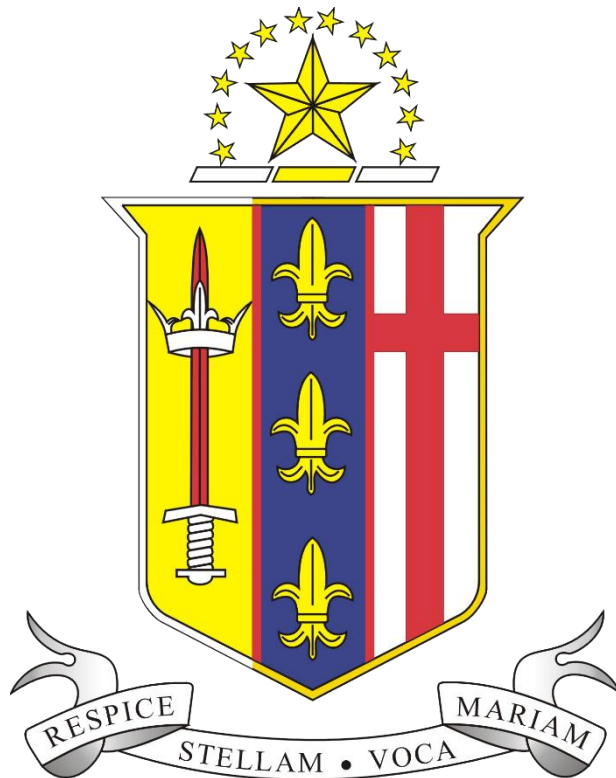


St Bernard's College

2018



Senior School Qualification Student Handbook

St Bernard's College

Senior School Qualifications

Certificates able to be completed in years 11 - 13 include:

National Certificate of Educational Achievement Level 1
National Certificate of Educational Achievement Level 2
National Certificate of Educational Achievement Level 3

These certificates require 80 credits from achievement or unit standards. You can get these credits in one or more years. You need at least 60 of the credits to be at the level of the certificate and up to 20 credits from a lower level may be used (except for Level 3 where the 20 credits must be from Level 2 or above). All senior courses offer credits towards NCEA.

Endorsement

When students perform consistently above the 'Achieved' level, their result(s) can be 'endorsed' to reflect that high achievement. This can occur at either the Certificate or individual course level.

Certificate endorsement

For an NCEA certificate to be endorsed with Excellence a student must gain 50 credits at Excellence at the level of the certificate or above. So, if a student has 50 Level 1 credits at Excellence they may have their Level 1 certificate endorsed with Excellence. Likewise, if a student gains 50 credits at Merit (or Merit and Excellence) at Level 1 their NCEA Level 1 certificate may be endorsed with Merit.

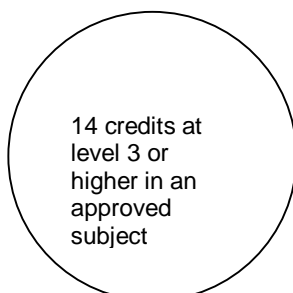
Course endorsement

Course endorsement provides recognition for a student who has performed exceptionally well in an individual course.

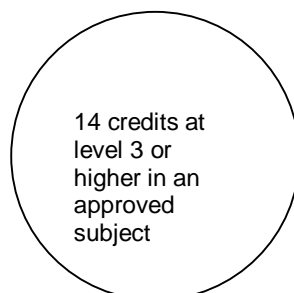
Students will gain an endorsement for a course if, in a single school year, they achieve: 14 or more credits at Merit or Excellence, and at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. Note, this does not apply to Physical Education, Religious Studies and level 3 Visual Arts.

Year 13 University Entrance Qualification Summary

You require
NCEA Level 3 and



and



and



and

- 10 credits in Numeracy at level 1 or higher
- 5 credits at level 2 or above in Reading
- 5 credits at level 2 or above in Writing

NCEA Levels 1 to 3

- The National Certificate of Educational Achievement is the main qualification for year 11 to year 13 students in NZ.
- To get level one you need 80 credits total from any school subjects or courses taken with outside providers. To get level 2 you need 60 credits at level 2 or above and 20 credits from level 1 or above. To get level 3 you need 60 credits at level 3 or above and 20 credits from level 2 or above.
- You need at least ten credits in literacy with literacy designated achievement standards and ten credits in numeracy with designated numeracy achievement standards to get the level 1,2 and 3 qualifications.
- It does not matter whether credits come from unit standards or achievement standards. They count the same.
- Each standard achieved gives you credits, usually 2, 3 or 4 credits however some standards have as many as 14 credits.
- Most subjects have between 12 and 24 credits available.
- Your teacher will tell you exactly what you need to know to achieve credits in each standard and when the assessment will be. You should keep this information in a secure place. Also check on the school website for assessment details.
- Some of the standards will be assessed in class during the year by your class teacher. To achieve others you will need to sit an examination in November. Your teacher will explain which standards are assessed in school and which by exam. In some subjects such as Art and Design and Visual Communication you will need to present your work in folios at the end of the year for marking.
- Merit and excellence can be obtained in achievement standards and some Unit standards. Merit and excellence do not give you more credits. They do however give you a higher 'grade average' and will increase the value of your certificate of learning.
- By gaining Merit and Excellence you can gain endorsement in a particular subject or across your entire qualification e.g. Mathematics with Merit at Level 1 or NCEA Level 3 with Excellence.
- Credits used for other national (NZ) certificates such as Computing or Employment Skills can also be used for NCEA.
- Note that to gain University Entrance you require a large number of credits at level 3 and some lower level English and mathematics credits – see earlier for specific details.

General NCEA Assessment Guidelines and Procedures

- To make sure that all subjects apply the same fair, valid, and consistent assessment practices in evaluating students' work against standards, common procedural guidelines are followed by your teachers for:
 - Compassionate considerations
 - Derived Grade determination
 - Review of Grades/appeals
 - Authentication of work
 - Missed assessments
 - Extensions and late work
 - Reporting and recording student achievement
- The individual subject class teacher does not have authority to make changes to these procedures.
- Below is a summary of the important points regarding absence, late work, extensions, and reviews or appeals - it should be read carefully. Class teachers will remind you of the procedures when advising you of assessments and when returning marked work to you.
- **If you have any problems such as absence from school, lost work, bereavement, or personal problems it is important that you ask advice from your subject teacher, dean or Principal's Nominee as soon as possible. Sometimes special arrangements can be made if the teachers know beforehand - telling them afterwards when the assessment has been done or the deadline has passed is usually too late.**
- Special assessment conditions are provided for students with identified needs. Contact the Principal's Nominee to discuss.

ASSESSMENT of STANDARDS NCEA levels 1 to 3

Subject Information

- your teacher will tell you at the beginning of each section of work:

- the level and credits available to you for each standard and what work you have to do.
- what standard you have to reach and when each assessment will take place
- what kind of assessment it is eg. test, assignment, practical, etc
- how long each assessment is approximately, or when it must be completed by
- whether there is a second assessment opportunity (reassessment) available

Keep this information in a safe place and check it regularly. In some subjects an outline of the year's course or a course handbook will have all this information.

Assessment Information

- Each assessment tells you what standards are being tested
- Your teacher gives you a record of what you have achieved
- Your teacher tells you what opportunities for assessment are available
- When a standard is completed it gets registered with NZQA if you have paid the fees

Late Work and Extensions

- All work must be handed in on the due date and all tests and in-class assessments must be done on the given date. Late work for assessment will not be accepted. In cases of illness or family/personal trauma, follow the 'Missed Assessment' procedure (see below).
- Extensions to the due date for submitted work will only be granted in **exceptional circumstances**. An application for an extension must be made **at least two days** before the due date. Follow the 'Missed Assessment' procedure (see below).

Sickness and Absence (missed assessments)

- You cannot get an aegrotat or average grade in internal NZQA assessment.
- You may get an opportunity to do a second assessment if the absence is justified.
- If you miss field trips or musical performances or other special assessment activities, it may be very difficult to provide assessment opportunities again that year for that section of work.
- A list of standards which do not have reassessment opportunities will be provided.

If you cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then you must apply to your teacher as soon as you know you will be late with an assignment or will be absent, or as soon as you return to school. **The teacher cannot grant an extension – this can only be granted by the Principal's Nominee.** Valid reasons for requesting an extension of time, or a new assessment date, are:

- Sickness: supply a medical certificate or a note from a parent/caregiver
- Family trauma: supply a note from a parent/caregiver or from the Guidance Counsellor, your Dean, or form teacher
- School sporting/cultural activity: The teacher in charge of the activity signs the 'Missed Assessment' form. (Note: this reason is only valid if you inform the teacher in advance of the test or assessment.)

In all cases, fill in a 'Missed Assessment Application Form' (attached at the end of this booklet and available from the Principal's Nominee and the school office) and speak to the teacher whose assessment you have missed/will miss. The form then needs to be given to the Principal's nominee. **Note that a request for extension of time must be made before the due date.**

In all cases if a student has had an adequate opportunity to achieve but fails to achieve, a Not Achieved result will be reported.

If you are due to sit an external examination (in Nov/Dec) and you become sick/injured or suffer some form of trauma you can apply for a derived grade. The Principal's Nominee needs to be informed immediately and you will be supplied with the appropriate forms. For a derived grade to be awarded the College will need evidence (usually from our internal examinations) in order to provide the necessary data to NZQA. In all cases students should ensure they sit all "mock" or practice examinations and tests offered during the school year. If there is no evidence then no derived grade can be awarded.

Reviews - Appeals

- If you think the teacher has made a mistake marking your work or has missed seeing an answer or missed marking something you must tell them as soon as possible. If a mistake has been made it will be put right. Make sure you talk to your teacher within two days of receiving your assessed work.
- If you do not know why you did not achieve the standard you should ask the teacher to explain how the task was marked and why you did not achieve the standard. You may be able to have a second chance if another assessment of the standard is offered.

- If you think your work has not been fairly considered you may ask the Principal's Nominee for a review. This must be done within two days of discussing the assessment with your teacher and you must have discussed the marking with your teacher before seeing the Principal's Nominee. The Principal's Nominee will investigate the matter and let you know the result within five school days. Your work may be sent to a teacher at another school for checking.
When you ask the Principal's Nominee to investigate it he will ask you to fill out a written request form which will then be treated as a formal appeal (a copy of the form is given at the end of this booklet). You may also just ask him for advice or another opportunity to go through the teacher's explanation again because you did not understand it. In all cases, the decision of the Principal's Nominee will be final.
- If you consider that you have been unfairly treated by the teacher in relation to your assessment e.g. not awarded a reassessment opportunity when it was indicated you would receive one or your assessment has been ruled invalid on the grounds that you broke school rules i.e. cheating, copying, behaviour that may have jeopardised the integrity of the assessment or plagiarising etc you are entitled to appeal to the Principal's Nominee using the aforementioned form.

REASSESSMENT FOR THE ATTAINMENT OF CREDIT IN THE NCEA

Whenever it is feasible, provision will be made for at least one reassessment opportunity for all students.

Students will be informed in writing at the start of the year, which internally assessed standards are and are not available for reassessment.

On return of student work, the teacher will explain the process for reassessment.

All students will be able to:

- use the further opportunity to improve their original grade
- access the further opportunity, if they wish, including those who did not complete the original assessment for an acceptable reason, as determined by the school's policy on missed and late assessment.

It is not the intention to allow students a further assessment opportunity where they have chosen for unacceptable reasons not to take the first opportunity.

Students must be awarded the highest grade they have achieved over both opportunities:

RESUBMISSION

A resubmission is offered to an individual student who is at a grade boundary to confirm the grade. It is not available to all students only those who meet the requirements for resubmission.

Resubmissions may be permitted when students make minor errors or omissions which they must discover and correct on their own in a timely fashion. For example, the student may have handed in the assessment, but may not have made a particular calculation correctly. The teacher can only give general advice to the student.

Resubmissions will be offered before feedback is given to students on the assessment and before any further teaching has taken place

AUTHENTICATION OF WORK

When you hand in work to your teacher for assessment it must be your own work. If it is not entirely your own work you may lose all credits available for that assessment. Serious or continued infringements may result in withdrawal from all NZQA qualifications.

Your teacher will incorporate checking procedures to ensure that work submitted is the work of the student concerned and has been undertaken within the course of study. You are not permitted to use work done in previous years' courses except in special circumstances.

The following principles will be maintained:

1. All work for assessment must be genuinely completed by the student within the course of study.
2. Work may not be submitted for more than one assessment either in the same or different subjects unless the teacher has specifically permitted this.
3. You must not have received undue assistance. Parents or friends may give general advice about improvements but detailed adjustments such as editing, directing or correcting of your work would constitute undue assistance.
4. The class teacher will not set assessment tasks whose authenticity cannot reasonably be assured. Downloading material from the Internet should always be identified as coming from the net and the websites used should be named in your work.

To avoid problems with authenticating work teachers may carry out the following procedures.

1. Class time may be given at regular intervals so that the teacher can check on your progress. You may be requested to bring and discuss partially completed assignments. If your work is not seen in the process of being completed you may be asked to have an authentication check with the HoD or Principal's Nominee.
2. Opportunities for copying of work or other misconduct will be reduced as far as possible. You may be penalised for making your work available to others to copy.
3. Plans, drafts, worksheets, and raw survey data are to be retained and presented at the time of the final assessment as evidence of the work done by you.
4. Interviews with students may be held from time to time or as part of the final assessment to measure your understanding and check the authenticity of the work.
5. Students may be requested to acknowledge resources and assistance, the books, websites and names of people who helped them.
6. Students will be advised by their teacher of how much of the work has to be done without assistance and may be required to sign a declaration that the work is their own.
7. Where undue assistance has been given through genuine error or misunderstanding, an opportunity for reassessment may be offered. This may not always be possible in some courses.

NCEA FEES

- If you are in a class studying for any level of NCEA qualifications it will be assumed that you wish to pay for your results to be registered with NZQA.
- The College computer system will have your name against this subject and will enter you for all the standards in that course.
- By the end of Term 2 you will be told exactly what standards you are being assessed against. See in the tables below for the fees charged. You may wish not to enter for all the standards listed against your name after discussion with your parents or subject teachers.
- If you are uncertain about whether you should enter in a standard you need to discuss this with your subject teacher, dean, and parents.
- You will need to pay the money to the College early in Term 3.
- You cannot enter directly with NZQA and there are no late entries after the date set by the College.
- If your parents are on a benefit or have a low income or there are other children (at least three in total) in your family sitting NCEA you will be able to get financial assistance. INFORMATION ON FINANCIAL ASSISTANCE WILL BE SENT OUT AT THE BEGINNING OF MAY. A form will be sent home and your parents will need to write down their benefit number or community services card number or indicate their family circumstances. Please check the attached notes to see if you qualify.
- You will be reminded of these things on the daily notices and by your form teacher and dean. These instructions are very important. After early September you will not be able to change your entry.
- Several times during the year you will be asked to check that the information which the College has given to NZQA is correct. You must check it carefully. Computer printouts need to be checked word by word. Ask your tutor teacher to explain anything that you do not understand.
- You will be given a national student index number (NSI). This number will be yours forever and all exam papers, qualifications and results will use this code number. You will need it to enrol at Universities and Polytechnics and for most business or workplace training programmes.

Fee structure for domestic students	
Entry	Fee
Student entry for all NCEA standards	\$76.70 per year
Student entry for a Scholarship subject	\$30.00 per subject
Fee structure for foreign fee paying students	
Entry	Fee
All NQF entry candidates	\$383.30 per candidate
Scholarship subject entry	\$102.20 per subject (additional to NQF fee)

Please note that these fees are set by NZQA and St Bernard's College has no control over the amounts set.

FINANCIAL ASSISTANCE

The Government has provided limited funding for financial assistance for students enrolled in New Zealand secondary schools who are entering national qualifications.

To be eligible to apply you must be the fee payer and meet at least one of the following criteria:

- Receive a Work and Income or Study Link benefit.
- Have a joint family* income below the threshold**.
- Have more than two children in the family* undertaking these qualifications in the same year, irrespective of income.

You cannot claim financial assistance for foreign fee paying students. Candidates applying for income related financial assistance (beneficiary, Community Services Card income limits) are required to pay a residual amount to offset handling costs for processing entries and administration/ certification fees. Families with more than two children entering for qualifications are entitled to partial remission of fees irrespective of family income.

	Beneficiary or Income-based Assistance	Not eligible for Beneficiary or Income-Based Assistance
One child who is a candidate	\$20.00	\$76.70 per year for NQF standards
Two or more children who are candidates	A maximum of \$30.00 per family (1)	A maximum of \$100.00 per child and \$200.00 per fee payer (where fees are payable for more than one candidate)

(1) "Family" is defined as parents including sole parents or legal guardians and their children living together

**Income thresholds

Family Size ¹	Income Limits (Before Tax) as at 1 April 2017
2 person family (1 parent with 1 child)	\$49,993
3 person family	\$60,402
4 person family	\$68,682
5 person family	\$76,790
6 person family	\$85,852
For families of 7 or more, the limit increases by \$7,986 for each additional person.	

Rates as at 1 April 2017

All income assessments are based on your gross annual income before tax is deducted. You must be on a low to middle income to get a Community Services Card. The most income you can have in a year depends on your individual situation.

By 'income' we mean any money you and your partner get from any source, such as wages or salary; income support; investments; part-time work; student allowances; your own business; Family Assistance from Inland Revenue; maintenance payments; family trusts, private pensions; rent or boarders; and accident insurance payments like ACC.

Any regular benefits you get like free board, meals or transport, also count as income.

STUDY GUIDELINES

- Set up a regular study schedule early in the year.
- Organize a good study environment; quiet room; no distractions; desk or table.
- Make sure you keep all your notes neatly in a folder or file cover.
- Listen to the teacher's suggestions on what to study; they know what the examiners want.
- Set yourself realistic goals and try to keep headed towards them.
- Ask your teachers and friends for assistance with difficult sections.
- Avoid interruptions such as phone calls, internet, gaming and TV -- if you have phone calls to make allocate a small amount of time for them and keep to it.
- Be honest with yourself - are you working or creating the image? Once you sit down to study get into the work as quickly as possible - rearranging your books, pens or other items can seem like work but you know that this is not true - don't let yourself be fooled.
- Take regular breaks but be strict with yourself - earn the breaks by really concentrated sessions.
- If something is really difficult take it slowly - and persevere with it, if it is important - if it is not important, do not get hung up on one thing you cannot do, come back to it later.
- Check with your teacher what the time allocation to topics or questions is in the external examination - it is not much use spending a lot of time on something worth very little.
- Go through previous examination papers so that you know the layout and what sort of questions are asked. If there are problems that need solving you need to practise solving problems; if there are essays you need to practise writing essays; practice will not always make it perfect but it will always make it better than it was.
- Manage your study time - give yourself time for homework and time for revising previous work -and time for all your subjects - not just the one you like best or the easiest.
- Try to do one task at a time and make progress with it rather than jumping from one thing to another.
- Making written summaries or listing key facts is often more effective than just reading through the work and helps you to remain focussed.
- Keep checking yourself -- the important things in a study programme are
 - memorising key facts
 - knowing key skills such as essay writing or graph drawing
 - summarising notes
 - understanding what the exam questions want you to do - you need to learn the important words for each subject eg. define, compare, factorise, explain, illustrate, give an example, contrast.
- Take control of your own study programme; you will be less stressed and more successful.

St Bernard's College Appeal Application Form

Fill in the top section and hand in to the Principal's Nominee within two days of discussing your assessment with your teacher (if in relation to appeal for a change of grade).

Name:	Tutor Class:
Date of application:	
Subject:	
Name of teacher:	
Standard number and title:	
Grade awarded (if applicable):	
Date assessment returned to student (if applicable):	
Reason for appeal: <input type="checkbox"/> Where appropriate I have discussed my grade with my subject teacher in the first instance. <input type="checkbox"/> I would like the Principal's Nominee to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i>	

Principal's Nominee's Decision: <input type="checkbox"/> The grade awarded by the teacher stands. <input type="checkbox"/> The grade awarded has been changed to _____. <input type="checkbox"/> Other action as stated _____ <i>The reason for this decision has been explained to me and I accept the decision.</i> Signed: _____ (student)

Principal's Nominee's Comment: Signed: _____ (PN) Date: _____
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St Bernard's College

Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to the teacher concerned.

Name:	Tutor Class:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment (<i>practical, assignment, test, etc</i>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one) <input type="checkbox"/> Illness: <i>medical certificate must be attached</i> <input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (eg letter from parent, counsellor, or form teacher/dean)</i> <input type="checkbox"/> School sporting/cultural activity: _____	
Signature of teacher-in-charge of activity: _____	

Decision by Principal's Nominee: <input type="checkbox"/> Extension granted. New due date: _____ <input type="checkbox"/> New assessment date granted. New date: _____ <input type="checkbox"/> Application denied. Comment: _____
<i>The reason for this decision has been explained to me and I accept the decision</i>
Signed: _____ (student)
Signed: _____ (PN) Date: _____

Key Staff 2018

Deans	Year 13 Dean Year 12 Dean Year 11 Dean Year 10 Dean	Mr Christopher Hart Mrs Manuhiri Corcoran Mr Luka Andic Mr Jonathan Hewson
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Guidance	Guidance Counsellor Careers Advisor	Ms Mary-Grace Williams Ms Jeanne Lomax
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NZQA Information NZQA Principal's Nominee	Mr David Housden
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My NSI is _____

Qualifications aimed for this year	Subjects
NCEA level 1 (80 credits) While 80 credits is the minimum for award of NCEA, most students should be aiming for as many credits as possible. Those being assessed by achievement standards need to aim for as many excellence and merit grades as possible.	
NCEA level 2 (80 credits) (60 credits level 2 and above and 20 other credits)	
NCEA level 3 (80 credits) (60 credits level 3 and above and 20 other credits at Level 2 or higher)	
National (NZ) Certificate in	

National Secondary Examination Timetable 2018

Day/Date	Time	NCEA Level 1	NCEA Level 2	NCEA Level 3	Scholarship
Wednesday	am	Social Studies	Dance	Art History	Earth & Space Science
7-Nov	pm		French		Drama
Thursday	am	Media Studies	Earth & Space Science	Drama	Chemistry
8-Nov	pm	Sāmoan / Spanish	Japanese	Te Reo Rangatira / Social Studies / Psychology	Sāmoan
Friday	am		Physics	Business Studies	Calculus
9 November	pm	Geography	German	Dance	Agricultural & Horticultural Science
Weekend					
Monday	am	English			
12-Nov	pm		Media Studies	Home Economics	Statistics
Tuesday	am	French	Business Studies	Calculus	English
13-Nov	pm	Economics		Accounting	Media Studies
Wednesday	am		Mathematics & Statistics		Classical Studies
14-Nov	pm	Music	Accounting	History	French
Thursday	am	Science		Making Music	History
15-Nov	pm	Chemistry	Geography	Chemistry	Te Reo Rangatira
Friday 16-Nov	NO EXAMINATIONS ON THIS (CANTERBURY ANNIVERSARY DAY)				
Weekend					
Monday	am		English		
19-Nov	pm	History	Te Reo Māori	Biology	Economics
Tuesday	am	Mathematics with Statistics			Biology
20-Nov	pm		Drama	Physics	Art History
Wednesday	am	Japanese		English	
21-Nov	pm	Home Economics	Economics		Geography
Thursday	am	Agricultural & Horticulture Science	Art History	Statistics	
22-Nov	pm	Chinese	Spanish / Health	Earth & Space Science	
Friday	am	German	Biology	Geography	Physics
23-Nov	pm	Physics	Home Economics	Classical Studies	Japanese
Weekend					
Monday	am	Drama	Chemistry	Music Studies	Spanish
26-Nov	pm	Health	Sāmoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
Tuesday	am	Biology	Music	Media Studies	Accounting
27-Nov	pm	Business Studies	Social Studies	Agricultural & Horticulture Science / German / Chinese	
Wednesday	am	Te Reo Rangatira / Latin	Agricultural & Horticulture Science	Sāmoan	Te Reo Māori / Latin
28-Nov	pm		History	Health	Music
Thursday	am	Accounting	Te Reo Rangatira / Latin	Japanese	German
29-Nov	pm	Dance	Classical Studies	Spanish	
Friday	am	Te Reo Māori / Art History	Chinese	French	
30-Nov	pm	Classical Studies		Economics	