

<p style="text-align: center;"><b>Guide for Parents, Caregivers or Whānau to help students manage NCEA Assessment remotely during COVID-19.</b></p>
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*In these stressful and uncertain times, where are we at with NCEA at present?:*

- The requirements for each level of NCEA remain unchanged
- Students can still gain Merit and Excellence grades
- The requirements for Certificate and Course Endorsements remain the same
- The requirements for University Entrance remain the same.
- The NCEA Examinations in November are still timetabled for then.

*What is being done to ensure that our students can still get the qualifications they desire?*

Our teachers:

- have and will continue to set and mark work regularly through this time, just as they would if they were at school.  
If the work is based on an **Internal standard**, the work could involve doing preparatory activities in preparation for a return to school at which time the assessment will take place OR the work could involve actually completing the internal assessment task remotely and sending it in by a set time for marking.  
( Staff can still offer ONE resubmission opportunity if it warranted).  
If the work is based on an **External standard** (for the end of the year exam) the students will be doing activities to build up their content knowledge and skills before our Mock Exams in September and the NCEA Examinations in November (both of which will be dependent on the situation with COVID 19 at those times of the year)
- Are reviewing and possibly altering their course programmes in various ways to ensure they are manageable for themselves and their students while still providing the opportunity to gain qualifications (very much dependent on how the next few weeks and months unravel).
- Are looking at different and new ways of gathering assessment evidence from students for internals and externals at any time during their learning rather than just in an end of unit formal assessment. This is important for Externals because if a student or group of students are unable to sit the NCEA Examinations due to COVID 19 restrictions or affected in their preparation for them beforehand, NZQA could ask the school to provide grades for students either as Derived Grades or Unexpected Event Grades.
- Will show some flexibility in expectations of individual students based on their particular remote-learning situations.

*What can you as Parents, Caregivers or Whānau do to support your young person(s) to keep engaged with their learning:*

- You are not expected to be the teacher BUT encourage them to:
  - Establish a routine around school work, rest and recreation
  - Develop a plan/timetable to complete the work set by their teachers
  - Complete and forward any marking activities or internal assessments on time to their teachers.
  - Remind them that any work submitted for assessment/markings MUST be their own work. (Teachers have various ways to check that work is authentic)
  - Check communications from their teachers regularly and participate where possible in any planned class meetings on Teams or Zoom
  - Communicate with their teachers if they need help and guidance.
  - Track their own progress on the Edge App.
- Check communications from teachers, the school and NZQA regularly – we may use email, phone, our website and Facebook to regularly update you on the arrangements for our seniors.

If you have any concerns or questions about NCEA Assessment please email Wayne Smith – [sw@stratfordhigh.school.nz](mailto:sw@stratfordhigh.school.nz) - and include a phone number if you would like me to talk to you rather than have an email response.

*Distance Learning*

- Gateway / STAR / Trades Academy / 3+2
  - Students will have booklet work which needs to be completed (and held onto at this stage).
  - Student work that is dependent on practical work and observations may not be able to be completed at present and should be held on to.
  - Once a student has completed any work they already had, they should contact Mrs Milner by emailing [vl@stratfordhigh.school.nz](mailto:vl@stratfordhigh.school.nz) and Mrs Hodson for Gateway by emailing [hk@stratfordhigh.school.nz](mailto:hk@stratfordhigh.school.nz) to discuss and organise the next step.
- Te Kura (Correspondence School)
  - Students are to continue working through their course on-line and regularly sending in their work to their tutor at Te Kura.
  - If students are experiencing problems with work in their course they should contact their tutor by email and if there are any resource or logistical issues contact Wayne Smith by emailing [sw@stratfordhigh.school.nz](mailto:sw@stratfordhigh.school.nz)