inclass test or the assignment cannot be submitted electronically on the due date, you must complete the electronic [Missed Assessment Form](#) within 3 school days following the assessment due date and share it with the Head of Department of the relevant subject. In some cases it may not be possible to provide you with another opportunity to complete the assessment.
- d. If the missed assessment is due to an illness, a Doctor's Certificate or documentation from a health provider should be attached to the [Missed Assessment Form](#) and emailed to the Dean within 3 school days following the assessment due date.
- e. If you do not complete the electronic [Missed Assessment Form](#) you will be awarded a Not Achieved grade.
- f. In cases of unexplained absence or unreasonable explanation for the missed assessment, you will be awarded a Not Achieved grade.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

8. What must I do if I am on another school trip or school function?

- a. As soon as you have been notified of a school trip or school function you need to check if there are any assessments which are due during that time. This can be done via School Bridge which shows the student assessment calendars. If assessments are due while the school approved activity is happening, then you must complete an [School Activity / Sports Leave Form](#). You will need to print a form to take around to your teachers.
- b. You need to take the completed form to the DP (Principal's nominee). If there are issues with an assessment that is due during the absence period the DP (Principal's Nominee) will make a decision after weighing up the information. Alternative arrangements will be discussed with the appropriate Head of Department and you will be advised via email of the decision.
- c. If no alternative arrangements for assessments can be put in place you will be responsible for making the decision. If you decide to withdraw from the standard the electronic [Withdrawal from a Standard](#) form must be completed prior to the trip or function and shared with your Dean.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

9. What must I do if I am selected to represent my club at a regional or national sporting or cultural event?

- a. As soon as you have been notified about your selection you must apply for leave and provide a letter from the sporting organisation stating your selection and outlining the event, venue and dates. This letter needs to be shared with the school through the School Bridge app. When you apply for the leave you will be asked to attach the letter.
- b. If assessments are due while the representative level activity is happening, then you must complete a [Self Interest/ Representative Leave Form](#). You will need to print a copy of this form. Your parents will also need to complete an online application for leave through School Bridge. If it is for representative leave then you will be asked to include a letter from your organisation/ sporting body etc.
- c. You need to take the completed form to the DP (Principal's nominee). If there are issues with an assessment that is due during the absence period the DP (Principal's Nominee) will make a decision after weighing up the information. Alternative arrangements will be discussed with the appropriate Head of Department for Rep leave and you will be advised via email of the decision.
- d. If no alternative arrangements can be put in place you will be responsible for making the decision. If you decide to withdraw from the standard the electronic [Withdrawal from a Standard form](#) must be completed prior to the event and shared with your Dean.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

10. What must I do if I need to take Bereavement Leave?

- a. Your parent/guardian must enter this information in the School Bridge app prior to leave being taken and indicate the expected period of absence.
- b. If the assessment date has not yet passed you can apply for an extension by completing the electronic [Request for an Extension Form](#) and share it with the Head of Department for the relevant subject. You will be notified of the results of this application.
- c. If you are unable to apply for an extension for the assessment you will need to complete the electronic [Missed Assessment Form](#) and share it with the Head of Department for the relevant subject. You will be notified of the results of this application.
- d. In both cases your application must be supported with formal documentation. This may be a copy of the Funeral Service or a public notice from the newspaper.

11. What must I do if I want to take Self Interest Leave?

- a. Your parent/guardian must write to the Principal requesting leave before the leave is taken. This is done through the School Bridge app. This is a Ministry of Education requirement. You need to speak with DP (Student learning & engagement) if you have questions about this leave.
- b. Students need to discuss with their subject teachers any assessments which are due during the self-interest leave **when the leave has been approved**. A [Self-Interest Leave Form](#) must

be completed which confirms the arrangements made to hand in assessments. The completed form must be handed to the DP (Principal's Nominee).

- c. If it is not practicable to complete any in-class assessment **prior to the leave** no alternative arrangements will be made. You will not be granted any additional time for assessments.
- d. If no alternative arrangements can be put in place you can withdraw from the Standard. The electronic [Withdrawal from a Standard form](#) must be completed prior to the leave being taken. Should you do this you must still attend all timetabled periods and participate in the learning associated with the standard.
- e. You may be able to:
 - i) Complete any hand in assessment due during the period of leave prior to the leave date.
 - ii) Complete any in-class assessments due during the period of leave prior to the leave date if practicable.
 - iii) Arrange to electronically submit assessments during the period of leave.
 - iv) Undertake a later assessment opportunity at the appropriate time if that is offered.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

12. What happens if I hand in an Assessment after the Final Hand-In Time?

- a. Your Assessment will not be accepted and you will be given a Not Achieved grade. If there are valid reasons why you could not hand in your assessment you may consider completing the electronic [Missed Assessment Form](#) and sharing this with the relevant Head of Department.
- b. If there is a valid reason for missing the assessment you may be eligible for an extension, or to take advantage of any further assessment opportunities if they are available.

13. How do I apply for an Extension of Time?

- a. If you have a commitment or some other reason that will make it very difficult for you to complete your assessment by the Final Hand-In date you may apply for an extension of time. You must complete the electronic [Request for Extension Form](#). This must be **completed prior to the assessment due date, at least 2 school days before the assessment is due, not on the day.**
- b. The completed [Request for Extension Form](#) should be shared with the relevant Head of Department. You will be advised in writing the result of your request.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

14. What is meant by Resubmission?

- a. There may be times when the teacher grading your assessment may consider that you have not given quite enough information to achieve a standard (is at a grade boundary of Not Achieved and Achieved) or that you have made a careless mistake. A mistake is something that you as a student should be capable of discovering and correcting by yourself. If this is the case your teacher may give you the opportunity for a resubmission by conferencing you at the time the assessment is handed back. You can only move from Not Achieved to Achieved in a resubmission and resubmissions are only available for students who are almost at Achieved level. Please check your course outlines for information about whether or not resubmissions are available in each subject.

- b. Resubmission takes place as soon as your work has been handed back to you and before you have had the chance to discuss your assessment grade with your teacher, other students or had time to do further learning.
- c. If you are eligible for resubmission your teacher will complete a Resubmission Form which will be attached to your assessment.
- d. You may be given the opportunity to resubmit your work under the same conditions of assessment. For most subjects this will be done immediately following the return of your work.

15. What is meant by a Further Opportunity for Assessment?

- a. A further opportunity for assessment provides you with another opportunity to be assessed against a Standard using a different assessment task under conditions of assessment for that Achievement Standard.
- b. If there is to be a further opportunity for assessment it will be published on the initial Assessment Task or course outline.
- c. If further assessment opportunities are available they are available to all students who are entered in the standard.

16. What can I do if I find a mistake in the marking of my assessment?

- a. It is your responsibility to check the accuracy of the result awarded in each assessment task. If you consider there is a mistake you must report this to your teacher within 3 school days of your work being handed back.
- b. You may not change anything on the assessment script and scripts that have twink or crossing outs that, in the teacher's opinion, have been added in since the work was returned will not be considered for discussion.

17. What can I do if I do not agree with my grade? (Appeal grade)

- a. On receiving your work back you will be required to sign a Kamar signoff sheet which indicates that you accept that the grade you have been awarded is correct according to the Achievement Standard criteria. You will indicate this with your signature. If you do not agree with your grade you need to indicate this with an "N". This means you intend to appeal your grade.
- b. You can appeal the assessment results or the assessment process but you must be able to back up using the Achievement Standard criteria as to why you believe your work should be awarded a higher grade.
- c. You should first discuss your concern with your subject teacher before lodging an appeal.
- d. Assessments that have been marked with twink or similar products, or have had sections crossed out and rewritten and which, in the marker's opinion, have had sections altered since the return of the assessment, will not be considered for discussion

- e. If you are still not satisfied you have the right to appeal. You will need to complete an electronic [Assessment Appeal Form](#) within **five school days** from the return of your work and share this form with the Head of Department. The Head of Department will meet with you to discuss your concern and clarify the judgement statements relied on for awarding the grades.
- f. If you and the Head of Department cannot resolve the issue, then the Head of Department will refer the matter to the DP (Principal's Nominee).
- g. DP (Principal's Nominee) will weigh up the evidence and make a decision. This decision will be reported to you and the Head of Department in writing, and the grade will be entered into the KAMAR Markbook to be reported to NZQA.
- h. Please note that NZQA does not mark internally assessed tasks. Should you ring NZQA on any related matter you will be advised to refer your concern to the DP - Principal's Nominee.

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

18. Can I have a Not Achieved grade reconsidered if I miss an assessment, do not hand my assessment in by the Final Hand-In Time or if there are authenticity concerns?

Yes. Please refer back to point 17. You will need to complete an [Assessment Appeal Form](#)

The relevant form can be found on the Carmel College website under [Academic: Assessment Information](#) and in your year level Google classroom.

19. How do I verify my NCEA grades and credits?

- a. It is your responsibility to check that your grade has been correctly recorded in KAMAR. You need to let your teacher or Head of Department know if any entered results are incorrect.
- b. You are strongly advised to monitor your NZQA active file by logging into the NZQA website <http://www.nzqa.govt.nz/login> with your National Student Number (NSN) and password to access your Record of Assessment.
- c. Students who do not currently have a personalised NZQA website will be given their National Student Number (NSN) and instructions on how to set a password in Term 2 after your entries have been recorded by NZQA. If you do consider that any result that has been recorded with NZQA is not accurate then it is your responsibility to bring that to the attention of the Principal's Nominee. Please note that if you forget your password for NZQA then it is your responsibility to sort this out with NZQA, the school does not have a record of your NZQA login in passwords.
- d. If you want to receive your results through the post then you must indicate this on your NZQA website.

20. Who is eligible for Special Assessment Conditions?

- a. If you manage a permanent or long-term medical or physical disability, sensory impairment (sight or hearing) or you have a specific learning disorder you may be entitled to special

assessment conditions (SAC) for internally (when practical) and externally assessed standards.

- b. Applications are made to NZQA by the Head of Learning Support for the school on your behalf. You will be notified of the outcome of the application.
- c. If you think you may be entitled for SAC please contact the Head of Learning Support (Mrs Rosemary Shanks, rshanks@carmel.school.nz).

21. What do I need to do if I change schools during the year or decide to leave school?

- a. Your parent/guardian must write to the Principal advising her of this decision.

22. What about Privacy?

- a. All assessment data recorded by your teacher and any Department will be treated in accordance with Principle 11 of the Privacy Act 1993. No personal details, entry and result data or assessed work will be shown to anyone who does not need to see it, without your permission.
- b. All assessment tasks and materials are the Intellectual Property of Carmel College and you may not pass these items onto other third parties without the written permission of the appropriate Head of Department.
- c. The School reserves the right to retain student assessment work for administrative purposes and as exemplars after results have been finalised with students. This information will be stated on the Assessment Coversheet. This does not apply to Portfolios and Boards.

23. Derived Grades for External Assessment

If you have been prevented from sitting or presenting materials for external assessment, or you consider that your performance in an external assessment has been seriously impaired because of circumstances beyond your control you may apply to NZQA to be awarded a derived grade.

- a. Check if you meet the guidelines for derived grades
- b. Download the relevant forms and guidelines for applying from the [NZQA website](#).
- c. Your application needs to be completed and returned to DP (Principal's Nominee) before the date specified by NZQA for online applications.
- d. Your applications should be made immediately if there is a question of your impairment or affected performance/non-submission.
- e. Derived grades can only be applied for if the school holds standard specific evidence for the external achievement standards. Evidence for derived grades can be from the practice assessment week or other assessments that meet standard specific evidence.
- f. You need to ensure all necessary documentation is provided to the DP - Principal's Nominee, before the derived grade application process closes.

USEFUL INFORMATION and CONTACTS FOR 2023

Carmel College Office Ask for the person required	09 486 1132
Dean of Alexander House Ms Kathy Giles	kgiles@carmel.school.nz
Dean of Cecilia Maher House Mrs Sarah Menzies	smenzies@carmel.school.nz
Dean of Justine House Mrs Kelly-Marie Watts	kwatts@carmel.school.nz
Dean of Kelly House Mrs Liz Walker	lwalker@carmel.school.nz
Dean of McAuley House Mrs Fiona Sahinkaya	fsahinkaya@carmel.school.nz
Dean of Pompallier House Miss Rosie Banfield	rbanfield@carmel.school.nz
Special Assessment Conditions (SAC) Mrs Rosemary Shanks	rshanks@carmel.school.nz
Deputy Principal (Student Learning and Engagement) Mrs Siobhan Harrod	sharrod@carmel.school.nz
Deputy Principal (Principal's Nominee) Ms Rosanna Fouhy	rfouhy@carmel.school.nz
School office	admin@carmel.school.nz
Absences	absences@carmel.school.nz

School website: www.carmel.school.nz

All forms referred to in these extracts are available from the Carmel College website under Academic: [Assessment Information](#)

Information is also available from NZQA Website www.nzqa.govt.nz and TKI www.tki.org.nz

The MNA (student extracts) and relevant forms can be found on the year level Google classroom.

[NCEA 2024 Examination Timetable](#) (follow link) - Accessible on NZQA website