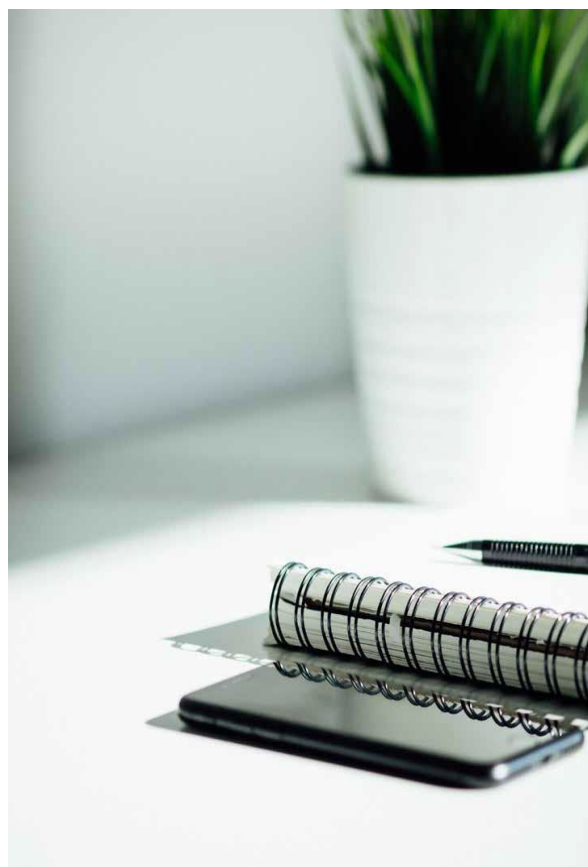


NCEA Assessment Handbook 2025



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What is NCEA?

New Zealand's national qualification for secondary school learners is the National Certificate of Educational Achievement. NCEA is a qualification on The New Zealand Qualifications Framework (NZQF). NCEA is recognised by employers, and used for selection by universities and polytechnics, both in New Zealand and overseas.

NCEA is a standard-based form of assessment. Standards have been set in each area of learning. When students achieve these standards, they earn credits toward their NCEA qualification. Some subjects will have Unit Standards, which allow for an Achieved result. In subjects with Achievement Standards, they can gain an Achieved, Merit or Excellence grade.

NCEA qualifications

Bethlehem College offers two NCEA qualifications: Level 2 and Level 3.

For NCEA in 2025 a student will need

- 60 credits at the level (or above) of the qualification they are working towards.
- Literacy 10 credits from either CAA or transition
- Numeracy 10 credits from either CAA or transition

Students only need to meet the literacy & numeracy requirements once. If completed under the old system, this is sufficient. Otherwise for 2025 students can attain it via the CAA or transition credits. Since transition credits cannot count towards both literacy and/or numeracy as well as the NCEA certificate, we encourage our Y12 and Y13 students who are yet to attain their literacy and/or numeracy, to attempt the CAA assessments, rather than relying on the transition credits.

Level Endorsement

Students can gain NCEA Certificates endorsed with Merit or Excellence.

A student who has gained 50 credits at Merit and/or Excellence level will qualify for the respective endorsement.

Subject Endorsement

A subject endorsement provides recognition for a student who has performed exceptionally well in an individual subject. The key objective of a subject endorsement is to motivate students to achieve their potential in one (or more) subjects.

Students can gain either a Merit or an Excellence Subject endorsement for a subject if, in a single school year, they achieve:

- 14 or more credits at Merit and/or Excellence
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards*

*with the exception for some subjects such as Visual Arts, Religious Studies or Physical Education.

See <https://www2.nzqa.govt.nz/ncea/about-ncea/ncea-endorsements/>

University Entrance (all points are required)

To attain University Entrance, a student must attain all of the following:

- NCEA Level 3
- 14 credits at Level 3 in each of three approved subjects
- 10 Literacy credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing.
- 10 Numeracy credits at Level 1 or above (from CAA numeracy or transition credits)

Note:

- UE literacy is not the same as the CAA literacy. [Click here for UE literacy details](#)
- ODE/SPS are considered one domain, they count as one subject.

Reporting Not Achieved Results

If students are given a Not Achieved grade for internal Unit or Achievement Standard, this will be reported on their NZQA Record of Achievement.

In addition, school-leavers can also see their School Results Summary, which will list every standard attempted by students during their time at school, and what results they achieved. This will include Not Achieved results.

Kamar Result and Entry Status

Entry Status - Present (Not Achieved, Achieved, Merit or Excellence is given)

If a student is not given the opportunity to be assessed, for legitimate/approved reasons then one of the following status' will be used, and the entry will be withdrawn from NZQA.

In each case below, the reason for being absent from the assessment is approved.

Entry Status Withdrawn from NZQA		
Absent	Not Attending	Not Applicable
<i>Reasons a student might be absent:</i> <ul style="list-style-type: none">▪ Accident▪ Medical Illness▪ Bereavement▪ BC sanctioned trip▪ National representative in sport or culture/arts▪ BC Mission trip (non BC mission trips do not apply)	<i>Not attending at the time of the assessment.</i> <ul style="list-style-type: none">▪ This may include being away for an <i>extended</i> period of time.▪ This also may include long term medical reasons.▪ The extended absence must be approved by the Principal.	<i>Other reasons</i> <ul style="list-style-type: none">▪ This could be a student has an IEP or a student who joined the class later in the year due to a subject change▪ This would include new students who start at BC later in the year.

Otherwise: If a student was given the opportunity to be assessed but either chose not to complete the assessment, and/or was absent, and the reason is not approved, then the entry status will be **Not Submitted**. This would include being absent for a family holiday, away sick without a medical certificate or any other non-approved reason.

In the case of a Not Submitted result status, Kamar will send the result 'Not Achieved' to NZQA.

Examples of where these entry status' apply are detailed in the School Assessment Procedures.

School Assessment Procedures

It is the responsibility of the student to make arrangements regarding their assessments.

All absences must be explained by a communication to the school from the parent or guardian of the student concerned.

Note: “other” refers to accident or bereavement and any formal documentation associated.

Internal Assessments

Absences due to Accident, Illness or Bereavement

1) Where a student is absent on the due date of an assessment:

- the school must be notified of illness (or other) by parent/caregiver.
- If applicable and appropriate, the student may apply for a late submission*. This will require the student to attain a medical certificate or other. (*see section 3 on late submissions)
- Alternatively, the student’s work (assessment) is to be delivered to the school office by a parent/sibling or emailed to the teacher.
- If the student does not apply for a late submission, then the work which is handed in (or not) is graded and a grade of N, A, M or E is given.

2) Where a student is ill on the day of a one-day internal assessment:

- the school must be notified of illness by parent/caregiver.
- If the student is absent, a medical certificate (or other) will be required and the entry status will be set to Absent.
- If the student is absent but no medical certificate is provided (or other) then entry status will be Not Submitted.
- if the student attempts the task, the work will receive a grade of N, A, M or E.

3) Where a student is absent from multi-lesson internal assessment

(the student may be absent from all, or some lessons)

- the school must be notified of illness (or other) by parent/caregiver
- a medical certificate (or other) will be required. Absent will be the entry status.
- if a student is absent and does not complete the assessment, and they do not get a medical certificate (or other) then Not Submitted will be the entry status.
- If the student is present for some of the lessons AND it is practical and manageable, the teacher may offer another opportunity to complete the assessment, so long as a medical certificate (or other) is provided.

4) Result status reminder:

- Absent result status means the entry is withdrawn from NZQA
- Not Submitted means the reported entry will be a Not Achieved grade

Missed Assessments (other than Accident / Illness / Bereavement)

- Missed assessments will result in a Not Submitted status and a Not Achieved grade
- However, If the student is absent for another approved reason (other than accident / illness / bereavement) then Absent, Not Attending or Not Applicable will be the status and the NZQA entry will be withdrawn.

1) Examples of approved reasons (other than accident/illness/bereavement) for which a student may miss an assessment are listed under the headings on page 4.

- If the result entry Absent is used, it must be a 'school sanctioned' absence. This includes school events (such as BC mission trips, sporting or cultural trips) or if they are national representative for sport or culture/arts.
- If the result entry of Not Attending is used, the extended absence must be approved by the Principal. (reminder: 'family holidays' are not an approved reason)
- The result entry of Not Applicable can be used at the discretion of the HOD/TIC in consultation with the Assistant Head of Secondary and/or Head of Secondary.

In all cases above, the student must inform their teacher in advance, whereby a resolution may be worked out with the Head of Department, in consultation with the AHOS or Head of Secondary and the Principal's Nominee if required. In the case of a confirmed, school sanctioned absence, the Head of Department can decide to use the result entry *Absent* without the need to consult.

Teachers are not **required by NZQA** to provide further assessment opportunities for missed assessments. An alternative arrangement may be made, if it is practical and manageable, but this is up to the discretion of the Teacher in Charge or Head of Department.

2) Result status reminder:

- Absent / Not attending / Not applicable result status, the entry is withdrawn from NZQA
- Not Submitted means the reported entry will be a Not Achieved grade.

Late Submission for Assignments

If the student is ill, a medical certificate must be provided for a 'Late Submission Form' to be processed (the same applies in the case of an accident or bereavement).

Any Late Submission Form application for a non-medical reason (this covers school-related or national representative reason), must be negotiated at least 48 hours prior to the due date.

The length of extension is generally one day for every day absent. Extensions may be granted if it is practical and manageable to extend the due date. Communication is key, and it is the responsibility of the student to contact the school.

Grade Appeals

If a student is dissatisfied with their grade they should first speak with their subject teacher. If the issue is not resolved, then they have 3 days to submit an online appeal request MS form. This will be sent to the Principal's Nominee who investigate the matter. Students will be informed within 10 working days of the appeal being lodged. The decision made will be binding.

Resubmissions and Further Assessment Opportunities

A student may be given ONE resubmission per Assessment opportunity. This may happen if the student has made a minor error or omission and they can discover and correct this on their own. The result of the resubmission will be limited to Achieved.

Schools may offer candidates a maximum of one further assessment opportunity within the academic year. However, this must be manageable, after further learning has taken place and using a different assessment. Schools are not required by NZQA to offer a further assessment opportunity. See [NZQA Rules](#) (section 8) & [NCEA myths around assessment](#)

External Assessments

Practice Examinations

Practice examination grades will be reported in the end of year report. These will inform derived grades for external examinations, if appropriate. Not all external standards may be covered during the school examinations, these may be completed later as End of Topic Class tests.

- a) If a student is absent from the School Examination with a valid explanation (including medical certificate if appropriate), then the Absent result status will be used in the End of Year Report. However, this will mean there are no derived grades in that subject unless there are grades from a previous topic test completed under appropriate examination conditions.

For a student with a medical certificate, if it is practical and manageable to offer another examination opportunity, then this may take place to attain derived grades.

- b) If a student is absent from the School Examination, but without a valid reason, a result status of Not Submitted will be reported.

The above process and result status of Absent/Not Submitted will apply for End of Topic Tests.

Derived Grades

Derived grades are intended for individual students and must be applied for. They are for candidates who, just before or during the examinations, suffer a temporary illness/injury, trauma or an event beyond their control.

Applications must be supported with independent evidence to justify the application. NZQA's Derived Grade Team evaluates all applications based on the information provided against the derived grade eligibility criteria. Declined applications can be appealed.

A derived grade does not apply for long-term illnesses. NZQA considers these to be catered for by Special Assessment Conditions. See NZQA Webpage for more information.

<https://www2.nzqa.govt.nz/ncea/ncea-for-teachers-and-schools/special-assessment-conditions/>

If a student is absent from an external examination due to being a national representative during the time of the examination, then the student must request pre-approval from NZQA by contacting the Principal's Nominee, who submits the application, before November 1st. (pn@beth.school.nz)

An End of Topic test grade may be used if an external standard was not assessed in the practice examinations so long as it is a valid test under examination conditions for a complete standard.

Authenticity of Work & Academic Integrity

It is important that all students are rewarded by only their own efforts, especially where the awarding of national qualifications takes place. Students will complete an online MS form to indicate their compliance with the Authenticity statement before any work will be marked and reported on.

Copying of work is not allowed under any circumstances. Any occurrence of cheating and copying will be viewed seriously by the College. It is important to remember that where this takes place knowingly, then **both** parties are to blame. Copying also includes plagiarism where work is copied inappropriately from another source, downloading essays, copying and pasting and using any translation media. Plagiarism includes the use of any online tool, including AI technology unless it has been referenced appropriately.

In addition, to uphold the integrity of assessments, students cannot have too much guidance from their teacher/assessor. In all one-hour class-based tests, phones will be handed in and students will not be allowed to leave the assessment room to go to the bathroom unless absolutely necessary, or they have handed in their assessment task. In Practice Examinations, no student can leave in the first 45 minutes. Bethlehem College will use Exam.net for our digital exams and some internal assessment tasks as this will help uphold the academic integrity of our assessments.

Where a teacher suspects that the assessment item is not authentic, the teacher will retain the evidence of the breach and inform the Head of Department who will complete a plagiarism report. The matter will be investigated formally.

If it is found that plagiarism has taken place then a Not Achieved grade will be awarded, parents will be notified and any other consequences appropriate at the discretion of the Head of School in consultation with the Principal's Nominee. Other students involved, will receive a Not Achieved grade, if their actions were in breach of authenticity.

Updated: February 2025

Important Forms:

Academic Integrity agreement Link [Click here](#)

Late Submission Form link [click here](#)

Appeals Form link [click here](#)