

PRE-APPROVAL APPLICATION FOR A DERIVED GRADE as a result of the 2021 Examination Timetable changes



Where the changes to the examination timetable have resulted in a clash between an examination and an existing commitment you can arrange to sit your examination at another school examination center. See your school's Principal's Nominee for this process.

If this does not work, you can apply for pre-approval for a derived grade.

NZQA will:

- consider the evidence supporting a derived grade application on a case-by-case basis
- require proof that the booking and/or commitment was made before the change to the examination timetable on **25 August 2021**
- require a reason why:
 - the commitment cannot be changed
 - you are unable to sit your examination at another school.

Note: Pre-approval confirms you can apply for a derived grade. **If the commitment is cancelled/does not go ahead you must sit your examination.**

You need to:

- See your school's Principal's Nominee who will:
 - assist you to complete this pre-approval application
 - ensure your application includes evidence of the commitment **being made before 25 August 2021**
- Give your application form and evidence to the school's Principal's Nominee **by 14 November 2021.**

Student Name:

Email contact for NZQA to notify you of their decision

School:

NSN:

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

<i>What is the commitment your examination clashes with? List the specific dates?</i>	
<i>Why can this commitment not be changed?</i>	
<i>Why can you not arrange to sit your exam at another school?</i>	
<i>What evidence are you providing to confirm the commitment was made before to 25 August 2021?</i>	

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

Identification of the subjects and standards you are applying for.

Student completes the first 4 columns

Student Name: NSN

Subject and level <small>(eg. English L 1)</small>	Exam date	am or pm	Standard numbers for this application	Grade <small>(school only)</small>	Notes <small>(school only)</small>

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

PRINCIPAL'S NOMINEE CHECKLIST 2021

Student Name:

When a student / parent approaches you:

- discuss the eligibility criteria and **evidence required** to support the application. 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 form, including listing the subjects and standards applied for
- email the application and supporting evidence to derivedgrades@nzqa.govt.nz for pre-approval **as soon as possible** but no later than **14 November 2021 and:**
 - **with the student's name in the subject line**
 - cc a copy to the student's email address to check it is correct
- for students with a pre-approved derived grade, **DO NOT ENTER** their application online until you can **confirm the student attended the commitment**
- the derived grade on-line application tool closes **5pm on Thursday 16 December 2021**

Make sure you collect and retain the following

- A completed and signed candidate pre-approval application form.
- Evidence confirming the commitment was made prior to **25 August 2021**.
- Email from NZQA confirming pre-approval of a derived grade.**
- The subjects and standards applied for.

By submitting the derived grades to NZQA the **PRINCIPAL'S NOMINEE ATTESTS** that:

- The commitment went ahead and the student attended.
- The grades submitted for this candidate have been quality assured.

Name Date / /2021

In managing this application, please:

1. Check that all sections relevant to the application are complete. Contact the NZQA Derived Grade Team for any clarification.
2. Check that the school (or Te Aho o Te Kura Pounamu 498) holds a valid grade for the standard(s) applied for.
3. Retain a copy of all documentation, for one year, including the email from the NZQA Derived Grade Team confirming the pre-approval for a derived grade for audit purposes.