



**Aim High**

Whaka Te Mataranga Tiketike

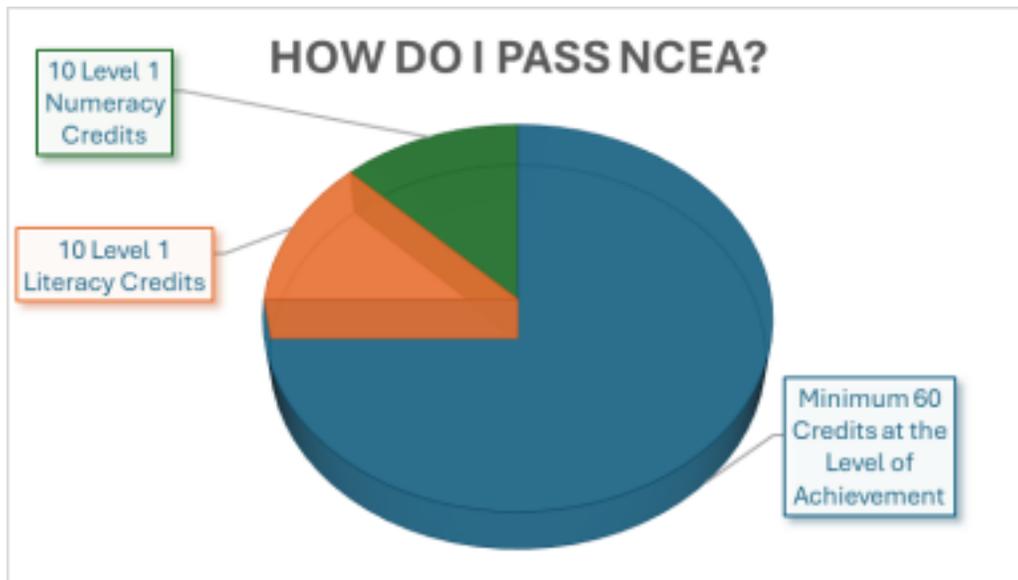
# **Te Puke High School**

## **NCEA Student Handbook**



National Certificate of Educational Achievement  
TAUMATA MĀTAURANGA Ā-MOTU KUA TĀEA

# How do I pass my NCEA Certificates?



**NCEA Level 1** 60 credits at Level 1 or higher *Plus* 10 credits of Numeracy 10 credits of Literacy

**NCEA Level 2** - 60 credits at Level 2 or higher *Plus* Level 1 Literacy and Numeracy

**NCEA Level 3** - 60 credits at Level 3 or higher *Plus* Level 1 Literacy and Numeracy

## Level 1 Literacy and Numeracy

Students can achieve literacy and numeracy through passing the online Common Assessment Activities (CAAs) in Numeracy (10 credits), Reading (5 credits) and Writing (5 credits). You will have the opportunity to sit these from year 10 and can sit them as many times as you need to, up to twice a year. You only must pass each assessment once. Until the end of 2027, you can also achieve literacy and numeracy through some achievement standards – mostly in English and Math, but in some other level 1 subjects as well. Note that you cannot “double dip” – if you rely on 10 credits from Achievement standards for literacy or numeracy, they will not count towards your total of 60 (see the diagram below for a further explanation).

### How to gain the NCEA Co-requisite

Every student needs 20 credits to gain the NCEA Co-requisite.  
10 credits must be in literacy and 10 credits must be in numeracy.

There are two ways to get Literacy credits:

- 1 Sit the Common Assessment Activities (Literacy tests)  
There are two tests: one for reading and one for writing.  
The reading and writing assessments are each worth 5 credits, for a total of 10 Literacy credits.  
A student must achieve both tests to pass the literacy Co-requisite this way.

**OR**

- 2 Gain 10 literacy credits from a list of additional standards.  
Some subjects have a specific standard that counts towards literacy. Students must gain a total of 10 of these credits to pass the literacy Co-requisite.

There are two ways to get Numeracy credits:

- 1 Sit the Common Assessment Activities (Numeracy test)  
There is one test for the numeracy Co-requisite. It is worth 10 credits.

**OR**

- 2 Gain 10 numeracy credits from a list of additional standards.  
Some subjects have a specific standard that counts towards numeracy. Students must gain a total of 10 of these credits to pass the numeracy Co-requisite.

**Things to remember:**

- Students only have to pass the NCEA Co-requisite once to contribute towards their NCEA Level 1, 2, and 3 qualification.
- After a student has achieved literacy or numeracy, they do not need to do it again.
- If a student has passed either literacy or numeracy but not the other, they can wait until they have achieved both. When that happens, they will receive the NCEA Co-requisite.
- If a student passes one of the reading or writing assessments but not the other, they can retake the one they missed at a later time – at which point they will achieve the co-requisite.

**Approved literacy and numeracy standards**  
You can find the list of standards that provide literacy and numeracy credits towards the Co-requisite on our NCEA website:

[ncea.org.nz/standards-co-requisite](https://www.ncea.org.nz/standards-co-requisite)  
[www.ncea.org.nz/standards-co-requisite](https://www.ncea.org.nz/standards-co-requisite)  
[www.ncea.org.nz/standards-co-requisite](https://www.ncea.org.nz/standards-co-requisite)  
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[www.ncea.org.nz/standards-co-requisite](https://www.ncea.org.nz/standards-co-requisite)

## How can I get a Certificate Endorsement?

If you gain 50 credits at Merit (or a combination of Merit and Excellence), your NCEA certificate will be endorsed with Merit

If you gain 50 credits at Excellence at a level, your NCEA certificate will be endorsed with Excellence.

## How do I get Course Endorsement?

If you get 14 or more credits in one subject at Merit (or a combination of merit and excellence), you will get a merit endorsement for that subject. Remember though:

- At least 3 credits must be from externals (unless it is a subject like PE where there are no externals)
- The credits must be achieved in one year

If you get 14 credits at excellence, including 3 external credits, in one year, then you will get an Excellence Course Endorsement

You can also have your course endorsed with Achieved if you gain 14 credits in one subject, with at least 3 internal and 3 external credits in one year.

## How do I get University Entrance?

University Entrance is the minimum qualification requirement to be able to study at a New Zealand university.

To get UE, you must:

- Pass NCEA Level 3 (including literacy and numeracy)
- Achieve 14 credits at Level 3 or higher in achievement standards in each of three subjects from the “approved subject” list.
- Pass at least 10 literacy credits at Level 2 or above; five credits must be in reading, and five must be in writing. These are usually covered in English, but lots of other standards count too – check with your subject teachers.

Remember that this is the minimum requirement – lots of different universities and courses have specific requirements, and this changes regularly – if you are interested in a particular course or university, check with Careers.

### University Entrance Rank Score

Some universities will use a rank score to rank students nationally for courses where entry is competitive or courses are oversubscribed. Across your best 80 credits at Level 3 in approved subjects, you will be given points for every credit:

Excellence (4 Points), Merit (3 Points), Achieved (2 Points)

Check with Careers for the most up-to-date information about the number of points you need.

## What are Vocational Pathways?

Vocational Pathways help you see how your learning and achievement is valued in the 'real world' by aligning the NCEA Level 2 Assessment Standards, including specific 'sector-related' standards with six industries:

- Primary Industries
- Services Industries
- Social & Community Services
- Manufacturing & Technology
- Construction & Infrastructure
- Creative Industries

The award enables employers to assess whether your skills align with their industry requirements more easily.

To receive a Vocational Pathways Award, you must pass NCEA Level 2. A minimum of 20 Level 2 credits must be from sector related standards, with the remaining from the recommended standards in one or more pathways to make up sixty pathway credits. Award(s) will show on your NZQA Record of Achievement.



## What is Scholarship?

Scholarship provides recognition and a monetary reward to top students in Year 13. Scholarship exams enable you to be assessed against challenging standards and are demanding for the most able students in each subject.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction, and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations. For Candidates who achieve a New Zealand Scholarship in one or more subjects. A 'one-off' award of \$500 per subject, for up to two subjects, (maximum payment \$1000). For the top Candidate in each one of the New Zealand Scholarship subjects, candidates will receive \$2000 for up to 3 years of study.

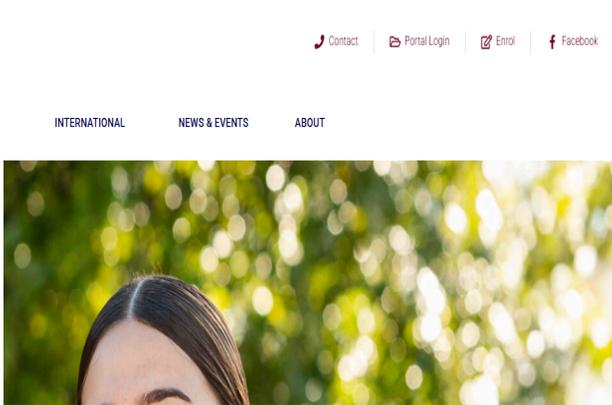
Year 13 Students can enter a separate scholarship exam in some subjects. Entries will be called for later in the year. Talk to your Level 3 subject teacher about this. Derived grades do not apply to Scholarship exams.

## How much does it cost to sit NCEA?

Domestic students no longer need to pay NCEA fees. International student fees are \$383.30.

## How can I track my NCEA results?

You can use your Te Puke High School username and password to log in to track your results that have been loaded into the School system. Find the link on the Te Puke High School website [TPHS](#) to the portal.



Year	Achievement	Level	Endorsement
2025	National Certificate of Educational Achievement (Level 1)	1	
2025	National Certificate of Educational Achievement (Level 2)	2	
2024	NCEA Level 1 Literacy		
2025	NCEA Level 1 Numeracy		
2025	University Entrance Numeracy		

\* There are no official results from NZQA available yet.

NCEA Qualification (80 credits required)				UE Literacy (10 credits required)		
Numeracy Co-Requisite (10 credits)	NZQA (2025)	10 credits	✓	Read (5 credits)	0	
Literacy Co-Requisite (10 credits)	NZQA (2024)	10 credits	✓	Write (5 credits)	0	
Working Towards Level (50 credits)	Level Three	0 credits	✗	Read or Write	0	
Highest Awarded Attainment Level	Level Two	NZQA (2025)	✓	NZQA	no	

### NCEA Credit Summary

Standard Level	NA	A	M	E	Total Credits	Total Attempted
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## NZQA Login

Once you have set up your NZQA login, you can log in at any time at [NZQA](#). Use this login to check your results (very important in January), order your NCEA certificates, get your official Record of achievement and keep an eye on your progress. You will also use your NZQA login in to complete digital exams that you have entered into. If you have set up your login already and forgotten your username, remember that you can use your NSN – this can be found in Kamar.



### View your results and progress

Submit digital files, request your Record of Achievement and more in MyNZQA.

New user? You'll need your NSN to create an account.

Learner log in

Create or activate account

## What course information should my teachers give me?

At the beginning of each year, your teacher must give you an assessment statement for the course. This will tell you all about the assessments that will happen during the year, and how each standard will be assessed. This must include the following information:

- A list of standards offered in the course requirements.
- the registration number and version
- full title
- number of credits
- mode of assessment – internal or external
- approximate timing of assessment
- whether or not a further assessment opportunity is available.
- Literacy, numeracy, and UE information

## Dux and Proxime Accessit

The Dux and Proxime Accessit will be announced at Senior Prize Giving. Year 13 teachers will make it clear at the start of the year which Achievement Standards will be counted in the Dux and Proxime Accessit calculations.

## Deadlines for assignments

Hand-in dates for an assessment completed out of class will be given well in advance. Work that is submitted for marking after the stated deadline may not be marked. A willful absence (e.g., wagging, not coming to school to finish your assessment) will be considered as an intent to avoid assessment. A further assessment opportunity will not be provided to a student who willfully misses an assessment. If valid, authentic standard-specific evidence is not available, a result of Not Achieved will be given.

## What happens if I miss an assessment or a deadline?

If you are absent from an assessment because of illness, bereavement or serious family reasons, you must give a reason, with evidence for your absence. Mrs Jepsen, the Principal's Nominee, will decide if you are able to have another opportunity to complete the assessment. For justified absences, another assessment opportunity will be made available *if possible*.

If you are away due to representing the school for sporting, cultural, academic or leadership reasons, you will have another assessment opportunity if possible; however, sometimes this is not possible – make sure you talk to your teacher well in advance, as in some cases you may have to make a choice between being at school for the assessment or attending the activity.

Family holidays are not considered a reason for missing an assessment deadline.

Some assessment opportunities that are very difficult to reschedule, e.g. field trips or titration, you need to talk to your teacher about any clashes well in advance.

## How do I apply for an Extension?

The best bet is to talk to your teacher in advance if you are struggling to meet a deadline – it is unlikely that you will receive an extension if you ask on the due date, or after.

If you think that you are unable to complete an assignment on time due to circumstances beyond your control (sickness, family trauma), you should apply for an extension of time through the [Extension Request Google Form](#). An application for an extension must be made on the Extension Form at least 3 days before the due deadline.

Any extension will not normally exceed 7 days beyond the original deadline, unless the circumstances are continuing. This means work due on a Friday, with an extension, becomes due the next Friday. Mrs Jepsen will make the final decision on an extension.

## Resubmission and Further Assessment Opportunities

Sometimes you may be given a resubmission or further (new) assessment opportunity if you wish to improve your grade; however, this is not always possible. Your teacher will let you know what standards a further assessment opportunity may have – it is the teacher's decision on whether it is possible.

### Resubmission

Is when you may get an opportunity to improve on already submitted assessment work. It is up to the teacher if you can have one, it can only be given when your grade is **Not Achieved and if there is not significant changes needed**. You may have the opportunity to improve your **Achieved only**. The teacher is only allowed to give you non-specific feedback

*So.... that means you may be offered a resubmission only if your initial grade is N, and you can only go up to an A*

### Further Assessment

Is when you are given a new assessment/test/assignment or the same task on a different topic.

- One further assessment opportunity for a standard can be provided each year. If one is offered, it must be offered to all students, and all assessment grades must be available.
- A further assessment opportunity is only appropriate after more teaching and learning has taken place. • The highest grade gained by a student will be reported to NZQA.

**Please note All assessment results for Candidates must be reported to NZQA, including Not Achieved, where the Candidates have presented work or evidence for assessment or have had an adequate opportunity to achieve the standard.**

**Assessment programmes can be personalised to meet individual student needs. Some students, in negotiation with their teacher, can choose to undertake less assessment and be withdrawn (SNA), whilst others can undertake more.**

## Appeals

You have the right to appeal against any assessment decision. This includes the grade, an allegation that you have made a Breach of the Rules (copied, used AI inappropriately, etc.), or a decision on being allowed to do an assessment or not. In the first instance, you should talk to your teacher. If you are not happy with the outcome, you can make an appeal within **five school days** of being notified of the initial assessment decision.

Appeals need to be made on the official appeal form – see Mrs Jepsen if you want to make an appeal, and she will talk to you about what to do.

## What is a Derived Grade, and when and how can I apply for one?

If you are prevented from sitting external NCEA exams in November or presenting materials for external assessment (e.g., an art folio) or think your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control (e.g., sickness), you can apply to NZQA for a derived grade. Students must submit a derived grade application to Mrs Jepsen, with appropriate evidence.

Some advice:

- Impairments must be serious. This excludes claims based on stress due to examinations, family disturbances, and minor illness.
- Medical certificates, or statements from appropriate people (e.g., Police Officer, Counsellor) supporting the claim must be provided if the impaired performance is for a medical reason.
  - The impairment must have affected you during the examination period or have occurred within the month before the exams (or a longer period may apply in some circumstances).
  - You should sit the external exam wherever possible – often you will still do well, and the best mark will count.

A derived grade is only possible where:

- The school has a grade for you for the standard – these come from your school exams in Term 3

***It is important that you sit and work hard towards your practice exams because of this – it's like having an insurance policy, just in case. You cannot receive a derived grade for a non-exam external e.g., the Level 1 PE external***

A derived grade cannot be awarded if there is no grade from practise assessments for an external standard because you were absent.

## Authenticity of your submitted work

You may be assessed for NCEA credits in lots of diverse ways, for example, research assignments outside of class, tests, assignments in class, presentations, speeches, art boards, and dances.

In all situations, all work that is presented for assessment must be your own. Work presented for assessment that is not your own will not be considered as part of the body of evidence on which an assessment decision is based. If you submit work that is not your own, for example, copied and pasted material from the internet, copying someone else's work, using source material or ideas without referencing, or inappropriate use of Artificial Intelligence, your work will be investigated as a possible breach of the rules due to plagiarism.

Your teacher will refer the submitted work to the Principal's Nominee (Mrs Jepsen), who will investigate further. You may be questioned to justify that the work you have submitted is your own work. If you are found to have submitted work that is not your own, you will be given a Not Achieved. Multiple breaches of the rules may result in further consequences.

Examples of a breach of the rules include, but are not limited to, the following:

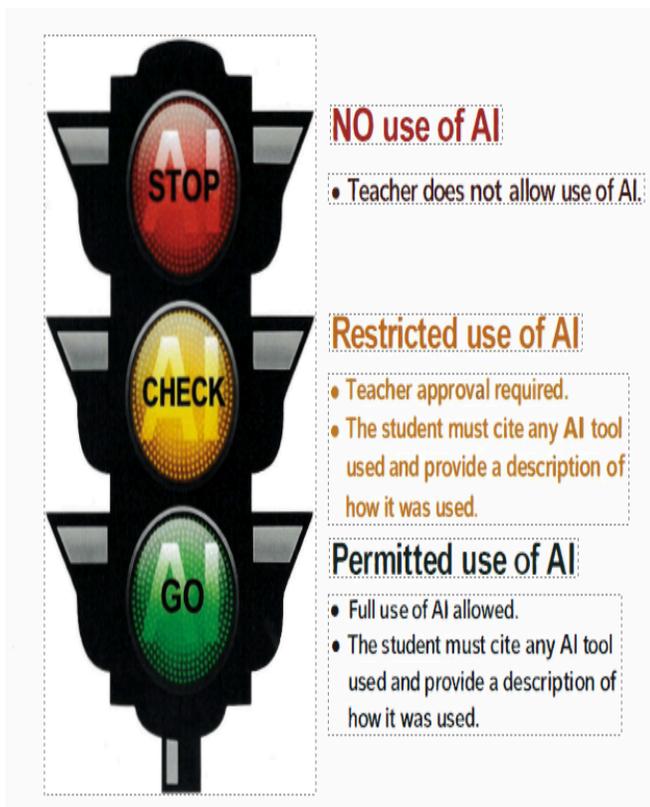
- Plagiarism (submitting work that is not yours)
- Impersonation
- False declarations of authenticity
- Using notes in a test or exam
- Communicating with others, disruption or dishonestly assisting or hindering others during a test or exam
- Dishonesty (lying about reasons for submitting late work)
- Altering answers prior to seeking an appeal
- Copying from another student, or deliberately allowing work to be copied by others

### Authenticity and Non-Exam External Assessments

There may be some additional guidelines or rules for non-exam externals – your teachers will talk to you about these as each subject or standard may have different requirements.

## Generative Artificial Intelligence

Use of AI apps such as Chat GPT, Co-Pilot, Grammarly, Mid-Journey etc must be carefully thought through. If you choose to use this for an assessment, it is important that you understand what you can and can't use AI for in that assessment, as different standards and subjects may have different rules. Remember, though, that information generated by AI can often be inaccurate and biased. Apps such as Grammarly that "improve" your writing cannot be used in some circumstances, especially in subjects such as English, which assess your writing skills. Any use of AI must be carefully considered and is at your own risk. For each assessment, your teacher will talk to you about the use of AI. Teachers will let students know, using our traffic light system, the amount of AI that is allowed in students' work, including assessments.



	<ul style="list-style-type: none"> <li>AI use is strictly forbidden for this task or assessment.</li> <li><b>Consequence of Misuse:</b> Submitting AI-generated work as your own will result in serious academic integrity breaches, potentially leading to a 'Not Achieved' grade and further disciplinary actions.</li> </ul>
	<ul style="list-style-type: none"> <li>AI use is permitted for certain parts of this task and/or assessment process (e.g. brainstorming, summarising, or providing feedback).</li> <li>AI <b>must not</b> replace original thinking or generate full answers.</li> <li>Teacher approval is required prior to starting the task and/or assessment.</li> <li>The student must cite the use of all AI assistance for the task and/or assessment.</li> <li>The student must provide evidence of their own thinking and the AI's role (e.g., drafts, planning documents, AI conversation logs).</li> <li>The student must be prepared to explain their work without AI help.</li> </ul> <p><b>Consequence of Misuse:</b> Submitting AI-generated work as your own will result in serious academic integrity breaches, potentially leading to a 'Not Achieved' grade and further disciplinary actions.</p>
	<ul style="list-style-type: none"> <li>Full use of AI is permitted for the entire task and assessment.</li> <li>The student must cite where AI assistance was used in conjunction with their own thinking (e.g. as a partner to help analyse, evaluate, and critical thinking).</li> <li>The student must provide evidence of their own thinking (e.g. effective prompting, refining, and integrating AI, and reflection on its limitations).</li> <li>The student must be prepared to explain their work without AI help.</li> </ul> <p><b>Consequence of Misuse:</b> Submitting AI-generated work as your own will result in serious academic integrity breaches, potentially leading to a 'Not Achieved' grade and further disciplinary actions.</p>

Following the teacher-guided traffic light system for Generative AI will help to ensure you do not fall into a plagiarism “trap” – in the end, your assessment needs to show what you know or understand, so don’t be surprised if your teacher talks to you about the work you have submitted. If in doubt, always talk to your teacher first, who will help you understand what you can and cannot do.

## Authenticity Statements

For each assessment, you need to complete an authenticity statement. The use of authenticity statements alerts students and parents/caregivers to the issue of authenticity. Other times that this is important include:

- external achievement standards where a project, workbook or similar is compiled and submitted for assessment
- internal achievement/unit standard where the work is submitted for assessment that has not been completed in front of the teacher.

Additional authenticity statements may need to be completed in individual subjects, for example, Art. You will also be asked by teachers to sign that you accept the grade you have been given before these are sent to NZQA.

## Entries and Withdrawals of Standards

We will enter the standards and assessments you will be assessed for in each subject. This is then sent on to NZQA, and they will appear on your Learner Login after the 1<sup>st</sup> of April.

If you would like to withdraw from an internally assessed standard, you must do so by 1 December – please note though, if you have had the opportunity to be assessed for the standard or have submitted work, you cannot withdraw.

If you want to withdraw from an externally assessed standard, you must do so by the end of August. You need to talk to your teacher about this first.

## Special assessment conditions

Some students may qualify to have Special Assessment Conditions. This is where, because of a specific learning difficulty, you may qualify to have a reader, writer or be able to use a computer during an NCEA assessment. The application process is carried out by the School for NZQA. See Dayna Waretini if you have any questions about this.

## Verifying and reporting student results

The school is required to submit to NZQA accurate results of student achievement. The following steps outline the process by which this happens:

- Teachers must keep detailed records of all assessments. Assessments will be moderated before marks are returned to you and added to the markbook.
- Student work is returned as promptly as possible so that you can see clearly the outcome of the assessment.
- You should regularly use your learner log-in facility on the NZQA site and Kamar to check entries and reported results and to inform your teacher if there are problems
- As near to the end of the year as possible, students will be given the opportunity to check their results as they have been recorded in the school's student management software. Errors or omissions should be reported to Mrs Jepsen.

## Who can help me?

Principals Nominee - Mrs Jepsen [claire.jepsen@tepuke.school.nz](mailto:claire.jepsen@tepuke.school.nz)

Academic Advisors Mrs Moore [kim.moore@tepuke.school.nz](mailto:kim.moore@tepuke.school.nz) Mrs Newlands [emma.newlands@tepuke.school.nz](mailto:emma.newlands@tepuke.school.nz)

Head of Careers - Mrs Burggraaf [sonya.burggraaf@tepuke.school.nz](mailto:sonya.burggraaf@tepuke.school.nz)

Y11 Careers - Amanda Porter [amanda.porter@tepuke.school.nz](mailto:amanda.porter@tepuke.school.nz) Y12 Annie Mapp [annie.mapp@tepuke.school.nz](mailto:annie.mapp@tepuke.school.nz)

## Important links

NZQA <https://www2.nzqa.govt.nz/>

Te Puke High School Website <https://tphs.nz/>