

# Whangarei Girls' High School



## **NCEA Assessment Guide** **- Student -**



**Years 11, 12 and 13**  
**2016**

**Name:** \_\_\_\_\_

**Form:** \_\_\_\_\_

**This booklet is designed to give you and your parents/caregivers relevant information on assessment procedures and to assist your progress in gaining qualifications.**

*If you require further information please see Mrs Martin or Ms Bailey*

# Fees for 2016 National Secondary Qualifications

## Domestic Candidates

Entry	Fee
Candidates entering any standards	\$76.70
Candidates sitting subject Scholarship	\$30 per subject

## International Candidates

Entry	Fee
Candidates entering all standards.	\$383.30
Candidates sitting Scholarship subject	\$102.20 per subject

## Financial Assistance

The last day for payment to the school office will be **Friday 21st August 2016** to allow time to process these before they are due at NZQA. You may make payment before this time either in full or arrange for drip feed of payments by the due date. Be aware that if your parent or caregiver receives a Work and Income Benefit or has a Community Services Card, or if you are on an Independent Youth Benefit, you will most likely qualify for financial assistance. **Family Assistance does not have an income threshold.** It may also be available where a family has two or more children entered for NZQA Qualification Framework (NQF). The criteria for all assistance is outlined below.

However, you must apply for assistance on the appropriate forms and information about these will be in the school notices, at assembly and in the school newsletters.

## Low to middle-income families

You must be on a low to middle-income to get a Community Services Card. The income limits for receiving a Community Services Card depend on your individual situation.

<b>You may be able to get a card if you're...</b>	<b>and your yearly income (before tax) is...</b>
Single – living with others	\$26,042
Single – living alone	\$27,637
Married, civil union or de facto couple – no children	\$41,327
Family of 2	\$48,797
Family of 3	\$59,093
Family of 4	\$67,282
Family of 5	\$75,302
Family of 6	\$84,265

For families of more than six, the limit goes up another \$7,898 for each extra person.

*Rates as at 1 April 2015*

## Table of family and financial assistance

	<b>Eligible for income based assistance</b>	<b>Not eligible for income based assistance</b>
1 child entering	Processing fee NQF \$20.00	Full fee
2 or more children	Processing fee NQF \$30.00 per family	\$100.00 per child with a maximum of \$200.00 per family

### Late Fee

Any fees which are made to NZQA after the required date may incur a late fee of \$50. Should you wish to receive results from a previous year, which was not paid for, you will need to pay both the fees due for that year plus the late fee of \$50.

See website: <http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/entry-into-ncea/fees-for-ncea>

### The National Qualification Framework

During years 11, 12 & 13 you will have the opportunity to gain the **National Certificate of Educational Achievement (NCEA)** Levels 1, 2 & 3.

Students should keep an ongoing record of their credits during the year (see school track sheet in your School Diary), then in January of the following year students can go online and access their results and get directions of how to apply for their Certificate and Record of Achievement (ROA) which will record their achievements at all levels of the New Zealand Qualifications Framework (NZQF).

### National Certificate of Educational Achievement Level One (Year 11)

A Level One NCEA certificate will be awarded to learners who have:

- (i) Achieved 80 credits at level 1 or higher
- (ii) Including 10 credits from approved standards for literacy skills
- (iii) And including 10 credits from approved standards for numeracy skills.

Your courses will ensure that you have the opportunity to gain the literacy and numeracy credits.

### National Certificate of Educational Achievement Level Two (Year 12)

A Level Two NCEA certificate can be issued to learners who have:

- (i) Achieved 60 credits at level 2 or higher
- (ii) Achieved Level One literacy and numeracy
- (ii) And 20 credits at any other level.

These 20 credits may include credits which counted toward the Level 1 Certificate.

## **National Certificate of Educational Achievement Level Three (Year 13)**

A Level Three NCEA certificate can be issued to learners who have:

- (i) Achieved 60 credits at level 3 or higher
- (ii) Achieved Level One literacy and numeracy
- (ii) And 20 credits at level 2 or higher

These 20 credits may include credits which counted toward the Level 2 Certificate.

### **Course Endorsement**

Students will gain an endorsement for a course if, in a single school year, they achieve the following:

- Fourteen or more credits at Merit or Excellence at the lower level that supports the endorsement
- At least 3 of these credits must be from externally assessed standards and 3 credits from internally assessed standards. Note, this does not apply to Physical Education, and Level 3 Visual Arts. Credits here may come from all Internals or all Externals.

### **Endorsement of Certificates**

A student, who achieves 50 credits with Merit or Excellence, at or above the level of that certificate, will have that Certificate endorsed with Merit or Excellence.

**NB**        **Learners who were not eligible for an NCEA Certificate based upon a single year's achievement and who earn the required credits to gain the qualification during the subsequent year may apply for the certificate, provided they do not get the higher level endorsed. Contact the Principal's Nominee (Mrs Martin) for the appropriate form.**

# 2016 Approved Subjects for University Entrance

*Applicants to New Zealand universities require credits in approved subjects*

<b>Approved Subject</b>	<b>Achievement Standards</b>
Accounting	91404, 91405, 91406, 91407, 91408, 91409
Agriculture & Horticulture	91528, 91529, 91530, 91531, 91532
Biology	91601, 91602, 91603, 91604, 91605, 91606, 91607
Business Studies	91379, 91380, 91381, 91382, 91383, 91384, 91385
Calculus	91573, 91574, 91575, 91576, 91577, 91578, 91579, 91587
Chemistry	91387, 91388, 91389, 91390, 91391, 91392, 91393
Chinese	91533, 91534, 91535, 91536, 91537
Classical Studies	91394, 91395, 91396, 91397, 91398
Computing - Expired end 2013	N/A
Construction and Mechanical Technologies	91620, 91621, 91622, 91623, 91624, 91625, 91626, and 91627, 91628, 91629, 91630, 91631, and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642, and 91643, 91644, and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Cook Islands Maori	91538, 91539, 91540, 91541, 91542
Dance	91588, 91589, 91590, 91591, 91592, 91593, 91594, 91595
Design (Practical Art)	91440, 91445, 91450, 91455, and 91460
Design and Visual Communication	91627, 91628, 91629, 91630, 91631, and 91620, 91621, 91622, 91623, 91624, 91625, 91626, and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642, and 91643, 91644, and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Digital Technologies	91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642, and 91627, 91628, 91629, 91630, 91631, and 91620, 91621, 91622, 91623, 91624, 91625, 91626, and 91643, 91644, and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Drama	91512, 91513, 91514, 91515, 91516, 91517, 91518, 91519, 91520
Earth and Space Science	91410, 91411, 91412, 91413, 91414, 91415
Economics	91399, 91400, 91401, 91402, 91403
Education for Sustainability	90828, 90831, 90832, 91735, 91736
English	91472, 91473, 91474, 91475, 91476, 91477, 91478, 91479, 91480
French	91543, 91544, 91545, 91546, 91547
Geography	91426, 91427, 91428, 91429, 91430, 91431, 91432, 91433
German	91548, 91549, 91550, 91551, 91552
Graphics - Expired end 2013	N/A
Health Education	91461, 91462, 91463, 91464, 91465
History	91434, 91435, 91436, 91437, 91438, 91439
History of Art	91482, 91483, 91484, 91485, 91486, 91487, 91488, 91489
Home Economics	91466, 91467, 91468, 91469, 91470, 91471

Indonesian	91645, 91646, 91647, 91648, 91649
Japanese	91553, 91554, 91555, 91556, 91557
Korean	91558, 91559, 91560, 91561, 91562
Latin	91506, 91507, 91508, 91509, 91510, 91511
Mathematics with Calculus - Expired end of 2013	N/A
Statistics and Modelling - Expired end of 2013	N/A
Mathematics	91573, 91574, 91575, 91576, 91577, 91578, 91579, 91587, and 91580, 91581, 91582, 91583, 91584, 91585, 91586
Media Studies	91490, 91491, 91492, 91493, 91494, 91495, 91496, 91497
Music Studies	91416, 91417, 91418, 91419, 91420, 91421, 91422, 91423, 91424, 91425
Painting (Practical Art)	91441, 91446, 91451, 91456, and 91460
Photography (Practical Art)	91442, 91447, 91452, 91457, and 91460
Physical Education	91498, 91499, 91500, 91501, 91502, 91503, 91504, 91505, 91789
Physics	91521, 91522, 91523, 91524, 91525, 91526, 91527
Printmaking (Practical Art)	91443, 91448, 91453, 91458, and 91460
Processing Technologies	91643, 91644, and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642, and 91627, 91628, 91629, 91630, 91631, and 91620, 91621, 91622, 91623, 91624, 91625, 91626, and 91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619
Religious Studies	90825, 90826, 90827, 91725
Samoa	91563, 91564, 91565, 91566, 91567
Science	91601, 91602, 91603, 91604, 91605, 91606, 91607, and 91387, 91388, 91389, 91390, 91391, 91392, 91393, and 91410, 91411, 91412, 91413, 91414, 91415, and 91521, 91522, 91523, 91524, 91525, 91526, 91527
Sculpture (Practical Art)	91444, 91449, 91454, 91459, and 91460
Spanish	91568, 91569, 91570, 91571, 91572
Social Studies	91596, 91597, 91598, 91599, 91600
Statistics	91580, 91581, 91582, 91583, 91584, 91585, 91586
Technology	91608, 91609, 91610, 91611, 91612, 91613, 91614, 91615, 91616, 91617, 91618, 91619, and 91643, 91644, and 91632, 91633, 91634, 91635, 91636, 91637, 91638, 91639, 91640, 91641, 91642, and 91627, 91628, 91629, 91630, 91631, and 91620, 91621, 91622, 91623, 91624, 91625, 91626
Te Reo Māori	91650, 91651, 91652, 91653, 91654
Te Reo Rangatira	90536, 90785, 90786, 90787, 90788, 90789, 90790, 90791 (This series of standards expires 31/12/2016), and 91803, 91804, 91805, 91806, 91807, 91808, 91809, 91810, 91817
Tongan	91679, 91680, 91681, 91682, 91683

## The requirements:

- NCEA Level 3
- Three subjects - at **Level 3 or above**, made up of:
  - 14 credits each, in three approved University Entrance subjects
- Literacy - 10 credits at **Level 2 or above** made up of:
  - 5 credits in reading
  - 5 credits in writing
- Numeracy - **10 credits at Level 1 or above**, made up of specified achievement standards or specified unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all** three required).

To qualify for university entrance, achievement must be from standards on the NZ Qualification Framework; either achievement or unit standards. This means that credit inclusion (such as YES or NZIM Level 3) cannot be used for university entrance, but they may be used for NCEA Level 2 and Level 3 and as a case for discretionary entry to University.

**NB. Check each University to see whether there are further criteria for your acceptance into specific courses.**

## Other National Certificates

There are a number of courses which also allow you to gain credits towards other National Certificates including Tourism and NZIM. Ask your subject teacher for further details about these.

## Scholarship

You may enter for a single subject scholarship. It is not a qualification but an award designed to extend extremely high-achieving students with monetary rewards being given to the top 3% of students and the top students in the country in each scholarship subject. Each subject is assessed externally, by sitting an exam or submitting a portfolio. Scholarship subjects cover the same content as Level 3 but they are assessed at a higher level. You are advised to discuss your entries with your class teacher and Mrs Martin/Ms Bailey, particularly if you are considering entering more than three scholarship subjects.

## Recommendations:

- Students need to be aware of entry requirements should they wish to study at degree level at a University or Polytechnic.
- Entry into restricted courses e.g. Legal Systems to gain entry into Law, or into degrees such as Engineering may require students to have gained a good proportion of NCEA grades at **MERIT** and **EXCELLENCE** levels.
- A student who excels in a particular subject would be wise to include it in their course whether it is relevant to the degree they propose to do or not.
- Students in year 13 should request their Record of Achievement if they intend applying for a place in a university hostel after year 13.
- It is essential to start building up a file of your certificates along with a copy which you can have signed by the school Principal to use for your applications for entry into tertiary courses and hostels. You will need a copy of your birth certificate, any qualifications' certificates and your record of learning. **Do not leave this until Term Four** as you will be very busy then. It

would be a good school holiday task to locate the relevant certificates and file them in a safe and accessible place.

- You will also have the opportunity in Term Four to apply for scholarships that offer financial assistance for tertiary studies. There are a few local ones and they cover a range of criteria from academic to assistance for financial reasons as well as assistance into agricultural, trade and industry training courses. These opportunities will appear on the noticeboards and in the daily notices and you will need to make applications to be considered for these scholarships.
- Keep up to date with the tertiary providers: universities and polytechnics to ensure you are aware of the courses they offer and the pre-requisites for the course. Their web sites provide this information as well as scholarship opportunities.
- The Whangarei Girls' High School Career Guidance suite is a good starting point for developing an awareness of the variety of possibilities for further training and study beyond school, as well as job opportunities in our local community.
- Mrs Innes and Mrs Rees are also able to assist you in ensuring you are making wise choices to enhance your opportunities beyond school.

### **Internal and External Standards**

Both internal (in school) and external (national examinations) achievement standards as well as internally assessed unit standards give credits towards these qualifications.

Grades for Achievement Standards are from **Not Achieved** if you do not reach the standard, **Achieved** for those students who have met the achieved criteria, to **Achieved with Merit** and **Achieved with Excellence** for those who meet the criteria.

Most Unit Standards are either assessed as either **Not Achieved** if you do not reach the standard, or **Achieved** for those students who reach the required standard.

### **NCEA Assessment Programme**

At the beginning of the year you will receive course outlines for each subject which includes information about the course and a schedule of approximate assessment or submission dates. This course outline will list both the unit and achievement standards offered.

### **Assessment Opportunities**

Depending upon the nature of the standard, if you are very close to achieving a higher level you may be offered the opportunity to resubmit work once to reach this level or there may be one further assessment opportunity given. In the case of research assignments or field trips this may not be possible. You may wish to discuss whether you may have a further opportunity with your teacher.

### **Missed and Late Assessments**

If you are absent and unable to complete an assessment, you need to bring an absence note for health issues or a medical certificate.



*\*Your absence note must include:*

- a) Date of absence
- b) Reason for absence
- c) Subject assessment missed.

*\*This note must be authenticated and signed by*

- a) Your whanau teacher
- b) Teacher of the assessment missed who will file it as reference in case it is needed by the appeals committee.

*\* If a valid reason for a missed or late assessment is documented, one of the following will result:*

- a) A further opportunity for assessment may be given
- b) A grade based on standard-specific evidence from other authentic work may be given
- c) No grade will be possible as the assessment cannot be repeated and no evidence is available.

Where a student “sleeps in” or avoids an assessment, the student will receive a Not Achieved grade.

**Late and a further assessment** opportunity are not automatic and will depend on the nature of the assessment missed, your commitment and the reason for absence.

**Privacy Act:**

Student’s personal details, entries, work and results will not be shared with anyone who does not need to see them, without explicit permission from that student.

**If you are absent on the day an assessment assignment is due it is your responsibility to ensure it arrives at school by the designated time. It may be handed in to the office or to the Attendance and Support Officer (Neddy) who will stamp it with the date and record the time received.**

If you get to school and realise that you have left the assignment at home, you should record your attendance with the Student Support Officer and request to ring home to have it brought to school.

**Absence due to Student Self Interest**

This includes such things as family travel, some sporting and cultural events unrelated to the school. If you are absent, for self interest, you must accept that some disadvantage may occur eg if the assessment for a standard is missed, you will not automatically be given the opportunity to gain the standard. If a further assessment opportunity is scheduled as part of the programme, then you may be able to sit the standard at that time. You may arrange with your teacher to hand in an assignment or project early.

**Late work**

- ✓ Late work will not be marked.
- ✓ You may avoid this by handing in work early or being well prepared by placing work in your bag the night before it is due.
- ✓ Assignments will have a designated hand in time. You must adhere to this time.

- ✓ Make sure you sign in your assignments with the teacher concerned.
- ✓ In unforeseen circumstances e.g. late bus – this can be checked and accepted as a legitimate reason for lateness – you must hand it, along with a written statement explaining the lateness, to the Attendance and Support Officer who will stamp it with the date and record the time received.

### **Extensions**

If you are experiencing problems with completing an assignment for assessment, you must discuss this with your teacher at least 5 school days before the assignment is due. The teacher will then discuss this with the HOD and let you know whether you will be given an extension. If an extension is granted (this is by no means automatic), the work must be handed in on the rescheduled due date.

### **Authenticity**

- ✓ This means that work you produce as your own is genuine and your teacher is sure of this.
- ✓ Most subjects have assignment/research work that is studied and completed outside direct classroom supervision and you will be informed by your teacher as to the amount of assistance you are able to seek.
- ✓ For each assessment completed without direct classroom supervision you and your parent/caregiver must sign an authenticity statement stating the assignment is your work and there is a sample form in this booklet for your information and for your parents/caregiver to sight.
- ✓ There is also a quick reference guide to assist you in acknowledging sources and resources (written and/or verbal) you have used to complete your assignment. It is important that this work is done by you and if there is any doubt about the authenticity (who did it) of a piece of work, you will be required to produce evidence to support authenticity.

### **The procedure will include some or all of the following:**

- ✓ An interview regarding the student's understanding of the subject matter.
- ✓ The production of rough notes/drafts/logs of work.
- ✓ All computer work needs to be saved regularly and printed out as drafts.
- ✓ It is your responsibility to file this information for ease of proving authenticity.

If the teacher/HOD and the Assessment Committee are not satisfied that the work is your own you will receive a "Not Achieved" for that assessment.

### **Breaches of Assessment Rules**

This includes:

- a) Copying another student's work.
- b) Allowing your work to be copied.
- c) Impersonation, assisting or hindering a candidate dishonestly, accessing information or materials not permitted in the examination, help from another person or submitting material for an assessment that is not your own.
- d) Communicating in any way with another student during a test or exam or having a mobile phone with you.
- e) Bringing any unauthorised materials into the room.

If you are found to be breaching any rule in internal assessments or practice exams, you will receive a “**Not Achieved**”. In external examinations your results will be withheld pending an investigation.

### **Appeals**

- Approach your teacher first for an explanation of the decision /grade.
- Appeals can be made against any assessment decision, including a ruling on plagiarism or a breach of the rules.
- If you wish to appeal a mark or grade follow the instructions below:
- Your appeal must be lodged within **5 school days** of receiving your mark or grade.
- If you wish to pursue the concern, complete an appeal form (available from Mrs Martin) for a further consideration.
- Your work will be reconsidered with the HOD and teacher/moderation panel concerned with the assessment.
- If you wish to pursue the concern, make an appointment through the Attendance and Support Officer to see the Assessment Appeals Co-ordinator (Mrs Martin).
- The Appeals Committee will further investigate the moderation (marking) procedures and inform you of their decision.
- If you are still wishing to pursue the matter you may make a formal appeal to have your work independently moderated (see Mrs Martin to assist you with your concern).
- The school may call in an outside expert to verify the grade.

### **Derived Grades:**

This only applies to NCEA examinations at the end of the year. It is when you miss an assessment or your performance is impaired through exceptional circumstances. Chronic, relapsing, long term conditions do not apply unless there is a major change in the student’s condition. The Principal’s Nominees will provide you with further information nearer to the external examinations about how to apply for derived grades.

### **NB**

- Applications will **not** normally be granted on grounds such as minor ailments, stress due to examinations, parents on holiday, or day-to-day family disturbances.
- Nor are they normally considered for:
  - a) Long term conditions (e.g. physical disability, epilepsy).
  - b) Chronic relapsing conditions (e.g. glandular fever, ME).
  - c) On-going personal trauma.

### **Special Assessment Conditions:**

The Student Literacy Centre is where your needs for Special Assessment conditions will be assessed. If you have a professionally identified permanent or long term condition or learning difficulties which may impair your performance, the school may apply to NZQA for special assessment conditions. You will be included in a programme of assistance throughout the year to ensure you have ongoing support. (See Mrs Packwood at the Literacy Support Centre)

## **Learner Login**

Later in the year you will receive a NCEA candidate information pack from NZQA. This will contain your National Student Number (NSN) and information about how to register and log in to the NZQA website ([www.nzqa.govt.nz](http://www.nzqa.govt.nz) Information for Students and Learners) and access your personal data.

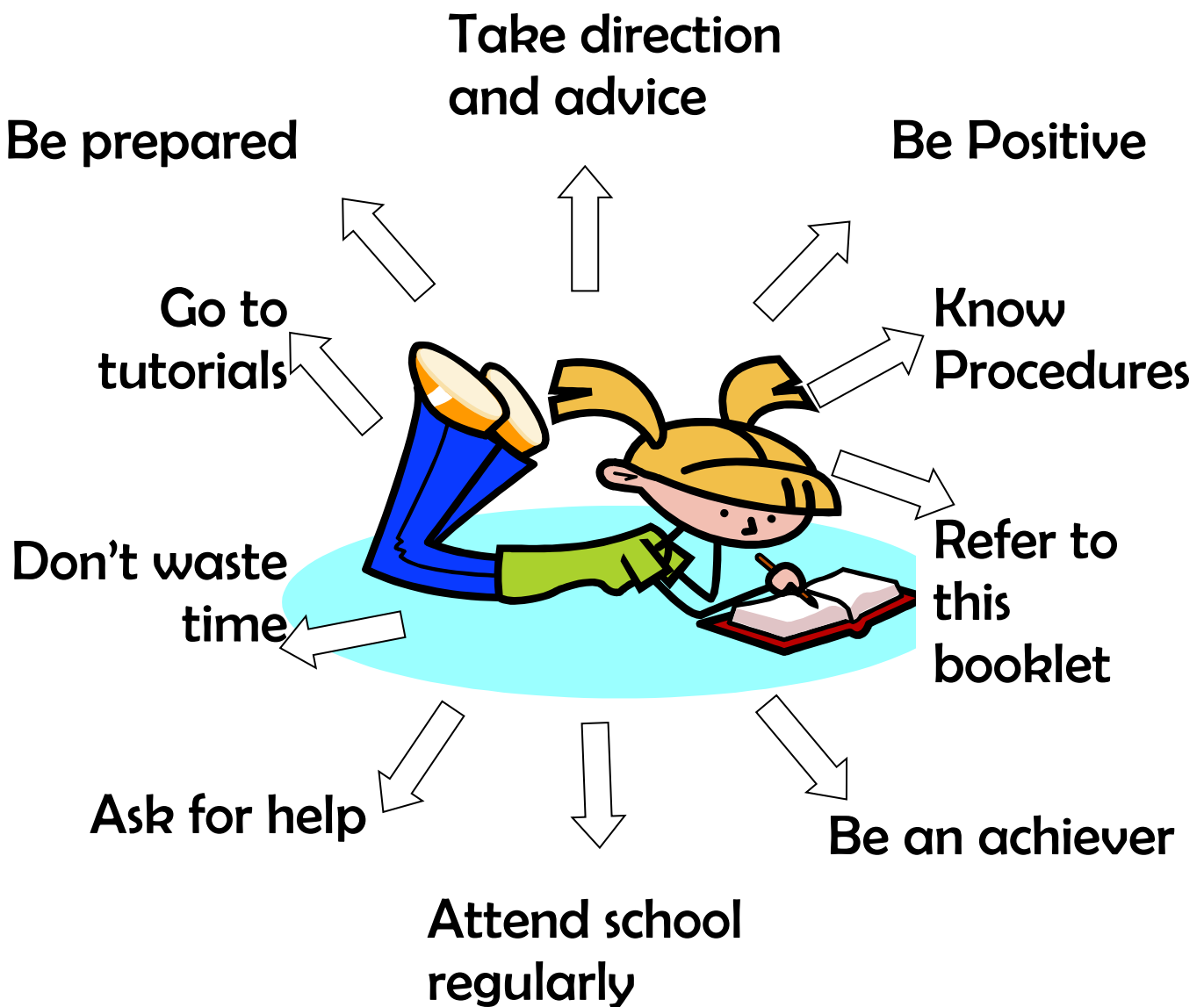
You will be able to check your NCEA entries on line at [www.nzqa.govt.nz](http://www.nzqa.govt.nz) to ensure that these are correct and you will also be able to check your internal achievement results as the school reports them to NZQA. If you find there is an error here, you must let your teacher/Mrs Martin know.

This site also allows you to check your examination admission slip and print a new one for the Principal's Nominee to sign should you lose the one you have been sent.

In mid January you will be able to access your examination results on-line and request an official Record of Achievement for the previous years' results.

All requested National Certificates and Records of Achievement will be posted out in late April after all reviews and reconsiderations have been completed.

# HOW TO ENSURE SUCCESS



You know you can do it

# Frequently Asked Questions

- 1 What if my computer fails to print?**

Ensure you have a spare cartridge and do not leave it all to the night before it is due.  
For most assignments you do not need to use a computer for presentation unless it is part of the assessment.
- 2 What if I lose work on the computer?**

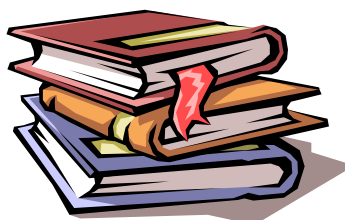
Get into the habit of saving work frequently and printing out copies.  
Log your work in diary form as you do your work - this can be used as evidence.
- 3 What if I am unable to get to school?**

Ring in your absence to the Attendance and Support Officer and get another member of the family to bring the work into school or post it if you live outside the Whangarei area.  
(postmark will verify date).
- 4 What if I realise I have left it on my desk at home?**

Register attendance with the Attendance and Support Officer and get permission to ring home to have it brought, in as for sickness.  
If no-one is home we will endeavour to get you home to collect it but this is not always possible.
- 5 What if I have not finished?**

It is better to hand in what you have done and any rough drafts rather than receive a not submitted.

**Let us know if there are any other questions you need answered.**



Sample form

# AUTHENTICATION OF WORK FOR ASSESSMENT

Name .....

Form .....

Teacher .....

Title of Assignment/Achievement Standard .....

.....

Activity .....

**The material that has been submitted by me for assessment is entirely my own work except for information from people and other sources that I have acknowledged in my bibliography and other references.**

Signature of student .....

Signature of Parent/Caregiver .....

**I understand that if I am found to have submitted work that is not my own I will receive no grade for this assessment.**

Date.....

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## ACKNOWLEDGING SOURCES OF INFORMATION FOR INQUIRY/RESEARCH ASSESSMENTS

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It is essential that ideas obtained from the literature / internet / interviews are acknowledged in your assignment so that you do not commit **plagiarism**. You should develop your own writing style, **paraphrase** what others have written or use **direct quotes and footnotes**.

N.B. You will need to acknowledge the source of information by using the **citation** conventions.

**Citation** is precise information enabling the reader to locate the original source of the quotation, statement, idea, argument, theory or research.

**Plagiarism** is using another person's thoughts, words or arguments in an unacknowledged way, thus implying that they are your own.

**Paraphrasing** is rewording the information gathered from the sources you have consulted which you must cite adequately and include in your reference list / bibliography.

**Quotations** are used when you want to directly copy a passage from a source and you should do this if you wish

- to emphasise or illuminate a point you made in writing
- to use a passage which admirably and economically sums up a point you wish to make in your own writing.

**NB:** The use of quotes should not interrupt the flow of your arguments but they need to be clearly marked with **inverted commas**. As Absolum (2006:10) states, "We all want students who have high expectations of themselves as learners".

or **indented:**

We all want students who have high expectations of themselves as learners. (Absolum 2006:10)

or **indented and footnoted:**

We all want students who have high expectations of themselves as learners <sup>1</sup>

**and** a full entry of the source is required in your reference/bibliography at the end of your assignment.

**Footnotes** – if asked to footnote – your quote must have a number at the end of the quote which is then cited at the bottom of your page and acknowledged in the same way as a reference / bibliography with the page number as well.

1 Absolum, Michael (2006) *Clarity in the Classroom*. Auckland: Hachette Livre NZ Ltd. P10.

There are different referencing methods used according to particular Universities and Associations. We have chosen to illustrate those that will ensure you gain an understanding of the main aspects in citing the sources you have used to gain information. You may have to adapt this style as new technology widens the choice of reference material available and you pursue studies beyond school.



# HOW TO ACKNOWLEDGE REFERENCE MATERIAL

**Your teacher will tell you the type and level of acknowledgement expected for each assignment.**

You should include in your **REFERENCE** list all source material gathered from: books, articles from a book, journals / magazines / newspaper articles in alphabetical order by author's surname under the heading **Bibliography**. e.g. author's surname, initials, date of publication, title (italics or underlined), place of publication, publisher.

## **e.g. A book entry:**

Absolum, Michael. (2006) *Clarity in the Classroom*. Auckland: Hachette Livre NZ Ltd.

**Snook, L.A.(1972) *Indoctrination and Education*. London: Routledge and Kegan Paul.**

## **e.g. an article from a book:**

Snook, L.A. (1985) Contesting the curriculum: the politics of 'basics' and 'frills'. In Codd, J., Harker, R., and Nash, R. (eds) *Political Issues in New Zealand Education*. Palmerston North: Dunmore Press, pp 248-262.

**N.B. The source is an article by the author Snook in a book written by more than one author and the page references are also included.**

## **e.g. a journal reference:**

Snook, L.A. (1981) Who wants sex education? *New Zealand Journal of Educational Studies*.16 (2), pp161-167.

**N.B. The volume number of the journal entry is included as well as the page numbers.**

Use a sub-heading for each of the following: interviews, internet and video sources and list alphabetically by author if acknowledged, interviewee, director.

## **C.D. Rom**

*Encarta*. (2001) Microsoft.

## **Email:**

Jay, Gary. (14.02.01) *Cruising Holiday*. email to [main@ihug.co.nz](mailto:main@ihug.co.nz)

## **Interview:**

Cooper, A. WGHS (14.02.01) Interview recorded by A.Valentine in Whangarei.

## **Video/Film:**

*The End of the Golden Weather* (1991) Auckland: South Pacific Pictures [video,103 min.]

## **T.V. Programmes:**

Holmes. (16.02.01) *What's cool at school*. Auckland: TVNZ.

## **Web site:**

Sorrells, R. (1995) *The Heist* (Online). <http://www.tardis.ed.ac.uk/~krynoid/hypfic.html>

**Court, M., Codd, J.** (2001) Writing of Assignments – Guidelines. In *187.772 Theory and Process in Educational Leadership, Course Administration*. Palmerston North: Massey University, pp 15-25.

**Main, K., Barton, L.** (2000) *Keyboarding and Computer Applications for years 9/10*. Auckland: Main Enterprises.p 60.

**O'Connor, Paul.** (1991) *History Skills for the Classroom*. Christchurch: Emerald Press.

**Patterson, A.** (2001) Teaching English in Australia: some thoughts on pedagogy. In Painter, J. (ed) *English in Aotearoa*. Whangarei: Jeff Oliver Press, Journal No 45, pp 49 –53.

# Year Planner 2016

<b>Term 1 Week</b>	<b>Topic</b>	<b>Subject</b>	<b>Internal Assessment Tests &amp; School Exams</b>	<b>Assessment Due Date/Test</b>
3				
4				
5				
6				
7				
8				
9				
10				
11				
	Term One Holidays			
<b>Term 2 1</b>				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Term 2 Holidays			

<b>Term 3 Week</b>	<b>Topic</b>	<b>Subject</b>	<b>Internal Assessment Tests &amp; School Exams</b>	<b>Assessment Due Date/Test</b>
1				
2				
3				
4				
5	Senior Examinations			
6	Senior Examinations			
7				
8				
9				
	Term Three Holidays			
<b>Term 4 1</b>				
2				
3				
4	Senior Prizegiving NCEA Examinations begin			
	Christmas Holidays			
	Notes			

