



NEW ZEALAND **QUALIFICATIONS** AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

— Making Use of NCEA:  
a guide for senior students

Now you're a senior student, you'll want to make sure you get the most out of the qualifications you're doing at school.

In Years 12 and 13 you should be thinking about what areas you need to focus on for your future study or career. Your NCEA level 2 results are important – these are often used as part of the selection process by universities, other tertiary institutions and employers. You may need to take particular level 3 courses and standards as an entry requirement for some tertiary courses. If you have a career in mind, check out what you will need.

"Rangitoto College strongly supports NCEA because it is the best system available for our students. NCEA allows assessment of a wide range of subject areas and of a wide variety of skills and knowledge. It gives the best indication of a student's ability to succeed at university and it is the preferred system of employers."

DAVID HODGE, PRINCIPAL, RANGITOTO COLLEGE, OPEN LETTER TO PARENTS, 2011



## Requirements for NCEA Certificates

**Level 1:** 80 credits at level 1 or above, including literacy and numeracy requirements. From 2012, the requirement is 10 credits in literacy and 10 credits in numeracy. Your teacher will explain how these work.

**Level 2:** 80 credits – a minimum of 60 credits at level 2 or above and 20 credits at any level.

**Level 3:** 80 credits – a minimum of 60 credits at level 3 or above and 20 credits at level 2 or above.

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| Level 3 | 60 credits at<br><b>Level 3<br/>or above</b> | <b>plus 20 credits<br/>at Level 2 or<br/>above</b> |
| Level 2 | 60 credits at<br><b>Level 2<br/>or above</b> | <b>plus 20 credits<br/>at any<br/>level</b>        |
| Level 1 | 80 credits at<br><b>Level 1<br/>or above</b> |  |

## Recognising high achievement

NCEA can be endorsed to reflect high achievement. It is worth trying to gain Merit and Excellence for standards you are good at, which may lead to endorsement. There are two types of endorsement: Certificate Endorsement and Course Endorsement.

**Certificate Endorsement:** If you gain 50 credits at Excellence your NCEA will be endorsed with Excellence. If you gain 50 credits at Merit (or a mix of Merit and Excellence) your NCEA will be endorsed with Merit.

**Course Endorsement:** If in a single year you gain 14 or more credits at Merit and/or Excellence in a course you will gain endorsement in that course. Of these, at least 3 credits must be from externally assessed standards and 3 credits from internally assessed standards in that course. (Note: this condition does not apply to Physical Education, Religious Studies or level 3 Visual Arts).

## University Entrance

To gain University Entrance you will need to achieve at least:

- Credit requirements – 42 credits at **level 3 or higher**, made up of:
  - 14 credits in each of two subjects from the approved list
  - 14 credits from one or two additional domains or approved subjects
- Literacy requirements – 8 credits in English or Te Reo Māori at **level 2 or higher**, made up of:
  - 4 credits in reading
  - 4 credits in writing
- Numeracy requirements – 14 credits in Numeracy at **level 1 or higher**, made up of:
  - 14 credits in Mathematics or Statistics and Probability or Pāngarau or unit standards 26623, 26626, 26627

The lists of approved subjects and which standards meet the literacy and numeracy requirements are on the NZQA website.

|   |  |  |  |
|---|--|--|--|
| UNIVERSITY ENTRANCE   | <b>Level 3 or higher 42 credits</b>                              |  |  |
|   | 14 credits in one "approved subject"                             | 14 credits in another "approved subject" | 14 credits from one or two additional domains or "approved subjects" |
|   | <b>Level 2 or higher</b>   |  |  |
|   | 8 credits in English or Te Reo Māori (inc. 4 reading, 4 writing) |  |  |
|   | <b>Level 1 or higher</b>   |  |  |
| 14 credits in Mathematics or Statistics and Probability or Pāngarau |  |  |  |

"Students are becoming increasingly aware of the importance of certificate endorsement especially at year 12 and 13. For example, a year 12 student can obtain level 2 Excellence endorsement that can lead to university scholarships. I am amazed by how many students in my year 13 class are aiming for course endorsement, they are really focused."

TONY MELTON, DEPUTY PRINCIPAL, LINCOLN HIGH SCHOOL

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.

University Entrance requirements are being reviewed in 2011 but any changes won't be introduced until 2014 for entry to university from 2015.

## New Zealand 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.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisation, and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations. The exams or portfolios cover the same knowledge, skills and concepts as level 3 achievement standards, but the standard of performance required is much higher.

In 2010, 2264 students gained a Scholarship Award from the 9670 who sat the examinations. Students receive payments ranging from \$500 (for a single subject Scholarship) to \$30,000 paid over three years for a Premier Award (nine were awarded in 2010).

If you think you have the ability to sit Scholarship in one or more subjects, you should discuss the requirements with your teachers. Scholarship results are not available until February so universities do not use them in making entry decisions.

## How will I get my results?

The New Zealand Qualifications Authority (NZQA) administers NCEA and holds a database of all results. To access your results, log in to your learner home page on the NZQA website, [www.nzqa.govt.nz/learner-login](http://www.nzqa.govt.nz/learner-login) using your unique National Student Number (NSN).

You will be able to see:

- Results of your internal assessments as they are completed, and reported to NZQA by your school
- Results of your examinations, or other external assessment in January
- Scholarship examination results in February.
- University Entrance, if awarded.

## Creating a record of my results

Documents recording your results are:

- Certificates for NCEA and University Entrance. NCEA certificates include certificate endorsement (with Merit or Excellence).
- The *School Results Summary* (SRS). Your SRS lists all the standards for which you have been assessed with the results, including Not Achieved results, grouped by year, course and level. It also contains a detailed summary of your credits by course and level.
- The *Record of Achievement* (ROA) is an official transcript of standards and qualifications achieved and will grow as you gain new standards through tertiary study and industry training.

Certificates for NCEA and University Entrance will be printed on request (one copy free) and sent to you.

You can print your SRS or ROA (or a selection) directly from the website. An official copy can be requested and sent to you at no charge.

## Can I appeal my results?

If you have a question about the marking of an internal assessment, you should discuss this with your teacher at the time your work is returned.

Your examination papers will be returned to you by February. If you believe there was an error in the way your paper was marked, you can ask NZQA to review or reconsider the results. NZQA will tell you how to do this.

## Will NCEA be useful if I go overseas?

NCEA is a national school-leaver qualification and well recognised overseas.

New Zealand qualifications are accepted in the United States, in Australia and in the United Kingdom (UK). NCEA level 3 is broadly equivalent to the UK's General Certificate of Education (GCE) A-level and in Australia, the relevant state or territory Senior Secondary Certificate of Education.

NCEA level 3 results are used in the Australian Tertiary Admission Rank for entrance to all Australian universities. On receipt of your application, Australian Tertiary Admission Centres will contact NZQA directly for your results from early in January.

If you are an international student studying in New Zealand, you should discuss your tertiary education plans with your teachers. They will help you plan the appropriate study at school.

“Almost 100% of our students enter tertiary education, many are awarded national scholarships and many are accepted for competitive courses such as law and health sciences. A growing number are travelling overseas to university and have no trouble gaining entry. NCEA is an excellent qualification and offers a seamless transition to tertiary education.”

MARGARET VAN MEEUWEN, ASSISTANT PRINCIPAL, DIOCESAN SCHOOL FOR GIRLS

## More information

|                |  |
|----------------|--|
| NCEA           | <p>Talk to your teachers or contact the New Zealand Qualifications Authority (NZQA):</p> <p>Phone 0800 697 296</p> <p><a href="http://www.nzqa.govt.nz/ncea">www.nzqa.govt.nz/ncea</a></p> <p>Links for students:</p> <p><a href="http://www.nzqa.govt.nz/students">www.nzqa.govt.nz/students</a></p> <p>The exam timetable:</p> <p><a href="http://www.nzqa.govt.nz/timetable">www.nzqa.govt.nz/timetable</a></p> <p>Past exam papers and other subject resources: <a href="http://www.nzqa.govt.nz/&lt;subject&gt;">www.nzqa.govt.nz/&lt;subject&gt;</a> (e.g. English, Science)</p> <p>To view your Record of Achievement and get your results:</p> <p><a href="http://www.nzqa.govt.nz/learner-login">www.nzqa.govt.nz/learner-login</a></p> |
| Careers advice | <p>Talk to your school careers advisor or contact Careers New Zealand:</p> <p>Phone 0800 222 733</p> <p><a href="http://www.careers.govt.nz">www.careers.govt.nz</a></p>   |
| Qualifications | <p>See what qualifications are available:</p> <p>New Zealand Qualifications Framework</p> <p><a href="http://www.nzqa.govt.nz/nzqf">www.nzqa.govt.nz/nzqf</a></p>  |
| Study skills   | <p>Find NCEA study tips and skills:</p> <p><a href="http://www.studyit.org.nz">www.studyit.org.nz</a></p>  |

New Zealand Qualifications Authority

**P** 0800 697 296

**E** [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz) | [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

Published 2011

Photos taken at Newlands College, Wellington.

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New Zealand Government