

KAIKORAI VALLEY COLLEGE



NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT AND OTHER NATIONAL QUALIFICATIONS

Student Handbook

It is important that you understand how the NCEA is awarded and what procedures are in force to ensure that assessment is fair and consistent.

It is your responsibility to read, understand and follow these procedures. It is important that your parents are aware of this information as well.

KEEP THIS BOOK IN A SAFE PLACE SO THAT
YOU CAN REFER TO IT WHEN YOU NEED TO.

NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT : NCEA

- NCEA uses **standards** to show what a student knows and can do. Teachers will be able to explain to students exactly what they have to do to achieve a standard.
- Some skills will be assessed by **Unit Standards**. These are **all internally assessed**, and students can gain **credit only**. Unit Standards have been used in schools and industry for some years.
- Other knowledge or skills are assessed by **Achievement Standards** in which students can gain **Achievement, Achievement with Merit, Achievement with Excellence**. Some Achievement Standards such as formal speech making, research, experimental work and practical skills are **internally assessed**. Achievement Standards which can be effectively assessed by written tests will be **externally assessed** by examinations at the end of the year. Art portfolios, technology projects and musical performance will not be assessed by examination but they will be externally assessed, that is, by people from outside the school.
- Instead of students receiving one mark for a subject at the end of the year eg 62% in Mathematics, they will be given a **set of results for each subject** showing exactly what level skills and knowledge a student possesses eg Excellence in Number, Merit in Measurement and Geometry, Achieved in Algebra, Trigonometry and Statistics, Not Achieved in Probability and Graphing.
- Each standard has a set number of **credits**. Standards have different credit values depending on the amount of learning involved. In Art 101 for example, the portfolio represents about half of the year's work and so has 12 credits. Credits are like points towards a qualification. Year 11 students studying 6 subjects may be given the opportunity to enter for over 120 credits.

NCEA LEVEL 1

- To gain **NCEA Level 1** students need to have **80 credits** from either Achievement or Unit Standards. They need to prove that they have sound reading and writing skills and that they can work with numbers, so students must have fulfilled the **Literacy and Numeracy** requirements. Requirements may be met in two ways only:
 - 10 credits gained from Achievement Standards from a variety of curriculum areas.
 - 10 credits gained from three specific Unit Standards.
 - This is true for both Literacy and Numeracy.
- Students who do not gain the 80 credits necessary for NCEA Level 1 in Year 11 can use standards gained in Years 12 and 13 to complete the qualification.

NCEA LEVEL 2

- To gain **NCEA Level 2** students need to have **60 credits from Level 2 or above** from either Achievement or Unit Standards **and 20 credits from Level 1 or above** (these could have already been used to obtain NCEA Level 1).
- Students must also have fulfilled the **Literacy and Numeracy** requirements for Level 1.

NCEA LEVEL 3

- To gain **NCEA Level 3** students need to gain **60 credits from Level 3 or above**, and **20 credits from Level 2 or above** (these could have already been used to obtain NCEA Level 2).
- Students must also have fulfilled the **Literacy and Numeracy** requirements for Level 1.

CERTIFICATE ENDORSEMENT

At each level a student may have their NCEA endorsed with Merit (if they achieve 50 or more Credits at that level with Merit or Excellence) or with Excellence (if they achieve 50 or more Credits at that level with Excellence).

COURSE ENDORSEMENT

If a student gains 14 credits in one subject (3 of which must be from an internal and 3 from an external assessment*) at Merit or Excellence Level, they will gain Merit endorsement for that course (subject). Similarly, 14 credits at Excellence level will give you Excellence endorsement for that course (subject).

**this rule does not apply where a subject is completely internally assessed.*

UNIVERSITY ENTRANCE

NEW UE REQUIREMENTS FROM 2014
Achievement of NCEA Level 3
14 credits in each of three subjects from the list of approved subjects
UE numeracy – 10 credits at Level 1 or above from specified achievement standards or three specific numeracy unit standards
UE Literacy – 10 credits [five in reading and five in writing] from <ul style="list-style-type: none">• Specific Level 2 and above Achievement Standards, or specific Te Reo Māori and Te Reo Rangatira Level 2 and above Standards, or• Two specific Level 4 English for academic purposes Unit Standards, or• An academic literacy common assessment tool [CAT] at Level 3 [no credit value, run by NZQA]. <i>See NZQA website for detailed information.</i>

NB. This is the absolute minimum requirement for University Entrance but it does not guarantee students a place at a university. Each University has different entry criteria to specific courses.

OTAGO UNIVERSITY

Preferential Entry (i.e. guaranteed entry) will be given to students who have one of the following:

- NCEA Level 2 with Merit or Excellence and gain Level 3 University Entrance.
- A Level 3 score of 140 points from their best 80 credits in Approved subjects. [No more than 24 credits in one subject can be counted.] Credits at Excellence are worth 4 points each, credits at Merit are worth 3 points each and credits at Achieved are worth 2 points each.
- Have accepted a University of Otago undergraduate scholarship.
- Are Maori or Pasifika students.
- Have accepted a place in a Otago University residential college.

Competitive Entry

Students who do not gain **Preferential Entry** but do have University Entrance will be ranked according to academic performance and other relevant criteria then offered available places in order of priority.

NEW ZEALAND SCHOLARSHIP

- If you have any questions or need clarification please contact Dr McMillan or Mr Downes.
- Students will also be able to enter **New Zealand Scholarship** in some subjects by sitting external examinations at the end of Year 13 at the same time as Level 3 assessments. In general the content will be the same as covered for Level 3 Achievement Standards but will assess a student's ability to synthesise and integrate concepts.

Further information about qualifications can be found on
www.nzqa.govt.nz or NCEA Helpline :
0800 NCEA HELP - 0800 623243

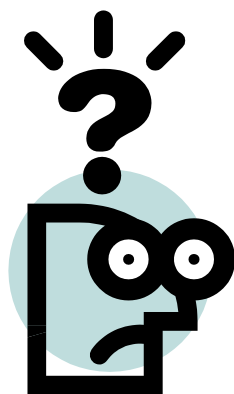
Approved subjects for University Entrance from 2014

Approved Subject	Achievement Standards
Accounting	91404, 91405, 91406, 91407, 91408, 91409
Agriculture & Horticulture	91528, 91529, 91530, 91531, 91532
Biology	91601, 91602, 91603, 91604, 91605, 91606, 91607
Business Studies	91379, 91380, 91381, 91382, 91383, 91384, 91385
Calculus	91573, 91574, 91575, 91576, 91577, 91578, 91579, 91587
Chemistry	91387, 91388, 91389, 91390, 91391, 91392, 91393
Chinese	91533, 91534, 91535, 91536, 91537
Classical Studies	91394, 91395, 91396, 91397, 91398
Construction and Mechanical Technologies	91620, 91621, 91622, 91623, 91624, 91625, 91626 and 91627, 91628, 91629, 91630, 91631 and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642 and 91643, 91644 and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Cook Islands Maori	91538, 91539, 91540, 91541, 91542
Dance	91588, 91589, 91590, 91591, 91592, 91593, 91594, 91595
Design (Practical Art)	91440, 91445, 91450, 91455 and 91460
Design and Visual Communication	91627, 91628, 91629, 91630, 91631 and 91620, 91621, 91622, 91623, 91624, 91625, 91626 and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642 and 91643, 91644 and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Digital Technologies	91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642 and 91627, 91628, 91629, 91630, 91631 and 91620, 91621, 91622, 91623, 91624, 91625, 91626 and 91643, 91644 and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Drama	91512, 91513, 91514, 91515, 91516, 91517, 91518, 91519, 91520
Earth and Space Science	91410, 91411, 91412, 91413, 91414, 91415
Economics	91399, 91400, 91401, 91402, 91403
Education for Sustainability	90828, 90829, 90830, 90831, 90832
English	91472, 91473, 91474, 91475, 91476, 91477, 91478, 91479, 91480
French	91543, 91544, 91545, 91546, 91547
Geography	91426, 91427, 91428, 91429, 91430, 91431, 91432, 91433
German	91548, 91549, 91550, 91551, 91552
Health Education	91461, 91462, 91463, 91464, 91465
History	91434, 91435, 91436, 91437, 91438, 91439
History of Art	91482, 91483, 91484, 91485, 91486, 91487, 91488, 91489
Home Economics	91466, 91467, 91468, 91469, 91470, 91471
Indonesian	91645, 91646, 91647, 91648, 91649
Japanese	91553, 91554, 91555, 91556, 91557
Korean	91558, 91559, 91560, 91561, 91562
Latin	91506, 91507, 91508, 91509, 91510, 91511
Mathematics	91573, 91574, 91575, 91576, 91577, 91578, 91579, 91587 and 91580, 91581, 91582, 91583, 91584, 91585, 91586
Media Studies	91490, 91491, 91492, 91493, 91494, 91495, 91496, 91497
Music Studies	91416, 91417, 91418, 91419, 91420, 91421, 91422, 91423, 91424, 91425
Painting (Practical Art)	91441, 91446, 91451, 91456 and 91460
Photography (Practical Art)	91442, 91447, 91452, 91457 and 91460
Physical Education	91498, 91499, 91500, 91501, 91502, 91503, 91504, 91505
Physics	91521, 91522, 91523, 91524, 91525, 91526, 91527
Printmaking (Practical Art)	91443, 91448, 91453, 91458 and 91460
Processing Technologies	91643, 91644 and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642 and 91627, 91628, 91629, 91630, 91631 and 91620, 91621, 91622, 91623, 91624, 91625, 91626 and 91608, 91609, 91610, 91611,

	91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Religious Studies	90824, 90825, 90826, 90827
Samoan	91563, 91564, 91565, 91566, 91567
Science	91601, 91602, 91603, 91604, 91605, 91606, 91607 and 91387, 91388, 91389, 91390, 91391, 91392, 91393 and 91410, 91411, 91412, 91413, 91414, 91415 and 91521, 91522, 91523, 91524, 91525, 91526, 91527
Sculpture (Practical Art)	91444, 91449, 91454, 91459 and 91460
Spanish	91568, 91569, 91570, 91571, 91572
Social Studies	91596, 91597, 91598, 91599, 91600
Statistics	91580, 91581, 91582, 91583, 91584, 91585, 91586
Technology	91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619 and 91643, 91644 and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642 and 91627, 91628, 91629, 91630, 91631 and 91620, 91621, 91622, 91623, 91624, 91625, 91626
Te Reo Māori	91650, 91651, 91652, 91653, 91654

Caution?

This list of subjects and standards was downloaded in November 2014. Please check the latest information on www.nzqa.govt.nz and do a search on approved subject list



Confused? Don't be afraid to ask

At the **beginning of each course** you should receive the following information:

- The topics/modules to be covered.
- Details of achievement and/or unit standards being covered (title, description, credits, internally or externally assessed).
- An approximate time line of assessment events.
- The type of assessment ie test/project/assessment/exam.
- A record sheet for students to record their results.
- Information on re-assessment opportunities.
- Any specific subject policies eg no re-assessment for research assignments.
- Procedures for extensions and missed/late assessments.
- Appeal rights and procedures.

Keep this information in a safe place such as the front of your student folder or glued in the front of your notebooks.

It is important that you keep the table for recording your results in the same place so that you can keep it up to date. It is also useful to track your results in your log book.

Read the information carefully and make sure you understand it fully.

AUTHENTICITY

Is the work all your own? – see the checklist opposite for how teachers will decide if your work is authentic.

- If students are found to submit work which is not their own, they will not receive any credit for the assessment.
- At the beginning of your year you and your parents must sign the Authenticity Declaration at the back of this booklet to state that work you submit for all assessment purposes is totally your own.

AUTHENTICITY DECLARATION (To be completed at the start of each year)

- All work submitted by students for internal assessment must be entirely their own.
- Separate Authenticity Forms may be required by each curriculum area.
- Clarification will be sought where there is any concern about authenticity.

Any information and materials that are the work of others are acknowledged in my bibliography/resource list.

All other materials submitted are my own work.

Name: _____ Form: _____

Signed: _____ (Student)

Signed: _____ (Parent)

Date: _____

This form must be stored by the NCEA co-ordinator and be available for audit

- If there are concerns about the authenticity of your work, the subject teacher will discuss the matter with you and the HOD. If no agreement is reached, the Principal's Nominee, Mr Reddington, and the Deputy Principal of Student Support, Mr Chronican, will be consulted and their decision is final.
- Breaches of rules could include impersonation, false declaration of authenticity, using notes, not foot noting quoted material, or other forms of cheating in test or exam situations, communicating with others, disruption, dishonestly assisting or hindering others or other similar practises.
- Depending on the nature of the breach of rules, the school may take one or more of the following actions:
 - Reprimand the student and/or use the school's disciplinary procedures.
 - No grade will be assigned to that assessment.
- The student(s) involved and their parents will be informed in writing of the action taken.
- If students knowingly allow other students to copy their work and submit it for assessment, their work will also be ruled ineligible for credit.

Name
Standard
Date

Authentic Work

- LANGUAGE**
- Vocabulary and syntax are appropriate for the student
 - Spelling and paragraphing are appropriate for the student
 - Submitted work is consistent with the student's other work for the course
 - The voice is that of the student and not an academic or professional writer

- CONTENT**
- Work relates to agreed topic
 - Personal response or reference is adequate
 - Evidence shows student has collected and interpreted own data
 - Comments/observations/points are consistent
 - Ideas include those of class discussion or resources
 - Oral questioning shows student can sustain the ideas from the written work
 - Student has not copied another student or allowed their work to be copied

- STRUCTURE**
- Structure is coherent, sections and paragraphs flow logically
 - No important link is missing, no section or paragraph is irrelevant
 - Final version is consistent with early drafts
 - All checkpoints were met (eg brainstorm, raw data recording, first draft)

- SOURCES**
- References and quotations are appropriate and acknowledged
 - Sources are referenced

Before each assessment you will be given information explaining:

- Exactly what you must do to complete the assessment.
- The standard you need to reach to gain credit and, if applicable, merit and excellence.
- The date the assessment is due to be handed in.

Handing in work

- You must personally hand assignments to the subject teacher.
- The final time to hand in an assignment is 3.00pm on the due date.
- If you are submitting a computer generated assessment it is your responsibility to keep a back-up disk which can be submitted in case of hard-drive/printer problems.

If you hand in work late

- The work will not be marked and you will not gain credit for the standard.
- If other students are given a reassessment opportunity you can be assessed then.

If you are sick on the date work is due

- You must make arrangements for the work to be handed in on time by someone else or contact the college and make alternative arrangements with the subject teacher or HOD.
- You may be asked to provide a medical certificate.

Applying for an extension

- If you are sick or have special circumstances preventing you from completing work on time you can apply for an extension using this Assignment Extension request form. Copies are available from the Student Office.
- Where assessments are ongoing, it is expected that the student will present evidence of what they have completed so far. It is therefore in your best interest to get started early on assignments and to keep assignment plans, notes and draft work contributing to the final product.
- You must apply at least one full day before the due date.
- A medical certificate and/or other supporting evidence (such as a note from caregivers) will be requested.
- The subject teacher, HOD and Principal's Nominee, Mr Reddington, will discuss and approve or deny the extension.
- You will be informed in writing of the new due date.

AUTHENTICITY

RATIONALE

- The college must verify, as accurately as possible, that work submitted for assessment purposes has been produced and processed by the student who submits it.
- It is the responsibility of departments and subject teachers to manage the authenticity issues which relate to assessment in their subject area and to make students aware of the strategies which are being used to verify that the work which they submit is authentic.
- If students are found to submit work which is not their own, they will not receive any credit for the assessment, nor will they have a reassessment opportunity.
- If students knowingly allow other students to copy their work and submit it for assessment, their work will also be ruled ineligible for credit.

PROCEDURES

- Year 11 – 13 students are required to sign an Authenticity Declaration at the start of each school year, stating that work which they submit for assessment purposes is their own. Parents also sign this form.
- If students are suspected of submitting work for assessment which is not their own, they are referred to the Principal's Nominee who will investigate the situation and take any necessary action.
- The Principal's decision is final.
- The student(s) involved and their parents will be informed in writing of the action taken, as will the teacher concerned, the HOD, the Dean, and the Principal.

Some suggested strategies which can be employed to address authenticity concerns.

- Modifying assessments available from publicly available sources.
- Changing the context of the work from year to year.
- Supervising research processes by including regular checkpoints – signed and dated.
- Requiring plans, resource material and draft work to be submitted with the final product.
- Requiring on-going work to be kept on site.
- Summaries, or critical parts of the assessment, done in class.
- Oral questioning to confirm a student's understanding or requiring a repeat performance where there is doubt over authenticity.
- Being familiar with or controlling available resources.
- Controlling group work by breaking the task into group and individual components.
- Check online for plagiarism.
- Students fully reference materials they have sourced, sighted or quoted – written publications, websites, video or film sources.
- The Authentic Work Checklist overleaf is useful to educate students about authenticity issues.

KAIKORAI VALLEY COLLEGE
ASSIGNMENT EXTENSION REQUEST



TO BE COMPLETED AND HANDED IN AT LEAST
ONE FULL DAY BEFORE DUE DATE

Name: _____

Form: _____

Subject: _____

Teacher: _____

Assessment: _____

Reason for Extension:

Signed: _____

Date: _____

Student

EXTENSION GRANTED / DENIED

Reason :

Signed: _____ (Subject teacher)

Date: _____

Signed: _____ (HOD)

Date: _____

Signed: _____ (Principal's Nominee)

Date: _____

THIS FORM MUST BE STORED BY THE HOD AND BE AVAILABLE FOR AUDIT

If you miss an assessment

- a) have a satisfactory reason you will be given the assessment opportunity as soon as possible on your return to school. This is not your reassessment opportunity.
- b) do not have a satisfactory reason, you will not be given the first assessment opportunity, but will have the opportunity to gain credit if a reassessment opportunity is offered for that standard.
- If you wish to apply for a missed assessment opportunity you should collect a Missed Assessment Opportunity form from the Student Office, fill it in and give it to the subject teacher on your return to school.

KAIKORAI VALLEY COLLEGE
MISSED ASSESSMENT OPPORTUNITY

Name:	Form:
Subject:	Teacher:
Assessment:	
Reason for missed Assessment:	

Signed: _____ Date: _____
Student

REQUEST GRANTED / DENIED

Reason:	
Signed: _____ <i>(Subject teacher)</i>	Date: _____
Signed: _____ <i>(HOD)</i>	Date: _____
Signed: _____ <i>(Principal's Nominee)</i>	Date: _____

THIS FORM MUST BE STORED BY THE HOD AND BE AVAILABLE FOR AUDIT

- The subject teacher will discuss the situation with the HOD and Principal's Nominee, Mr Reddington. The Principal's Nominee's decision is final.
- You will be informed in writing of the decision made and if your request has been approved, informed of the date for the assessment opportunity.
- A medical certificate and/or supporting evidence (eg note from caregivers) will be requested.

Recording the results you receive

When you are given your marked work, you should:

- Check it to ensure you are satisfied with the marking.
- Write the results on your record sheet for the subject and in your log book.
- Sign the cover sheet and the subject teacher's record sheet to acknowledge the result as correct. Once you have done this you cannot appeal marking decisions.

Where a student has presented work or evidence for assessment OR has been given an adequate opportunity to achieve the standard the outcome of that assessment must be reported to NZQA as Not Achieved, Achieved, Merit or Excellence.

Unless prior arrangement has been made with the teacher, any student present for some of the teaching needed to complete a standard will receive N, A, M or E. (Standard not Attempted, will not be awarded).

You will receive an N (Not Achieved) in the following instances:

- You complete the assessment and fail to meet the standard.
- You partially complete work in class but fail to hand it in on the day of submission.
- You decide on your own that you do not want to do an assessment, whether this is an assignment or a test.
- You do not attend a pre-arranged reassessment opportunity.

Appeals

- If you disagree with an assessed or recorded result you have the right of appeal.
- You must complete an Assessment Appeal form within a week of receiving your result. These forms are available from the Student Office.
- You must give this form to the subject teacher and discuss the problem with them and the HOD.
- If you are dissatisfied with their recommendation, you can approach the Principal's Curriculum Nominee, Mr Reddington, who will discuss the matter with the Deputy Principal, Mrs Wooffindin. They may ask for advice from experts outside the school to help them to reach a decision.
- You will be informed of their decision in writing.
- If you are not satisfied with decisions made by the school, you can contact NZQA directly.

KAIKORAI VALLEY COLLEGE

ASSESSMENT APPEAL



Name: _____

Form: _____

Subject: _____

Teacher: _____

Assessment: _____

Reason for Appeal:

Signed: _____
Student

Date: _____

APPEAL GRANTED / DENIED

Reason:

Signed: _____ (Subject teacher)

Date: _____

Signed: _____ (HOD)

Date: _____

If your appeal is denied you have the right to appeal to the Principal's Nominee

APPEAL GRANTED / DENIED

Reason:

Signed: _____ (Principal's Nominee)

Date: _____

Signed: _____ (DP Curriculum)

Date: _____

THIS FORM MUST BE STORED BY THE HOD AND BE AVAILABLE FOR AUDIT

Gathering Best Evidence for Internally Assessed Standards

- If you don't achieve the standard, a teacher may choose one of the following strategies:
 - Have you complete a new task
 - Set a new assessment activity, where feasible
 - Continue teaching the skill and offer another assessment activity later.
- In certain situations some of the following may be appropriate:
 - The teacher will talk to you to elicit evidence that may not have been provided in the activity
 - Have you provide further written evidence from the same task, for example, by developing the answer further
 - Use evidence from work during the teaching programme, where this is valid, authentic and meets the criteria
 - Consult checklists, journals or running records if these are available
 - Observe an activity or performance
- The grade you are awarded will be based on the evidence you produce.
- It is not feasible for assessments based on field trips or long term research to be reassessed with a new activity. You will be informed at the beginning of the year if this is true for any standards in your course.
- Where it is feasible, a maximum of one reassessment opportunity will be made available to all students regardless of their performance in the first assessment. Students will receive the highest grade they have achieved over both assessments.

External Assessment Procedures

These procedures apply to NZQA assessments in November and also to school practice external assessments.

When you enter for NZQA exams you agree to obey all the exam rules and procedures :

- Do not take blank or refill paper, correcting fluid or books or written notes or notes in the memory of calculators into the exam room.
- Do not take English dictionaries or foreign dictionaries or translators into exams.
- Do not talk to or communicate with or do anything to disturb other candidates during the exam.
- Do not copy from another candidate's work.
- Do not write to the marker or write in the part of the answer booklet 'For assessor's use only'.
- Do not take cellphones or pagers into the exams.
- You must not be dishonest or break the rules in any way.
- Listen to and follow the instructions of the supervisor.

If you break any of these rules the Qualifications Authority may cancel your results.

Writing your answers

- Follow all the instructions on the front cover of the exams.
- Use only **black or blue** pen.
- **Write neatly** so the marker can read your answers.
- **Do not use** red or green pens because these are used by the markers.
- **Don't write in pencil** unless specifically told that you may. Work in pencil will not be looked at if you apply for a review or a reconsideration.
- All **final** work for Drama and Music must be in ink in case you apply for reconsideration.
- All work that is not to be marked must be clearly crossed out.
- **Do not use correcting fluid** (Twink) in your answer booklets. Any answer with correcting fluid on it will not be looked at if you apply for a review or a reconsideration.

Calculators

You may take a calculator into the examination room for subjects where you have used a calculator during the year. Calculators must be silent, hand held, non-printing and work from their own power.

You cannot store notes or routines in the memory of calculators.

Certain calculators are **NOT** allowed in NZQA examinations. If you are not sure, talk to your Mathematics teacher at school. Supervisors will check all calculators in all examinations.

Derived Grades

If you have a temporary illness or disability or other event which prevents you from sitting an external examination or significantly impairs your performance you may, under certain circumstances, apply for a derived grade. This grade is based on results in practice external assessments.

Attendance

- If you are to achieve to the best of your ability you must attend classes regularly.
- All students, including those in Year 13, must attend school for the entire day including registration and form times. If you have a study period you must be in a study class engaged in work, even if it is at the beginning or end of the day.
- If you are absent from a lesson for any period, write down where you were e.g. music lesson, dean, sporting commitment, field trip, etc and ask for it to be signed. Use your log book.
- If you are sick organise a note from home.
- Subject teachers will ask for reasons and notes about absence, as will form teachers and deans.
- Parents will be contacted by phone and/or letter as soon as there are concerns.
- You must attend all classes until the leaving date at the end of the year.
- You must not be employed during school hours.

It is important that

- You show commitment to your studies by keeping up with all set work in class and at home and by attending all classes.
- Keep track of your absences and make a point of catching up on any work you have missed.
- Keep a diary so that you are aware of when assignments are due and exams take place
- Be aware of commitments which will take you out of class – field trips/camps/sports exchanges/drama productions etc and decide on your priorities
- Keep the school informed (subject teacher/HOD/dean/form teacher/principal) if there are exceptional circumstances which cause long or repeated absences such as
 - long term illness or injury
 - excessive field trip requirements
 - provincial or national representation in sporting or cultural activities
 - bereavements
 - difficult family circumstances eg a parent's long term illness

If such circumstances prevent you from meeting requirements then the level and consistency of your commitment to your studies will be taken into account when assessing whether or not you will be withdrawn from a course.

Remember :

Talk to someone before the problem gets too big.

These people can help: Subject teacher/Head of Department/Form teacher/Dean/Deputy Principals/Principal.

We all want you to succeed!

After you and your parents have read this handbook, you must both complete these forms, detach this page from the handbook and hand it in to your Form Teacher. Thank you.



AUTHENTICITY DECLARATION
(To be completed at the start of each year)

- All work submitted by students for internal assessment must be entirely their own.
- Separate Authenticity Forms may be required by each curriculum area.
- Clarification will be sought where there is any concern about authenticity.

Any information and materials that are the work of others are acknowledged in my bibliography/resource list.

All other materials submitted are my own work.

Name: _____ Form: _____

Signed: _____ (Student)

Signed: _____ (Parent)

Date: _____

This form must be stored by the NCEA co-ordinator and be available for audit

- I have read the Student Handbook about the National Certificate of Educational Achievement.
- I understand my rights and responsibilities with regard to assessment and attendance.

Name: _____ Form: _____

Signed: _____ (Student)

Signed: _____ (Parent)

Date: _____

This form must be stored by the NCEA co-ordinator and be available for audit

