

2025 Roncalli College NCEA Handbook

Information,
Procedures and
Policy Statement

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1.1 OVERVIEW

Miss Olsen is the school Principal's Nominee and Mrs Adams the Academic Dean/Assistant Principal. If you have questions or concerns about NCEA, you should talk to them. For matters regarding individual courses, you should first talk to your subject teacher, and the Curriculum Leader.

Most senior students at Roncalli College work towards NCEA Level 1, 2 or 3 and University Entrance by gaining credits from standards. All NCEA courses will offer a number of standards which will generate credits towards a Level 1, Level 2, or Level 3 NCEA Certificate. Some of these standards will be assessed internally by subject teachers and some will be assessed externally by NZQA examinations in November and December. Note some Level 1 courses will involve an in-class assessment but will be externally marked by NZQA.

A standard describes particular skills or knowledge within an area of study. Each standard is worth a certain number of credits. When a student achieves a standard with an Achieved, Merit or Excellence grade, they earn the amount of credits that the standard is worth. A student will gain no credits if they receive a Not Achieved grade.

1.2 QUALIFICATIONS REQUIREMENTS

CERTIFICATE	CREDITS REQUIRED	COMPULSORY		
NCEA Level 1	80 credits from Level 1 or above achievement and/or unit standards	The 80 credits must include 10 credits from the new literacy standards or from a list of other approved standards. 10 credits from the new numeracy standards or from a list of other approved standards.		
NCEA Level 2	80 credits from achievement and/or unit standards	60 credits from Level 2 (or above) standards. 20 credits may be from Level 1 NCEA standards - Level 1 NCEA literacy and numeracy requirements		
NCEA Level 3	80 credits from achievement and/or unit standards	60 credits from Level 3 (or above) standards. 20 credits may be from Level 2 NCEA standards - Level 1 NCEA literacy and numeracy requirements		
University Entrance	- NCEA Level 3 - Including a minimum of 14 credits in at least three separate university approved NZQA subjects - Literacy – <u>10 literacy credits at Level 2 or above</u> made up of: 5 literacy credits identified by NZQA as meeting the reading requirement 5 literacy credits identified by NZQA as meeting the writing requirement - Numeracy - <u>10 numeracy credits at Level 1 or above</u>, - The NCEA Level 1 numeracy requirement meet this criteria			
University Entrance approved subjects currently assessed at Roncalli College	- Accounting - Biology - Chemistry - Design (Visual Art) - Design & Visual Communication - Drama	- English - Geography - History - Mathematics with Calculus - Mathematics with Statistics - Music Studies	- Painting (Visual Art) - Photography (Visual Art) - Physical Education - Physics - Religious Education - Societies & Citizenship - Young Enterprise	
Scholarship	Scholarship is designed to challenge and financially reward very able students who are going on to Tertiary study and is available in most Year 13 subjects. NZQA runs separate NCEA Scholarship examinations at the end of the year. Teachers of Year 13 subjects where Scholarship examinations are available will advise students on details. Students can be entered in one or more Scholarship standards as well as their <i>full</i> Level 3 programme in consultation with their subject teachers. All assessments for Scholarship are external. See Appendix 3 for Scholarship examination dates. Two levels of achievement can be gained; Scholarship or Outstanding performance. Please refer to the NZQA website for full details regarding the monetary awards available and criteria.			

1.3 COURSE ENDORSEMENT

A single course may be endorsed with either Achieved, Merit or Excellence. Students will receive an Excellence endorsement if they gain 14 or more credits at Excellence level; students gaining 14 or more credits at Merit (or Merit and Excellence) will gain a Merit endorsement; students gaining 14 or more credits in a single course (with less than 14 Merit or Excellence grades) will gain an Achieved endorsement. At least 3 of the 14 credits must be from internally assessed standards and 3 from externally assessed standards – all within the one course. Exempted from this rule are Physical Education and Religious Education (Level 2 and 3) as they do not have externally assessed standards.

Achieved, Merit or Excellence credits are only able to be counted towards a course endorsement in a single calendar year.

Lapel badges are awarded to students who gain Excellence course endorsements.

1.4 CERTIFICATE ENDORSEMENT

Candidates studying for NCEA Levels 1, 2 and 3 certificates are able to achieve these qualifications with Merit or Excellence endorsements. A certificate will be endorsed with Excellence where a student has achieved 50 or more Excellence credits at the Level of the NCEA certificate. Where a student has a combination of 50 credits at Merit or Excellence, they will be awarded a Merit endorsement.

Credits used towards a certificate endorsement may be gained over a period of time longer than one calendar year. A student may only gain one certificate endorsement per year. In some cases, the certificate endorsement may be for a lower NCEA level.

Lapel badges are awarded to students who gain an Excellence or Merit endorsement for their predominant level of study.

1.5 RONCALLI COLLEGE LEARNING PROGRAMME REQUIREMENTS

1.5.1 Roncalli College requires that students in Years 11 and 12 study a full learning programme of 6 NCEA courses except in exceptional circumstances which require approval from the Academic Advisor.

1.5.2 Most Year 13 students are expected to study a full learning programme of 6 courses, including Religious Education except in exceptional circumstances which require approval from the Academic Advisor.

1.5.3 In some circumstances, not all students are expected to attempt each standard in every course of their learning programme. Students and caregivers will be notified if students are not expected to attempt any standards.

1.5.4 A student must fulfil all reasonable homework and assignment requirements set down by subject teachers including completing all formative and summative assessments for each course.

1.5.5 Roncalli College requires that a student may not be absent from class without a reasonable excuse. Attendance in class is required to ensure authenticity and formative milestones are able to be met.

1.6 CHANGING LEARNING PROGRAMMES

A robust process is in place to ensure that all students are placed in an appropriate learning programme. It is expected all students:

- (a) Read the Student Course Handbook – distributed in Term 3 and available on the school website;
- (b) Research career pathways and prerequisite requirements;
- (c) Attend course selection and/or course confirmation.

Once formal classes have begun, a change in learning programme requires Academic Dean approval.

Please note a student entering a new course late may not be able to attempt all of the standards available.

1.7 COURSE OVERVIEW/ASSESSMENT STATEMENT

In each course, students will be given access to an assessment statement which covers its prerequisites, aims and objectives. Students should use a copy of the assessment statement as a personal record. These can be found on the subjects google classroom and/or the Kamar Portal.

At the beginning of each unit of work, information about the standard being studied will be made available to students.

1.8 EXTERNAL EXAMINATIONS (SEE APPENDICES 3 AND 4)

- 1.8.1 External standards are assessed towards the end of the academic year by NZQA. Most external standards involve examinations which are administered by an Examination Centre Manager and are held on the school grounds. This year's timetable for external standards can be seen in Appendix 3.
- 1.8.2 Formative assessment procedures, for example practice examinations or class tests, provide feedback on progress for external standards and occur throughout the year. It is important students adhere to the deadlines for formative assessments. The grades gained during these assessments may be required as evidence for a derived grade application at the end of the year.
- 1.8.3 There will be no further assessment opportunities for any external standards unless students wish to re-enter these standards in the following year.
- 1.8.4 Some external standards are available to be assessed digitally. This means that students will use their personal laptop to access assessments at the times and dates specified in Appendix 3. More information about digital assessments will be released during the year.

1.9 CONFERENCING AND COMMUNICATION

- 1.9.1 An initial individual meeting with parent and student will take place prior to regular classes commencing to set goals for the year and ensure the correct course placement (Course Confirmation).
- 1.9.2 Students and their parents will receive regular reports, via conferencing during the year. There will be two formal conferencing opportunities.
- 1.9.3 Prior to each conferencing opportunity, students are encouraged to view their NCEA summary to indicate standards completed and the level of achievement gained for each standard on the KAMAR portal.
- 1.9.4 If there are concerns about the progress of a student between these times all parties (student, parent/caregiver, teacher) are encouraged to communicate with each other.

1.10 SUBMISSION OF STUDENT WORK

- 1.10.1 Formal assessment activities take precedence over all other activities including non-urgent appointments (e.g. medical, dental, driving tests)
- 1.10.2 Unless clearly stated, all work to be assessed for NCEA internal standards will be required to be submitted for assessment by 3.30pm on the date specified on the assessment standard statement. See Appendix 1.
- 1.10.3 Work that has been approved to be able to be submitted electronically must meet the submission deadline. This is the sole responsibility of the student. No consideration can be made for private internet connection problems or work which has not been received by teachers on time. Best practice is for students to submit final submissions in advance of the deadline and to check the teacher has received it so that if a problem exists this can be addressed prior to the submission deadline.
- 1.10.4 If due to extenuating circumstances a student is unable to complete an assessment, he/she may apply for an extension at least one week before the due date. Extension requests must be submitted using the [extension form](#) available to students from the College website or subject teacher. The request will be discussed with the subject teacher, Curriculum Leader and Academic Dean to make the final decision. Please note as per the Roncalli College Board of Trustees' policy, extensions will not be approved unless there are extenuating circumstances. Every extension must be negotiated on an individual basis and applies only to the student who has formally requested the extension.
- 1.10.5 Other late work is not able to be accepted. If a student has had fair opportunity and the teaching for the standard has taken place, a grade of Not Achieved must be awarded and reported to NZQA.
- 1.10.6 Students who miss an assessment activity and/or deadline without a valid reason will be given a Not Achieved grade.
- 1.10.7 See Section 3 for information about planned or unexpected absences.

1.11 STORAGE OF STUDENT WORK

- 1.11.1 Electronic work includes devices such as memory sticks/hard drives/ipads/laptops. We recommend that students store all their work on the Roncalli College network.
- 1.11.2 All student work stored off the Roncalli College network must be backed up in one or more places. This is the sole responsibility of the student. No consideration can be made, or extension given if work is lost due to technical difficulties.
- 1.11.3 Lost physical work - It is the responsibility of the student to take all reasonable care of their work. Teachers are unable to take any responsibility for lost, stolen, or destroyed work which has been taken out of class.

1.12 SPECIAL ASSESSMENT CONDITIONS

- 1.12.1 Students with specific learning needs, physical disabilities or long-term consequences from injury may apply for special assessment conditions for assessments. Applications should be made to the SENCO, Mrs Adams.
- 1.12.2 Students need to be operating at or just below the pertinent curriculum level to be eligible for Special Assessment Conditions (SAC) for external standards. The SENCO will apply to NZQA for SACs on behalf of identified students.
- 1.12.3 Students with specific learning needs may be advised to undertake a modified NCEA programme.

1.13 FEES

- 1.13.1 There are no NCEA Entry Fees for domestic students. International students must pay their entry fees to Roncalli College. These are:

International student entry to NCEA Subjects	\$383.30 per year
International student entry per Scholarship subject	\$102.20 per subject

2 INTERNAL ASSESSMENT PRACTICES

2.1 ASSESSMENT CONDITIONS – RULES

- 2.1.1 Each assessment task will have a submission date, conditions and requirements clearly outlined and provided to students. See Appendix 1.
- 2.1.2 In group performances, each learner must be identified and assessed individually.
- 2.1.3 When a standard comprises a large piece of work or portfolio which extends over one term or longer, students must meet formative milestone deadlines set by the teacher. These formative deadlines are subject to the same conditions as summative assessment deadlines.
- 2.1.4 All internal assessments must be completed within a specified time frame. It is expected that courses that have external standards will aim to complete all internal standards by 30 October 2025 (the last day of term 3) to allow students to adequately prepare for external examinations. This includes any resubmission or further assessment opportunity.
- 2.1.5 The final date for teachers accepting work for courses which are wholly internally assessed is 15 November. This includes any resubmission or further assessment opportunity.
- 2.1.6 All internal assessment tasks undergo an internal moderation process to ensure consistency between classes to ensure marking is at the national standard and all NZQA processes are adhered to.

2.2 RESUBMISSION

- 2.2.1 Resubmissions are only available for students who have a provisional grade of Not Achieved.
- 2.2.2 Students may only gain a grade of Not Achieved OR Achieved for resubmitted assessments.
- 2.2.3 At the discretion of the Curriculum Leader or subject teacher, students may have an opportunity to resubmit part of an internal achievement standard if the teacher believes the error is a minor error which the student is easily able to identify and correct without any further teaching.
- 2.2.4 Some practical assessments (e.g. those based on field trips) and those which are spread over a long period of time cannot be practically resubmitted within one school year.
- 2.2.5 For resubmission, some important points to note are:
- The problem must be able to be resolved rapidly;
 - Students must be capable of finding and correcting the mistakes on their own;
 - Teacher feedback to students resubmitting work must be general and must not compromise the authenticity of the student's work and responses. A student may be told, for example, "you need to fix your referencing up" or "there are grammar issues here";
 - It must take place before the teacher gives any feedback to the whole class (or any student) on the work done;
 - It must be given before any more teaching has occurred.
- 2.2.6 A resubmission must not compromise the assessment. For example, if the original assessment was completed in a supervised classroom, the resubmission must be completed in a supervised classroom.
- 2.2.7 A resubmission does not constitute a further assessment opportunity because it does not involve a new assessment being set after further learning.
- 2.2.8 A resubmission can be offered after either the first or the second assessment opportunity or after both.
- 2.2.9 Unit Standards only - At the discretion of the Curriculum Leader/subject teacher students may be offered more than one resubmission opportunities for internally assessed Unit Standards depending on the nature of the assessment.

2.3 FURTHER ASSESSMENT OPPORTUNITY

- 2.3.1 At the discretion of the Curriculum Leader students may be offered one further assessment opportunity for internally assessed achievement standards, depending on the nature of the assessment.
- 2.3.2 Further teaching must take place before students are able to attempt a different assessment task.
- 2.3.3 If a further assessment opportunity is offered, it must be offered to all students, regardless of their previous grade.
- 2.3.4 Students are not entitled to a further assessment opportunity if they chose, for unacceptable reasons, not to undertake the first opportunity.
- 2.3.5 Students will be awarded the highest grade they achieved over both opportunities.
- 2.3.6 For any further assessment opportunity, the conditions must be consistent with those for the first opportunity. For example, students cannot be allowed to work at home for the second opportunity when this was not allowed for the first opportunity. Inability to provide the same conditions for the second opportunity would be a reason to make only one opportunity available in the year.
- 2.3.7 There will be no further assessment opportunities for any external standards unless students wish to re-enter for these standards in the following year.

2.4 ACCEPTING ASSESSMENT GRADES AND APPEALS

- 2.4.1 Students will have clear documentation about the requirements for achievement of an Achieved, Merit and Excellence grade. Teachers will explain and discuss the criteria for the assessment process with the students. (see 2.1 Assessment Conditions)
- 2.4.2 Every time an assessment is returned, and the marking schedule explained, the student should check the marking and discuss it with their subject teacher if there are any concerns.
- 2.4.3 It is the responsibility of each student to discuss with the subject teacher any result with which she/he is not satisfied with and together they can usually resolve the problem. This must be done within 48 hours of the work being returned.
- 2.4.4 If after consultation with the subject teacher, the student wishes to dispute the grade awarded an appeal may be made. This must be done within 5 school days of the work being returned. Appeals must be made in the first instance to the subject teacher who will forward the appeal to the Curriculum Leader and the Principal's Nominee. The Principal's Nominee will conduct an investigation. The final decision on all appeals will be made by the Principal and will be binding. Appeals must be made using the [NCEA Assessment Appeal Form](#).
- 2.4.5 The results of the assessment will then be reported to NZQA through the student management system KAMAR.

3 LEAVE / ABSENCES

3.1 UNPLANNED / EMERGENCY LEAVE

- 3.1.1 Unplanned/ emergency leave includes family bereavement, accident or illness.
- 3.1.2 Where a student is ill on the due date of an assessment, it is the responsibility of the student to contact their subject teacher to discuss her/his situation. The subject teachers will make a decision in conjunction with their curriculum leaders. This must be done on the due date.
- 3.1.3 When a student is unable to present himself/herself for an assessment task or item, the approved medical certificate or other appropriate evidence (e.g. a newspaper bereavement notice) must be provided.
- 3.1.4 Students may be required to present on the due date the amount of work which has been completed, even if the assessment task is unfinished. Teachers will take into consideration that a verified illness/absence has prevented completion and may be able to award standards based on existing evidence of achievement.

3.2 PLANNED LEAVE

- 3.2.1 All students intending to take planned leave on individual and/or out of school events, must complete a Senior Student Leave Application Form (available from the College Office) at least five days prior to departure.
- 3.2.2 Approved Roncalli College activities of a co-curricular nature are counted as Ministry of Education approved leave and will be accommodated in a student's assessment programme. It is the responsibility of the student to inform teachers and to complete a Senior Student Leave Application Form (Appendix 6) advising them of an impending absence. Failure to do so may mean that the teacher is not able to accommodate any missed assessments.
- 3.2.3 Ministry of Education approved leave which occurs when the student is competing at a national or international level at a sporting, academic or cultural event may be accommodated as long as there has been sufficient notice given and a Senior Student Leave Application Form is completed.
- 3.2.4 Brief absences for self-interest activities. Students must complete a Senior Student Leave Application Form and advise their teacher/s. Students need to submit any assessment due prior to departure. If the required teaching has not taken place and in situations where an assessment which requires a

student to be physically present, this may not be possible. At the discretion of the Curriculum Leader, the student may be withdrawn from the standard if within the appropriate timeframe.

- 3.2.5 On their return to school following a verified, legitimate approved absence, a student will be given, as soon as practicable, realistic and timely any assessment which may have been missed. The student needs to be informed of the time and date of the assessment by the subject teacher. Approved leave accommodates the missed assessment, not the missed teaching time.
- 3.2.6 When a student has been absent on Ministry of Education approved leave and it is not practical for them to sit the assessment task at a later date, a standard may be awarded based on standard specific authentic evidence being available. If the teacher is not confident that a professional judgement can be made about all criteria to be assessed, then a student may need to be withdrawn from the standard.

4 AUTHENTICITY / BREACH OF ASSESSMENT RULES

- 4.1.1 Authenticity is the assurance that evidence of achievement produced by a learner is their own. There are three broad categories of authenticity challenges that need to be managed during the assessment process:
- Copying from another person or source (plagiarism) including AI
 - Receiving too much guidance from the teacher or assessor
 - Obtaining specific answers for the assessment activity because it is publicly available (such as Ministry of Education activities on the internet.)
- 4.1.2 Students are encouraged to discuss their ideas and to seek advice as part of their preparation for an assessment task. This is a valuable part of the learning process. However, the College must be satisfied that work submitted is the student's own, and that it was completed without undue assistance from others.
- 4.1.3 By handing in a piece of work for assessment a student is claiming that the work is their own. When submitting work, a student must meet the following requirements:
- Roncalli College requires that all assessments completed by a student be their own work.
 - Work that directly quotes or copies ideas, words or forms of another person must be properly acknowledged (referenced) and attributed to that person.
 - For small group assessments the contribution of each group member should be clearly stated.
- 4.1.4 If, in an assessment task (formative or summative), a student displays disruptive behaviour likely to hinder positive outcomes for other students, the student will be warned and if the behaviour persists, may be asked to leave the assessment room. Should this occur the student will not be granted any further assessment opportunity.
- 4.1.5 Students found to knowingly, fraudulently or unwittingly gain an advantage which undermines the credibility of the grade or who is suspected of cheating in assessments will be subject to disciplinary proceedings
- 4.1.6 The use of chatbots, generative AI, paraphrasing tools or other tools that can automatically generate content is not permitted and material generated by these tools should not be submitted as part of the student's work.
- 4.1.7 Students who allow another student to copy their assessment task will also be in breach of authenticity requirements and subject to disciplinary proceedings. In these instances, a Not Achieved grade may be awarded and reported to NZQA.
- 4.1.8 Any drawings or language deemed to be offensive by the Principal's Nominee found on any internal standard will result in the script not being marked and the grade of Not Achieved being reported to NZQA.
- 4.1.9 The teacher in conjunction with the Curriculum Leader will investigate any possible breach of the rules by a candidate in an internal assessment in accordance with College procedure. College procedures are monitored by NZQA as part of the Managing National Assessment systems check.

- 4.1.10 Candidates have the right to appeal any decision made by the College relating to any possible breaches of the rules under the College's appeal process. Appeals need to be made to the Principal's Nominee who will investigate. The Principal will make the final decision which will be binding.
- 4.1.11 In proven cases where a deliberate breach of authenticity has occurred, the resulting grade of Not Achieved will automatically be awarded. Parents/caregivers will also be notified.

5 RECORDING AND REPORTING TO NZQA

- 5.1.1 All grades must be reported if a student has been enrolled in a class and has had a fair opportunity to attempt the standard.
- 5.1.2 A Not Achieved grade must be reported for a student who has had adequate teaching and assessment opportunity but has failed to avail themselves of an assessment opportunity.
- 5.1.3 Students and caregivers may track NCEA results through the student management system, KAMAR during the year. It is the responsibility of the student to check this data carefully and to request any inaccuracies to be corrected. Please see 5.2.1 for further information on how to check results once they have been reported to NZQA.
- 5.1.4 Data file submissions to NZQA generally occur on the first day of the month or the last school day prior to the first day of the month at which time all NCEA results will be uploaded to NZQA.

5.2 NCEA RESULTS AND WHAT THEY SHOW

- 5.2.1 NZQA administers NCEA and holds a database of all results. Students can access results by logging in to the learner home page on the NZQA website, www.nzqa.govt.nz/learner-login by using a unique National Student Number (NSN) and a password. It is the responsibility of the student to log in and check their results on a regular basis and to report any issues or concerns promptly to the Principal's Nominee. Students can view their NSN through the KAMAR portal.
- 5.2.2 Students will be able to access:
- Results of internal assessments as they are completed and uploaded to NZQA;
 - Results of external assessment available from late January;
 - New Zealand Scholarship examinations results in February;
 - University Entrance, if achieved.
- 5.2.3 Students are able to access their external examination and answer booklets after marking and are able to appeal the results of their external examinations directly to NZQA. (Information on how to do this and the cost involved will accompany the answer booklets). This is done directly via the NZQA website student login.
- 5.2.4 There are a number of NZQA documents available that record student results:
- NCEA Certificates include certificate endorsement (with Merit or Excellence). These certificates are printed on request and sent to students. Students are entitled to one free certificate;
 - The School Results Summary (SRS) lists all standards for which students have been assessed with the results grouped by year, course and level. It also shows any national qualifications and endorsements, University Entrance and New Zealand Scholarship;
 - The Record of Achievement (NZROA) is an official transcript of standards and qualifications achieved, including the award of University Entrance. The NZROA grows as students gain new standards through tertiary studies and industry training;
 - Further information regarding fees and payments for student records is available on the NZQA website.
- 5.2.5 Privacy - Information about a student's results will be made available only to that student, her/his parents and staff who need that information. Individual results will not be made available to other students. As part of the enrolment process, students sign permission to allow work to be used as exemplars for teaching purposes.

- 5.2.6 If a teacher requests to keep a specific individual piece of student work to use as a general non identifiable exemplar for teaching purposes in the following years, signed permission must be obtained from the student to allow this.

STUDENT EXEMPLAR PERMISSION FORM



RONCALLI COLLEGE STUDENT EXEMPLAR PERMISSION FORM

This form is to be used to gain permission from individual students to allow a specific piece of work to be retained and used for teaching purposes as an exemplar.

Student Name: Subject:

Description of the piece of work retained:

.....

.....

I understand that the College will use my piece of work for teaching purposes.

I understand that when my work is no longer required, the College will destroy copies retained.

Signature of Student Date

5.3 WEB INFORMATION

Further academic information is available on the Roncalli College website under the curriculum tab including:

- Course Selection handbook, including Curriculum Area overviews and specific course statements
- NCEA assessment extension form
- NCEA assessment results appeal form

6 OTHER

6.1 GLOSSARY OF TERMS

Assessment	Any activity for which results are collected either for formative or summative reasons. It may be held under test or assignment conditions.
Assessment Schedule	The Marking schedule for individual standards which clearly differentiates the requirement to meet the standard at each grade level (ie Achieved, Merit or Excellence level)
Assessment Statement	The outline of the standards for a course being taught. The Assessment Statements are included in the senior course handbooks.
Authenticity	The evidence/proof that work submitted for assessment is the student's own work.
Common assessment task	An assessment which all students at one level in one subject sit, even though they may be in different classes.
Derived grade	When a student is unable to sit an external examination and meets the criteria for NZQA approval, a derived grade may be supplied to NZQA only if the grade is based on standard specific authentic evidence which demonstrates achievement across the whole standard. The grade must have been obtained from a valid, authentic task which has been through an internal moderation critiquing process. Please refer to the NZQA website for clarification of chronic ongoing medical health needs which are excluded from the derived grade process.
Criteria	The set of tasks within an Achievement/Unit Standard in which a student must demonstrate competence.
Extenuating circumstances	An unplanned, unexpected event outside the control of the student. The Principal's Nominee is able to provide clarification whether specific individual events fall into this category.
Formative assessment	An assessment task used as a milestone to provide feedback and feed forward and to ensure authenticity in preparation for the final summative assessment. If the feedback or feed forward is such that the student has been guided too much so work is not authentic,

	it cannot be used for a derived grade. Only grades that have been awarded based on standard specific authentic evidence are able to be supplied for a derived grade should it be required.
Summative assessment	Final assessment of which the grade is reported to NZQA.
Milestone check	In assignment work a teacher may require that particular tasks are completed and checked off at different times before the final due date. Each of these is a Milestone check.
External Moderation	The process by which NZQA ensures that internal assessment work done in one school is at the same level as the same work in another school. External moderation serves to ensure that only credible results are reported to NZQA. The process provides feedback and feed forward to schools to ensure they are assessing at the national standard. External moderation may be by checking student work, visits by experts, etc.
Internal Moderation	Internal moderation is a two part process - part one is the critiquing of the assessment task prior to the delivery of the standard; part two is the verifying of the student grade. Grade verification must be completed only by a person with recent standard knowledge at the curriculum level. Teachers must report to NZQA only those internal assessment and practice examination results which have been subject to the Colleges internal moderation process.
NZQA	New Zealand Qualification Authority – the government body responsible for administering educational qualifications in New Zealand.
Prerequisites	Work/studies which must be successfully completed before the next stage/year level is begun.
Resubmission	A resubmission opportunity should only be offered where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves. For example, the student may have handed in the assessment, but may not have made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment. The amount of information a teacher provides to a student in identifying the error is important in this context. In the case above, the teacher might say “your method is fine but there is a problem with your calculations....” The teacher cannot however say “there is a problem with your use of brackets in this calculation.”
Further assessment opportunity	A further assessment opportunity occurs when a new, quality-assured assessment is provided for students after their first opportunity, and after additional teaching and learning has taken place. This could be a new test, a new writing topic or a new research topic. For some tasks offering one further assessment opportunity will not be possible for manageability and practical reasons. Teachers must advise students prior to beginning the assessment whether one further assessment opportunity will be available.

6.2 KEY ACADEMIC DATES

Please refer to the College Calendar for Key dates. This is on the College website.

6.3 CURRICULUM LEADERS 2025

The Curriculum Leaders and identified resource people on this team for 2025 are

- Connaire Roughan English (English, Literacy, ESOL)
- Bryce Caird Health and Physical Education, Outdoor Education
- Rachael Burrowes Religious Education
- Nikki Hall The Arts and Language (Music, Drama, Visual Arts, Spanish, Te Reo)
- Ashley Herbert Science (Chemistry, Physics, Biology, Science)
- Deborah Marshall Social Sciences (Social Studies, Our World Our Future, History, Commerce, Enterprise Studies)
- Georgia McEwen Mathematics
- Guy Sutherland Technology (Resistant Materials, Foods, DVC, DTC, Engineering)

Also includes

- Chris Comeau Principal
- Mark Pribis Deputy Principal
- Jayne Adams Assistant Principal, SENCO (Special Education Needs Co Ordinator)
- Kerryln Olsen Principal's Nominee

APPENDIX 1 – NCEA SAMPLE ASSESSMENT COVER SHEET



RONCALLI COLLEGE NCEA SAMPLE ASSESSMENT COVER SHEET

STUDENT NAME:

To be completed by the teacher prior to the assessment:

Subject:

Assessment Standard: Version Number: Level: Credits:

Assessment Title:

Formative Submission date /s (if any)

Summative Submission Date:.....

Summative Submission time: 3.30pm (unless stated otherwise)

Summative Submission Format:.....

Location for submission:

Conditions of assessment:
(ie. open/closed book / work unable to leave classroom etc.)

Resubmission opportunity available No / Yes Date.....

Reassessment (further assessment opportunity) available No / Yes Date.....

Conditions of Assessment:

By starting this assessment, it shows I understand the conditions outlined above. All the work I do for this assessment will be on this document.

Authenticity of Student Work:

By submitting this assessment I certify that there has been no plagiarism. Acknowledgement of assistance has been detailed below (who and what they did):

Final Grade:

On receiving my grade, I understand that I have 48 hours in which to [appeal the grade](#) awarded. If I do not appeal within 48 hours this indicates that I accept the grade awarded. This result will then be submitted to NZQA.

Summative Grade Awarded

- ☐ Not Achieved
- ☐ Achieved
- ☐ Merit
- ☐ Excellence

APPENDIX 2 – RONCALLI COLLEGE MANAGEMENT POLICY GOVERNING NCEA

All assessment practices at Roncalli College are governed by this assessment management policy. This policy is articulated in the NZQCF Handbook. Please read this for specific details.

RATIONALE

The need for an assessment management policy follows the requirements of NCEA.

PURPOSE

Ensure that all students are treated fairly and consistently.

The following are the procedures of Roncalli College for:

Privacy – The school will uphold the guidelines as set out in the Privacy Act.

Assessment Opportunities – Achievement Standards. Curriculum Leaders must determine and clearly communicate in writing to the students the conditions of assessment (including **resubmission and further assessment opportunities**) prior to the commencement of the course. The specific details of assessment opportunities are outlined in the NZQCF handbook.

- A resubmission opportunity may only be offered where a teacher judges that a mistake has been made by the student, which the student should be capable of discovering and correcting themselves.
- A further assessment opportunity occurs when a new, quality-assured assessment is provided for students after their first opportunity, and after additional teaching and learning has taken place.
- There is no further assessment opportunity for externally assessed achievement standards other than sitting the achievement standard in the following year.

Late Work - All formative and summative deadlines are expected to be met.

Extensions to assessment deadlines - Will not be offered unless there are extenuating circumstances. These will then be negotiated on a case-by-case basis. The Principal's Nominee will make the final decision.

Leave – In some circumstances an opportunity may be made available for students to attempt a missed assessment. This usually only applies to Ministry of Education approved leave or a medically documented illness. Students absent from an assessment who do not meet these circumstances may not be able to attempt the assessment.

Marking and return of work – Marking will be completed as promptly as possible and results returned to students to ensure their on-going learning can take place and entered via KAMAR NCEA standards data entry. Best practice is that this occurs within 15 school days of an assessment being completed.

Recording Assessment Results – Subject teachers are to enter results of both formative and summative assessments via the electronic Student Management System. Best practice is that this occurs within 15 days of the assessment being completed. Subject teachers are also required to maintain a hard copy of all NCEA grades awarded.

Reviews or Appeals – If a student requests a review of an assessment this must be made to the subject teacher within 48 hours of the work being returned. If the student is not satisfied with the outcome, an appeal may be made to subject teacher within 5 school days of the work being returned. The subject teacher will forward the appeal to the Curriculum Leader and the Principal's Nominee for investigation. Appeals must be made using the NCEA Assessment Appeal Form. The final decision on all appeals will be made by the Principal and will be binding.

Derived Grade for external assessment – NZQA derived grade procedures are followed. Only evidence that has been gathered from critiqued and verified standard specific authentic assessments may be used for a derived grade.

Misconduct – Normal school procedures will apply.

Review – This Policy will be reviewed annually. Changes to NZQA policies and procedures will be actioned as required.

APPENDIX 3 – NZQA 2025 EXTERNAL EXAM TIMETABLE

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	Samoan
	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 Samoan	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 Samoan	Earth & Space Science	Chinese
Fri 21 Nov	AM	Reo Māori Kūki 'Āirani		Music Studies	Spanish
	PM	Geography	Music		History
WEEKEND					
Mon 24 Nov	AM	Gagana Samoa	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

Please refer to the NZQA website for up to date information.

APPENDIX 4 – NZQA EXTERNAL ASSESSMENT RULES

These rules are adapted from [NZQA](#).

BEFORE AN EXAMINATION

Examination materials

Students are responsible for taking the correct equipment to the examination and making sure that it is working. If you are doing a digital examination, ensure your laptop is fully charged. Other equipment brought into the examination room must be in a clear plastic bag. Students can bring:

- pens (black and blue colours are permitted) pencils and an eraser
- an approved calculator for subjects where a calculator has been used during the year.

Emergency evacuation and student pack

Students are allowed to bring items for an emergency evacuation into the examination room in a clear, sealable plastic bag. This pack must stay under the chair and not be touched or opened without the permission of the supervisor. Contents may include a mobile phone (switched off) or other electronic device, keys, money, bus pass and medicines.

Banned items

Do not bring the following items into an examination room unless sealed in the emergency evacuation pack:

- blank paper or refill paper
- correcting fluid
- books, written notes or electronic notes
- cell phones, pagers, or watches
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- watches of any type (digital or analogue)
- any electronic device which has the capability to store, communicate and/or retrieve information except approved calculators.

On the day of the examination

- Arrive at least 40 minutes before the examination starts
- If you arrive more than 30 minutes after the examination has started you will not be able to sit the examination or enter an examination room.

In the examination room

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk allocated.
- When told, check that all pages in any printed examination booklets are printed correctly.
- If you have a problem, you should put your hand up.
- Students cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

DURING THE EXAMINATION

Students should NOT:

- borrow equipment from someone else
- talk to, communicate with, or do anything to disturb other students
- read or copy another student's work
- write or draw anything that may be regarded as offensive
- write to the marker or write in the part of the answer booklet 'For assessor's use only'
- write answers for one standard in the answer booklet for another. Where students fill up their answer booklet, they may request extra paper
- write in pencil unless instructed to do so. Work in pencil or erasable pen will not be accepted if a student applies for review or reconsideration.

Students should:

- follow all the instructions on the front cover of the examination document
- use only black or blue pen
- write neatly, so the marker can read the answers
- cross out or delete any work they do not want marked
- fill in their details at the top of any additional sheets of paper provided and put them inside the answer booklet.

At the end of the examination

Students must stop writing or typing when the supervisor tells them to. They must hand all material to be marked to the supervisor or submitted online (for digital assessments) before they leave. If they take any work outside the examination room, it will not be marked.

APPENDIX 5 – SENIOR STUDENT LEAVE APPLICATION FORM

Fill out the left hand side of this form and return to the Academic Dean for approval

NAME: _____

PURPOSE OF LEAVE: _____

DATES OF ABSENCE FROM SCHOOL: _____

Subject	Teacher	Work Missed	Assessments Missed	Teacher Signature

☐ I have advised my Year Level Dean

☐ I have advised my Learning Advisor

☐ My absence record has been updated at the office prior to my departure

PARENT/CAREGIVER SIGNATURE: _____

INFORMATION REGARDING APPROVED LEAVE

- Absence when the student is competing at a national or international level at a sporting, academic or cultural event may be accommodated as long as there has been sufficient notice given and the Principal's Nominee has evidence of a plan to catch up missed work.
- Assignments due during the absence must be completed prior to departure or by the due date providing the required teaching has occurred.
- Approved school activity of an co-curricular nature will be accommodated in a student's assessment programme.
- On the return to school following a verified, legitimate absence, a student will be given, as soon as practicable, any assessment test which she/he may have missed. Students need to be informed of the time and date of the assessment.
- NZQA approved covers the missed assessment task, not the missed teaching. Students must take all reasonable practical steps to ensure they catch up on the missed teaching.

☐ NZQA Approved ☐ NZQA Not Approved

Academic Dean

☐ Spoken to Mrs Adams about the Plan

Catch-up Work completed	Teacher Signature