

Macleans College



National Certificate of Educational Achievement (NCEA)

Student Handbook 2020

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Introduction

NCEA is New Zealand's national secondary school qualification and provides students with pathways to tertiary education and workplace training.

This year you will be gaining qualifications through standards at NCEA Level 1 (only 11MNU and 11ESL), Level 2 or Level 3 in all subjects. You may also work towards other National Certificates, such as those in Travel and Tourism. Your credits can be applied towards more than one qualification.

This booklet contains guidelines that will help you to achieve success this year.

During the year, your teachers will be collecting evidence that shows that you have achieved the standards so it is important that systems for assessment are consistent and fair.

It is also important that you are aware of your rights and responsibilities for assessment.

The guidelines in this booklet apply to all the internal assessments (e.g. practical activities, briefs, tests and assignments) that provide evidence that you have reached the standards. They also apply to practice exams and to work that you complete for other external assessments like portfolios.

All student data and work is covered by the Privacy Act. No data or work completed by any student, will be shown to other students without the express permission of the student concerned.

Students and their parents or caregivers are welcome to contact the Deputy Principal, Mrs Thompson (*in charge of Assessment*), at any time if they wish to discuss issues with respect to assessment.

M Thompson
Deputy Principal
(Assessment 2020)

The National Certificate of Educational Achievement (NCEA)

Evidence Collected

This year, your teachers will gather evidence that shows you have gained Achievement or Unit standards. Evidence about your achievement may be collected in a variety of ways, for example, seminars, group tasks, tests, projects, examinations. Some standards may be assessed during the year (internally assessed) and others through examinations held at the end of the year (externally assessed) or by submissions of portfolios in Visual Art and Graphics.

Achievement Standard Outcomes	Unit Standards
Achieved with Excellence = E	Achieved with Excellence = E
Achieved with Merit = M	Achieved with Merit = M
Achieved = A	Achieved= A
Not achieved=N	Not achieved=N

For internally assessed standards, if you are close to a boundary to gain a higher grade the first time you submit you **may** be given an opportunity to redraft and resubmit work to improve your grade. This is called a resubmission. Note no further learning opportunities will be provided.

NOTE - Macleans College, in general, does not provide re-assessment opportunities. Always aim to achieve the **highest** grade you can.

Level 1 NCEA

80 credits minimum at NCEA Level 1 or higher. Must include 10 Literacy credits (English or Te Reo Maori) and 10 credits Numeracy (Mathematics, Pangarau).

NCEA Level 1 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 1 Endorsement with Excellence	= 50 credits at Excellence

Level 2 NCEA

80 credits, of which 20 can come from NCEA Level 1, and a minimum of 60 at NCEA Level 2 or higher. Level 1 literacy and numeracy credits are also required

NCEA Level 2 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 2 Endorsement with Excellence	= 50 credits at Excellence

Level 3 NCEA

80 credits of which 20 can come from NCEA Level 2, and a minimum of 60 at NCEA Level 3. Level 1 literacy and numeracy credits are also required.

NCEA Level 3 Endorsement with Merit	= 50 credits at Excellence or Merit
NCEA Level 3 Endorsement with Excellence	= 50 credits at Excellence

Course Endorsement: Each subject a student takes may be available for a course endorsement. This recognises high quality results across the majority of standards in that particular subject. You can get a subject endorsed with Merit or endorsed with Excellence. To get an endorsed certificate the course must be

structured in such a way that at least 3 of the 14 credits must be from internally assessed standards, and 3 from external assessment (national examinations). This is to demonstrate students are competent in both forms of assessment. The exceptions are Physical Education, Religious Education and Visual Arts L3 where achievement in an external standard is not required. To gain a subject endorsement you need at least 14 credits or above at Merit or Excellence (*refer to link on page 14 – Course Endorsements*).

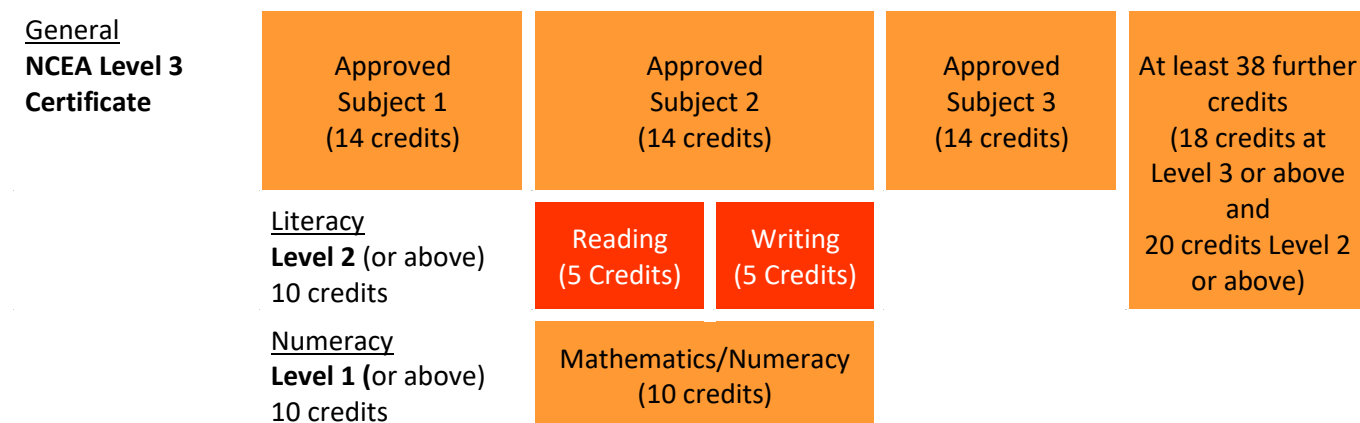
Entrance to New Zealand Universities

A person shall be qualified for entrance to a university in New Zealand if he/she has obtained:

NCEA Level 3 including a minimum of 14 credits at NCEA Level 3 or higher, in each of three subjects from the Approved Subjects for University Entrance (UE) (*refer to link on page 14*).

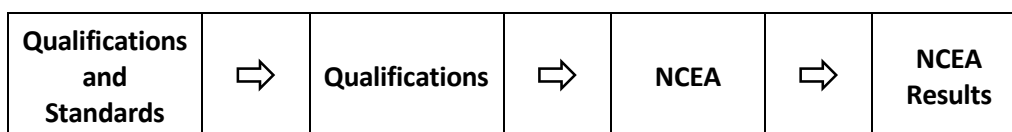
A minimum of 10 credits at NCEA Level 1 or higher, in Mathematics or Pangarau.

A minimum of 10 credits at NCEA Level 2 or higher, in English or Te Reo Maori - 5 credits must be in Reading and 5 credits must be in Writing. The literacy credits will be gained from a schedule of approved achievement standards and unit standards. Note, this entrance standard is new and will apply for the first time in 2015 for university entry.



Results Information

For detailed information go to www.nzqa.govt.nz and follow the path below



National Student Number (NSN)

All students have an NSN number. This is used as a personal identity number when you complete internal and external assessments for NCEA. Once you log onto NZQA <http://www.nzqa.govt.nz/login/> keep your password in a safe place.

Registering for Learner Login on the Web

Once you have received your NSN number you will be able to register on the NZQA website <http://www.nzqa.govt.nz/login/> to receive your results, look at your Record of Achievement (ROA) and also make a request for an official Record of Achievement (ROA). You may have one of these per year free of charge.

NCEA Assessment Results Notice

In January, you can access a Results Notice which provides results for internal and external assessments from the previous year. These results are available on-line, but hard copies can be ordered before the 31 December of the year in which the results were obtained.

NCEA or University Entrance (UE) Certificates

You are entitled to one free NCEA certificate and/or Record of Achievement. Any more copies will cost \$15.30 each (*may be subject to change*). You can order [online](#).

School Results Summary (SRS)

The SRS lists all the results for all the standards that a student attempted, including those Not Achieved. It also lists all the qualifications, endorsements and scholarships that you gained while at school, and has a summary of credits by course and by level.

This can be downloaded from the NZQA website through your secure log in.

You must order any certificate or ROA online. You can order them at any stage but only the first copy is free

NCEA Results released to Universities and Polytechnics

In January, NZQA will send all NCEA Level 2, Level 3 and University Entrance results that have been authorised for release to all New Zealand Universities and some Polytechnics. This helps these institutions to process enrolments quickly.

School Statistics

To see how well a school, group of schools, or other groups of students have achieved in NCEA, from mid-April each year go to Secondary School Statistics from the NZQA website.

Quality Assurance

To ensure that grade decisions at Macleans College are consistent with those at other schools around the country, a system of moderation is established. This means that your teachers' critique materials before use, verify a sample of grade judgments and keep up their professional development. National moderators also check a sample of the student work marked in every subject at Macleans College. This process ensures that the standards at Macleans College are fair and equal to those of other schools.

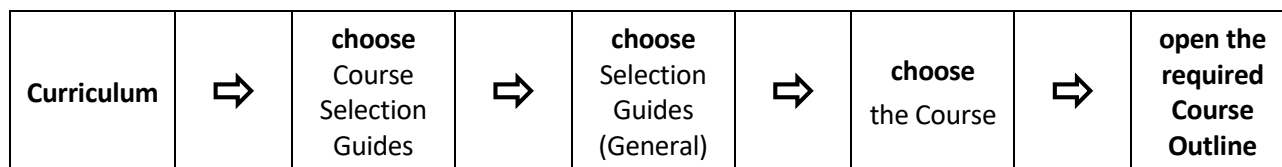
Special Assessment Conditions (SAC)

The Special Educational Needs Coordinator (SENCO), ensures that students who require Special Assessment Conditions (SAC) have these available. The Principal's Nominee will inform teachers regarding any requirements that may be approved. If parents are concerned about a student's assessment conditions, they should contact Mrs. Sweden (phone 535 2620 extension 670). As a result of a Special Assessment Condition (SAC) being applied for and subject to approval, a student may be provided with valid and fair assessment conditions, consistent with the assistance they could have as part of their learning environment.

Course Outlines

You will receive a course outline for every NCEA subject you take. These outlines are very important. The course outlines will include important information about your course, credits available, whether they are internal or external standards and other crucial information. If you misplace your copy one can be downloaded from the school website.

Go to www.macleans.school.nz:



Appeals

Students may appeal any assessment decision about internal assessment.

If the appeal is about a grade or assessment decision made in a subject the appeals pathway is from students to their class teacher, to the Head of Department (HOD), and then to the Deputy Principal, Mrs Thompson, (*in charge of Assessment*). If an appeal results in any change to the application of the judgment criteria for the standard, the change will be applied to all student work.

Students may also use the procedure below to appeal a ruling on a breach of authenticity or assessment rules.

Appeals Procedure (orange form)

- 1 The teacher allows students to check that they agree with the results or decision given. If a student thinks that work has been incorrectly assessed they can ask the teacher to reconsider.
- 2 The teacher should explain the result and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted.
- 3 If a student is unhappy with the teacher's explanation, they may ask the Head of Department (HOD) for a re-mark, using an orange Appeals form. This must be done **within five school** days of the work being handed back.
- 4 If the student disagrees with the Head of Department's (HOD's) decision, they may ask the Deputy Principal, Mrs Thompson, (*in charge of Assessment*) to consider the case.

Procedures for Application for Change of Assessment Date (yellow form)

Accumulated evidence for the particular standard being assessed can be used to determine a grade, if the **absence or missed deadline is justified**.

OR – Not achieved will be given if sufficient evidence is not available.

If a student cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then they must apply to their dean (a Deputy Principal), as soon as they know they will be absent. Valid reasons for requesting an extension of time or a new assessment date are:

- **Illness:** A medical certificate with the completed Missed Assessment Form should be supplied. Students may access these on the internet or from this Student Handbook.
- **Family/Personal Trauma:** a note from the parent/caregiver; counsellor or House Leader is required.
- **School Sporting/Cultural activity:** This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.

In **ALL** cases, a yellow form “Application for Change of Assessment Date” (*copy of this form is on page 12*) must be completed and given to the Deputy Principal, Mr. Peek (Year 11), Mrs. Thompson (Year 12), Mr. Mackenzie (Year 13); Mr McGuire Barnes (International students). **Where possible, this form should be completed prior to the assessment.**

If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by a Deputy Principal.

If you do not sit the assessment at the correct time, the only people that can grant an extension are Mr Peek (Year 11); Mrs Thompson (Year 12), Mr Mackenzie (Year 13) and Mr McGuire Barnes (International).

Based on the information presented in the “Application for Change of Assessment Date”, the Deputy Principal may decide to:

- Grant an extension
- Set a new assessment date
- Decline the application and award “**not achieved**” for the standard(s) concerned.

Derived Grade for Externally Assessed Standards

Teachers keep records of student progress toward externally assessed standards. These are used to report to parents and provide Derived Grades. A Derived Grade is to be given to a candidate who has been clearly disadvantaged through illness or misadventure, or who considers that their performance in an **external** assessment has been seriously impaired because of exceptional circumstances beyond their control. This includes the death of a family member or close acquaintance, or national representative duties which have prevented them from sitting examinations or otherwise presenting materials for external assessment.

Macleans College must provide a grade based on **pre-existing standard-specific evidence** for **each standard** for which a Derived Grade is being sought. No Derived Grade is possible if the school holds no standard-specific evidence. Results from standards assessed in the Practice School Examinations will be generally used as evidence. Therefore, your school examinations are very important. A poor performance in these will directly impact your Derived Grade result.

Authenticity

All work submitted must be your own.

It is your responsibility to:

- Keep all drafts and working documents, and hand them into your teacher if required.
- Keep a record of all resources that used including handwritten plans and websites.
- Acknowledge the source of all material in your assignment, citing whether it is from text, electronic material or people.
- Ensure your data is accurate.
- Be prepared to discuss your work further with your teacher, if required.
- Sign the assignment coversheet verifying that this is your work.
- Calculators – If a supervised test/exam allows use of calculator you must reset the calculator. During the final step of clearing the calculator you must present it to the supervisor as proof this has been done. You must practice clearing/resetting your calculator in advance of any assessment so you are aware of which settings are changed.

You must not:

- Copy another student’s work.

- Quote material from written or electronic sources without acknowledging the source (plagiarism).
- Inappropriately help another student with any part of their work.
- Allow someone else to copy your work.
- Allow someone else to do your work.
- Use forbidden technology in a test or exam (eg non-designated printer, non-standard calculator, cell phone, smart phone etc).

This is the process that is followed when the authenticity of work is an issue:

- The Head of Faculty (HOF)/Head of Department (HOD) will interview the student after gathering the evidence.
- The Head of Department (HOD) will give the evidence to the Deputy Principal, Mrs Thompson, (*in charge of Assessment*).
- Deputy Principal, Mrs Thompson (*in charge of Assessment*) will interview the student and make a decision.
- The student, House Leader and parents will be informed of the decision.

The penalties for malpractice are severe and will result in you losing all credits for the particular standard.

Student Internal Assessment Cover Sheet

Each department will have procedures for authenticating your assessment work.

All students will be required to complete a Student Internal Assessment Cover Sheet for each internal standard they complete. This cover sheet requires you to sign that the work submitted is all your own. It also provides you with important information, such as, whether resubmission, reassessment is possible.

Plagiarism/Breaches of Assessment Rules

If there is a question about authenticity then the class teacher shows the suspect work to the Head of Faculty (HOF)/or Head of Department (HOD) who will refer the matter to the Deputy Principal, Mrs Thompson, (*in charge of Assessment*). The student may be asked to offer proof of authenticity (drafts etc.). Students suspected of having offered inappropriate help to their peers are also interviewed.

If the Deputy Principal, Mrs Thompson (*in charge of Assessment*) suspects a student of “malpractice,” or it is alleged a student has been involved in a form of “malpractice,” the student concerned will gain no credit for that standard. The student’s parent/caregiver will be informed.

The Appeals process may be used to challenge a decision.

Missed Deadlines and Assessments (yellow form)

Students should always try to hand in work electronically.

a) “I have an assessment today, or an assignment is due, but I am too sick.”

A medical certificate will generally be required. Once the student returns to school, he/she will be required to complete an “Application for Change of Assessment Date” form (*refer to page 9*) or obtain a copy from the top office or the Deputy Principal’s office and the completed form to Mrs Simpson.

b) “I have an assessment today, but there's been an accident or some family emergency or trauma.”

When you return to school you must bring a note from your parent/caregiver. The Deputy Principal for your year group may contact your parent/caregiver. (You will also need to fill in an "Application for Change of Assessment Date" (yellow form) (*refer to page 12*). You may be given an extension or further opportunity to complete the assessment.

- c) *"I have to hand in this assessment today, but I am too sick to come, or there's been some family emergency or trauma."***

Submit the assessment electronically or hand a hard copy to the school office if you can. If this is not possible, you will also need to complete a yellow form "Change of Assessment Date (Late) form – *refer to page 12 Form B*)

- d) *"I'm going on a school trip."***

You will need to notify the teacher in charge affected before the trip. The teacher in charge will decide about your assessment in consultation with the appropriate Head of Faculty (HOF)/or Head of Department (HOD).

All in-class assessments **must be completed on the notified day.**

All assignments handed in on the day notified. A "Not Achieved" will be recorded unless the correct form is completed. Sometimes you might have to make a decision about which is a priority. Generally, all assessments will have priority over other activities.

- e) *"I'm going on a family holiday."***

You must ask permission in writing and submit to the Associate Principal, Mr. Peek. Inform your teachers, but be aware that you are **very likely** to get no credit for assessments you miss. Generally the school will **not** make special provision for this.

- f) *"I have tutoring, e.g. a music lesson, cultural or sports practice, rehearsal..."***

Do the assessment at the correct time. This has priority over all other activities.

- g) *"I am late handing in my work."***

You will have to talk to your teacher first and explain your reasons.

You must fill in a yellow form "Application for Change of Assessment Date (if Late) or Missed Assessment" form.

- h) *"I know I'm going to be late handing it in for a good reason."***

You must complete a yellow form "Application for Change of Assessment Date" form.

- i) *"My computer or printer breaks down."***

You need to be aware that technology can fail at the crucial moment. This is unlikely to be acceptable as a reason for late work. It is your responsibility to guard against losing your work through technological failure by printing out your work at regular intervals and saving your work on a back-up disk.

If your printer breaks down, print at school.

j) “I chose not to come to that test or hand in that assessment.”

You will get a Not Achieved grade for that assessment. This is unacceptable. Your parents will be notified and you will have an interview with the Head of Faculty (HOF). Your ability to advance to NCEA Level 2 or Level 3 may be compromised by failure to complete all course work.

k) “Generally, unacceptable excuses – driving tests, physiotherapy, eye examinations and non-essential medical appointments, that can easily be scheduled outside assessment time.”

It is important that you understand what you need to do to achieve success this year. Your teachers will give you clear information about what is expected.

It will be your responsibility to check with your teacher if you are unsure about anything.

NZTA Class 1 Drivers Licence NCEA Credit Award

The New Zealand Class 1 Driver Licence unit standards are now available to students. Credits from these standards can count towards learner’s achievement of NCEA and other qualifications on the New Zealand Qualifications Framework.

- Learn to drive a vehicle within the conditions of a Class 1 New Zealand learner driver licence.
(Level 1, 2 credits)
- Drive a vehicle within the conditions of a Class 1 New Zealand restricted driver licence.
(Level 2, 4 credits)
- Drive a vehicle within the conditions of a Class 1 New Zealand full driver licence.
(Level 2, 2 credits)

Once a student has gained their Class 1 Driver Licence, they can be awarded these standards and gain credits on their Record of Achievement through a “recognition of prior learning” process.

The students need to complete the “NZTA Class 1 Driver Licence – Recognition of Prior Learning” form and bring it to the school to **Mrs McEvoy** along with their official photographic licence, a photocopy of the licence should also be attached to the form.

We will accept the applications after gaining the restricted driver licence and the students will gain credits for both learner’s and restricted driver licences. The students can also make their application for all three standards after gaining their full driver licence however the full driver licence can also be presented at a later date when it comes available to be awarded these standards.



Student Internal Assessment Cover Sheet

Name of Faculty/or Department	
Achievement/Unit Standard Number	
Title of Achievement/Unit Standard	

Title of Assessment

Reassessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of Credits	
Resubmission	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Time Allowed	
Assessment Date or Due Date			Teacher in Charge	

Authenticity Statement

Student: I understand that the work I submit for this assessment must be my own. I understand that if it was appropriate to source information then that information must be acknowledged in the appropriate manner. I understand that I may be required to identify my sources if there is any question about the authenticity of this work. I have acknowledged all direct quotes and references in this assignment. I have acknowledged that plagiarism and/or collusion will result in disciplinary action which may make me ineligible for a grade in this standard.

Student Name:	Form Class:
..... <i>Student Signature</i>	Date:

Date handed in		Time handed in	AM/PM
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..... <i>Teacher Signature</i>	Date:
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School Use Only

OFFERED Reassessment date		Reassessment NOT Offered <i>add instructions below</i>
----------------------------------	--	---

Add your specific Reassessment **NOT** Offered instructions here:

.....

.....



NCEA - Change of Assessment Date Form (if Late) or Missed Assessment Form

Student to complete **Step 1**, attach appropriate letters or certificates, teacher to complete **Step 2**, before handing into the Deputy Principals' Office. **Where possible this form should be completed prior to assessment.** A completed copy of this form will be returned to the student and a copy held on file.

Step 1 – Student to complete

Student Name:	Form Class:
Date of application:	
Subject:	Name of Subject Teacher:
Reason for missing assessment: (please tick one) <ul style="list-style-type: none"> <input type="checkbox"/> Illness: medical certificate must be attached, if not, please state: <input type="checkbox"/> Family/Personal Trauma: documentation must be attached (eg letter from parent/caregiver; counsellor; House Leader) <input type="checkbox"/> School Sporting/Cultural Activity: documentation must be attached (eg letter from coach; teacher in charge; parent/caregiver) <input type="checkbox"/> Lateness: reason (eg, letter from a parent/caregiver) 	

Step 2 – Teacher to complete

Name of Subject Teacher:	Subject Code:
Is Reassessment/Extension possible (teacher to complete)?: Yes / No	
Standard number:	Standard Title:
Original date of assessment:	New Assessment/Extension due date:

Step 3 – School Use Only

Decision by Deputy Principal: (Year 11 Mr Peek; Year 12 Mrs Thompson; Year 13 Mr Mackenzie) <ul style="list-style-type: none"> <input type="checkbox"/> Extension Granted: New due date <input type="checkbox"/> New Assessment Date Granted: New due date <input type="checkbox"/> A Derived Grade will be used in determining a grade, only if evidence is available. (Faculty Head/or Head of Department to attach documentation of evidence used and grade awarded). <input type="checkbox"/> Application Denied: Reason 	
Deputy Principal:	(Signature) Date://



NCEA - Appeals Application Form

Student to complete **Section A** and hand into Faculty Head/or Head of Department within five school days of receiving an assessment back. A completed copy of this form will be returned to the student and a copy held on file.

Section A

Name:	Form Class:
Date of Application:	Subject:
Name of Teacher:	
Standard Number:	Title:
Grade Awarded:	Date assessment returned to student:
<p>Reason for Appeal</p> <p><input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.</p> <p><input type="checkbox"/> I would like the Head of Faculty / Head of Department to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i></p> <p>.....</p> <p>.....</p>	

Section B - School Use Only

Faculty Head/or Head of Department Decision	
<p><input type="checkbox"/> The grade awarded by the teacher stands.</p> <p><input type="checkbox"/> The grade awarded has been changed to (.....)</p>	
..... (Signed) Faculty Head/or Head of Department	Date://
Deputy Principal - Decision/Comment:	
..... (Signed) Deputy Principal	Date://



NCEA – General Process Appeal Application Form

Use this form if you believe you have been unfairly treated, for example not being given the opportunity to submit a particular assessment.

Student to complete **Section A** and hand into the Deputy Principal in charge of the appropriate year level within five school days of receiving an assessment back. A completed copy of this form will be returned to the student and a copy held on file.

Section A

Name:		Form Class:	
Date of Application:	Subject:		
Name of Teacher:			
Standard Number:	Title:		
Reason for Appeal			

Section B - School Use Only

	Date://
Principal's Nominee (Mrs Thompson) - Decision/Comment:	

NZQA Fees – Secondary Education Fees *(as of February 2020)*

Fees	GST inclusive
International student entry to NCEA standards	\$383.30 per year
International student entry to Scholarship subjects	\$102.20 per subject
Fees	GST inclusive
Search and confirmation of past results	\$25.60
Application for reconsideration of NCEA	\$20.40 per standard
Application for reconsideration of Scholarship paper	\$30.70 per subject
Return of Level 3 Art portfolios to overseas addresses	\$102.20 per portfolio
Issuing a copy of a student's record of achievement or School Results Summary	\$15.30
Reprint of certificates for NCEA Levels 1, 2 or 3	\$15.30
Return of assessment material to overseas addresses	\$30.70
Processing fee for late entries for standards by NCEA secondary school candidates	\$50.00
Attendance at moderation best practice workshops	\$120.00 per day per person
Arranging a special examination session	Actual cost
Per statement per qualification per year	\$25.60
Flat fee for requests of more than 2 certified statements requested at the same time	\$51.20
Per extra copy	\$5.10

2020 NZQA Examination Timetable

Link on NZQA website <https://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/ncea/exams-and-portfolios/examination-timetable.pdf>

2020 EXAMINATION TIMETABLE					
Exams available digitally shown in blue					
Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 16 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Calculus
	2.00 pm	Chinese	German	Dance	Agricultural & Horticultural Science
Tue 17 Nov	9.30 am	Media Studies	Earth & SpaceScience	Drama	Chemistry
	2.00 pm		Classical Studies		German
Wed 18 Nov	9.30 am	Agricultural & Hort Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Earth & SpaceScience	Drama
Thu 19 Nov	9.30 am		Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Fri 20 Nov	9.30 am	Mathematics & Stats			Classical Studies
	2.00 pm		Drama	Samoan	Statistics
WEEKEND					
Mon 23 Nov	9.30 am	French	Te Reo Māori	Calculus	
	2.00 pm	Economics		Accounting	
Tue 24 Nov	9.30 am		English		Religious Studies
	2.00 pm	History	Chinese	Biology	Economics
Wed 25 Nov	9.30 am	English			Te Reo Rangatira
	2.00 pm	Drama	History	Health	Physics
Thu 26 Nov	9.30 am	Business Studies	Chemistry	Agricultural & Horticultural Science German Chinese	English
	2.00 pm	Biology	Music	Media Studies	Accounting
Fri 27 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Samoan Spanish	Geography	Chemistry	
WEEKEND					
Mon 30 Nov	9.30 am	Te Reo Māori Art History	Japanese	Te Reo Rangatira Social Studies Psychology	Samoan
	2.00 pm	Latin	Agricultural & Horticultural Science		Geography
Tue 1 Dec	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics		Media Studies
Wed 2 Dec	9.30 am	German	Biology	Geography	
	2.00 pm	Dance		Physics	
Thu 3 Dec	9.30 am	Physics	Home Economics	Classical Studies	Japanese
	2.00 pm		Media Studies	Home Economics	Art History
Fri 4 Dec	9.30 am	Chemistry	Business Studies	French	Te Reo Māori
	2.00 pm	Classical Studies	Health	Economics	
WEEKEND					
Mon 7 Dec	9.30 am	Japanese	Te Reo Rangatira Latin	Japanese	
	2.00 pm		French	Spanish	Latin
Tue 8 Dec	9.30 am	Health	Samoan Educationfor Sustainability	Te Reo Māori Latin	Chinese
	2.00 pm		Social Studies	Music Studies	Spanish
Wed 9 Dec	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
EXAMS END (Term 4 ends 16 Dec)					

Selected Information from the NZQA Website – www.nzqa.govt.nz

Understanding the NCEA

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/>

Course Endorsements

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/course-endorsement/>

NCEA Rules and Procedures

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-rules-and-procedures/>

Results Publication

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/>

Guide to Online Results

<https://www.nzqa.govt.nz/ncea/ncea-results/results-publication/guide-to-online-results/>

Reviews and Consideration

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/reviews-and-reconsiderations>

University Entrance

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

Approved Subjects for University Entrance

<https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

University Entrance to Australian Universities

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/entrance-to-australian-universities/>

Literacy Requirements for University Entrance

<https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>

Entrance to Overseas Universities

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance//entrance-to-overseas-tertiary-courses/>

Scholarship

<http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship>