



2025

NCEA ASSESSMENT HANDBOOK





CONTACT INFORMATION

Principals Nominee (Everything NCEA Related)

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NCEA Fees / Financial Assistance

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NCEA OVERVIEW

NCEA is a standards based qualification. This means you will be working through multiple standards across each subject. When you achieve a standard, you gain credits. You need to gain a certain number of credits to achieve NCEA.

To achieve **NCEA Level 1** you need:

- 60 credits - these will be achieved across all subjects.
- 10 Literacy credits and 10 Numeracy credits - otherwise known as the co-requisite.

Co-requisite examinations will take place twice a year and can be attempted multiple times.

To achieve **NCEA Level 2** you need:

- 60 credits at Level 2 or higher - these will be achieved across all subjects.
- 10 Literacy credits and 10 Numeracy credits - if not achieved during Year 11.

To achieve **NCEA Level 3** you need:

- 60 credits at Level 3 - these will be achieved across all subjects.
- 10 Literacy credits and 10 Numeracy credits - if not achieved during Year 11.

University Entrance is the minimum requirement to go to a New Zealand university. To gain UE you need to gain NCEA Level 3, 14 credits in three University approved subjects and a minimum of 10 literacy credits at Level 2 or higher; 5 credits must be in Reading and 5 credits must be in Writing.

NCEA

GENERAL INFORMATION

At the start of the year, ākonga receive a course outline detailing assessed standards and assessment dates.

Courses may include achievement standards, unit standards, or both, with some courses assessed entirely internally and others combining internal and external assessments.

- Unit standards: Usually marked Achieved or Not Achieved; some allow a Merit grade.
- Achievement standards: Marked Not Achieved, Achieved, Merit, or Excellence.

AUTHENTICITY

ASSESSMENT WORK

All assessments must be the learner's own work. Plagiarism, AI misuse, or assessment breaches may result in a Not Achieved grade and possible disciplinary action. Sharing work that others submit may prevent both ākonga from achieving the standard. Kaiako may discuss breaches and request evidence of original work.

You will be required to sign an authenticity declaration for every assessment to say this is your own work.

ASSESSMENT

APPEAL PROCESS

Assessment criteria for Achieved, Merit, and Excellence are provided with each task. Marking criteria will be outlined when work is returned.

- Queries must be raised upon checking the assessment.
- Appeals must be submitted within one school week of receiving the grade.
- Once results are signed off, no appeals can be made.
- The first step is to discuss concerns with the subject Kaiako.
- If unresolved, a written appeal can be submitted to the Head of Department. These forms are available from the Head of Department or Head of Faculty.

FURTHER ASSESSMENT

& RE-SUBMISSION

Each department may offer one reassessment per standard, if practicable, and it must be available to all ākonga. Reassessments use different tasks, and the highest grade from both attempts is recorded. If a student does not pass initially, they can still achieve any grade on the second attempt.

Re-submissions are allowed for minor errors that prevent achievement and must be completed independently. These only allow students to improve to an Achieved grade, not Merit or Excellence. Decisions on re-submissions are made by the subject kaiako with moderation input.

Note - no further teaching can take place to support the resubmission. This should be a minor error that can be identified by the ākonga

EXTENSION OR ABSENCE

Extensions may be granted by the Head of Department for justified reasons. Requests must be formal (email or written) and ākonga must attempt to make this request at least one week in advance for planned absences.

If an ākonga misses an internal assessment, they must notify the school on or before the assessment date. A written note or email must be provided, and the Head of Department will consider the situation.

- **Illness:** If an ākonga is unwell and unable to attend school, the school must be notified, and their absence recorded as medical. Additionally, an email should be sent to the teacher informing them of the absence and arranging a discussion regarding a possible extension.

SPECIAL ASSESSMENT CONDITIONS

Ākonga with a physical disability or injury, medical conditions such as limited sight, hearing loss, epilepsy or significant learning problems such as Dyslexia may apply for special assessment conditions through NZQA. Applications must be submitted by Term 3 and, if approved, apply to both internal and external assessments.

For enquiries, contact the Miss Stead (Deputy Principal).



END OF YEAR PROCEDURES

All ākonga are required to verify that the results entered on the school database are an accurate and true record of achievement. Therefore, at the end of the year, you will be asked to sign that the grades reported throughout the year are the same as what was reported to you in person.

NZQA INFORMATION

The school updates NZQA results throughout the year. You can check your internal assessment results by logging into www.nzqa.govt.nz with your NSN number (ask a kaiako if you need it).

You and your whānau can also view up-to-date results via the Student or Parent Portals on the school website.

- **January:** Provisional results for the year (internal & external) are available via your NZQA login.
- **February:** Scholarship results are released.
- **Year 13 leavers:** A Record of Achievement is available on NZQA, showing all standards achieved.