

Instructions for the subject selection process for 2024

We intend this process to be 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 28th July** and remains open until midday **on Thursday 3rd August 2023.**

NCEA YEAR 13 LEVEL 3 – THERE ARE SIX SUBJECTS AT NCEA YEAR 13

You will **automatically be entered** for **THEOLOGY & PHILOSOPHY** and **ENGLISH**, so please **CHOOSE FOUR 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 other three options. You will see all the tabs of your five options in green with a tick. The number order does not matter, i.e. in the example below, 13BUS (Level 3 Business Studies) 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 five options, click ‘save’ at the bottom of the page and confirm selection.

PORTAL SCREENSHOT EXAMPLE of first three subjects selected:

13NCEA Portal Full Year Options

Course	1	2	3	4
Commerce				
13 Accounting Level Three (13ACC)	✓	×	×	×
13 Business Studies Level Three (13BUS)	×	✓	×	×
13 Economics Level Three (13ECO)	×	×	✓	×

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