

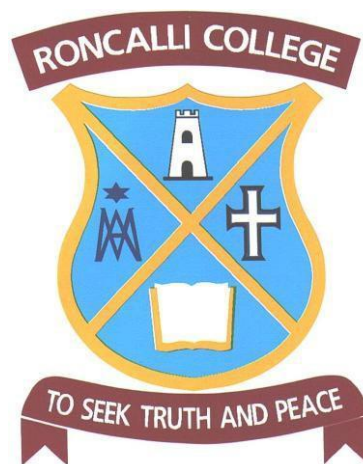
2026 Roncalli College NCEA Handbook

Information,
Procedures and
Policy Statement

Roncalli College

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1.1 OVERVIEW

The school's Principal's Nominee and the Academic Dean/Assistant Principal are available to answer questions or concerns about NCEA. You can contact the Principal's Nominee at p.nominee@roncalli.school.nz. For matters regarding individual courses, you should first speak with your subject teacher and the relevant Curriculum Leader.

Most senior students at Roncalli College work towards NCEA Level 1, 2 or 3 and University Entrance by gaining credits from standards. All NCEA courses will offer a number of standards which will generate credits towards a Level 1, Level 2, or Level 3 NCEA Certificate. Some of these standards will be assessed internally by subject teachers and some will be assessed externally by NZQA examinations in November and December.

Note some Level 1 courses will involve an in-class assessment but will be externally marked by NZQA.

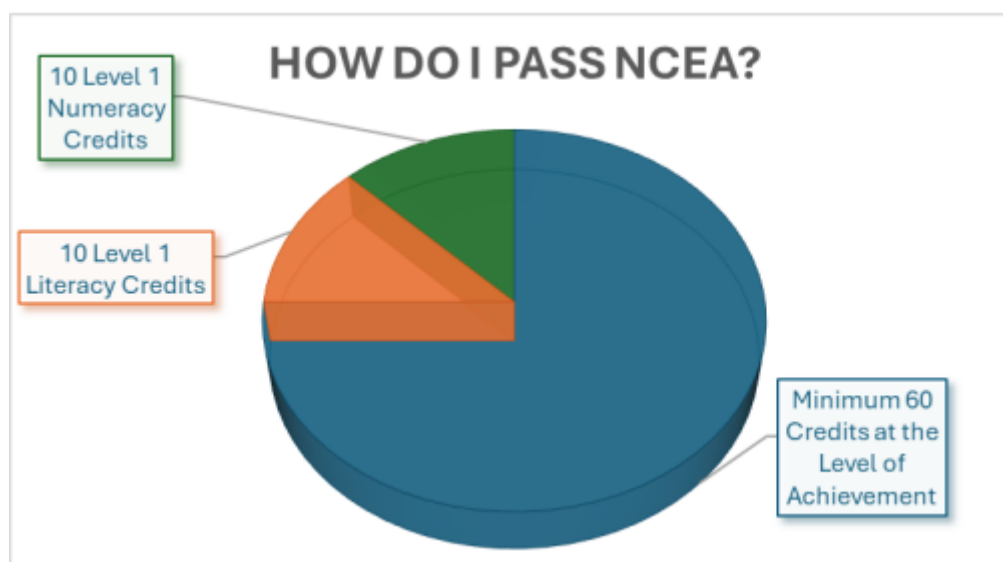
A standard describes particular skills or knowledge within an area of study. Each standard is worth a certain number of credits. When a student achieves a standard with an Achieved, Merit or Excellence grade, they earn the amount of credits that the standard is worth. A student will gain no credits if they receive a Not Achieved grade.

CURRICULUM LEADERS 2026

The Curriculum Leaders and identified resource people on this team for 2026 are

- Connaire Ford English (English, Literacy, ESOL)
- Bryce Caird Health and Physical Education, Outdoor Education
- Rachael Burrowes Religious Education
- Nikki Hall The Arts and Language (Music, Drama, Visual Arts, Te Reo)
- Quentin Opperman Science (Chemistry, Physics, Biology, Science)
- Deborah Marshall Social Sciences (Social Studies, Geography, History, Commerce, Enterprise Studies)
- Samantha Rooney Mathematics
- Guy Sutherland Technology (Resistant Materials, Foods, DVC, DTC, SPD, Engineering,)
- Chris Comeau Principal
- Mark Pribis Deputy Principal
- Jayne Adams Assistant Principal, SENCO (Special Education Needs Co Ordinator)
- Principal Nominee Samantha Rooney

1.2 QUALIFICATIONS REQUIREMENTS



NCEA Level 1

60 Credits at Level 1 or higher

Plus

10 Credits of Numeracy

10 Credits of Literacy

NCEA Level 2

60 Credits at Level 2 or higher

Plus

Level 1 Literacy and Numeracy

NCEA Level 3

60 Credits at Level 3 or higher

Plus

Level 1 Literacy and Numeracy

Level 1 Literacy and Numeracy

Most students will achieve literacy and numeracy through passing the online Common Assessment Activities (CAAs) in Numeracy (10 Credits), Reading (5 Credits) and Writing (5 Credits). You will have the opportunity to sit these from Year 10 and can sit them as many times as you need to, up to twice a year. You only must pass each assessment once.

Until 2027, you can also achieve literacy and numeracy through achievement standards - mostly in English and Maths, but in some other Level 1 subjects as well. Note that you cannot “double dip” - if you rely on 10 Credits from Achievement Standards for literacy or numeracy, they will not count towards your total of 60.

1.3 HOW CAN I GET A CERTIFICATE ENDORSEMENT

If you gain 50 credits at Merit (or a combination of Merit and Excellence), your NCEA certificate will be endorsed with Merit.

If you gain 50 credits at Excellence at a level, your NCEA certificate will be endorsed with Excellence.

1.4 HOW DO I GET A COURSE ENDORSEMENT?

If you get 14 or more credits in one subject at Merit (or a combination of merit and excellence) you will get a merit endorsement for that subject.

Remember though:

- At least 3 of the credits must be from external assessments (unless it is a subject like RST (Level 2 and above) where there are no external assessments).
- The credits must be achieved in one calendar year.

If you get 14 credits at excellence, including 3 external assessment credits in one calendar year then you will get Excellence Course Endorsement.

You can also have your course endorsed with Achieved, if you gain 14 credits in one subject, with at least 3 internal and 3 external assessment credits in one year.

1.5 HOW DO I GET UNIVERSITY ENTRANCE?

University Entrance is the minimum entrance qualification requirement to be able to study at a New Zealand university and some other tertiary institutions.

To get UE you must:

- Pass Ncea Level 3 (including literacy and numeracy)
- Achieve 14 credits at Level 3 or higher in achievement standards for each of the three subjects from the “approved subject” list (see below).
- Pass at least 10 numeracy credits at Level 1 or higher.
- Pass at least 10 literacy credits at Level 2 or higher; five credits must be in reading and five must be in writing. These are usually covered in English but lots of other standards count too - check

with your subject teachers.

University Entrance approved subjects currently assessed at Roncalli College		
• Biology	• Chemistry	• Design (Visual Art)
• Design & Visual Communication	• Drama	• Economics
• Engineering/Digital Technology	• English	• History
• Mathematics with Calculus	• Mathematics with Statistics	• Music
• Painting (Visual Art)	• Photography (Visual Art)	• Physical Education
• Physics	• Religious Studies	• Science
• Young Enterprise		

Remember that this is a minimum requirement - lots of different universities and courses have specific requirements, and this changes regularly - if you are interested in a particular course or university, check with Mrs C Opperman in Careers or Mrs Adams.

University Entrance Rank Score

Some universities will use a rank score to rank students nationally for courses where entry is competitive, or courses are oversubscribed. Across your best 80 credits at Level 3 in approved subjects, you will be given points for every credits:

Excellence (4 Points),

Merit (3 Points),

Achieved (2 Points)

1.6 WHAT ARE VOCATIONAL PATHWAYS?

Vocational pathways help you see how your learning and achievement is valued in the 'real world' by aligning the NCEA Level 2 Assessment Standards including specific 'sector-related' standards with six industries.

- Primary Industries
- Service Industries
- Social and Community Services
- Manufacturing & Technology
- Construction & Infrastructure
- Creative Industries

The award enables employers to assess whether your skills align with their industry requirements more easily.

To receive a Vocational Pathways Award, you must pass NCEA Level 2. A minimum of 20 Level 2 credits must be from sector related standards, with the remaining from the recommended standards in one or more pathways to make up sixty pathway credits Award(s) will show on your NZQA Record of Achievement



1.7 WHAT OTHER CERTIFICATE CAN I GET AT SCHOOL?

It is possible for students to gain additional certificates on the National Qualification Framework.

1.8 WHAT IS SCHOLARSHIP?

Scholarship provides recognition and monetary award to top students in Year 13. Scholarship examinations enable you to be assessed against challenging standards and are demanding for the most able students in each subject.

Scholarship candidates are expected to demonstrate high-level critical thinking, abstraction and generalisations and to integrate, synthesise and apply knowledge, skills, understanding and ideas to complex situations.

Year 13 students can enter a separate scholarship examination in some subjects. Entries will be called for later in the year. Talk to your Level 3 subject teacher about this.

1.9 HOW CAN I TRACK MY NCEA RESULTS?

You can use your Roncalli College username and password to log into the Roncalli College Kamar Portal and track your results that have been loaded into the school system.

1.10 HOW CAN I CHECK MY OFFICIAL NCEA RESULTS?

You can login at any time at www.nzqa.govt.nz. Use this login to check your results (very important in January!), order result notices and keep an eye on your progress. Remember that there can be a lag time between getting your results at School and these appearing on the NZQA site.

1.11 WHAT COURSE INFORMATION SHOULD MY TEACHERS GIVE ME?

At the beginning of each year your teacher must give you an assessment statement for the course. This will tell you all about the assessments, what will happen during the year, and how each standard will be assessed.

This must include the following information:

- A list of standards offered in the course requirements
- The registration number and version
- Full title
- Number of credits
- Mode of assessment - internal or external
- Approximate timing of assessment
- Whether or not a further assessment opportunity is available
- Literacy, numeracy and UE information.

You will receive the following written notification of tasks:

- For extended tasks requiring homework time and for completion out of school time a due date will be given when the task is issued.
- For tasks completed in class, you will receive one week's notice before the commencement of the task.

1.12 DEADLINES FOR LONG-TERM ASSIGNMENTS

Hand in dates for an assessment completed out of class will be by 8:30am advertised via Google Classroom.

Work that is submitted for marking after the stated deadline may not be marked. A willful absence (e.g. bunking, not coming to school to finish your assessment) will be considered as intent to avoid assessment. A further assessment opportunity will not be provided to a student who willfully misses an assessment. If valid, authentic standard specific evidence is not available a result of Not Achieved will be given.

1.13 WHAT HAPPENS IF I MISS AN ASSESSMENT OR A DEADLINE?

If you are absent from an assessment because of illness, bereavement or serious family reasons, you must follow normal absence procedures. If the subject teacher is unhappy with the reason given, the Principal's Nominee or Mrs Adams (Academic Dean) will decide if justified. For justified absences another assessment opportunity will be made available *if possible*.

If you are away due to representing the school for sporting, cultural or academic or leadership reasons, you will have another assessment opportunity if possible - however, sometimes this is not possible - make sure you talk to your teacher well in advance as in some cases you may have to make a choice between being at school for the assessment or attending the activity.

Family holidays are not considered a reason for missing an assessment deadline.

1.14 HOW DO I APPLY FOR AN EXTENSION?

The best bet is to talk to your teacher in advance if you are struggling to meet a deadline - it is unlikely that you will receive an extension if you ask on the due date, or after.

If you think that you are unable to complete an assignment on time through circumstances beyond your control (sickness, family trauma), you should request an extension of time. The Principal Nominee will talk to your subject teacher and Curriculum Leader for the subject

An application for an extension must be made on the [Extension Form](#) at least 3 days before the due deadline.

At the time the request is made, some work completed to date must be shared with the teacher. The sufficiency of the evidence provided will be determined at the discretion of the Curriculum Leader. Failure to submit sufficient evidence of work completed so far may result in the extension not being granted.

Any extension will not normally exceed **three school days** beyond the original deadline. This means that work due on a Friday, with an extension, becomes due on Wednesday. In exceptional circumstances where the situation is ongoing, the student may be given credit for the work completed to date. The **maximum extension available is three school days**, and the Principal's Nominee will make the final decision on extensions in some circumstances.

1.15 RESUBMISSION AND FURTHER ASSESSMENT OPPORTUNITIES

Sometimes you may be given a resubmission or further (new) assessment opportunity if you wish to improve your grade - however, this is not always possible. Your teacher will let you know what standards a further assessment opportunity may have - it is the teacher's decision on whether it is possible.

Resubmission

Is when you may get an opportunity to improve on already submitted assessment work. It is up to the teacher if you can have one, and it can only be given when your grade is Not Achieved. You may have the opportunity to improve to Achieved *only*. You will need to figure out what you need, to do the assessment yourself- the teacher cannot give you any assistance or feedback.

So... that means you may be offered a resubmission only if your initial grade is Not Achieved, and you can only go up to an A

Further Assessment

Is when you are given a new assessment/test/assignment or the same task on a different topic.

- One further assessment opportunity for a standard can be provided each year. If one is offered, it must be offered to all students, and all assessment grades must be available.
- A further assessment opportunity is only appropriate after more teaching and learning has taken place.
- The highest grade gained by a student will be reported to NZQA.

1.16 APPEALS

You have the right to appeal against any assessment decision. This includes the grade, an allegation that you have made a Breach of the Rules (copied, used AI inappropriately, etc), or a decision on being allowed to do an assessment or not.

In the first instance you should talk to your teacher. If you are not happy with the outcome, you can make an appeal within five school days of being notified of the initial assessment decision.

Appeals need to be made on the official [appeal form](#)

1.17 WHAT IS A DERIVED GRADE AND WHEN AND HOW CAN I APPLY FOR ONE?

If you are prevented from sitting external NCEA examinations in November or presenting materials for an external assessment (e.g. an art folio) or think your performance in an external assessment has been seriously impaired because of exceptional circumstances beyond your control (e.g. sickness), you can apply to NZQA for a derived grade.

Some advice:

- Impairment must be serious. This excludes claims based on stress due to examinations, family disturbances, and minor illness.
- Medical certificates, or statements from appropriate people (e.g. Police Officer, Counsellor) supporting the claim must be provided if the impaired performance is for a medical reason.
- The impairment must have affected you during the examination period or have occurred within the month preceding examinations (or a longer period may apply in some circumstances).
- You should sit the external examination wherever possible - often you will still do well.

A derived grade is possible where:

- The school has a grade for you for the standard - these usually come from your school examinations in Term 3.
- The grade comes from an assessment for that standard, that has been moderated by another teacher.

It is important that you sit and work hard towards your practice examination because of this - it's like having an insurance policy, just in case.

A derived grade cannot be awarded if there is no grade from practice assessments for an external standard because you were absent, did not complete an assessment, or because the timing of the teaching has meant no practice assessment was given.

You cannot receive a derived grade for a non-examination external e.g. the Level 1 PE externals

2.1 AUTHENTICITY OF YOUR SUBMITTED WORK

You may be assessed for NCEA credits in a lot of diverse ways, for example research assignments outside of class, tests, assignments in class, presentations, speeches.

In all situations, all work that is presented for assessment must be your own. Work presented for assessment that is not your own will not be considered as part of the body of evidence on which an assessment decision is based.

If you submit work that is not your own, for example copy and pasted material from the internet, copying someone else's work, using source material or ideas without referencing or inappropriate use of Artificial Intelligence (AI), your work will be investigated as a possible breach of the rules due to plagiarism.

Your teacher will refer the submitted work to the Principal's Nominee who will investigate further. If you are found to have submitted work that is not your own, you will likely lose the opportunity to gain credits for the standard. Multiple breaches of the rules may result in further consequences.

Examples of a breach of the rules include, but are not limited to, the following:

- Plagiarism (submitting work that is not yours)
- Impersonation
- False declarations of authenticity
- Using notes in a test or examination
- Communicating with others, disruption or dishonestly assisting or hindering others during a test or examination.
- Dishonesty (lying about reasons for submitting late work)
- Altering answers prior to seeking an appeal
- Copying from another student, or deliberately allowing work to be copied by others.
- If you share your work with another student, you may also get a Not Achieved for the assessment.

Authenticity and Non-Examination External Assessments.

These may be some additional guidelines or rules for non-examination externals - your teacher will talk to you about these as each subject or standard may have different requirements.

Generative Artificial intelligence

Use of AI apps such as Chat GPT, Co-Pilot, Grammarly, Mid-Journey, etc must be carefully thought through. If you choose to do so for an assessment, it is important that you understand what you can and can't use AI for in that assessment, as different standards and subjects may have different rules.

You cannot reference AI outputs as a 'source' like a book or webpage - there are special rules for this including citing outputs as 'personal communication' and providing the prompt used.

Remember though, that information generated by AI can often be inaccurate, biased or 'hallucinated' (made-up).

Apps such as Grammarly that 'improve' your writing cannot be used in some circumstances, especially in subjects such as English, that assess your writing skills. Any use of Ai must be carefully considered and is at your own risk.

Follow this table for Generative AI if you are considering using it for any work, including assessments.

<p><i>I understand what I need to learn, what is being assessed and what must be my own work.</i></p> <p><i>I understand why I am using Generative AI</i></p> <p><i>I ask questions about the outputs from Generative AI and how I use them.</i></p>
<p><i>I show how I have used generative AI in my work including the tools and prompts I used.</i></p> <p><i>I understand that Generative AI uses other people's work to create outputs for me</i></p> <p><i>I understand that the output from Generative AI may be incorrect or biased</i></p>
<p><i>I keep personal information private when using Generative AI</i></p> <p><i>I only hand in work for assessment that is my own, and appropriately reference ideas that are not.</i></p> <p><i>I know that I cannot use Generative AI for external assessment work.</i></p>
<p><i>Where appropriate, I use Generative AI to improve my learning, not do it for me.</i></p> <p><i>I share my work in progress with my teacher</i></p> <p><i>I always submit work that is my own, completed to the best of my ability.</i></p>

Following this table for Generative AI will help to ensure you do not fall into a plagiarism 'trap' - in the end your assessment needs to show what you know or understand, so don't be surprised if your teacher talks to you about the work you have submitted.

If in doubt, always talk to your teacher first who will help you understand what you can and cannot do.

3.1 ENTRIES AND WITHDRAWALS

We will enter for the standards and assessment you will be assessed for in each subject. This is then sent to NZQA, and they will appear on your Learner Login after the 1 of April.

If you have been absent for learning prior to an assessment or for an assessment. Your subject teacher will discuss with you and your parents whether to withdraw you from this standard. Please note though if you have had the opportunity to be assessed for the standard or have submitted work, you cannot withdraw.

4.1 SPECIAL ASSESSMENT CONDITIONS

Some students may qualify to have Special Assessment Conditions. This is where, because of specific learning difficulty, you may qualify to have a reader, writer or be able to use a computer during an NCEA assessment. The application process is carried out by the School for NZQA. See Mrs Adams if you have any questions about this.

5.1 VERIFYING AND REPORTING STUDENT RESULTS

The school is required to submit to NZQA accurate results of student achievement.

The following steps outlines the process by which this happens:

- Teachers must keep detailed records of all assessments.
- Results must undergo a verification process before being reported on.
- These verified results will be entered onto Kamar.
- Student feedback is provided promptly so that you can see clearly the outcome of the assessment.
- You should regularly use your Learner log in facility on the NZQA website and the Kamar Portal to check entries and reported results and to inform their teachers if there are problems.

6.1 SOME LEGAL STUFF

Schools are required to comply with the Privacy Act 1993. Teachers can comply by:

- Keeping student information confidential. No student is entitled to view the results of another student without their permission. Teachers should take care when handing back assessments or when getting students to check results.
- Seeking permission from students before using their work as an exemplar.



RONCALLI COLLEGE
STUDENT EXEMPLAR PERMISSION FORM

This form is to be used to gain permission from individual students to allow a specific piece of work to be retained and used for teaching purposes as an exemplar.

Student Name: Subject:

Description of the piece of work retained:

.....

.....

I understand that the College will use my piece of work for teaching purposes.

I understand that when my work is no longer required, the College will destroy copies retained.

Signature of
Student

.....Date

APPENDIX 2 – NZQA 2026 EXTERNAL EXAM TIMETABLE

Please refer to the NZQA website for up to date information

2026 EXAMINATION TIMETABLE					
Examinations available digitally shown in blue					
Date	Session	Level 1	Level 2	Level 3	Scholarship
Tue 10 Nov	AM	Mathematics and Statistics	Geography Latin	Dance	Classical Studies
	PM	Te Ao Haka	Japanese	Digital Technologies Samoan	Media Studies
Wed 11 Nov	AM			English	
	PM	Gagana Tokelau Korean	Te Ao Haka	Cook Islands Māori	Geography
Thu 12 Nov	AM		English		Chemistry
	PM	Physics Earth & Space Science	Chinese	Physics Te Ao Haka	French
CANTERBURY ANNIVERSARY DAY (Fri 13 Nov)					
WEEKEND					
Mon 16 Nov	AM	French	Lea Faka-Tonga Te Reo Māori	Calculus	Samoan
	PM	Te Reo Māori	Chemistry	German History	Statistics
Tue 17 Nov	AM	English			Accounting
	PM	Geography	Dance Korean	Biology	Art History
Wed 18 Nov	AM	History	Art History	Health Japanese	Physics
	PM		Physics	Economics	Psychology
Thu 19 Nov	AM		Mathematics & Statistics	Making Music Spanish	Economics
	PM	Chemistry & Biology	Accounting		Biology
Fri 20 Nov	AM		Biology	Chinese Drama	
	PM	Religious Studies	Cook Islands Māori Drama	Chemistry	Agricultural & Horticultural Science
WEEKEND					
Mon 23 Nov	AM	Japanese	French	Latin Psychology Te Reo Rangatira	English
	PM	Spanish	Business Studies	Agricultural & Horticultural Science	Earth & Space Science
Tue 24 Nov	AM	Commerce	Agricultural & Horticultural Science	Statistics	Te Reo Rangatira
	PM		History	Geography	
Wed 25 Nov	AM	Health Studies	Te Reo Rangatira	Lea Faka-Tonga	Calculus
	PM	Science	Classical Studies	Accounting	Drama
Thu 26 Nov	AM	Digital Technologies	Media Studies	Te Reo Māori	
	PM	Vaqahau Niue	Health	Media Studies	Chinese
Fri 27 Nov	AM	Reo Māori Kōkī 'Āirani	Economics	Music Studies	Spanish
	PM		Digital Technologies	Art History	History
WEEKEND					
WESTLAND AND CHATHAM ISLANDS ANNIVERSARY DAYS (Mon 30 Nov)					
Tue 1 Dec	AM	Social Studies	Earth & Space Science	Classical Studies	Te Reo Māori
	PM	Lea Faka-Tonga	Music	Home Economics	Digital Technologies
Wed 2 Dec	AM	Agricultural & Horticultural Science	German Social Studies	French	Japanese
	PM	Gagana Samoa		Earth & Space Science	Religious Studies
Thu 3 Dec	AM	German	Home Economics	Korean	
	PM	Chinese	Education for Sustainability Samoan	Business Studies	
Fri 4 Dec	AM		Spanish	Social Studies	German

APPENDIX 3 – NZQA EXTERNAL ASSESSMENT RULES

These rules are adapted from [NZQA](#)

BEFORE AN EXAMINATION

Examination materials

Students are responsible for taking the correct equipment to the examination and making sure that it is working. If you are doing a digital examination, ensure your laptop is fully charged. Other equipment brought into the examination room must be in a clear plastic bag. Students can bring:

- pens (black and blue colours are permitted) pencils and an eraser
- an approved calculator for subjects where a calculator has been used during the year.

Emergency evacuation and student pack

Students are allowed to bring items for an emergency evacuation into the examination room in a clear, sealable plastic bag. This pack must stay under the chair and not be touched or opened without the permission of the supervisor.

Contents may include a mobile phone (switched off) or other electronic device, keys, money, bus pass and medicines.

Banned items

Do not bring the following items into an examination room unless sealed in the emergency evacuation pack:

- blank paper or refill paper
- correcting fluid
- books, written notes or electronic notes
- cell phones, pagers, or watches
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- watches of any type (digital or analogue)
- any electronic device which has the capability to store, communicate and/or retrieve information except approved calculators.

ON THE DAY OF THE EXAMINATION

- Arrive at least 40 minutes before the examination starts
- If you arrive more than 30 minutes after the examination has started you will not be able to sit the examination or enter an examination room.

In the examination room

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk allocated.
- When told, check that all pages in any printed examination booklets are printed correctly.
- If you have a problem, you should put your hand up.
- Students cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

DURING THE EXAMINATION

Students should NOT:

- borrow equipment from someone else
- talk to, communicate with, or do anything to disturb other students
- read or copy another student's work
- write or draw anything that may be regarded as offensive
- write to the marker or write in the part of the answer booklet 'For assessor's use only'
- write answers for one standard in the answer booklet for another. Where students fill up their answer booklet, they may request extra paper
- write in pencil unless instructed to do so. Work in pencil or erasable pen will not be accepted if a student applies for review or reconsideration.

Students should:

- follow all the instructions on the front cover of the examination document
- use only black or blue pen
- write neatly, so the marker can read the answers
- cross out or delete any work they do not want marked
- fill in their details at the top of any additional sheets of paper provided and put them inside the answer booklet.

AT THE END OF THE EXAMINATION

Students must stop writing or typing when the supervisor tells them to. They must hand all material to be marked to the supervisor or submitted online (for digital assessments) before they leave. If they take any work outside the examination room, it will not be marked.

APPENDIX 4 – SENIOR STUDENT LEAVE APPLICATION FORM

Fill out the left hand side of this form and return to the Academic Dean for approval

NZQA Approved

NZQA Not Approved NAME: _____

PURPOSE OF LEAVE: _____

Academic Dean

DATES OF ABSENCE FROM SCHOOL: _____

Spoken to Mrs Adams about the Plan

Subject	Teacher	Work Missed	Assessments Missed	Teacher Signature	Catch-up Work completed	Teacher Signature

- I have advised my Year Level Dean
- I have advised my Learning Advisor
- My absence record has been updated at the office prior to my departure

PARENT/CAREGIVER SIGNATURE: _____

INFORMATION REGARDING APPROVED LEAVE

- Absence when the student is competing at a national or international level at a sporting, academic or cultural event may be accommodated as long as there has been sufficient notice given and the Principal's Nominee has evidence of a plan to catch up missed work.
- Assignments due during the absence must be completed prior to departure or by the due date providing the required teaching has occurred.
- Approved school activity of a co-curricular nature will be accommodated in a student's assessment programme.
- On the return to school following a verified, legitimate absence, a student will be given, as soon as practicable, any assessment test which she/he may have missed. Students need to be informed of the time and date of the assessment.
- NZQA approved covers the missed assessment task, not the missed teaching. Students must take all reasonable practical steps to ensure they catch up on the missed teaching.