



Marlborough Girls' College Junior Certificate

Tiwhikete Taina a Te Kāreti o ngā Kohine o Wairau

All students at Year 10 are required to complete the Marlborough Girls' College Junior Certificate. Each full-year subject is worth 20 points and each half-year subject is worth 10 points. To pass your Junior Certificate, you will need a minimum of 80 points. Also, just like at NCEA Level, you will be able to gain your Junior Certificate with 'Endorsements' at **MERIT** and **EXCELLENCE**. This will show that you have worked extremely hard throughout the year and been determined to achieve at your highest possible level.

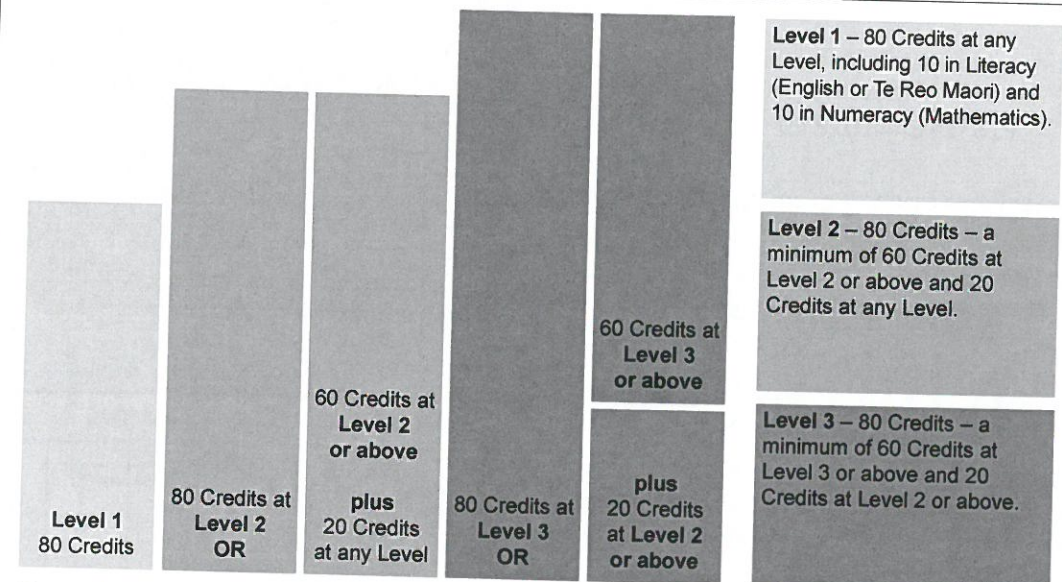
Junior Certificate Endorsement with MERIT – requires 50 Merit Points or above.

Junior Certificate Endorsement with EXCELLENCE – requires 50 Excellence Points.

Your progress and achievement here at MGC will depend on how determined you are to work hard on all of your subjects and to stay focused during your lessons. And remember, building positive relationships and respecting all of the people around you are very important steps, each and every day, on your journey towards academic success.

ALWAYS use your MGC Diary TRACKING SHEET to record your Junior Certificate Points and their Level [A/M/E].

Requirements For NCEA Certificates



All assessments must be completed **on time**. If you are ill, a Medical Certificate is required for the assessment due date. If you are going to miss an assessment for a recognised reason, you will need to *pre-arrange* an alternative due date with the subject teacher.

N.B. To gain a Subject Endorsement with Merit or Excellence, you must achieve **14 NCEA Credits** at either the Merit or Excellence Levels. Furthermore, at least three credits of these must be internal credits and at least three credits must be external credits.

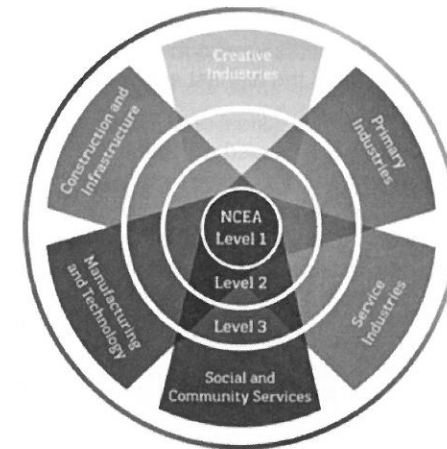
To gain a Certificate of Endorsement with Excellence you must have 50 credits at the Excellence Level across all subjects.

To gain a Certificate of Endorsement with Merit, you must have 50 credits at the Merit Level.

ALWAYS use your MGC Diary TRACKING SHEET to record your NCEA Credits and their level [A/M/E].

What are the Vocational Pathways?

www.youthguarantee.net.nz



The Vocational Pathways are a tool (from the Ministry of Education) that provides a clear framework for career planning through vocational options, and improved links between education, career planning and employment.

There are six pathways which represent new ways to structure and achieve NCEA Level 2. The pathways help you to develop your own individual education plan, so you are better informed and able to make better choices to meet your goals.

Achieving NCEA Level 2 with Vocational Pathways means you have some interest, knowledge and skills related to a particular industry. It shows you have:

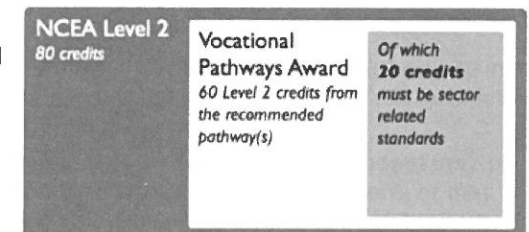
- Achieved the required number of credits to achieve NCEA Level 2
- Achieved the required industry related credits that align with a particular industry
- Highlighted your strengths, your abilities, interests and achievements to an employer

Nearly all of the standards that you will study this year fit in to one or more of the six Vocational Pathways.

Vocational Pathways Award

To achieve the Vocational Pathways Award you need to:

- Achieve NCEA Level 2 which includes Literacy (10 credits) and Numeracy (10 credits) at Level 1 or above, and
- Achieve 60 Level 2 credits from the Recommended Assessment Standards (general standards) for a Vocational Pathways sector e.g Primary Industries, including 20 Level 2 credits from Sector-Related Standards (industry specific standards) for the same sector e.g Primary Industries.
- The Vocational Pathways Award(s) will be awarded to students on their NZQA Record of Achievement. This will be an advantage when a student looks for work and training opportunities in the Sector.



From www.youthguarantee.net.nz

What is Profile Builder?

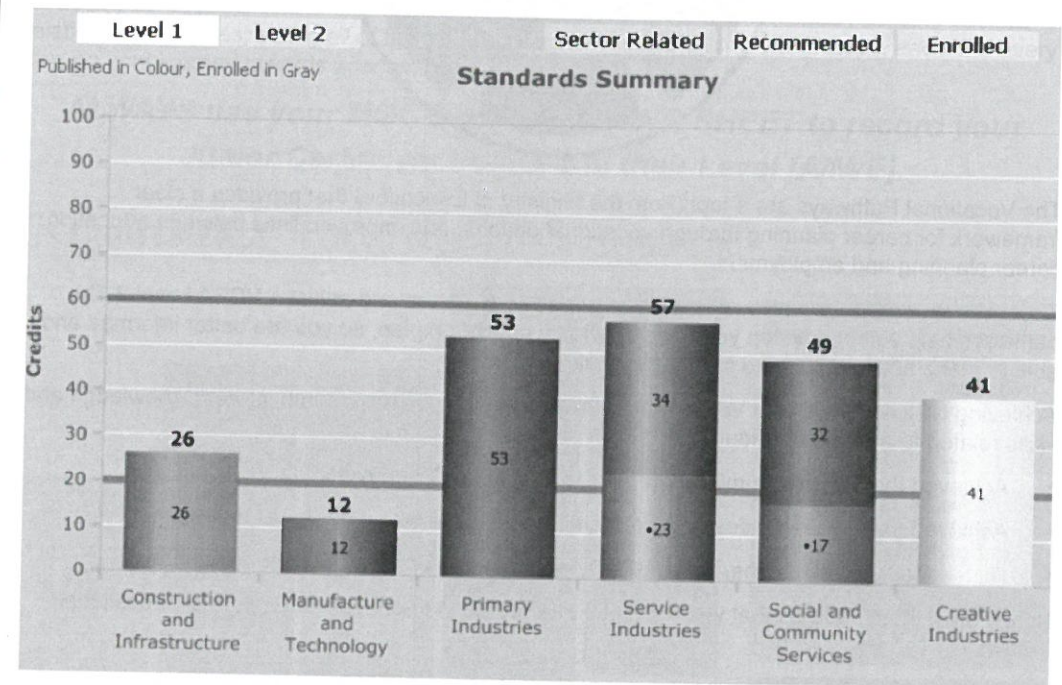
Profile Builder is an electronic tool you will find on <http://youthguarantee.net.nz/vocational-pathways/profile-builder/>

This tool will allow you to enter all the standards you have passed. It will show you (with a bar graph) which industry or industries you have the highest achievement in.

Profile Builder will also let you know how many Vocational Pathway credits (industry specific credits) you have achieved and if you have achieved a Vocational Pathways Award.

Using Profile Builder will help you to decide on what career pathway you would like to follow in the future.

This is an example of what it looks like in the KAMAR student portal:



1. University Entrance

To gain University Entrance you will need to achieve:

- Level 1 10 credits of Numeracy at Level 1 or above
- Level 2 10 credits of Literacy (5 Reading and 5 Writing)
Students need to identify which standards they can gain their literacy and numeracy through.
- Level 3 14 credits in 3 university approved subjects **AND** Level 3 NCEA

University Entrance is the minimum requirement for entry to university in New Zealand. Most universities and other tertiary institutions have additional requirements, particularly for entry into specific courses. Check with the university or other tertiary institution of your choice for any extra advice or requirements. To give yourself the best chance of succeeding at university, you should take relevant courses at school. Merit and Excellence grades will improve your chances of gaining entry into your chosen course.

Literacy Requirements – 10 Credits in English or Te Reo Maori at **Level 2 or higher**, made up of:

- 5 Credits in Reading
- 5 Credits in Writing

Numeracy Requirements – 10 Credits in Numeracy at **Level 1 or higher**, made up of:

- 10 Credits in Mathematics or Statistics and Probability or Pangarau

2. Scholarship

New Zealand Scholarship is externally assessed, but it is an award, not a qualification. It is designed to extend the very best students and to provide grants to help with tertiary study for those who pass the award. (This has an additional charge of \$30.00 per subject - 2016 rate.)

3. Course Information

At the start of each course, your subject teacher will provide you with a course outline and an assessment plan for the year, so that you are better prepared in your forward planning.

The information will:

- provide a list of topics to be covered and a schedule of assessments.
- establish a general timetable with key dates for assignments, tests and examinations.

Describe standards expected and the minimum requirements for presentation of work and award of levels of achievement.

4. Authenticity

Any work for your final assessment must be your own. Your teacher and others may help you in the developing stages, but your teacher needs to be sure that your final work is yours. You must follow all the conditions set down for the activity and fill in an authenticity form if required.

Where there is just cause to doubt the authenticity of submitted work, the student may be required to provide additional evidence, perhaps by way of another assessment, or may forfeit the result of the Standard concerned. Students who allow others to copy their work may also forfeit their result (see No 12 'Breach of Assessment Rules').

5. Acceptance of Results

Students will sign a record of the result of each assessment **at the time they receive the result** to indicate acceptance of the result unless it is disputed. (Refer Appeal)

If you do not understand why you received a particular grade for your work, this could be clarified by discussing it with your teacher.

If you do not accept the grade given, there is a formal appeal process that will involve the Head of Department or Faculty, and may involve the Principal's Nominee.

6. Absences from Assessments Including School Preliminary Exams

It is possible that you may need to be absent either for a part of an assessable item or for a complete assessment.

The following should be used as a guide for legitimate absences:

- In cases of anticipated absences, you must apply **before** your absence to the Principal's Nominee for an extension of the assessment or submission date, using the **Application for Extension** form available from the Student Office or your subject teacher.
- When an absence is legitimate, tests may be completed on an alternative date where practicable.
- Written explanations, with legitimate reasons, must be given when you have had to be absent and there was not time for planning (e.g. illness, family crisis, etc).
- Personal sports or family trips require the Principal's prior approval and a written explanation by your caregiver.
- Extensions may be granted in the case of illness/injury (on provision of a Medical Certificate), in exceptional circumstances, for example, a broken arm which prevents a student from writing, family trauma such as bereavement, sanctioned school, regional or national trips. In the case of trips, the student(s)/a staff member must **apply in advance** to the Principal's Nominee.
- It is NZQA (and, therefore, College) policy that absences or failure to submit assessable work without **legitimate reason**, will result in a 'Not Achieved' grade being recorded.

7. Extensions to Deadlines

Applications for extension must be **received prior to the due date**. Application is made on the Application for Extension form available from the Student Office. The form must be completed and a medical certificate attached in the case of illness/injury, signed by a caregiver and the subject teacher. This should be handed in to the Principal's Nominee. The Principal's Nominee may either approve or decline the extension.

8. Further Assessment Opportunities

For internally assessed standards, you may be given more than one opportunity to demonstrate achievement where it is practical and manageable. In some circumstances (such as field trips and research projects), this may not be practicable.

9. Checking Your Records

Results for Unit Standards and internal Achievement Standards will be made available via the Parent Portal throughout the year as work is completed and marked. You should check these carefully and raise any concerns about accuracy immediately – with your subject teacher in the first instance or check the portal.

You should also visit the NZQA website and log on to check your results and to monitor your progress towards Merit or Excellence Endorsements. The College submits results to NZQA monthly at the start of each month, from April onwards.

10. Storage of Student Work

Where practicable, Departments will store student work for at least one school year after the completion of the course. In subjects where physical items, practical work or field trips are involved, a signed acknowledgement of the student's result may be kept instead.

11. Deadlines

Projects, reports, assignments and Homework, may be assessed for the purpose of Achievement or Unit Standards.

- Deadlines will be signalled and clearly established when the work is set.
- Completed or not, your work must be in by the due time on the due date or no credit will be given unless an extension has been granted.
- Work not done, when there has been adequate opportunity to do it, will be recorded as "Not Achieved". No credit will be given for work found to be copied or plagiarised and more serious consequences could result, according to the College's policy regarding breaching assessment rules.

12. Breach of Assessment Rules

Cheating and Plagiarism are viewed very seriously.

Where it is established that this has occurred, the student will receive no credit for the assessment, and a "Not Achieved" result will be reported. In some instances there may be no reassessment opportunity due to the nature of the assessment (see 8).

13. Appeal

You have the right to appeal in situations where:

- you consider that this policy has not been followed.
- you feel that a mistake has been made in assessing your work or recording results. Such situations should be treated seriously and without confrontation.

a) Informal Appeal

You have the right to seek clarification from your teacher about marking decisions or where it appears an error might have been made. This must be done **within three school days** of the assessment being returned to you.

In most cases this will be sufficient for the matter to be resolved.

b) **Formal Appeal**

If the matter cannot be resolved to your satisfaction, then you can lodge a formal appeal with the Head of Department **within a further three school days of receiving your results.**

- Notify your subject teacher that you intend making a formal appeal to the Head of Department. This is done using **the Appeal of Assessment Grade** form available from the Student Office.

If the matter is still not resolved to your satisfaction, then you can refer the appeal to the Principal's Nominee **within a further three school days of receiving the response from the Head of Department.**

14. Derived Grade

At the end of the year, external examination candidates who have suffered from a temporary illness, non-permanent disability or other unforeseen event close to or during the examinations and which they believe has significantly impaired their performance in particular examinations, may apply for a Derived Grade in those examinations.

Applications for Derived Grades are made to the College Office on the approved NZQA form held by the College or downloaded from the NZQA Website.

If the application is made on the basis of illness or injury, you will need to visit a medical practitioner and have him/her complete a section of the application form. Therefore, you should collect the form from school before you visit the medical practitioner. In the case of accident, this can be done retrospectively.

If a Derived Grade is approved and provided, it will be based on your performance in College preliminary examinations or other formal test for the same standards the derived grade is being applied for. The grades applied for can be for the specific standard. Therefore it is essential you sit the school exams and that you do your best in these.

Derived Grades cannot be applied to Unit Standards or internal Achievement Standards.

15. Record of Achievement

All senior school courses use Achievement Standards and or Unit Standards to assess your work during the year. Credits earned by you will be registered with the N.Z. Qualifications Authority in your name, provided you pay the required NQF fee.

If you have paid the NQF Fee, you can apply for a Record of Achievement in the following year listing all credits gained. Application is made through the student website login.

16. Award of National Certificates

Students are encouraged to maintain a record of credits gained during their studies. When a student has met the criteria for a National Certificate, it is **THEIR RESPONSIBILITY** to make an application for the award. Application forms are available on the NZQA Website or your teacher may help you with this.

17. NQF Fees

The NQF Fees for 2017 are set by NZQA. In 2016 these were \$76.70 (for any number of Credits) for students other than Overseas Fee Paying Students. (This fee is at the time of print and maybe changed by NZQA.)

The NQF fee is collected by the College on behalf of NZQA and must be paid in order to have your

results recognised by NZQA. Students will be billed through their College account. Overseas students should refer to the International Students Department for fees information or refer to the NZQA Website.

18. Financial Assistance

To be eligible for financial assistance, the applicant (normally the parent or guardian of the candidate) must be the fee payer and meet at least one of the following criteria:

- be receiving a Work and Income or Study Link benefit. (Benefit-based Applications)
- have a joint family income that would entitle the applicant to receive a Community Services Card from Work and Income. (Income-Based Applications)
- where the total fees to pay would otherwise exceed \$200, a fee payer with two or more children who are candidates is entitled to partial remission of fees, irrespective of family income. This also applies to families with children at more than one school – e.g. MBC and MGC.

Financial assistance is applicable only to domestic students. International fee paying students are not eligible for financial assistance. In 2016, these were as follows:

	Eligible for Beneficiary or Income-based Assistance	Not Eligible for Beneficiary or Income-based Assistance
One child who is a candidate	\$20.00	Full fees (\$76.70 for NQF and 3 Scholarship subjects)
Two or more children who are candidates	A maximum of \$30.00 per family	Where fees are payable for more than one candidate, a maximum of \$100.00 per child and \$200.00 per fee payer

19. Privacy

In accordance with the Privacy Act, your privacy is to be respected with regard to assessment results and the College will not divulge such information to other students, unless specifically approved by the student for such purposes of bench-marking examples of evidence for teaching purposes.

College staff will have access to students' assessment results.

The College will report results to NZQA and pass-on details of achievement to another school in cases of students transferring to that school.

20. Special Assessment Conditions (S.A.Cs)

Students with permanent or long-term conditions or learning difficulties, which they believe will significantly impair their performance in assessments – in particular written examinations – may apply for special assessment conditions (for example, a time allowance, modifications to question and answer booklets, or the use of an examination assistant such as a reader/writer).

If you qualify for this assistance for external examinations, then you are entitled to assistance with internal assessment, where it is practicable, depending on the nature of the assessment. In the first instance, ask your Parents/Caregivers to contact the Learning Centre. This must be done early in Term 1 to ensure enough time is given to gain the assistance and to allow the student to benefit from it in school-based assessments.

21. Change of Examination Centre

Under some **exceptional** circumstances, you may need to sit your examinations at an examination centre outside Blenheim. See the Principal's Nominee **well before the exams** to make a request that will be passed on to NZQA. You must sit all external exams at one centre.

22. Checklist— Things you must understand and follow

How well do you understand the processes involved in National Qualifications Assessment?
Can you describe, in your own words, perhaps to a family member at home, each of the items listed here?

- | | |
|---|--------------------------|
| | ✓ |
| I have course outlines for all my subjects. | <input type="checkbox"/> |
| I have assessment plans for all my subjects. | <input type="checkbox"/> |
| I understand issues of authenticity . | <input type="checkbox"/> |
| I understand the appeal process . | <input type="checkbox"/> |
| I understand about submission of work . | <input type="checkbox"/> |
| I understand about missing an assessment . | <input type="checkbox"/> |
| I understand how to request an extension to a deadline. | <input type="checkbox"/> |
| (If applicable) I understand about special assessment conditions . | <input type="checkbox"/> |
| I understand about further assessment opportunities . | <input type="checkbox"/> |
| I understand about the Derived Grade process. | <input type="checkbox"/> |

There is a correlation (direct link) between achievement and attendance

How many days have you been absent from College so far this year?

How might this affect your achievement?

Term	Days
1	
2	
3	
4	

What can you do to improve upon this?

Every day counts – Track your attendance

This year at MGC we are having a huge focus on your attendance, as it is key to your success. Certificates will be awarded for students with high attendance rates. Students need to manage their attendance positively. Remember top attendance is linked to successful learning and achievement.

Record your attendance percentage during track periods:

TERM ONE (10 Weeks)	TERM TWO (10 Weeks)	TERM THREE (10 Weeks)		TERM FOUR (9 Weeks)
Week 8	Week 4	Week 4	Week 8	Week 2

You can check your attendance on the Parent Portal.

The Parent Portal

This is an important means of keeping informed about school:

- notices
- attendance
- fees
- timetable
- results

To access information that is personal to you, e.g. results, you must log-on. Your Form Teacher can give you your secure password if you have forgotten it (it cannot be changed by you, it contains a Capital letter and a number).

Username: firstname, lastname

Example password: xyza5B (case sensitive - one number and one capital)

If information on the Portal is inaccurate please see the Data Administrator (at main reception area).

Remember, the reflective learner is the successful learner!

Track Period Checkpoints

TRACK 1 EVALUATION (Term 1 Week 8)

DATE: _____

My Next steps

Teacher Mentor (Sign) _____

TRACK 2 EVALUATION (Term 2, Week 4)

DATE: _____

My Next steps

Teacher Mentor (Sign) _____

TRACK 3 EVALUATION (Term 3, Week 4)

DATE: _____

My Next steps

Teacher Mentor (Sign) _____

TRACK 4 EVALUATION (Term 3, Week 8)

DATE: _____

My Next steps

Teacher Mentor (Sign) _____

TRACK 5 EVALUATION (Term 4, Week 2)

DATE: _____






My Next steps

Teacher Mentor (Sign) _____

My 2017 Numeracy and Literacy Standards

[illegible]

How does your achievement so far match-up with your plans for 2017?

Use the following symbols     

Term	✓ / x
1	
2	
3	
4	

MGC Tracking Sheet: Years 9-13

After **every** unit of internally assessed work, you must fill-in the correct number squares (one square = one point or credit) on your MGC Tracking Sheet below, to show the number of Junior Certificate Points or NCEA Credits that you have gained. Use **different colours** as codes to help you easily track your progress in each subject **AND** towards your Merit/Excellence Endorsements.

	Physics 90257 ACHIEVED	English AS 2.2 EXCELLENCE	Maths AS90147 MERIT	
Literacy				
Numeracy				