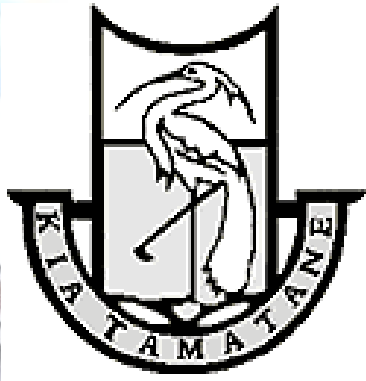


# WELCOME



This booklet outlines what you need to know about:

**NCEA**



# REPORTING YOUR PROGRESS

During the year there will be a variety of ways that you will be able to gauge how well you are doing...

- “ **Parent Teacher Evenings:** There are 2 parent teacher evenings during the year. These coincide with the issuing of the interim report and mid year report. This is a great chance to get one on one advice from your teachers with your parents to support you.
  
- “ **Reports:** There are 3 sets of reports during the year. **Interim** at the end of term 1 which gives an indication of how well you have settled into the year. **Mid Year** at the end of term 2 and the **End of Year** report. All the reports include valuable advice from your teachers as to your progress to date as well as what you need to do to improve.
  
- “ **Credit Updates:** Once at the end of term 1 and twice during the other terms, a printout will be sent home that indicates how many credits you have in each subject. Each subject will have information as to how many credits are available internally and externally as well as a list of standards and whether or not you have attempted them as well as whether you have passed or not. A good gauge of whether or not you are doing well is by looking at the proportion of credits gained out of the total attempted. This will also be included.

## **MISSED OR LATE ASSIGNMENTS**

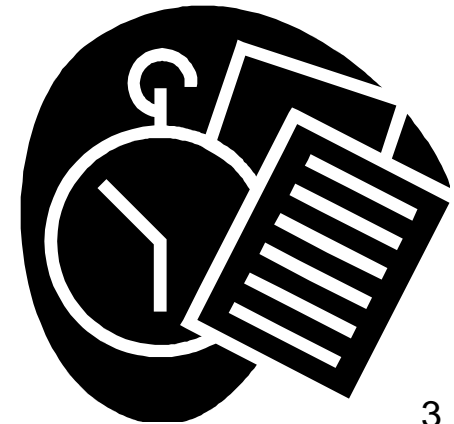
Sometimes, for various reasons, assignments that are worth credits are not handed in on the due date.

**YOU MUST ENDEAVOUR TO HAND IN ALL ASSIGNMENTS ON OR BEFORE THE DUE DATE. FAILURE TO DO SO MAY RESULT IN YOUR ASSIGNMENT BEING DISQUALIFIED AND NO CREDITS BEING AWARDED.**

If for some reason you feel that you are not going to be able to hand in your assignment on or before the due date, it is very important to speak to your teacher **BEFORE** the due date to see if you are able to get an extension. This will depend on whether your teacher thinks that your reason is fair or not.

If you have been sick – then a valid medical certificate needs to be presented to your teacher.

A legitimate reason will give you the opportunity to have your work reconsidered or a time extension to be considered.



# **AUTHENTICITY**

All work handed in for assessment must belong to...

- “ The student only – This means that it is 100% the work of the student who submits it.
- “ Where others may have legitimately assisted, it must be declared and acknowledged in all instances.
- “ The child may be required to sign an **STUDENT DECLARATION FORM** for assessment/projects/assignments that take place outside of the classroom. The teacher will have the form.

# **PLAGIARISM AND CHEATING**

If you are suspected of copying someone else's work or cheating, the following process will take place...

- “ The matter is discussed with the subject teacher and the HOD.
- “ If still unresolved, the D/P of Assessment will intervene.
- “ Your parents/guardian/caregiver will be invited into school to discuss the issue.
- “ The D/P of assessment and the Principal will make the final decision.
- “ NZQA will be notified.

## **APPEALING RESULTS**

**If you disagree with your internal results, then you can appeal.  
The process works like this...**

- 1. See your subject teacher if you are dissatisfied and explain why.**
- 2. See the HOD if you are still unhappy.**
- 3. See Mr Pune if the HOD cannot resolve the issue.**

**One of 3 actions will happen as a result of your appeal ...**

- 1. Another opportunity for further assessment may be given.**
- 2. A new grade may be awarded.**
- 3. The appeal is turned down and the original grade remains.**

**You can also appeal your results in the external exams as soon as you get your results back from NZQA in January. See Mr Pune if you have any concerns.**

## **FURTHER ASSESSMENT OPPORTUNITIES**

**Your teachers will provide further opportunities for you to complete the standard if you happened to have failed it in your first attempt. Further assessment opportunities often happen in term 4 for most subjects but some can happen during the year. The further assessment opportunities may be of a different version of the original assessment or part of the original. There are reassessment opportunities for both achievement and unit standards.**

## **SPECIAL ASSESSMENT CONDITIONS**

**You may need some assistance to help you with your learning or to sit an assessment.**

**If this is the case...**

**“ Let your teacher know immediately and the school will endeavour to cater to your needs by providing what you need. This could be a technology aid like a reader/writer or computer or it could be a room in a particular location to enable easier access.**

**“ See your teacher immediately, and Mr Pune will assist in getting the appropriate support.**

## **THE PRIVACY ACT and STUDENT DATA**

- “ Teachers, deans and the DP of assessment can reveal each students results to the individual student and that individual only and in private. At no stage should any of the student’s grades be displayed on the classroom wall as means of class competition.**
- “ All students results are safely stored and backed up in the school computer system. Credit details are frequently sent to the Ministry of Education in Wellington.**

## **NSN – NATIONAL STUDENT NUMBER**

**Every student who is enrolled in NCEA is given a 9 digit NZQA number. This number will give every student access to the external exams as well enable them to get online access to results and credit progress updates.**

**The NZQA website is at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)**

**When using the website – select ‘For learners’ and this will take you to the link to access results. This page also has other links which will help answer most questions about NCEA that students have.**

**Final results should be available online towards the end of January and will also be sent to you by mail.**

# **FINANCIAL ASSISTANCE TO HELP WITH PAYMENT OF NZQA FEES.**

**All NCEA candidates must pay a compulsory fee. The amount of the fee depends on a number of circumstances...**

- 1. Your ability to pay: The normal fee is \$75 but if...**
  - “ You are on a benefit**
  - “ Have a community services card, or**
  - “ If your household income is under a certain amount.**

**Then the amount may be reduced considerably.**

- 2. Paying your fee by the due date: Failure to pay the fee by a particular date may result in a \$50 penalty as well losing the right to apply for financial assistance.**

**Information about NZQA fees and financial assistance will be posted home in July each year. Mr. Pune and Mrs. Quarterman can also answer any queries that you or your parents may have.**

*Fee amounts and eligibility are subject to change.*

## **EXTERNAL EXAMS**

**Most students will be sitting external exams, although some subjects like Carpentry are totally internally assessed. External exams happen over 3 weeks in November and early December. They take place in the school hall and are run by outside professional examiners. A lot of the work that takes place during the year will be assessed in these exams.**

**“ To be able to enter the hall and sit the exams, you will need an exam ‘permission slip’. These will be given to you before you leave for exam study at the end of the year. This is a very important document.**

**PLEASE DO NOT LOSE IT!**

**“ If you do misplace or lose it – see Mr. Pune immediately.**

**“ You can only sit the exam at the time and date set down on the exam timetable.**

**“ If you miss an exam for any reason beyond your control, then you may be eligible for ‘compassionate consideration’. To do this, see Mr. Pune immediately.**

# **WHAT CAN I DO TO HELP MYSELF?**

## **Students**

### **At Home**

1. **Make time to do homework/study.**
2. **Find a place that is quiet to study, where you will not be disturbed. (Not in front of the TV).**
3. **Eat well (healthily), and sleep well.**
4. **Be prepared – with equipment and be organised with your time.**

### **At School**

1. **Work consistently hard all year.**
2. **Ask questions when you do not understand something.**
3. **Attend tutorials.**
4. **Become involved in extra curricular activities – but keep a balance.**

## **Parents**

1. **Check with your child regularly – is there homework? Does he/she have the correct equipment, uniform?**
2. **Show an interest in what he/she is studying.**
3. **Get to know his/her teachers by attending the parent/teacher evenings.**
4. **Expect to get reports and credit updates at the times specified earlier in this booklet.**
5. **Contact the school if you have any problems or questions.**



## **WHO TO GO TO FOR HELP?**

**If you have questions or concerns about the NCEA system there are a number of people at Otahuhu College that may be able to help you.**

- “ Subject Teacher:            the teacher of the subject such as Maths or Science. The teacher is the person who will know about your progress the best.**
  
- “ Tutor Teacher:            the teacher who looks after your welfare during the year.**
  
- “ Counselors:                an adult that listens to any issues that you have without judging you.**
  
- “ Mentors:                    for example: an adult from Affirming Works who are working with our senior students.**
  
- “ Year Level Deans:        Mr. Burtenshaw (Yr.11) 9634051, Mr Fa’avae (Yr.12) 9634007 and Mr.Thompson (Yr.13) 9634024**
  
- “ Deputy Principal:        Mr. Pune 9634014**

**You can see the teachers in your own time or contact the school on 9634099 and make an appointment. Act before a potential problem turns into a real problem. All of the people mentioned above are here to help you - so use them!**

# Time Line for 2010

## **TERM 1:**

**29/1 – 1/4**

- Settle in, get organised, start earning credits.
- Interim Report Parent Teacher Evening – Wed 31<sup>st</sup> March 4 – 7pm.

## **TERM 2:**

**19/4 – 2/7**

- Senior School Exams – Mon 28th June until Friday 2<sup>nd</sup> July.
- Credit update sent home towards the end of the term.

## **TERM 3:**

**19/7 – 24/9**

- Mid Year Report Parent Teacher Evening – Thurs 29<sup>th</sup> July 4 – 7pm
- End of August - Fees and Financial Assistance forms sent home.
- Early September – NCEA fees due. Financial penalty for late fees.
- End of Year Senior School Exams – Friday 17<sup>th</sup> Sept until Thurs 23<sup>rd</sup> Sept.
- Credit totals sent home over the holidays.

## **TERM 4:**

**11/10 – 10/12**

- Early Nov Examination permission slips given out.
- End of Year Reports and Prize Giving – Thurs 11<sup>th</sup> Nov (year 13) and Friday 12<sup>th</sup> Nov (years 11 and 12).
- External NCEA Exams Mon 15<sup>th</sup> Nov until Wed 1<sup>st</sup> Dec. Senior students on study leave.