Bishop Viard
COLLEGE

NCEA GUIDE

NZQA

Bishop Viard COLLEGE

OUR VISION - We aim to provide all students with purposeful education and to graduate with a meaningful qualification.

OUR WAY - Equity Excellence Engagement We are committed to the three principles of Equity, Excellence and Engagement. We are working with staff to ensure that every experience of our college fosters Equity, Excellence and Engagement.

Our aim for NCEA

Each student will strive for and attain their own excellence.

We will utilise the NCEA system to give our students power over their future.

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How to use this guide:

This is a general guide for BVC Students, whānau and staff. There are links embedded throughout so if you see anything underlined, click on that link and find out more info.

Ask questions of your colleagues (staff), teachers (students and whanau).

You can also contact our Deputy Principal - Gina Lefaoseu (lefaoseug@viard.school.nz)

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HOW NCEA CURRENTLY WORKS

LEVEL 1

80 credits at Level 1 or above

Including 10 Literacy and Numeracy credits

LEVEL 2

80 Credits at Level 2

OR

60 credits at level 2 or above + 20 credits from any level

The Level 1 literacy and numeracy requirements must also be met

Level 3

80 Credits at Level 3

OR

60 credits at level 3 or above + 20 credits from level 2 or above

The Level 1 literacy and numeracy requirements must also be met

WHAT IS A CERTIFICATE ENDORSEMENT?

50

ENDORSMENTS

You need 50 Excellence or Merit credits

We encourage you to aim for this as it shows a recognition of higher achievement

Some universities or tertiary institutions require a higher level of achievement

Excellent ot Merit endorsements may help you get scholarships.

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COURSE ENDORSEMENT

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Course endorsements provides recognition of student achievement in an individual course.

<u>14</u> or more credits at Achieved, Merit or Excellence and at least 3 of these credits from an externally assessed standard and 3 from an internally assessed standard.

14

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WHAT IS UNIVERSITY ENTRANCE?

UE

University Entrance
Approved Subjects for University Entrance

University Entrance (UE) is the minimum requirement to go to a NZ university.

For UE you need:

- **NCEA Level 3**
- **14 credits (or more) earned in three different university approved subjects**
- **Literacy (5 L2/3 reading credits and 5 L2/3 writing credits)**
- **Numeracy (10 credits of level 1 or above)**

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U.E. LITERACY

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As part of your University Entrance you have to get 5 reading and 5 writing credits.

These can be gained from specific achievement standards at level 2 or 3. You will highlight off checklist at the beginning of the Year.

Your course outlines will also tell you if there are writing (w) or reading (r) credits available.

There are internals where you can gain these credits. These are mostly in English and the Social Science subjects.
Most of you will gain your writing credits with your English writing portfolio (AS 2.4).

NCEA PROCESSES

There are certain processes which you need to follow in certain situations.

The next few slides go through what to do if you:

- apply for an extension,
- want to appeal a grade
- If you miss an assessment

These processes are in place to ensure fairness for every student and subject.

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EXTENSIONS-MISSED ASSESSMENTS

Extention Application 2022

If you need to apply for an extension due to a unplanned OR planned absence, please click on the link, make a copy of the doc and share with Mrs Lefaoseu.
If it is a planned absence - please make sure you apply for an extension well before it is due in. If there is an emergency situation or if you are going to miss an assessment (this could be an in class test or an assignment due date), it is really important you let you teacher know in the first instance and then fill out an extension form.

APPEALS

Appeals Application

- **If you think that your work has been graded unfairly, you can APPEAL the decision.**
- **Appeals should be made within two days of receiving your work back. An Appeal Application Form is available from the above link, please send to Mrs Lefaoseu.**

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AUTHENTICITY

Authenticity is the assurance that evidence of achievement produced by a learner is their own.

- **What is plagiarism? “the practice of taking someone else's work or ideas and passing them off as one's own”**
- **You cannot get specific answers for the assessment activity because it is publicly available (such as Ministry of Education/Te Kete Ipurangi activities on the internet).**
- **If students work is not their own, parents will be contacted and the student will be awarded a NOT ACHIEVED**

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NCEA EXAMS 2022

- All NCEA (levels 1- 3) and New Zealand Scholarship examinations sessions are three hours. Your teacher will let you know if it is a digital or paper exam.

External Exam Rules

- All exams sessions start at either 9.30am or 2.00pm.

- Here is a link to the timetable of Exams for 2022. Please ensure you are at school, well before time.

Exam Timetable 2022

- Please check out this link for Digital Exam Prep Ensure you are prepared for exams, look at the checklist.

Digital Exam Prep

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NCEA EXAMS 2022

It is really important that you log on to NZQA. This is where your official results are loaded and you can find your credits and endorsements.

NZQA Student Login

click on ‘Students & learners Login’

The first time you login, use your NSN number to register and choose your password

If you have forgotten your password, you need to call NZQA. We would like you to use a personal email address so you can still login, when you leave school.

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EXPECTATIONS SPECIFIC TO BISHOP VIARD COLLEGE

- Each course will offer a minimum of 16 credits
- Unless explicitly stated all Year 11-13 courses will be Achievement Standards based , meaning they will qualify for University Entrance courses. The aim in Year 13 is to get 14 Credits in at least three subjects.
- Parents will be notified termly if students are on track to get 14 credits.
- UE Literacy Credit courses will be offered to all students in Year 12, most of the writing credits will come from English Standard 2.4.
- At Level 2, Literacy Credits will be offered in all subjects possible.
- Year 12 students who do not have L2 writing Literacy credits by the end of Term 3, will be required to do this in Term 4. Dates will be shared at the start of Term 4.

EXPECTATIONS SPECIFIC TO BISHOP VIARD COLLEGE

- Students in Year 10 will be offerred 6 credits in each of the following subjects:
  - ENGLISH, MATHS, SCIENCE
- Teachers will ensure that students assessments are marked, moderated sheets completed on P.A.R.O.T and returned to students with in 15 days.

- External Moderation required by NZQA will be sent digitally. Teachers can scan material if it is not digitised yet.