

Below are the instructions for the subject selection process for 2020.

We intend this process to be far more fluid and open, and you are encouraged to get in touch if you have any concerns or if you need some clarification. Please select subjects in conjunction with the subject guides, which are online in the Academic Section of the SPC Website.

Your choice will have a significant impact on structuring Option Choices for the whole school. So, please give a considerable amount of thought before choosing your Optional Subjects.

The portal is open for the initial selection **at midday Friday 23rd August** and remains open until midday **on Thursday 29th August 2019**.

NCEA YEAR 12 LEVEL 2 –THERE ARE **SIX SUBJECTS** AT NCEA YEAR 12

You will **automatically be entered** for **ENGLISH, MATHEMATICS AND THEOLOGY & PHILOSOPHY**, so please **CHOOSE THREE OPTIONS** as per the instructions below.

- Log into our Web portal and click “Course Selection.”
- To choose your **first Optional Subject**: Select a subject listed in under the **COURSE column** and click on the rectangle in the row next to it under **Column 1**. It will then appear as green with a tick.
- To choose your **second Optional Subject**: Select another subject listed in the **COURSE column** and click on the rectangle next to it under **Column 2**. It will then appear as green with a tick.
- Follow the same procedure to choose your third option. You will see all the tabs of your four options in green with a tick. The number order does not matter, ie in the example below, **12 Chemistry Level Two** has been chosen as **option 2**, however each of the choices have **equal weighting** and we do not take them as an order of preference.
- When you have selected the four options, click ‘save’ at the bottom of the page and confirm selection.

PORTAL SCREENSHOT EXAMPLE of first three subjects selected:

12NCEA Full Year Courses

Course	1	2	3
Accounting			
12 Accounting Level 2 (12ACC)	✓	×	×
PE			
12 Academic Physical Education Level 2 (12APE)	×	×	×
Science			
12 Biology Level Two (12BIO)	×	×	×
12 Chemistry Level Two (12CHE)	×	×	✓
12 Physics Level Two (12PHY)	×	×	×
Commerce			
12 Business Studies Level Two (12BUS)	×	×	×
12 Economics Level Two (12ECO)	×	✓	×

This process is **NOT** first in, first served; you are asked to take time to discuss and explore the options before making your choice.