

NCSC HANDBOOK

Update Sheets 2005-2006

Please amend your current copy of the NCSC Handbook with the following corrections and changes.

Page

- 1 Facsimile: +44(0)1793 783775
for CICE read ICCE – International Certificate of Christian Education.
- 3 Please note that it is no longer possible to register with the NCSC. If your child is approaching Pace 1085 in their subjects you should register them with the ICCE.
- 4 What should I do with my PACE Tests?
If you are a home schooling family you should send PACE Tests to the Board when each ACE level is complete, i.e. modules of 1085-96 or 1097-108. Please only send in completed modules (sets of 12 or 6 PACEs) at any time of the year.
- 10 Applicants from Asia should go through the School of Tomorrow office in Singapore.
- 11 PACE Tests – Christian School Pupils – From September 2004, spot checks will be done whereby the Administrator will request a pupil's Tests to be sent in to the Board for moderation. These will be chosen at random. Please could all schools nominate an NCSC/ICCE coordinator with whom our Administrator can liaise? Thank you.
- 12 The ICCE Registration Fee from 1st September 2005 is £125 (*See above*).
- 17 **Option List for Level 1**
Spanish 1 should read [1-12] (not 1097-1108)
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|-------------|--|------------|
| Add | Rosetta Stone Level 1 Language courses – | 2 credits |
| | Please note that language courses take at least 2 years to complete | |
| | Nutrition Science (ILS) (Level One only) | 0.5 credit |
| | Successful Living (Proverbs 1-9) (ILS) (Level One only) | 1 credit |
| | Future Kids Computer Literacy (purple level) | 1 credit |
| | Mavis Beacon Typing course (15 or Deluxe version) | 0.5 credit |
| | Medical Air Rescue Service (South Africa only) | 0.5 credit |
| | St John's Ambulance First Aid at Work & service | 0.5 credit |
| | CLAIT 2006 Level 1 (NCSC Level 1 only) | 1 credit |
| | Mankind – Sociology & Anthropology | 0.5 credit |
| | Christian Perspectives – name changed to
Foundations for Living, now | 1 credit |
| | Ballet Grade 5 | 1 credit |
| Omit | Netg Skill Builder – no longer available but still valid if you already have it. | |
| | General Health (AO) | |
| | Life Science (AO) | |
| | Composition (AO) | |
| | Geology (AO) | |
- 19 **Option List for Level 2**
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|-------------|--|-----------|
| Add | Rosetta Stone Level 1 or 2 Language courses | 2 credits |
| | Ballet Grade 6 | 1 credit |
| | CLAIT 2006 Level 2 or EDCL/IDCL | 1 credit |
| Omit | Netg Skill Builder – no longer available but still valid if you already have it. | |
| | Geography (AO) | |
| | Science in Action (AB) | |

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- 23 **Option List for Level 3**
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|-------------|--|------------|
| Add | Christian Growth 133-138 (ACE) | 0.5 credit |
| | Rosetta Stone Language Courses Level 2 | 2 credits |
| Omit | Mankind – Sociology & Anthropology | 0.5 credit |
- 20 Service Credits – Pupils must be 16 years old in the year they do these for credit. These can be a credit for Level One, Two or Three. They must submit to the Board a 1,000 word essay on the subject of Christian Education.
Monitor Training – this can be done in the ABCs or Junior Learning Centre.
- 23 Economics is the same as US Civics and Economics – worth 1 credit
- 24 Other Accepted Option Modules
GCSEs – Grade D and below will no longer be worth a credit and Grades A*-C are only permitted for foreign languages.
South African Biology 133-144 is available for 1 credit – a textbook is needed for this. However this is not a Level 3 course.
- Convention credits – these have been extended to include Art and Design entries but 50% of the marks will be given for the accompanying portfolio. For Science Exhibits an outline must be submitted by 1st January 2005. Only one person per entry is allowed. Joint entries are not allowed. (See *ICCE Procures Manual for details*)
- 32 Members of the NCSC Board
Arthur Roderick – CEE Director
- 34 Contact Information – School of Tomorrow Zimbabwe, Christian Education Trust
80 Mutare Road, Msasa, Harare
Tel. 00263 490980 Email: accacia@zol.co.zw (Yvonne Clements)
and cet@zol.zw
- School of Tomorrow Asia, Randy and Maylin Teo
33 Dairy Farm Road #01-01, Singapore 679051
Tel. 00656 7691291 Email: maylin@teach-asia.com
Students must be registered with TEACH in order to join the NCSC in Asia.

Important Notes

Science Lab Reports

These are a compulsory requirement for ALL students whether in a School or Homeschool. Please could you send these in with the Pace Tests so that we know you have done them, or in the case of Schools, confirm in writing that the student has done them when you send in the Course Completion Form and SPCs. Thank you for your co-operation in this matter. DVDs are now available for all levels of Lab Reports.

Convention Entries for Credit

We have introduced several new categories in the past year. These include most categories of Art and some Design Technology. All photography categories are now available, including Digital Photography. A portfolio is required which will count for 50% of the marks. Please see the ICCE Manual for further details or view them on the website.

PACE Test Moderation Procedure

When at all possible, Pace Test scoring should be checked by another parent or supervisor. When a batch of Tests is sent in to the Board, the Administrator acknowledges them and passes them on to one of the appointed moderators. The moderator re-scores 10% of the Tests and notes any deviation

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and procedural points on a green form. These are then returned to the Administrator. If a deviation in scoring exceeds plus or minus 5 the score is changed on the SPC. If the score falls below the pass mark the student will be required to repeat the Pace and Test. The Administrator sends a letter to the parent/supervisor explaining the situation together with the Repeat Pace(s) plus an NCSC invoice for administration (usually £5). If there are several incidences of deviation the moderator will want to do some extra rescoring. This will incur a charge of £10 per module. When the Repeat Pace Tests are sent to the Administrator the score on the SPC will be changed to the minimum pass mark. The Administrator will then go on to process the Certificate application.

Repeat PACE Procedures

The ACE procedures manual makes it clear that a pupil must get a minimum of 80% (90% in the case of Word Building) in a PACE Test. If a pupil gets below 80%, then he or she has 'failed' the PACE and has to do it again. The reason for this rule is the principle of 'mastery learning'. A pupil must 'master' the material he or she is learning and this means understanding at least 80% of the concepts in the PACE. PACE 'failure' can usually be avoided by ensuring that a pupil has thoroughly learned the material in the PACE at the Self Test stage. The ICCE Board recommends that if a pupil gets less than 95% in a Self Test, the supervisor or parent gets the pupil to thoroughly review the PACE and, if necessary, set extra homework (in the form writing a paper or summary of main points) to ensure the pupil can pass the PACE Test. It is also a good idea to treat Checkups as Self Tests and thoroughly 'quiz' pupils before allowing them to proceed with the PACE. If necessary, photocopy Self Tests and require pupils to take the test again before proceeding to the PACE Test. However, on occasion, pupils do fail PACE tests and this policy document outlines the procedures to be followed in this case.

'Re-Takes'

Under the NCSC, pupils were occasionally permitted to 're-take' PACE Tests even though they had scored more than 80% in order to raise their overall PACE Average Score (PAS) for that module. The ICCE Board has decided that this practice is unacceptable. In future, pupils will not be allowed to 're-take' PACE Tests unless they have actually 'failed', that is their score is below 80%. It is important that supervisors and parents ensure that pupils are aware of this regulation and that they are encouraged to do their very best the **first time** they take the PACE Test.

Failed PACE Tests

If a pupil gets below 80% in a PACE Test, the school or home school should follow the following procedure:

1. The pupil is not shown the failed test, but is required to do a repeat PACE. They are only told that they have failed the test.
2. The supervisor or parent, however, notes where the pupil failed to grasp a concept and takes extra pains to ensure that the pupil fully grasps it. This may require extra time watching videos, writing papers or memorising formulae.
3. Take extra care over the Self Test and ensure that the pupil gets between 95% and 100% before allowing the pupil to re-take the PACE Test.
4. **Follow ACE procedures** and make sure the pupil does not take the PACE Test on the same day he or she takes the Self Test. Remember, Self Tests should not be taken on Fridays, as pupils will have to wait over the weekend before taking the PACE Test.

ICCE Information Sheets

Please be sure to read these as there may be information in them which also relates to NCSC. All the Policies in the ICCE Manual are applicable to NCSC also. You may view these on the website or obtain copies from the office on request.