

PRE-APPROVAL APPLICATION FOR A DERIVED GRADE For students selected for National Representation 2021



Instructions for NCEA student

You may apply for a derived grade if you have been **selected, by a registered National Body, to represent your country in a nationally select team** in a sport or approved activity.

Derived grades are available for **attendance and travel to and from the event.**

NZQA approves derived grades for National Representation.

You should request pre-approval, as soon as you have confirmation of selection and before **5 November 2021.**

Pre-approval confirms your selection meets the eligibility criteria for a derived grade for national representation and the specific dates you have derived grade approval for.

Please note:

- Applications cannot be approved after the event has taken place – **pre-approval is required.**
- Individuals or teams chosen by **invitation, an application process or competition winners** **do not meet the criteria** for national selection.

What you need to do:

See your school's Principal's Nominee who will:

- assist you to complete a request for pre-approval
- ensure all the required documentation and information is provided
- contact you if further information is required
- inform you of the approval or decline of your pre-approval application, including the dates approved.

Please note: NZQA will allow for reasonable travelling time to and from the event. However, if you choose to go early or stay on for additional touring or a holiday the examinations missed in this time do not meet the criteria for a derived grade.

YOU MUST COMPLETE SECTION A and B and provide all supporting information

Give this **form with supporting material to your school's Principal's Nominee as soon as possible but not later than 5 November 2021.**

**Section A Request of pre-approval for a derived grade for National Representation
TO BE COMPLETED BY THE STUDENT /PARENT**

Student Name:
Student's contact email address to let you know the outcome of your application

School:

NSN:

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The **reason** for you applying for a derived grade(s):

<i>What activity is the National Representation in?</i>	
<i>Who is the registered National Body? Name and contact phone number for the National Body</i>	
<i>What are the dates of the competition/event?</i>	
<i>Where is the competition?</i>	
<i>What are your proposed travel dates?</i>	

The following evidence must be provided to NZQA with your application form:

- evidence (eg letter) from the Registered National Body verifying you have been selected to represent a country in a nationally selected team/for national representation
- evidence of the dates of the event eg your programme or the event brochure.
- a copy of the confirmed travel arrangements showing the dates. (these must coincide with the examinations you are applying for in Section B)
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Give your application and supporting evidence to your school's Principal's Nominee as soon as possible and before 5 November 2021.

Note: evidence of actual attendance at the event (to be provided to the Principal's Nominee as soon as possible after the activity).

Signature of candidate Date.....
(or parent/guardian) .

Section B: Identification of the subjects and standards you are applying for.

Student completes the first 5 columns

Student Name: NSN

Subject and level (eg. English L 1)	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

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Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

*Copy this page if the application covers more than five subjects or levels.

Attestation

The above grades have been quality assured. Signed:
(Principal's Nominee)

Section C: PRINCIPAL'S NOMINEE CHECKLIST 2021

Student Name:

When a student approaches you regarding national selection:

- discuss the eligibility criteria and evidence required. Contact the NZQA Derived Grade Team if you have any questions
- clarify that only **NZQA can approve** the application
- have the student complete the pre-approval application form, including identifying the subjects and standards applied for.
- email the application with supporting information to derivedgrades@nzqa.govt.nz **as soon as possible** but no later than 5 November 2021. In the subject line put:
 - the students name and
 - pre-approval for national representation
- for students with an approved derived grade complete the students' application online as soon as possible and before **5pm on Monday 6 December 2021**.
- attach evidence of participation (after the event) to this form.

CHECKLIST TO SUPPORT ONLINE COMPLETION

Make sure you collect and retain the following documentary evidence

- A completed and signed Section A of the candidate pre-approval application form
- Letter from the National Body notifying student of national selection
- Information on the dates of the competition
- A copy of the travel arrangements submitted
- Evidence of actual participation (attach after the activity and hold in the event of an audit)
- Email from NZQA confirming approval of the derived grade (activity and dates)**
- Section B of the form identifying the exams applied for

ONLINE APPLICATION

The online application tool closes **5pm on Monday 6 December 2021**.

Application was completed online by:

The grades submitted for this candidate have been quality assured

Name Designation (eg. PN, DP)..... Date / /2021

In managing this application, please:

1. check that all sections relevant to the application are complete. Contact your School Relationship Manager if you need any clarification
2. check that the school (or Te Aho o Te Kura Pounamu 498) holds a valid grade for the standard(s) involved
3. retain all documentation relating to this derived grade application for one year for audit purposes.