Kia ora and welcome to Computing at Waiau Area School.

The subject will allow students to look at and explore the workings of a computer and how we use them. Over the course students will work towards developing skills with software and hardware and becoming more confident users of technology.

How do you pass?

You gain credits for each standard you successfully complete. Your results are registered with NZQA and you receive a Record of Achievement from NZQA showing your results for the year. One goal is to gain 80 credits (including 10 literacy credits) to achieve the Level 1, 2 or 3 National Certificate of Educational Achievement. Any credits you gain this year can be carried forward i.e. you do not have to gain all 80 credits in one year to achieve NCEA Level 1,2 or 3.

Computing at Waiau

Generally, your Computing teacher will give you a task to complete which allows you to demonstrate your learning, and the knowledge and skills necessary to meet the standard and gain the credits. There are a massive number of standards against which students can be assessed but ideally they should look to do no more than 20 credits and to try and accumulate these over the first three terms this year, 6 per term approximately.

Conditions

Your teacher will tell you more about the conditions for assessment which make sure that the work you present for assessment is your own. The conditions for assessment are shown beside the standards.

During the year your assessed work for internal assessment will be stored by your teacher. Speeches or presentations you give will be filmed. The department also retains all internally assessed work at the end of the year in case any authenticity checks need to be made.

Workbooks can be completed at home and are available on our network for students to access day or night, this means they will have the maximum amount of time and help to complete credits and pass their courses. However the work undertaken must be the students own and assessment activities will be governed by the conditions of assessment, for example whether students are allowed notes (open book) or not (closed book).

Authenticity of student work

At Waiau Area School, we regard any situation seriously where a student presents another person's work as their own, or cheats in any way when completing work for internal and school-based external assessments. Conduct in school exams during the year is aligned with the codes of conduct expected in NZQA-run exams.

We will investigate any alleged breach and may cancel results for an internal standard where cheating is proven.

Moderation

Your teacher will assess your internally assessed work. To ensure your teacher's assessments are consistent with national standards, samples of their assessments are moderated by another Computing teacher, by comparing work from your class with nationally set exemplars. You'll become familiar with these exemplars during the course. In addition, selected standards will be moderated by an NZQA moderator each to ensure Waiau Area School is assessing to national standards.

Appeals

You can appeal results for internal standards or for school-based external assessments held during the year. If you wish to appeal a result, the appeal should be made to your teacher within five school days of receiving the result. If the appeal cannot be resolved between you and the HOD, you should complete an appeals form (available from the NZQA Nominee, Ms Smart) within twenty school days of the original appeal.

What's the curriculum link?	***What standards are available?***	***What are the conditions for assessment?*** ***When will I be assessed?***
Level 1		
Creating a webpage	**US18734(V4)** Create a webpage using a template 2 credits	When student feels they have completed sufficient learning.
Creating spreadsheets	**US18743 (V3)** Produce a spreadsheet from instructions using supplied data. 2 credits	When student feels they have completed sufficient learning.
Effective search strategies	**US18758 (V3)** Find information using the internet 2 credits	When student feels they have completed sufficient learning.
Computing languages	**US25659 (V1)** Create a web page using a mark-up language with a text editor 2 credits	When student feels they have completed sufficient learning.

Producing effective images	**US26745 (V1)** Produce still images for a range of digital media 3 credits	When student feels they have completed sufficient learning.
Understanding personal computing systems	**US2780 (V6)** Demonstrate and apply knowledge of a personal computer system 3 credits	When student feels they have completed sufficient learning.
Producing a document	**US2792(V6)** Produce simple desktop published documents using templates 2 credits	When student feels they have completed sufficient learning.
Learning about digital applications	**US5943(V6)** Investigate use of digital applications for leisure 2 credits	When student feels they have completed sufficient learning.
Creating a presentation	**US5946(V6)** Use computer technology to create and deliver a presentation from given content 3 credits	When student feels they have completed sufficient learning.
Level 2		

STANDARDS SUMMARY

Level 2		
Using the internet	**US20332** Use the Internet for information retrieval in an organisation **3 Credits**	When student feels they have completed sufficient learning.
Creating websites	**US25655** Create a website using a dedicated web-authoring tool to meet a set brief **3 Credits**	When student feels they have completed sufficient learning.
Developing a website	**US25656** Create a website using a mark-up language to meet a set brief	When student feels they have completed sufficient learning.

	3 Credits	
Using ICT effectively	**US25662** Use digital communications technologies **3 Credits**	When student feels they have completed sufficient learning.
Making applications and answering a brief	**US26744** Produce a media application for use on a communication device to meet a set brief **5 Credits**	When student feels they have completed sufficient learning.
Developing security skills	**US2781** Manage and protect data in a personal computer **3 Credits**	When student feels they have completed sufficient learning.
Understanding the workings of a PC	**US2783** Demonstrate knowledge of the components of personal computer systems **3 Credits**	When student feels they have completed sufficient learning.
Using Xcel to solve problems	**US2784** Create and use a computer spreadsheet to solve a problem **3 Credits**	When student feels they have completed sufficient learning.
Using databases	**US2786** Create and use a computer database to solve a problem **3 Credits**	When student feels they have completed sufficient learning.
Desktop Publishing	**US2788** Produce desktop published documents to meet a set brief **5 Credits**	When student feels they have completed sufficient learning.
PC peripheral maintenance	**US2790** Use and maintain personal computer peripherals **3 Credits**	When student feels they have completed sufficient learning.
Developing integration skills	**US2791** Integrate spreadsheet and database data into word processed documents to meet a set brief **3 Credits**	When student feels they have completed sufficient learning.
Presenting skills	**US5940** Produce a presentation	When student feels they have

	using a desktop presentation computer application **3 Credits**	completed sufficient learning.
Developing computer diagrams	**US5957** Produce schematic diagrams using a computer application **2 Credits**	When student feels they have completed sufficient learning.
Understanding Ergonomics	**US6743** Demonstrate an understanding of ergonomic principles for computer workstations **2 Credits**	When student feels they have completed sufficient learning.
Level 3		
Database maintenance	**US18756** Use and maintain a computer database for business reporting and decision making **4 Credits**	When student feels they have completed sufficient learning.
Developing workplace documents	**US24872** Produce documents for a workplace using a computer **3 Credits**	When student feels they have completed sufficient learning.
Web development	**US25657** Create a website for a stakeholder using a mark-up language **6 Credits**	When student feels they have completed sufficient learning.
Web development	**US25658** Create a website for a stakeholder using a dedicated web-authoring tool **5 Credits**	When student feels they have completed sufficient learning.
Create interactive media works	**US25661** Design and assemble an interactive media product without scripting **3 Credits**	When student feels they have completed sufficient learning.
Investigation and reporting	**US25782** Investigate the use of Information and Communications Technology in an organisation **6 Credits**	When student feels they have completed sufficient learning.
Spreadsheet development	**US2785** Create a computer spreadsheet to provide a solution	When student feels they have completed sufficient learning.

	for organisation use **5 Credits**	
Database development	**US2787** Create and use a computer database to provide a solution for organisation use **6 Credits**	When student feels they have completed sufficient learning.
Desktop publishing skills	**US2789** Produce desktop published documents for organisation use **6 Credits**	When student feels they have completed sufficient learning.
Develop an understanding of networks	**US2797** Demonstrate knowledge of the principles of computer networks **4 Credits**	When student feels they have completed sufficient learning.
Problem solving using a PC	**US5947** Use computer technology to solve a specified problem **3 Credits**	When student feels they have completed sufficient learning.
Project Management	**US5953** Create and monitor a project plan using a computer application **3 Credits**	When student feels they have completed sufficient learning.
Writing scripts for automation	**US5954** Automate processes in a computer application using a scripting language **5 Credits**	When student feels they have completed sufficient learning.
Using computer documentation	**US5955** Demonstrate an understanding of documentation for computer applications **5 Credits**	When student feels they have completed sufficient learning.
Investigating and researching	**US5968** Discuss the social implications of information technology **3 Credits**	When student feels they have completed sufficient learning.