

2021 NCEA assessment information sheet Secondary dual enrolled students

Internal assessment deadlines

Your internal work for NCEA assessment should be uploaded to My Te Kura as soon as possible before **31 October 2021**. This will ensure your results are available for your school to report to NZQA for the 2021 school year and be available in your Record of Achievement in mid-January 2022.

The final day to upload work in My Te Kura for marking and feedback is 3 December 2021. Any results will also be available for your school to report to NZQA for the 2021 school year however, they may only be updated on your Record of Achievement by the end of February.

Portfolio submission deadlines

If you are enrolled in the following subjects and register for the external assessment, below are the dates your portfolio of work is due to Te Kura.

	Level 1	Level 2	Level 3	Scholarship
Design and Visual Communication	Oct 22	Oct 22	Oct 22	Oct 22
Technology	Oct 20	Oct 20	Oct 20	Oct 20
Visual Arts	Oct 18	Oct 26	Nov 1	Nov 1
Scholarship Music	n/a	n/a	n/a	Oct 20
Scholarship Physical Education	n/a	n/a	n/a	Oct 20

Externally assessed standards (exams and portfolios)

It is your school's responsibility to enter you for any externally assessed standards you wish to attempt for your Te Kura subjects.

This includes end of year exams, portfolio/report submissions, the Common Assessment Task (MCAT) for Level 1 Maths AS91027, and Digital Technologies Common Assessment Tasks (DCATs).

Before deciding which standard/s it would be appropriate for you to enter, you should speak with your Te Kura subject teacher. Then you should speak to your school's Te Kura Coordinator and/or Principal's Nominee to ensure you are entered for the correct standards.

Internal assessment results

It's your school's responsibility to submit your Te Kura internally assessed results to NZQA. When these results become available on your NZQA student login page (www.nzqa.govt.nz/login), you should regularly check the accuracy and completeness of the results recorded. If there are any errors, please contact your school's Principal's Nominee.

Authentication

Remember the work you send in for assessment must be your own. You confirm your understanding of the overarching authenticity declaration when you first start your study in My Te Kura. Each assessment task will require you to declare the work is your own when you submit your completed task to the Dropbox. If the task requires supervision, you must also state the name of your supervisor.

Appeals

If you don't agree with the grade for an internal assessment you should, in the first instance, request your subject teacher review the marking of the assessment.

If you are still not satisfied with the explanation given by your teacher, you have one month (from the time you received the marked work back from your teacher) to make a formal appeal. A Student Assessment Appeal form must be completed and emailed to the Assessment & Qualifications Lead, Principal's Nominee at Te Kura. It's important that your school's Te Kura Coordinator be informed about the nature of the appeal.

An appeal form is available in 'My Te Kura'

1. In My Te Kura, go to the home page of your course
2. Click 'Need to Know'
3. Click 'Assessment Information' (right hand side of page)
4. Select 'Appeals'

Help

If you're having any problems, please contact your subject teacher for their help and advice.