



St Mary's College, Wellington

2020 COURSE OUTLINE

English

The Written Word

NCEA Level Three

Course Information

Course name	13 English - The Written Word
Course code	13ENW
NQF Level	Three
Credits	21
Pre-requisites	12 English - The Written Word
Course description	This course is designed to encourage you to develop your enjoyment of literature. It will prepare you for the Achievement Standards that are part of the NCEA Level Three programme.

Internally assessed standards:

Standard	Version Number	Topic/Title	Level	Credits	Num/ Lit (R/W)	Timing of summative assessment:
AS91480	1	3.9 Respond critically to significant aspects of visual and/or oral text(s) through close reading, supported by evidence	Three	3	Lit 1	W11, T1
AS91479	1	3.8 Develop an informed understanding of literature and/or language using critical texts	Three	4	UE Lit R	W1, T4
AS91475	1	3.4 Produce a selection of fluent and coherent writing which develops, sustains, and structures ideas.	Three	6	UE Lit W	W2, T3

Externally assessed standards:

Standard	Version Number	Topic/Title	Level	Credits	Num/ Lit (R/W)
AS91472	1	Respond critically to specified aspect(s) of studied written text(s), supported by evidence	Three	4	UE Lit R/W
AS91473	1	Respond critically to specified aspect(s) of studied visual text(s), supported by evidence	Three	4	UE Lit W

Assessment policy and procedures

In accordance with NZQA regulations and school policy, the [insert learning area] Learning Area will operate the following policies:

Authenticity:

Assessment work handed in to the teacher must be your own work. You will be expected to sign authenticity statements to declare this in writing.

For research projects, you may also be required to hand in draft work and raw data collected.

If evidence suggests that a student presents work which is not their own, then school plagiarism policy will be followed. (The student will not achieve the assessment task.)

You will be taught how to correctly include quotations from other sources in your work, and how to put ideas into your own words, in order to avoid plagiarising material (thus creating an authenticity problem.)

Reassessment opportunities:

Under NZQA guidelines, where manageable, and after further learning has taken place, students may be offered a maximum of one further opportunity for assessment against an assessment standard within a year. This is at HOLA discretion and not always possible. A re-assessment requires a new assessment task which must then be offered to all students entered in the standard.

Resubmission:

A resubmission is different from a further assessment opportunity. A resubmission may be offered when you could achieve a better grade if you correct errors or omissions in your work in a short period of time. It is undertaken as part of the marking process, **before** grades are released.

Teachers can specify the question requiring amendment but are not able to re-teach the material.

Appeals:

When your internally assessed work for tests and assignments is returned, and you are unhappy with either your grade or with the testing process, you will have the opportunity to appeal the grade.

If you wish to appeal the grade given, you will need to complete the [STMW Appeal Application Form](#) within two school days of receiving your assessed marked work from the teacher. This online form is available at <http://bit.ly/stmwappeal>

Where a grade is appealed, school policy will be followed.

Derived Grades for External Examinations:

If you are prevented from sitting NCEA examinations or consider that your performance is seriously impaired because of exceptional circumstances beyond your control, you may apply to NZQA through the school for a derived grade.

The application must be submitted to the Principal's Nominee by due date with the relevant evidence eg a medical certificate, order of service for a bereavement.

School practice assessments/derived grade exams are used to generate a derived grade.

The derived grade information for candidates can be found on the NZQA website. Application forms and due dates can be found on this page.

<https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-nation>

[al-assessment-in-schools/derived-grades/information-for-candidates/](#)

Late work:

It is important to understand that the deadline set for internal standards must be met. Late work will only be accepted if a extension has been requested and approved by the Principal's Nominee. You can request an extension through the online form at <http://bit.ly/stmwextension>

Talk to your teachers before the deadline if there are issues around handing in work on time.

Retention of student work at school:

Your internal assessment work will be kept until it is no longer required for moderation purposes. (NZQA may wish to see the work, in order to check the quality of the assessment task and marking.)