

Literacy (Writing)

Unit standard	32405
Title	Write texts to communicate ideas and information
Domain	Core Generic > Work and Study Skills
Number of credits	5
Method of assessment	Common assessment activity (CAA)
Assessment medium	Online / web-based Paper-based (by exception)
Period of assessment	12 – 16 June 2023 (First assessment opportunity) OR 30 October – 3 November 2023 (Second assessment opportunity)
Session duration	60 minutes (extra time allowed if necessary – see below)

Assessment format

A “common assessment activity” (CAA) is developed and marked by NZQA and administered by a kura/school /tertiary provider in a single session on a date(s) they are to nominate during the period of assessment specified above. The assessment is designed to be completed in 60 minutes by most learners, but schools may allow as much time as necessary for candidates to complete the assessment in one session.

Candidates will be required to produce two pieces of writing in response to stimulus material chosen from a range of options provided by NZQA. The two pieces will be of different text types, and one will be in a formal register. Text types may include (but are not limited to): letters, reports, articles, blog posts, profiles, descriptions, explanations, and opinions.

Candidates will also be required to respond to questions relating to written language conventions such as spelling, sentence construction, punctuation, and text organisation. These questions will require multiple-choice or short-answer responses.

Stimulus materials will include scenarios relating to a range of experiences relevant to everyday life, such as employment opportunities, health and safety situations, media coverage, sports events, school or community events, and important individuals.

Conditions of assessment

Candidates must complete their assessment individually under teacher supervision, in accordance with the NCEA [Assessment and Examination Rules and Procedures](#). Candidates are not permitted to access any resources other than those supplied in the assessment.

Other information:

As well as *the New Zealand Curriculum*, Levels 4 and 5, assessors of this standard should be familiar with:

- The Unit Standard US32405
- The NCEA Literacy Learning Matrix
- The Ministry of Education's *Unpacking Literacy*.
- These and other documents can be found on the [Literacy](#) page of the [NCEA website](#).