

OTAMATEA HIGH SCHOOL

Kia mataara ki te Ao | Ready for the World

ASSESSMENT PROCEDURES AND REQUIREMENTS

A Guide for Students and their Whānau

He waka eke noa

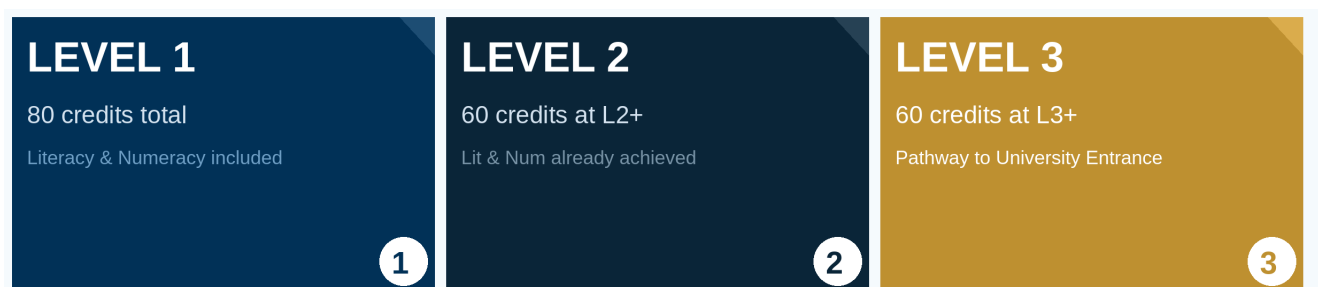
(A canoe which we are all in together, without exception)

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2026

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01 How Do I Pass NCEA?**NCEA Level 1**

To achieve NCEA Level 1 you need all of the following:

- ▶ 60 credits in total at Level 1 or higher
- ▶ 10 credits of Numeracy via the online Common Assessment Activity (CAA)
- ▶ 10 credits of Literacy — 5 Reading + 5 Writing via the CAA

Most students earn Literacy and Numeracy by sitting the CAAs — online tests run in Term 2 (May) and Term 3 (September) each year. You can sit from the end of Year 10, and up to twice per year, until you pass. You only need to pass each assessment once.

Important: your full 10 Literacy credits must all come from the same option — either the CAAs, or Te Reo Matatini, or approved Achievement Standards. You cannot mix credits from different pathways to make up the 10.

Until 2027 you can also earn literacy and numeracy through some Achievement Standards (mostly English and Maths). You cannot 'double dip' — if you rely on Achievement Standard credits for literacy or numeracy, those same credits will NOT count towards your 60 remaining credits.

Practise first: previous CAA assessments are available through your NZQA learner login at www.nzqa.govt.nz. Use them to get comfortable with the digital format before your sitting — it is worth doing.

NCEA Level 2

To achieve NCEA Level 2 you need:

- ▶ 60 credits at Level 2 or higher
- ▶ Level 1 Literacy and Numeracy co-requisite already achieved

NCEA Level 3

To achieve NCEA Level 3 you need:

- ▶ 60 credits at Level 3 or higher
- ▶ Level 1 Literacy and Numeracy co-requisite already achieved

Grades

Achievement Standards give four possible grades. Unit Standards give two (Not Achieved / Achieved). The grade you earn matters for entry into higher-level courses.

E Excellence	M Merit	A Achieved	N Not Achieved
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02 Certificate & Course Endorsements

Year Level Certificate Endorsement

Your NCEA certificate can be endorsed if you achieve enough credits at high grades:

Merit Endorsement	Excellence Endorsement
Earn 50 or more credits at Merit or Excellence at that NCEA level (or above).	Earn 50 or more credits at Excellence at that NCEA level (or above).

Endorsements can be earned retrospectively — credits from different years can combine to meet the 50-credit threshold. If you are close to endorsement at the end of any year, talk to Mr Gill.

Course Endorsement

Individual courses can also be endorsed, recognising high achievement in a particular subject:

- ▶ Merit Course Endorsement: 14 or more credits at Merit (or Merit + Excellence) in one subject in one year with at least 3 from internal and 3 from external assessments in one year
- ▶ Excellence Course Endorsement: 14 or more credits at Excellence in one subject in one year with at least 3 from internal and 3 from external assessments in one year
- ▶ Achieved Course Endorsement: 14 credits with at least 3 from internal and 3 from external assessments in one year
- ▶ At least 3 credits must come from external assessments — except subjects like PE where no externals exist
- ▶ All credits must be earned in the same year — they do not carry over for course endorsement purposes

03 University Entrance

University Entrance (UE) is the minimum qualification required to study at a New Zealand university. This is the minimum — individual universities and courses often have higher specific requirements, so check early with the Careers Advisor.

University Entrance Requirements

- ▶ Pass NCEA Level 3, including Literacy and Numeracy Co-requisites
- ▶ Achieve 14 credits at Level 3 or higher in Achievement Standards in each of THREE approved UE subjects
- ▶ UE Literacy: 10 credits at Level 2 or above — 5 credits Reading + 5 credits Writing from approved standards
- ▶ UE Numeracy: 10 credits at Level 1 or above from approved numeracy standards

University Entrance Rank Score

Some universities use a rank score to rank students nationally for competitive courses. Your rank score is calculated from your best 80 credits at Level 3 in approved subjects:

Excellence
4 points per credit

Merit
3 points per credit

Achieved
2 points per credit

For the most current UE information visit www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/ or speak to the Careers Advisor. UE requirements for specific courses change regularly — always check early.

04 Vocational Pathways & Scholarship

Vocational Pathways

Vocational Pathways show how your NCEA achievements connect to the real world of work. They align Level 2 Achievement Standards with six industries, making it easier for employers to see where your skills sit:

Industries	Industries (continued)
▶ Primary Industries ▶ Services Industries ▶ Social & Community Services	▶ Manufacturing & Technology ▶ Construction & Infrastructure ▶ Creative Industries

To receive a Vocational Pathways Award you must pass NCEA Level 2. At least 20 Level 2 credits must come from sector-related standards, with the rest making up 60 pathway credits in total. Your award will appear on your NZQA Record of Achievement.

Scholarship

NZ Scholarship provides recognition and monetary awards for top Year 13 students. Scholarship exams test high-level critical thinking, abstraction, generalisation, and the ability to integrate and apply knowledge to complex situations.

Talk to your Level 3 teacher if you think you might be eligible for Scholarship — entries are called for later in the year. Business Studies joins the Scholarship list from 2027.

05 Course Requirements & Full-Time Study

All senior students must be enrolled in a full-time course. Most students progress with their year group. Study at a higher level than your year group is at the discretion of the Deputy Principal of Teaching and Learning.

What Counts as Full-Time Study?

Year 11	English, Maths, Science + three other courses (6 option lines).
Year 12	Six subject courses (6 option lines). Some students study by correspondence.
Year 13	Five courses + one line of study (some may take six). Some students study by correspondence.

It is vitally important that students and their whānau read through all course outlines and assessment schedules at the start of the year. Instructions must be followed carefully.

Pathways

Pathways may be an option for senior students. Students on a Pathways course complete a combination of prescribed standards plus standards selected from the NQF, personalised around their career pathway. Most Pathways students also complete a work placement as part of the Gateway programme.

Moving to a Higher Level

To study at a higher level than your year group, you will generally need to meet the prerequisite published in the Student Course Directory. If prerequisites are not met, your HOD may grant dispensation in some cases.

Coursework Requirements

1. A genuine attempt must be made with all work that is part of your course, including class work and homework. This matters because a grade can be based on this evidence.
2. If you are enrolled in a course, you are expected to complete all assessments linked to it. Your parents/caregivers will be informed if you fail to complete an assessment.
3. Permission not to sit a particular standard may only be granted under exceptional circumstances, with HOD approval and discussion with parents/caregivers.
4. Teachers will keep records of work completion. These will be reflected in written reports sent home.

06 Course Outlines

At the beginning of each course your teacher must give you an assessment statement (course outline). This tells you everything you need to know about what will be assessed and when. Read it carefully with your whānau.

Your Course Outline Must Include:

- ▶ A list of all standards in the course with their registration number and version
- ▶ The full title and number of credits for each standard
- ▶ Whether each standard is internally or externally assessed
- ▶ Approximate timing of each assessment
- ▶ Whether a Further Assessment Opportunity (resubmission or reassessment) is available for each standard
- ▶ Literacy, Numeracy and University Entrance information
- ▶ The school's policy on Generative AI (GenAI) and permitted digital tools for each assessment
- ▶ Inter-class moderation procedures and the school's appeal process
- ▶ A tracking sheet for you to record your own results throughout the year

Written Notification of Assessments

- ▶ For extended tasks or work done outside of class: a due date is given when the task is issued
- ▶ For tasks completed in class: at least one week's notice before the task begins
- ▶ Any changes to published assessment dates require at least five school days' notice

07 Deadlines & Assessments**Deadlines for Long-Term Assignments**

Hand-in dates for work completed outside class are set by your teacher and clearly published in your course outline. For work submitted in person, the default is Monday at 9am unless otherwise specified. For electronic submissions, the deadline is midnight on the due date where no time is given.

Work submitted after the stated deadline may not be marked. A deliberate absence on assessment day — such as bunking or staying home to finish — is treated as intent to avoid assessment. No further opportunity will be given and you will receive Not Achieved.

What if I Miss an Assessment or Deadline?

If you are absent due to illness, bereavement or another serious reason beyond your control, you must:

1. Provide your teacher with a signed absence note stating your name, class, date(s) of absence and the specific reason
2. Provide this note on your first day back — no later than three school days after returning
3. For illness: include a medical certificate if you missed a formal assessment
4. For serious circumstances other than illness (e.g. bereavement): your HOD will contact the Principal's Nominee directly
5. If you know in advance you will miss an assessment, arrange an alternative date with your teacher BEFORE the absence

For justified absences, your HOD may arrange an extension, reschedule the assessment, or provide a further assessment opportunity. Family holidays are not accepted as a reason to miss an assessment.

Applying for an Extension

- ▶ Talk to your teacher well before the due date — not on the day itself, or after
- ▶ Show your teacher evidence of work completed so far — no evidence of work means no extension
- ▶ Extensions are generally no more than three days beyond the original due date
- ▶ If circumstances are ongoing, your teacher will discuss options with the Principal's Nominee

Record Keeping — Your Responsibility

Keep all assessed work unless your teacher has filed it for moderation. In the event of an appeal or derived grade application you may need it.

- ▶ Keep your own record of marks in formal assessments — use the tracking sheet in your course outline
- ▶ At the end of the year you must initial a printout of your results to confirm they are correct

- ▶ Check that you are entered for the correct standards and report any concerns to your teacher or the PN immediately

Not Achieved Grades

If you are given a reasonable opportunity to complete an assessment and do not do so, you will be awarded a Not Achieved grade. This will appear on your official NZQA Record of Achievement. Speak to your teacher or HOD immediately if this happens — ask about your options.

08 Resubmission & Further Assessment (FAO)

Sometimes — but not always — you may get a second chance to improve your grade. There are two types of opportunity. Which type is available (if any) will be stated in your course outline.

Resubmission

- ▶ A chance to correct a minor error in your original work
- ▶ Only available if your initial grade is Not Achieved
- ▶ You can only go up to Achieved — not Merit or Excellence
- ▶ You must figure out what needs fixing yourself — your teacher cannot direct you
- ▶ Only one resubmission per assessment opportunity
- ▶ Must happen promptly — no further teaching beforehand

Reassessment / Further Assessment Opportunity (FAO)

- ▶ A completely new assessment task, given after additional teaching and learning
- ▶ Maximum of one FAO per standard per year
- ▶ Must be offered to the whole class — not just selected students
- ▶ Additional teaching and learning must happen before the FAO is given
- ▶ Your highest grade from either attempt is the one reported to NZQA
- ▶ The school decides if, when and how FAOs are provided — check your course outline

One resubmission OR one reassessment counts as your single FAO for that standard — you cannot have both. Whether an FAO is available will be clearly stated in your course outline. Do not assume one is available if it is not listed. Important: if you have previously submitted work that was found to be inauthentic (a breach), you are still entitled to participate in a Further Assessment Opportunity if one is offered. A prior breach does not automatically disqualify you from an FAO for that standard.

09 Authenticity of Your Work

For every NCEA assessment, the work you submit must be your own. Your teacher needs to be confident that what they are marking genuinely reflects what you know and can do.

What Counts as a Breach?

- ▶ Copying and pasting material from the internet without acknowledgement
- ▶ Copying another student's work — or allowing your own work to be copied
- ▶ Using sources or ideas without properly referencing them (plagiarism)
- ▶ Having someone else complete your work for you (impersonation)
- ▶ Using Generative AI in ways not permitted by the assessment (see Section 10)
- ▶ False declarations of authenticity — signing off on work that is not yours
- ▶ Altering answers after submission — for example before seeking an appeal
- ▶ Using unauthorised notes, devices or materials during a supervised assessment

Authenticity Statements

At the beginning of each year you will complete an annual authenticity statement electronically. This alerts you and your whānau to the issue of submitting genuine work. You may also need to sign individual authenticity statements for specific assessments — particularly for art folios and submitted external portfolios. At the end of the year you will be asked to sign off on your KAMAR results before they are sent to NZQA.

Single-Event Assessments — Tests and Examinations

These are carried out under controlled conditions, which typically include students seated separately, no talking, and no or limited access to reference materials.

Extended Assessments — Projects and Assignments

For work completed over time, your teacher may use several strategies to confirm authenticity:

- ▶ Plans, notes and drafts are kept and reviewed throughout the process
- ▶ Teachers conference with you to check your understanding of your own work
- ▶ Milestone stages are recorded (e.g. work plan, draft, final product)
- ▶ Work is completed, at least in part, in class under supervision

Call-Backs

If a final piece of work raises authenticity concerns, your teacher may ask you to:

- ▶ Repeat a performance — e.g. manipulate data using a computer
- ▶ Describe orally the process you followed — e.g. explain websites visited and information gathered
- ▶ Provide evidence that you carried out a process — e.g. confirmation from a person you interviewed

What Happens if a Breach is Suspected?

1. Your teacher refers the work to the HOD for initial investigation
2. The HOD reports to the Principal's Nominee, Mr Gill, who investigates further
3. You will be given an opportunity to explain yourself
4. If a breach is upheld you will likely receive Not Achieved and may not be given another opportunity
5. Multiple breaches can result in further consequences, including disqualification from qualifications

If a potential breach is identified during an external assessment (such as suspected GenAI use in an exam), you will still be allowed to complete the assessment. The breach report will be investigated afterwards — you do not lose your right to finish the exam.

You have the right to appeal any decision about a breach — see Section 12.

10 Generative AI

Generative AI (GenAI) tools — such as ChatGPT, Microsoft Copilot, Grammarly, Google Bard, Midjourney and similar apps — are changing how people work and learn. Using them carefully and honestly can support your learning. Using them carelessly can cost you credits.

The Core Rules for GenAI at OHS

- ▶ Your teacher will state clearly in the course outline whether GenAI may be used, and to what extent. Rules vary by subject and task — read assessment instructions carefully.
- ▶ Any use of GenAI **MUST** be acknowledged in your submission. Treat it like referencing any other source — include the tool used and the prompts you entered.
- ▶ You cannot reference AI outputs as a 'source' like a book or webpage. Cite them as 'personal communication' and provide the prompts used.
- ▶ GenAI, Grammarly, paraphrasing tools and translation tools are **NOT** permitted in any external assessment — including CAAs, end-of-year examinations and submitted portfolios.
- ▶ Using these tools in an external assessment is a breach of the rules. Results can be withheld even if the use was accidental.
- ▶ Before any external assessment, turn off ALL browser extensions — including Grammarly — on your device.
- ▶ AI-generated information can be inaccurate, biased or 'hallucinated' (made up). You are responsible for the accuracy of everything you submit.

OHS WAKA for Generative AI

Follow the OHS WAKA principles when deciding whether and how to use AI for any school work:

W — We are Learners (Whaia te Mātauranga)	I understand what is being assessed and what must be my own work. I ask questions about AI outputs and how I use them. I understand why I am using AI.
A — Act with Respect (Manaaki te Tangata)	I show how I have used AI in my work, including the tools and prompts I used. I understand that AI uses other people's work to create outputs. I know AI outputs may be incorrect or biased.
K — Keep Safe (Tiaki Tangata)	I keep personal information private. I only submit work that is my own, appropriately referencing ideas that are not. I know I cannot use AI for external assessments.
A — Always Proud (Kia Manawanui)	I use AI to improve my learning, not to do it for me. I share work in progress with my teacher. I always submit work that is my own, completed to the best of my ability.

If in doubt about what AI use is permitted for any task, always ask your teacher first. Getting it wrong can result in losing credits you have worked hard to earn.

11 Attendance

Normal school attendance procedures apply to all senior students. Seniors are sometimes involved in activities outside the classroom, but if you are frequently absent you are disadvantaging yourself by missing the work covered.

Be realistic when you commit to activities that take you away from timetabled classes. You will generally be required to catch up on any work missed through absence.

Representing the School

If you are away for sporting, cultural, academic or leadership reasons, another assessment opportunity will be made available where possible. Sometimes this is not possible — talk to your teacher well in advance. In some cases you may need to choose between being at school for the assessment or attending the activity.

Family Holidays

Family holidays are not accepted as a reason for missing an assessment deadline or assessment event. If you know in advance you will be away, speak to your teacher immediately so options can be explored.

12 Appeals

You have the right to appeal any assessment decision. This includes the grade awarded, a decision that you breached assessment rules, or a decision about whether you are permitted to sit an assessment.

- 1 Approach your subject teacher directly to discuss the decision.
- 2 If not resolved, make a formal appeal to your HOD within five school days of being notified of the initial decision.
- 3 If still unresolved, the matter goes to the Principal's Nominee, Mr Gill. If the PN is your teacher, the Deputy Principal or another SLT member steps in.
- 4 The school may call in an independent assessor to verify the assessment judgement.

Appeals must be made on the official appeal form, available from Mr Gill. Appeals about breach-of-rules decisions follow the same four steps.

13 Derived Grades

If serious circumstances beyond your control prevent you from sitting an external exam — or significantly affect your performance — you may be able to apply to NZQA for a derived grade. A derived grade is based on your results in practice examinations during the year.

Important Points About Derived Grades

- ▶ The circumstances must be serious. Stress about exams, minor illness and general family disturbances do not qualify.
- ▶ Evidence must show HOW the circumstances prevented you from sitting or affected your performance — not just that something happened.
- ▶ Student descriptions of how they felt are NOT sufficient evidence on their own.
- ▶ A medical certificate alone is often not enough — the doctor must describe the impact at the time, not retrospectively.
- ▶ Derived grades do NOT compensate for lost study or preparation time.
- ▶ You must notify the Principal's Nominee at the time of the illness or event — not weeks later.
- ▶ You should sit the exam wherever possible — you will often still do well.
- ▶ Derived Grades are NOT available for Literacy and Numeracy CAA assessments.

What Do You Need for a Derived Grade?

- ▶ A practice exam (mock exam) grade for the relevant standard — this is why sitting and working hard at practice exams matters
- ▶ That practice grade must have been moderated by another teacher
- ▶ Supporting evidence: a medical certificate, or a statement from a police officer, counsellor or other appropriate person

Download the Derived Grade application form from www.nzqa.govt.nz and seek advice from Mr Gill before applying. A derived grade CANNOT be awarded if there is no practice grade on file. Think of your mock exam as an insurance policy — take it seriously.

Your Responsibilities Before Exams

You are expected to take responsibility for your own exam preparation and entries. Before exams begin, you must:

- ▶ Check that all your exam entries appear correctly on your MyNZQA account
- ▶ Check that your admission slip lists all the standards you are entered for
- ▶ Organise yourself — and your family if needed — so you arrive at the exam on time
- ▶ Speak to the PN immediately if anything looks incorrect or is missing from your entries

National Representation — Pre-Approval

If you are representing New Zealand at a national level and this clashes with an external exam, you may be able to apply for a pre-approved derived grade. This allows you and your whānau to plan travel in advance knowing the application has already been approved. You must still submit a follow-up application afterwards with the standards, grades and evidence of your participation. Talk to Mr Gill well ahead of time if this applies to you.

14 Digital Examinations 2026

From 2026, NZQA is rolling out digital examinations across NCEA levels. This affects how you will sit your end-of-year external assessments.

2026 Digital-First Examinations — Key Facts

- ▶ From 2026, NCEA Level 1 external examinations are delivered digitally by default where a digital option exists.
- ▶ The 2026 end-of-year examination timetable runs from Tuesday 10 November to Friday 4 December.
- ▶ Paper-based examination remains available — your school will advise if you are sitting on paper.
- ▶ Level 2 moves to digital-first in 2027; Level 3 and Scholarship in 2028.
- ▶ There are no personalised paper backups from 2025 onwards — digital buffer packs are provided instead.

What This Means for You

- ▶ Your exam entries will be digital by default — check your entries with the PN before 1 September
- ▶ All entries for a single candidate session must be the same format — either all-digital or all-paper. You cannot mix digital and paper within the same session, so make sure your entries are correct before 1 September
- ▶ If you have a Special Assessment Condition (SAC) that affects your exam format, speak to Fiona MacGregor (SENCO) before 1 September
- ▶ Before any digital exam, turn off ALL browser extensions on your device — especially Grammarly and any AI tools
- ▶ You cannot use GenAI, Grammarly or translation tools in any external assessment — doing so is a breach, even if it was accidental
- ▶ If your device fails during a digital exam, shared paper buffer packs are available in the room. Note: from 2025, personalised paper backups are no longer printed for individual students entered for digital exams — only shared room-level buffers are provided. This means you cannot assume you can simply switch to paper on the day

15 Submitted External Work

Some NCEA standards are assessed through work you submit for marking at the end of the year, rather than through a written examination. This includes portfolios, artwork, and other extended pieces in subjects such as Visual Art (all levels), Graphics, Digital Technology and Music Performance. If you are in any of these subjects, this section applies to you.

Key Deadlines for Submitted External Work

- ▶ All submitted external work must be submitted by 28 October 2026
- ▶ Exception: Level 3 Visual Art portfolios are due by 2 November 2026
- ▶ Check subject-specific instructions carefully — submission methods differ by subject
- ▶ Submission instructions for each subject are published on NZQA subject pages on 15 May

Your Responsibilities for Submitted Work

Submitted external work follows the same authenticity rules as all other assessments. Before your work is submitted, you should:

- ▶ Review your work carefully and confirm it is complete and exactly what you intend to submit
- ▶ Ensure your work is your own — your teacher must be confident of authenticity before submission
- ▶ For digital submissions: do not include any links to websites or cloud storage — all material must be contained within the submitted files
- ▶ For digital submissions: only use the file types specified in the submission instructions — other formats may not be able to be marked
- ▶ For physical submissions (e.g. some Visual Art): check everything is included and the courier label address is correct
- ▶ If you have been assessed against a standard and your work has been submitted, it cannot be withdrawn

Once submitted external work has been sent to NZQA, your school retains a secure copy until results are finalised — in case there is a query. Make sure you are happy with what goes in before it leaves the school.

GenAI in Submitted External Work

All the same GenAI rules apply to submitted external work. If you use GenAI in the preparation of a portfolio or submitted piece in ways not permitted by the assessment, or fail to acknowledge AI use where it was permitted, this is a breach of assessment rules. Your teacher will review your work for authenticity before submitting it to NZQA.

16 Special Assessment Conditions (SAC)

Special Assessment Conditions (SAC) allow students with identified learning needs or medical conditions to be assessed fairly. If you believe a learning difficulty, medical condition or sensory need prevents you from demonstrating your true ability under standard conditions, you may qualify.

Contact Paddy Hallissey (Learning Support Co-ordinator) at paddy.hallissey@otamatea.school.nz, or Fiona MacGregor (SENCO) at fiona.macgregor@otamatea.school.nz, as early in the year as possible if you or your whānau think SAC may apply to you. You can also email sac@nzqa.govt.nz directly for information. See the PN if you have questions about SAC in external exams.

Types of SAC

SAC can include: extra time, a reader/writer, a separate room, assistive technology, rest breaks, enlarged print, or alternative format materials. The specific conditions are determined by NZQA based on the evidence provided.

Applications — Two Pathways

From 2026, there are two ways schools can apply for SAC on your behalf. The school will determine which pathway is appropriate for you:

- ▶ **Notifications Gateway:** the school notifies NZQA of your SAC needs. Evidence is kept on file at school but does not need to be uploaded at the time of application. NZQA audits a selection of schools each year, so evidence must be kept.
- ▶ **Approvals Gateway:** supporting evidence is submitted directly to NZQA at the time of application. NZQA SAC specialists review the evidence and determine what conditions are needed. This pathway is particularly useful for complex cases.

Regardless of the pathway used, there is no change to the type of evidence required. Applications must be made before 31 July each year. Once approved, SAC applies to all your internal and external assessments. If you need SAC for digital examinations, ensure it is attached to your entries before 1 September.

17 Tracking Your Results

Track Your Results at School — KAMAR

You can log into KAMAR (the OHS student portal) at any time to view results as entered by your teachers. Check KAMAR regularly to stay on top of your progress and catch any errors early.

<https://otamatea.school.kiwi/>

Check Your Official NZQA Results

Log in to your NZQA learner account at www.nzqa.govt.nz at any time to view your official Record of Achievement, order results notices and monitor your progress. There can be a small delay between results appearing in KAMAR and the NZQA site.

If you have not yet registered, do so at: <https://secure.nzqa.govt.nz/for-learners/records/register.do> — If you have forgotten your login, your NSN (National Student Number) works as a username. Find it in KAMAR under your student details.

Verifying Your Results

Near the end of Term 4, you will be asked to check and sign off on your results as recorded in KAMAR before they are submitted to NZQA. Take this seriously — report any discrepancies to Mr Gill immediately.

Entries and Withdrawals

- ▶ Your school will enter you for all standards you are studying — these appear on your NZQA Learner Login after 1 April each year.
- ▶ To withdraw from an internally assessed standard: you must do so by 1 December. If you have already been assessed or submitted work, you cannot withdraw.
- ▶ To withdraw from an externally assessed standard: you must do so before the end of August. Talk to your teacher first.

- ▶ All withdrawals require written parental/caregiver approval.

18 Privacy & School Awards

Privacy

OHS complies with the Privacy Act at all times. Your results are confidential — no student is permitted to view another student's results without their consent. Teachers take care when returning assessments and when students verify results.

If your work is to be used as an exemplar for other students, your explicit permission will be sought first.

School Awards

In addition to NCEA qualifications, OHS celebrates student achievement at prize-giving through a range of school awards. These include:

- ▶ Dux and proxime accessit — for overall academic achievement
- ▶ Subject prizes — awarded by individual departments

For a full list of school awards, speak to your Dean or contact the Deputy Principal in charge of Student Achievement, Nicky Cotching.

I would like to acknowledge the assistance of the Aotearoa New Zealand Principal's Nominee Network and Kerikeri High School for providing access to their handbooks.

He waka eke noa — Kia mataara ki te Ao

A canoe which we are all in together, without exception — Ready for the World

