



DUX CRITERIA AND SELECTION PROCESS

Purpose

The purpose of the Dux award is to recognise the Year 13 student who has demonstrated the highest level of academic achievement across Level 3 NCEA in the current school year. The process must be fair, transparent, evidence-based, and aligned with the school's assessment, moderation, reporting, and academic integrity policies.

Eligibility Criteria

To be eligible for consideration for Dux, a student must:

1. Be enrolled as a Year 13 student in the current academic year.
2. Be working towards Level 3 NCEA.
3. Have completed Level 3 assessment through the school's approved courses and assessment programme.
4. Have followed all school assessment conditions, including authenticity, attendance, submission deadlines, and assessment conduct requirements.
5. Have no unresolved academic misconduct concerns.
6. Have completed enough Level 3 credits to allow a fair comparison against other eligible candidates.

Academic Ranking Criteria

The Dux ranking will be based on each eligible student's top four Level 3 NCEA subject results.

Only Level 3 results will be used in the ranking. University papers, STAR, Gateway, Trades, or external provider credits may be considered only if they are formally approved as part of the student's Level 3 learning programme and can be fairly compared using the same GPA process.

GPA Calculation

Each student's top four Level 3 subjects will be ranked using a Grade Point Average system. The following points will be applied:

NCEA Grade	GPA Value
Excellence	5 points
Merit	3 points
Achieved	2 points
Not Achieved	0 points



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For each Level 3 subject, the student's grade points will be calculated using the credits achieved at each grade level. The formula is:

$\text{Total grade points} \div \text{total credits assessed} = \text{Subject GPA}$

Example:

Results	Credits	Points	Total
Excellence	10	5	50
Merit	6	3	18
Achieved	4	2	8
Not Achieved	0	0	0

Total grade points: 76

Total credits assessed: 20

Subject GPA = $76 \div 20 = 3.80$

Once each subject GPA has been calculated, the student's top four subject GPAs will be averaged.

The formula is: $\text{Top four subject GPAs} \div 4 = \text{Final Dux GPA}$

The student with the highest Final Dux GPA will be ranked first.

Minimum Subject Requirement

For a subject to be included in the top four calculation, it must have sufficient Level 3 credits assessed to allow a fair academic judgement. As a guide, a subject should include at least **14 Level 3 credits assessed**. Where a subject has fewer than 14 credits, the Principal's nominee, Deputy Principal, and relevant Learning Area Leader will determine whether the subject can fairly be included. This prevents a student being advantaged by a very small number of high-grade credits in one subject.

Inclusion of Internals and Externals

Both internally assessed and externally assessed Level 3 standards that have been completed at the time of calculations may be included.

Where final external results are not available before prizegiving, the school may use verified derived grades, practice examination results, or confirmed internal Level 3 results to support the provisional ranking.

Once final NCEA results are released, the school may review the outcome for internal records, but the Prizegiving Dux decision remains final unless a significant administrative error has occurred.

Tie-Break Process

If two or more students have the same Final Dux GPA, the following tie-break process will apply in order:

1. Highest number of Level 3 Excellence credits across the top four subjects.
2. Highest number of Level 3 Merit and Excellence credits across the top four subjects.
3. Highest overall Level 3 GPA across all approved Level 3 subjects.
4. Highest number of externally assessed excellence credits.
5. Review by the Dux Selection Panel, using moderated academic evidence.

The panel must record the reason for the final decision.



Fairness and Equity Principles

The Dux process must uphold fairness by ensuring that:

1. All students are assessed using the same GPA formula.
2. Only confirmed, school-approved Level 3 results are used.
3. Moderated results are used wherever possible.
4. Students are not advantaged or disadvantaged by subject choice, teacher judgement, or course design.
5. Students with approved Special Assessment Conditions are treated equitably.
6. Students on individualised learning pathways are considered fairly, provided their Level 3 achievement can be compared using the same criteria.
7. Any conflict of interest is declared and managed by the Dux Selection Panel.

Alignment with School Policies

This process aligns with the school's:

- Assessment and Moderation Policy
- NCEA Authenticity Policy
- Reporting and Academic Tracking Procedures
- Student Achievement and Progress Monitoring
- Special Assessment Conditions Procedures
- Equity and Inclusion expectations
- Prizegiving and Awards Procedures

All results used in the Dux calculation must be consistent with the school's assessment records, KAMAR markbook, NZQA entries, and moderation requirements.

Dux Selection Panel

The Dux Selection Panel will include:

- Principal / Tumuaki
- NCEA Principal's Nominee / Deputy Principal
- Deputy Principal

The panel is responsible for reviewing the GPA data, checking the integrity of the process, confirming eligibility, and making a final recommendation to the Principal. The Principal will approve the final Dux recipient.

