



**TIMARU BOYS'**  

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**HIGH SCHOOL**



# TIMARU BOYS' HIGH SCHOOL

## Student Information Handbook 2026

### Introduction

Welcome to **Timaru Boys' High School**. This handbook provides students with essential information about assessment rules, qualifications, and policies aligned with NZQA (New Zealand Qualifications Authority) requirements for the 2026 academic years. It is the responsibility of every student to understand and follow these guidelines to ensure fair, valid, and nationally recognised assessment outcomes.

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### NCEA Levels Overview

Students work towards the National Certificate of Educational Achievement (NCEA) at Levels 1, 2, and 3. Each level builds on the previous one and contributes to future education and career pathways.

#### NCEA Level 1

To achieve NCEA Level 1, students must: - Achieve **60 credits at Level 1 or above**, and - Meet **literacy and numeracy co-requisites** as defined by NZQA (either through approved standards or co-requisite assessments).

#### NCEA Level 2

To achieve NCEA Level 2, students must: - Achieve **60 credits at Level 2 or above**, and - Hold NCEA Level 1 literacy and numeracy requirements.

#### NCEA Level 3

To achieve NCEA Level 3, students must: - Achieve **60 credits at Level 3 or above**, and - Have met the literacy and numeracy requirements.

Credits can be gained through a combination of internally assessed and externally assessed standards.



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## Certificate Endorsement

You can earn an endorsement on your NCEA certificate depending on the number of high-level credits you achieve.

If you gain 50 credits at Merit level, or a combination of Merit and Excellence, your certificate will be endorsed with **Merit**.

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

## Course Endorsement

You can also receive an endorsement for individual subjects.

To get a **Merit endorsement** in a course, you need at least 14 credits at Merit or Excellence in that subject within one year. At least 3 of these credits must come from external assessments (unless the subject does not have externals, like PE).

To get an **Excellence endorsement**, you must earn 14 credits at Excellence level in one subject, including at least 3 external credits, all within the same year.

A course can also be endorsed with **Achieved** if you earn 14 credits in that subject, with at least 3 internal and 3 external credits.

## University Entrance (UE)

University Entrance is the basic requirement needed to study at a university in New Zealand.

To gain UE, you must:

- Pass NCEA Level 3 (including literacy and numeracy requirements)
- Achieve at least 14 credits at Level 3 or higher in three approved subjects
- Gain 10 numeracy credits at Level 1 or above
- Gain 10 literacy credits at Level 2 or above, including 5 credits in reading and 5 in writing

Although this is the minimum requirement, some universities and courses may have higher or more specific entry requirements. It's important to check these if you have a particular pathway in mind.



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## University Entrance Rank Score

Some universities use a rank score to decide entry into competitive courses. This score is based on your best 80 Level 3 credits from approved subjects. Each credit is worth:

- 4 points for Excellence
- 3 points for Merit
- 2 points for Achieved

The total points determine your rank score, but the required score can vary depending on the course or university.

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## Vocational Pathways

Vocational Pathways show how your school learning connects to real-world jobs and industries. They link NCEA Level 2 standards with specific career areas, helping you see which subjects are useful for different pathways.

There are six main pathway areas:

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

These pathways make it easier for employers to understand how your skills match their industry. To achieve a Vocational Pathways Award, you must first pass NCEA Level 2. You also need at least 20 Level 2 credits that are directly related to a specific industry, along with other recommended credits to make up a total of 60 pathway credits.

Your Vocational Pathways Award will appear on your NZQA Record of Achievement.

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## Scholarship

Scholarship is a qualification that recognises top-performing Year 13 students and can also provide financial rewards.

These exams are designed to be challenging and are aimed at students who can think critically and apply their knowledge at a high level. Students are expected to show advanced skills such as analysing complex ideas, making connections, and applying what they know to unfamiliar situations.

Year 13 students can choose to sit Scholarship exams in certain subjects. Entries usually open later in the year, and students should talk to their Level 3 subject teachers for more information and guidance.

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## Course Information from Teachers

At the start of the year, your teacher must provide an assessment outline for the course. This explains how the course will run, what assessments you will complete, and how you will be graded.

This information should include:

- A list of all standards in the course
  - The standard number and version
  - The full title of each standard
  - The number of credits available
  - Whether the assessment is internal or external
  - When the assessments are likely to take place
  - Whether there is another opportunity to be assessed
  - Details about literacy, numeracy, and University Entrance requirements
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## Internal Assessments

Internal assessments are set and marked by teachers and moderated according to NZQA requirements.

Students must: - Submit all assessment work **by the published due date** - Follow assessment instructions carefully - Ensure all work submitted is **their own**

Late submissions: - May only be accepted with prior approval or valid evidence (e.g., medical certificate) - Are otherwise likely to result in a **Not Achieved** grade

## Applying for an Extension

If you think you won't be able to meet a deadline, you should talk to your teacher as early as possible. Asking on or after the due date will usually mean your request is declined.

Extensions may be granted if you are unable to complete your work due to circumstances beyond your control, such as illness or serious family issues. Your teacher will discuss your situation before making a decision.

[Extension or missed assessment form](#)

## Reassessment Opportunities

Students may sometimes have the chance to improve their results through resubmissions or further assessment opportunities, but this is not always guaranteed. Teachers decide when these options are available.

### Resubmission

A resubmission allows you to improve a result that was originally Not Achieved. It is only offered at the teacher's discretion and usually gives you the chance to reach an Achieved grade. You must work out what needs to be improved on your own, as teachers cannot provide direct help.

### Further Assessment Opportunity

This involves completing a new assessment or a different version of the original task after additional learning has taken place.



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- Only one further assessment opportunity may be offered per standard each year
  - If offered, it must be available to all students
  - All grades (Achieved, Merit, Excellence) must be possible
  - The highest grade you achieve will be the one reported to NZQA
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## Derived Grades

A derived grade can be applied for if you are unable to sit an external exam or if your performance is seriously affected by unexpected circumstances beyond your control, such as illness.

To be considered for a derived grade:

- The situation must be serious (minor illness or normal exam stress will not be accepted)
- You must provide evidence, such as a medical certificate or a statement from an appropriate professional
- The issue must have occurred during the exam period or shortly before it

Students are encouraged to sit their exams if possible, as they may still achieve a good result.

A derived grade can only be awarded if the school already has a valid grade for that standard. This usually comes from practice exams (mock exams) completed earlier in the year and must be based on work that has been checked by another teacher.

Because of this, it is important to take practice exams seriously, as they act as a backup if something goes wrong during the real exams.

A derived grade cannot be given if:

- There is no practice assessment grade available
- You missed or did not complete the practice assessment
- The subject did not include a practice assessment

Derived grades are also not available for some non-exam external assessments.

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## **Authenticity of Work**

All assessment work must be authentic.

This means: - The work must be completed by the student - Any assistance must be permitted and acknowledged - Sources must be correctly referenced where required

Teachers may require students to: - Sign an authenticity statement - Complete in-class checkpoints - Discuss their work to confirm understanding

## **Student Authenticity Declaration**

Students may be asked to confirm the following before submitting assessment work:

I declare that this assessment is entirely my own work. I have acknowledged all sources and assistance. I understand that submitting work that is not authentic may result in a Not Achieved grade and further disciplinary action.

A false declaration is considered assessment misconduct.

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## **Misconduct and Appeals**

### **Assessment Misconduct**

All work submitted for assessment must be your own. If you hand in work that is copied, not properly referenced, or created dishonestly, it may be treated as a breach of the rules.

Examples of misconduct include:

- Plagiarism (submitting work that is not your own)
- Impersonation
- False statements about authenticity
- Using notes during a test or exam
- Communicating or helping others dishonestly during assessments
- Lying about reasons for late work
- Changing answers before appealing
- Copying or allowing others to copy your work

To avoid problems, always make sure your work is original and follow your teacher's instructions carefully.



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**Consequences:** - A result of **Not Achieved** will be awarded for the standard - Parents/caregivers may be informed - Further disciplinary action may be taken under school policy

## Appeals Process

If a student believes an assessment decision is unfair or incorrect, they may appeal.

Steps for appeal: 1. Discuss the concern with the subject teacher first 2. If unresolved, submit a written appeal to the relevant Head of Department within the specified timeframe 3. A formal review will be conducted according to school and NZQA procedures

Appeals must be based on **process or evidence**, not dissatisfaction with grades.

## What happens if there is a concern about authenticity?

The following process is typically followed:

1. Teacher discusses the concern with the student and gathers evidence.
2. Work may be compared with drafts, checkpoints, or other students' submissions.
3. The student may be asked to explain or reproduce parts of the work.
4. If authenticity cannot be verified, the grade reported is **Not Achieved**.
5. The student is informed of their right to appeal the decision.

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## Special Assessment Conditions (SAC)

Special Assessment Conditions are available for students who have a verified need that affects their ability to be fairly assessed.

Examples include: - Reader or writer assistance - Extra time - Separate accommodation - Rest breaks

## Applying for SAC

- Applications are managed by the school's SAC Coordinator
- Evidence from qualified professionals is required
- Approved conditions apply to both internal and external assessments where relevant

Students are encouraged to apply **as early as possible**, as approvals can take time.



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## Acceptable Use of Artificial Intelligence

The use of AI tools such as but not limited to ChatGPT, Copilot, Grammarly, and image generators must be used carefully in schoolwork. Different subjects and assessments may have different rules about whether AI can be used, so it is important to check with your teacher first.

AI cannot be used as a normal source like a book or website. If it is used, it must follow specific rules, such as explaining how it was used and including the prompts. Students should also be aware that AI-generated information is not always reliable and may contain errors, bias, or made-up content. Tools that automatically improve writing, such as Grammarly, may not be allowed in some subjects, especially when your own writing skills are being assessed.

Using AI incorrectly can lead to plagiarism issues. Your work must still show your own understanding, and teachers may ask you to explain what you have submitted.

To avoid problems, always follow school guidelines and ask your teacher if you are unsure about using AI.

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## Accessing Results

NZQA results are released annually in **January**.

Students can access their results by: 1. Visiting the NZQA Learner Login portal 2. Logging in using their **NSN (National Student Number)** 3. Viewing results, endorsements, and Record of Achievement

Students should: - Keep their login details secure - Check results promptly - Contact NZQA or the school if any discrepancies are identified.

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## Final Notes

At **Timaru Boys' High School**, we are committed to academic integrity, fairness, and supporting every student to achieve personal excellence. Clear understanding of assessment expectations is a key part of that commitment.

By engaging honestly and responsibly in assessment, students ensure that their qualifications remain credible and meaningful.