

Taumata Matauranga a Motu Kua Taea

ASHBURTON COLLEGE



NCEA Information for Students, Parents and Whānau 2025

Individual Excellence in a Supportive Learning Environment

The National Certificate of Educational Achievement (NCEA)

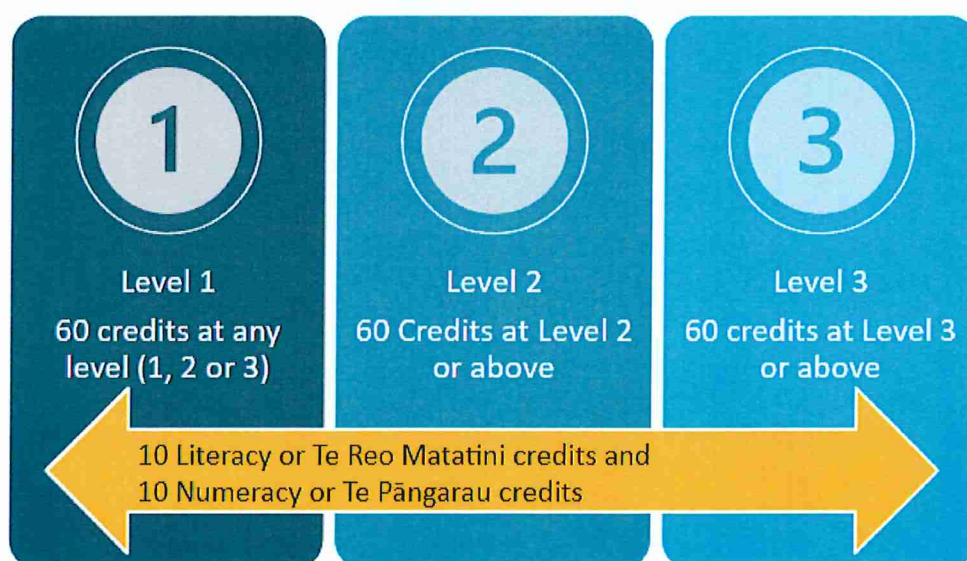
This is New Zealand's national school leaver qualification. It is a qualification on New Zealand's National Qualification Credential Framework (NZQCF) that sits alongside more than 900 other national qualifications used throughout tertiary education and industry training.

'How NCEA works' short video clip:

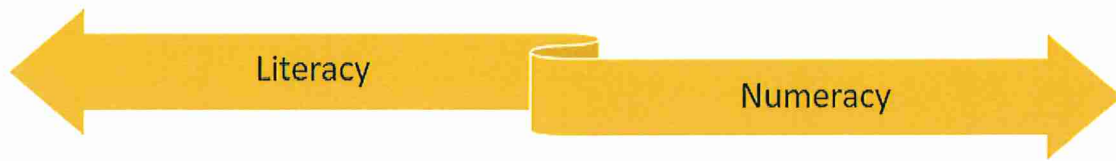
<https://www2.nzqa.govt.nz/about-us/publications/nzqa-resources-and-videos/english/>



What do I need to pass NCEA at any level?



What are the NCEA Co-requisites?



You must meet requirements in Literacy and Numeracy as part of NCEA

The Co-Requisite *sits next* to NCEA - **You will only be awarded an NCEA qualification once you have met the co-requisite requirements.** (You can keep banking your credits though!)

You only need to meet the requirement for the co-requisite once, you don't need to do it every year

There are two ways you can meet Co-Requisite:

- The CAA tests. You can attempt these as many times as you need to.
- A small number of NCEA standards count towards Literacy and Numeracy. If you use these for Literacy and Numeracy, they cannot count in your 60 credits.
- Ashburton College only offers the co-requisites to Year 11, 12 and 13 students.

Endorsements

CERTIFICATE ENDORSEMENT

NCEA Level 1,2 or 3 Endorsed with Merit

- 50+ credits at Merit or higher

NCEA Level 1, 2 or 3 Endorsed with Excellence

- 50+ credits at Excellence

COURSE ENDORSEMENT

14+ credits (at A, M or E) in one course

(including 3 or more in external AND internal)

Note that there are a couple of subjects that can be an exception to this and you can gain an endorsement entirely through internal standards eg Level 2 and 3 Physical Education

What are the requirements for University Entrance?



University Approved subjects are found here:

<https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/ue-subjects/>

Scholarship

More details can be found here: <https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/nz-scholarship/>

Vocational Pathways

More details can be found here: <http://youthguarantee.net.nz/vocational-pathways/>

Course Outlines

By now, from every class teacher, you should have a course line that tells you:

a list of standards in the course

due dates for each assessment

Whether each standard counts for overall literacy and numeracy or University Literacy

Whether resubmission or reassessment may be available

What are further assessment opportunities and resubmission?

FURTHER ASSESSMENT OPPORTUNITIES

- A chance to do the whole standard again in a new assessment.
- Not a given - only in some subjects and some standards. The course outline should make this clear.
- You **MUST** have done additional learning to be able to do this.
- The higher of the 2 grades is your final grade.

RESUBMISSION

- After an internal assessment you may get a chance to fix a minor error. There is no additional teaching.
- It is **ONLY** for Not Achieved to Achieved grades.
- You cannot request it. Your teacher will decide if you qualify for it.
- You will only be given a short time to do it in a way that the teacher can be sure of authenticity.

Authenticity

Any work you submit for assessment must be your own. You are not allowed to plagiarise.

- Any work that is copied from anyone or anywhere else is plagiarism
- Any work that is written by AI is plagiarism
- Any work done by another person and passed off as your own is plagiarism
- When you hand in your work, you will be asked to confirm that the work is your own.

If you plagiarise your work, you will gain a **Not Achieved** grade.

Breach of Assessment Rules – Plagiarism

The five most common types of Plagiarism are:

1. Global plagiarism: Plagiarizing an entire text

Global plagiarism means taking an entire text by someone else and passing it off as your own.

For example, if you get someone else to write an essay or assignment for you, or if you find a text online and submit it as your own work, you are committing global plagiarism. Because it involves deliberately and directly lying about the authorship of a work, this is the most serious type of plagiarism.

2. Verbatim plagiarism: Copying words directly

Verbatim plagiarism, also called direct plagiarism, means copying and pasting someone else's words into your own work without attribution. This could be text that's completely identical to the original or slightly altered. If the structure and the majority of the words are the same as in the original, this counts as verbatim plagiarism, even if you delete or change a couple of words.

In academic writing, you can and should refer to the words of others. To avoid verbatim plagiarism, you just need to [quote](#) the original source by putting the copied text in [quotation marks](#) and including an [in-text citation](#)

3. Paraphrasing plagiarism: Rephrasing ideas

[Paraphrasing](#) means putting a piece of text into your own words.

Paraphrasing without citation is the most common type of plagiarism.

Paraphrasing, like quoting, is a legitimate way to incorporate the ideas of others into your writing. It only becomes plagiarism when you rewrite a source's points as if they were your own. To avoid plagiarism when paraphrasing, [cite your sources](#) just as you would when quoting.

If you translate a piece of text from another language without citation, this is also a type of paraphrasing plagiarism. Translated text should always be cited; you're still using someone else's ideas, even if they're in a different language.

4. Patchwork plagiarism: Stitching together sources

Patchwork plagiarism, also called mosaic plagiarism, means copying phrases, passages, and ideas from different sources and putting them together to create a new text.

This can involve slightly rephrasing passages while keeping many of the same words and the same basic structure as the original and inserting your own words here and there to stitch the plagiarized text together.

Make sure to [cite your sources](#) whenever you quote or paraphrase to avoid plagiarism.

5. Self-plagiarism: Plagiarizing your own work

[Self-plagiarism](#) means reusing work that you've previously submitted or published. It amounts to [academic dishonesty](#) to present a paper or a piece of data as brand new when you've already gotten credit for the work.

The most serious form of self-plagiarism is to turn in a paper you already submitted for a grade to another class. Unless you have explicit permission to do so, this is always considered self-plagiarism.

Self-plagiarism can also occur when you reuse ideas, phrases or data from your previous assignments. Reworking old ideas and passages is not plagiarism if you have permission to do so, and you cite your previous work to make their origins clear.

Paraphrasing means putting someone else's ideas into your own words.

Paraphrasing a source involves changing the wording while preserving the original meaning.

Paraphrasing is an alternative to [quoting](#) (copying someone's exact words and putting them in [quotation marks](#)). In academic writing, it's usually better to [integrate sources](#) by paraphrasing instead of quoting. It shows that you have understood the source, reads more smoothly, and keeps your own voice front and centre.

Every time you paraphrase, it's important to [cite the source](#). Also take care not to use wording that is too similar to the original. Otherwise, you could be at risk of committing [plagiarism](#).

Quoting means copying a passage of someone else's words and crediting the source.

To quote a source, you must ensure:

- The quoted text is enclosed in quotation marks or formatted as a block quote
- The original author is correctly cited
- The text is identical to the original

The exact format of a quote depends on its length and on which citation style you are using.

Procedure if breach of achievement rules suspected:

- The subject teacher will refer the case to the Principals Nominee - Ms Shore-Taylor.
- An interview with the student will be held and they may be asked to offer proof of authenticity – draft copies if appropriate.
- If the case is 'proven' the students' results will be 'Not Achieved'. The student will not be eligible for 'further assessment opportunity'.
- If the work has been copied from another student, the students involved will be interviewed. If the activity is deemed inappropriate help to their peers all students involved will get a 'Not Achieved' grade. The student will not be eligible for further assessment opportunity.
- A formal letter will be sent to the student's parents /caregivers informing them of the plagiarism and outcome.

What happens if I am absent for an assessment?

- Deadlines are final and may not be extended. If a teacher needs to change a deadline, they will notify *the whole class* in advance
- Your teacher must tell you exactly when work is due in.
- Just because you are away **does not mean** the deadline will change. You may need to work at home, or during lunch, etc, to get the work done on time!
- You must **notify your teacher** if you expect to be absent for an assessment
- Missed assessments can **only** be done later if nobody is unfairly advantaged or disadvantaged
- If you are **ill** for an assessment or absent due to a school trip or national representation, you may be entitled to an extension.
- To apply for an extension - Collect a form from outside Principals Nominees office, complete and return to the subject teacher **THREE** days or more before the due date.
- **Application for an Assessment Extension** Form is at the end of this booklet.

Beware that extensions are **NOT automatically granted** - you know in advance of what your commitments (work experience, off site course, school activities) are and it is your responsibility to get assessments in on or before the due date.

Absence due to illness, bereavement or trauma.

- When a student has missed an assessment or deadline due to illness, a medical certificate signed by a New Zealand Registered practitioner must be brought to the relevant course teacher(s). The course teacher will determine the appropriate action in consultation with Head of Faculty.
- If a student is absent for a significant period of time prior to an internal assessment as a result of illness, then the student may apply for an extension if appropriate.
- In the case of bereavement or other trauma, a letter / email / phone call to the Principals Nominee outlining the nature of the trauma.

Absences for other reasons

When a student is absent from an assessment for any other reason, special leave can only be granted by the Principal ahead of time. In cases of absence for self-interest (e.g.: holiday) students will either:

- Complete the internal assessments during the leave period or prior to the leave date if possible.
- Undertake another assessment at the appropriate time, if it is offered.
- Have 'NOT ACHIEVED' reported to NZQA

'Not Achieved' or 'Not Submitted' work

Parents and caregivers will be notified by an email letter from the subject teacher if a student receives a 'Not Achieved' or did not submit work for an assessment.

What happens after I hand my assessment back?

- The department will mark the assessment. This may take time because teachers need to make sure their marking is correct by checking it against examples from NZQA and they need another teacher to check their marking to make sure it is correct. This is how we know the marking is fair.
- When you get your assessment back you will be asked to sign it to show that you agree with the grade.

If you do not agree with the grade you can **appeal** it. To appeal you:

- Need to obtain an '**Application for an Appeal**' form from the Principals Nominee.
- The form should be completed, and returned to the Principals Nominee, within **seven school days** of the return of the result.
- Consultation will occur with the subject teacher, the marker, the Head of Faculty and the Principals Nominee.
- A decision on an Appeal Form will be forwarded to the Head of Faculty, Principal and parents/caregivers.
- A student may not appeal to NZQA any decision the school makes on an internal assessment.

How can I keep track of how I am doing?

It is important to keep track of how you are doing academically.

- Students are required to verify the sighting and acceptance of the grade awarded by signing the result print out provided by the teacher in charge of the course or the result slip attached to each piece of internally assessed work.
- Students will also be required to verify the final grades submitted to NZQA at the end of the year.
- You can login to KAMAR
- Once a month, your results will transfer to NZQA and you can login to see them there. Students can check on their NCEA progress by using the learner-login facility on the NZQA website. Go to <http://www.nzqa.govt.nz/> and click on LOGIN near the top right, then click on Login, just under "Students and learners". Students need to know their **National Student Number** to access this facility. The student office, any teacher or NCEA Co-ordinator can give students their NSN. It is found in KAMAR under "NSID".

Privacy

Ashburton College endeavours to make an individual student's results available only to that student, their parent/caregiver and the staff who need the information.

If a student's work is to be used for an exemplar, names will be removed before using in class.

External Assessment

Most courses offer students the opportunity to be assessed against external achievement standards. External assessments take place in November to December on the dates set by NZQA for national assessment. Students are taught the content for external standards and offered Derived Grade assessments in examination conditions in Term 3 Derived Grade examination week.

Students may apply for a 'reconsideration' if they are not happy with the grade they receive in January. The link for more information is <https://www2.nzqa.govt.nz/ncea/student-assessment-hub/ncea-results/reviews-and-reconsiderations/>

Derived Grades for External Assessments

1. A Derived Grade may be applied for if students miss external assessments in November or externally assessed standards such as those with portfolios due to illness, trauma, or other significant events that prevents a student from sitting the external exam.
2. Significant conditions or events in the month prior to the start of the examination period that interfere with preparation for the examination might be accepted, as well as temporary illness or trauma occurring during the actual examination period.
3. Candidates suffering a temporary illness, trauma or other serious event should be encouraged to sit the examination and apply for a Derived Grade if they consider their performance was compromised. If the application is approved, the best result will be awarded.
4. Students prevented from sitting examinations or presenting materials for external assessment or who consider that their performance in an external assessment has been seriously impaired should apply for a derived grade as soon as possible.
5. A candidate must contact the Principals Nominee (Ms Shore-Taylor) and make an application on an approved form according to the NZQA procedures. This information will be well publicised to students and parents at the appropriate time.
6. The Principals Nominee will require evidence from an end of topic test done under summative conditions (e.g.: school derived grade examinations). The assessment must be authentic, valid and standard specific. This means that the student must have sat at least one Derived Grade assessment during the year for each external standard affected – usually this is in the Derived Grade exams we offer in September each year.

Special Assessment Conditions (SAC)

- Special assistance is managed through the LSC, Mrs Branaye Wade who help to identify the students in need of Special Assistance at the beginning of each year.
- Parents/caregivers may advise the school on the need for special assistance where a diagnosis is made by an assessor independent of Ashburton College. Application for assistance must be made by the end of February each year.
- Provision is made for these students to have valid and fair assessment. Where the assistance is for a reader or a writer, we have community people who volunteer to act as reader-writers for the students. This is provided, for Internal Achievement and Unit Standard Summative (Final) Tests where appropriate and for School Derive Grade examinations where possible.
Applications are forwarded by the NCEA Co-ordinator to NZQA for the same assistance to be given for External Achievement examinations at the end of the year.

Contact Details

General NCEA Enquires

Deputy Principal / Principals Nominee: Helen Shore-Taylor

Email: sh@ashcoll.school.nz

Phone: 03 3084193 ext. 830

Head of Senior School: Abbey Bruce

Email: br@ashcoll.school.nz

SPECIAL ASSESSMENT CONDITION ENQUIRIES

Learning Support Co-ordinator: Branaye Wade

Email: wab@ashcoll.school.nz



Ashburton College

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Application for An Assessment Extension

An application for an extension must be given to Head of Faculty, three full school days before assignment due date.

Student's Name: _____ **AKO Group:** _____

Email contact: _____@student.ashcoll.school.nz

Assessment Information

Subject - Year Level	Teacher	Unit / Achievement Standard number	Due Date

I wish to apply for an extension to this assignment because:

Student's Signature: _____

Parent/Caregiver Signature: _____

New assignment due date:

_____ (day) _____ (date) at _____ pm.

Teacher Signature: _____ (if agreeing to a time extension)

Date Received by Head of Faculty: _____

2025 EXAMINATION TIMETABLE

Examinations available digitally shown in blue.

Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 4 Nov	AM		Mathematics & Statistics	Dance	Classical Studies
	PM		Latin	Japanese Making Music Spanish	Statistics
Wed 5 Nov	AM			English	
	PM		Geography		Earth & Space Science
Thu 6 Nov	AM		English		Latin
	PM		Chinese	History	French
Fri 7 Nov	AM			Chemistry	Accounting
	PM		Accounting		Biology
WEEKEND					
Mon 10 Nov	AM	French Spanish	Lea Faka-Tonga Te Reo Māori	Calculus	Samoa
	PM	Commerce	Korean	Agricultural & Horticultural Science Chinese German	Media Studies
Tue 11 Nov	AM	English			Physics
	PM	Gagana Tokelau	Dance	Biology	Art History
Wed 12 Nov	AM	Agricultural & Horticultural Science	Chemistry	Drama	Geography
	PM	Korean	Cook Islands Māori Drama	Digital Technologies Samoa	Psychology
Thu 13 Nov	AM	Mathematics and Statistics	Art History	Statistics	Drama
	PM	History	Physics	Accounting	Agricultural & Horticultural Science
CANTERBURY ANNIVERSARY DAY (Fri 14 Nov)					
WEEKEND					
Mon 17 Nov	AM	Te Reo Māori	French	Latin Psychology Te Reo Rangatira	Chemistry
	PM	Japanese	Biology	Economics	
Tue 18 Nov	AM	Science	History	Physics	Te Reo Rangatira
	PM	Digital Technologies	Agricultural & Horticultural Science	Media Studies	
Wed 19 Nov	AM	Chinese	Te Reo Rangatira	Lea Faka-Tonga	English
	PM	Social Studies	Classical Studies	Art History	Economics
Thu 20 Nov	AM	Physics Earth & Space Science	Media Studies	Te Reo Māori	Calculus
	PM	Vagahau Niue	Education for Sustainability Samoa	Earth & Space Science	Chinese
Fri 21 Nov	AM	Reo Māori Kōki 'Āirani		Music Studies	Spanish
	PM	Geography	Music		History
WEEKEND					
Mon 24 Nov	AM	Gagana Sāmoa	Japanese	Geography	
	PM	German	Earth & Space Science		Religious Studies
Tue 25 Nov	AM	Chemistry & Biology	Home Economics	Classical Studies	Te Reo Māori
	PM	Lea Faka-Tonga	German	Home Economics	Digital Technologies
Wed 26 Nov	AM	Religious Studies	Social Studies	French	Japanese
	PM	Health Studies	Business Studies	Health	
Thu 27 Nov	AM		Economics	Korean	
	PM		Health	Business Studies	
Fri 28 Nov	AM		Digital Technologies Spanish	Cook Islands Māori Social Studies	German