

2024 NCEA assessment information sheet

Secondary dual enrolled ākonga

Internal assessment deadlines

Your internal work for NCEA assessment should be uploaded to My Te Kura as soon as possible before **12 November 2024**. This will guarantee results are available for your school to report to NZQA, so they are available on your Record of Achievement in mid-January 2025.

The final day to upload work to My Te Kura for marking and feedback is 1 December 2024.

Any results will still be available for your school to report to NZQA for the 2024 school year however, they may only be updated on your Record of Achievement by the end of February 2025.

Portfolio/report submission deadlines

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

	Level 1	Level 2	Level 3	Scholarship
Digital submissions	Sep 13			
Design and Visual Communication		Oct 21	Oct 21	Oct 21
Technology		Oct 16	Oct 16	Oct 16
Visual Arts	Oct 14	Oct 21	Oct 29	Oct 29
Scholarship Music				Oct 19
Scholarship Physical Education				Oct 28

Externally assessed standards (exams and portfolios) and digital submissions

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 any end of year exams, portfolio/report submissions, Common Assessment Tasks for Level 2/3 Digital Technologies (DCATs), Common Assessment Tasks for Level 1 Te Ao Haka, and Level 1 Digital Submissions for non-end of year external standards.

It is also your school's responsibility to manage the upload of any digital submissions for your NCEA Level 1 Te Kura subjects.

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 Learner 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 is 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.

- Click on any one of your NCEA subjects. This will open the subject home page.
- Click on the 'NCEA' tab at the top of the page



Assessments ▾ **NCEA** Help ▾

- Scroll down to '**Appeals**'.

Help

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