

NCEA 2026 HANDBOOK

A GUIDE FOR LEARNERS AND CAREGIVERS
FOR NCEA PROCESSES AT
TE PUNA WAI O WAIPAPA - HAGLEY COLLEGE

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NCEA Qualification Requirements

There are 3 levels of NCEA certificate, depending on the difficulty of the standards achieved. At each level, you must achieve a certain number of credits to gain an NCEA certificate. Credits can be gained over a duration of more than 1 year.

Approved Standards for NCEA Co-Requisite 2024-2027

<https://ncea.education.govt.nz/standards-approved-ncea-co-requisite-during-transition-period-2024-2027>

For Level 1 you need: 60 credits at any level (1, 2 or 3) 10 Literacy or Te Reo Matatini credits 10 Numeracy or Te Pāngarau credits. For Level 2 you need: 60 credits at Level 2 or above 10 Literacy or Te Reo Matatini credits 10 Numeracy or Te Pāngarau credits. For Level 3 you need: 60 credits at Level 3 or above 10 Literacy or Te Reo Matatini credits 10 Numeracy or Te Pāngarau credits.



<p>+ Certificate Endorsement</p> <p>If a student gains 50 credits at Excellence, their NCEA certificate will be endorsed with Excellence.</p> <p>Likewise if a student gains 50 credits at Merit and Excellence their NCEA certificate will be endorsed with Merit.</p> <p>The Record of Achievement shows the endorsement awards.</p>	<p>+ Subject Endorsement</p> <p>Subject endorsement provides recognition for a student who has performed exceptionally well in an individual subject. Students will gain an endorsement for a subject if, in a single school year, they achieve:</p> <ul style="list-style-type: none"> 14 or more credits at Achieved, Merit or Excellence, and at least 3 of the credits are from externally assessed standards and 3 from internally assessed standards. <p><i>Note: this does not apply to Level 2 & 3 Physical Education or Level 3 Visual Arts.</i></p>	<p>+ Scholarship</p> <p>Scholarship is a monetary award to recognise top students. It does not attract credits or contribute towards a qualification but the fact that a student has gained a Scholarship appears on their Record of Achievement.</p> <p>The Scholarship examinations enable students to be assessed against challenging standards in each subject and are demanding for the most able students.</p> <p style="border: 1px solid orange; padding: 2px; display: inline-block;">SCHOLARSHIP Subjects that offer Scholarship are labelled in their subject area.</p>
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University Entrance

University Entrance, or UE, is the minimum qualification required to study at a New Zealand university.

To gain University Entrance you must:

1. Achieve NCEA Level 3, including 14 Level 3 credits in each of three Approved UE Subjects.
<https://www2.nzqa.govt.nz/ncea/understanding-secondary-quals/university-entrance/ue-subjects/>
2. Achieve UE Literacy by gaining 5 reading and 5 writing credits at Level 2 or above.
3. Achieve Numeracy by gaining 10 numeracy credits at Level 1 or above.

If you want to head to university or some other tertiary study, you need to know about University Entrance.

Students intending to apply for university require all of the following for UE:

1

**NCEA
LEVEL 3
CERTIFICATE**

(total of 60 L3 credits)
+10 Credits Literacy
+10 Credits Numeracy

including

2

3 x 14

**Credits in subjects at
Level 3 or above**

These must be made up of 14
credits in each of **three** UE
approved subjects.





3

UE Literacy

10 credits at Level
2 or higher with:

- 5 credits in reading
- 5 credits in writing



Level 3 Subjects throughout the Prospectus with this badge have the **full 14+ UE approved** credits. You will need a total of three of these circles to gain your UE. Other subjects may offer some UE-approved credits but not the full 14 required, so you will need the right combination of subjects to ensure you can gain the full requirement.

Gaining UE Literacy:

For UE literacy you need **5 reading** and **5 writing** credits from designated Level 2 or Level 3 standards. You may have already achieved UE literacy from standards you have passed at Level 2.

You can check this at www.nzqa.govt.nz/login.

If you do not already have UE literacy from Level 2, let us make sure you are in the strongest position to achieve it in Year 13.

These Year 13 subjects include **some standards** that count for UE literacy:

PAGE		PAGE		PAGE		PAGE	
Art History	43	Drama	51	History	66	Psychology	68
Biology	62	Earth and Space Science	63	Journalism	48	Reo Māori me ōna Tikanga	39
Business Studies	64	English	48	Music	52	Reading & Writing for Tertiary	20
Child and Family	69	Film Studies	53	Philosophy & Politics	68	Tertiary Preparation	20
Classics	65	Geography	67	Photography	43		
Design	41	Health	55	Physical Education	56		

Types of Assessment

Internal Assessments: Most assessments are conducted throughout the school year during class time. These may be formal tests, assignments, or projects. These are marked by teachers within Hagley College and moderated by specialists outside of the college.

External Assessments: These assessments will occur throughout the year and could be in examination or portfolio format. Dates for these assessments are indicated on assessment statements issued by the classroom teacher.

End of Year External Examinations: Achievement Standards are set and run as external examinations in a more formal setting at the end of the year. Most external assessments are by examination at the end of the year. For some subjects, e.g. Technology or Visual Arts, students submit a portfolio of their work at the end of year.

Internal Assessment Practices

Assessment Conditions - Rules

1. Each assessment task will have a submission date, conditions and requirements clearly outlined and provided to students.
2. In group performances, each learner must be identified and assessed individually.
3. All internal assessments must be completed within a specified time frame. It is expected that courses that have external standards will aim to complete all internal standards by the last day of term 3 to allow students to adequately prepare for external examinations. Resubmissions, where applicable, will be completed by the end of week one, Term 4
4. The final date for teachers accepting work for courses which are internally assessed is 20 November 2026. This includes any resubmission or further assessment opportunity.
5. All internal assessment tasks undergo an internal moderation process to ensure consistency between classes to ensure marking is at the national standard and all NZQA processes are adhered to.

Integrity & Authenticity

1. Academic Integrity and Authenticity

All work submitted for **NCEA internal assessment must be the student's own authentic work**, demonstrating understanding they can independently explain or reproduce. In some instances, it may be appropriate for AI to be used in the learning process, but this will be guided by the teacher.

Teachers may use strategies such as checkpoints, progress interviews, comparisons with previous work, and authenticity declarations to ensure students' evidence is genuinely their own.

2. External Assessment

Generative AI tools (e.g., chatbots, paraphraser, content generators) are not permitted in NCEA external assessments. Any AI-generated material must not be submitted as part of a candidate's work for external standards.

3. Safe, Responsible, and Culturally Aware Use

In line with MoE guidance, students must:

- Check AI outputs for accuracy, as AI may generate incorrect or misleading information
- Avoid entering personal, confidential, or sensitive data into AI tools
- Be aware of cultural bias, as many AI models do not reliably reflect te ao Māori, Mātauranga Māori, Pacific cultures, or other non-dominant worldviews
- Follow school policy regarding acceptable AI use

Missed or Late Assessments

1. Due dates and/or timelines for assessment events are set and published in each class to ensure that students have the greatest opportunity to complete work for internally assessed standards to the highest standard possible.
2. Should you submit work for the assessment after a due date with a valid reason, the assessment may be considered at the school's discretion for grading.

Grade Appeals

1. Students may appeal results for internal standards, or for a school-based assessment events for external standards held during the year.
2. You have 5 school days from the date on which the work was returned in which to make an appeal to your subject teacher. You must not alter your work in any way during this period. Altered work will not be reconsidered.
3. If an appeal cannot be resolved between the teacher and the student, the student may request to have the work considered by the HOD or Teacher in Charge of the subject within ten school days of the original appeal.
4. If the appeal cannot be resolved between the HOD/TIC and the student, the student should complete an appeals form within twenty school days of the original appeal. The Deputy Principal – Student Learning will decide the outcome of the appeal; this decision is final.

Breaches of Rules

The College regards seriously any situation where a student presents others works as their own, or cheat in any way when completing work for internal standards or for school-based assessment events for external standards.

The College will investigate any alleged breach and may cancel results for any internal standard where cheating is proven. An investigation will first occur at a subject level. If necessary, the Principals Nominee and other senior staff will then consider the case, and the student will be informed by letter of the outcome.

1. Investigation by Principals Nominee of any report of a possible breach
2. Allowing the student an opportunity to make an explanation
3. Deciding on a disciplinary action to be taken
4. The student having the right to appeal any decision made by the school under the school's appeal process.

NCEA RESULTS AND WHAT THEY SHOW

1. NZQA administers NCEA and holds a database of all results. Students can access results by logging in to the learner homepage on the NZQA website, www.nzqa.govt.nz/learner-login by using a unique National Student Number (NSN) and a password. It is the responsibility of the student to log in and check their results on a regular basis and to report any issues or concerns promptly to the Principal's Nominee. Students can view their NSN through the student portal.
2. Students will be able to access:
 - a. Results of internal assessments as they are completed and uploaded to NZQA
 - b. Results of external assessment available from late January
 - c. New Zealand Scholarship examinations results in February
 - d. University Entrance, if achieved.

Student Responsibilities

1. Create your login for NZQA by heading to www.nzqa.govt.nz/learner-login
2. Keep your NSN (National Student Number) and your password to the NZQA website in a safe place
3. Check the student portal for up-to-date entries and results
4. Make sure you are checking your Term 2 and Term 3 Stocktake uploads to make you are entered into enough standards to complete your qualification – check with your Tutor or Year Advisor if you have questions around this
5. Check that you meet the Literacy/Numeracy and University Entry requirements.

End of Year Examinations

1. External assessments are held in November each year. A copy of the exam timetable is available here <https://www2.nzqa.govt.nz/assets/NCEA/2026-Exam-Timetable.pdf>
2. In the two weeks before exams commence students will pick up their Exam Admission slip, and exam rules and regulations handout from their tutors.
3. Students must bring their Exam Slip to every exam they are sitting. Do not write anything on the exam slip.
4. Students have the full exam time of three hours for each exam, whether the student is doing one or all the external achievement standards in that subject. Each standard takes about one hour to complete.
5. External assessments are either written or a digital exam. Some have an aural component e.g. Music or listening e.g. Languages
6. Students who have two exams scheduled for the same time can sit both on the same day. The Principal's Nominee will give students a letter to explain at which time each exam will be sat.

Missed External Exam – Applying for a Derived Grade

Students can apply for a Derived Grade if they miss an end of year examination or other external assessment for an approved reason, but only if they have a derived grade to enter:

1. They have been unable to attend an examination for a medical or unexpected event or are unable to submit a portfolio.
2. They believe their performance has been significantly affected and they have attended an NZQA examination session.
3. They have been selected for national representation in a sport or approved activities. (this has a pre-approval process- separate form)
4. They need to collect the forms from the NZQA Principal's Nominee, or the school office, as soon as possible. The form is to be completed by a medical professional and must be included. A medical certificate on its own is unacceptable.
5. The forms must be returned as soon as possible after the first missed examination, no later than five days after the first missed examination.
6. If a student misses an examination because of getting the date wrong, we are unable to offer a derived grade.
7. If you have any questions you are encouraged to email the Principal's Nominee for NZQA: - hayden.shaw@staff.hagley.school.nz or michaela.heenan@staff.hagley.school.nz