

## Information and instructions for students

### A derived grade is available if, for an approved reason you:

- could not sit an external examination or submit your completed portfolio (Design and Visual Communication, Technology, Level 3 Education for Sustainability or Level 3 Visual Arts)
- sat an NZQA external examination and believe your performance has been **significantly** affected
- have been selected for **national representation** in a sport or approved activity. **See your school's Principal's Nominee** for a [pre-approval form](#).

### Approved reasons include:

- a temporary acute non-recurring illness **at the time** of the examinations
- significant conditions diagnosed after **15 October** or a traumatic event after **15 October**
- a current sudden and significant change to a long-term illness at the time of the examinations
- trauma, misadventure, or exceptional circumstances **at the time** of the examinations.

There is more information on derived grades [here](#) on the NZQA website.

### What you need to do:

- See your school's Principal's Nominee, they will:
  - Help you apply and what to apply for
  - Ensure all required information is provided in your application
  - Make the application to NZQA on your behalf
- Return this completed form to your school's Principal's Nominee as soon as possible and **before 5.00pm on Wednesday 15 December 2021**

**NZQA approves** a derived grade based on the evidence you provide

Your Principal's Nominee **must submit** your application even if they do not consider you are eligible

If your application is approved, your derived grades will appear on your results notice in January.

NZQA will only write to you if your application is declined

### YOU MUST:

- Complete Section A** - your details, the reason for applying and the subjects and standards you are applying for
- Provide evidence** in Section B **OR** Section C to support your application.

### Ensure evidence to support your application from a health professional:

- is collected at the **time you are unwell**
- includes a **diagnosis** and the **impact on your preparation for, or performance in, an examination or completion of a portfolio.**

**Note: A medical certificate is not enough unless it contains ALL the information required in Section B.**

If your reason for applying involves a very private matter, please contact your school's Principal's Nominee to discuss the application.

**SECTION A**

**TO BE COMPLETED BY THE STUDENT (or a parent or guardian)**

**Student Name:**

**Student email address to notify you if your application is declined**

**School:**

**NSN:**

Type of Application	Medical/Trauma <input type="checkbox"/> Event/Misadventure <input type="checkbox"/>
Date(s) applied for	From ...../...../..... to ...../...../.....
Subjects applied for <i>You should not apply for a standard where a Not Achieved derived grade will be reported.</i>	
Reason for application	

**COMPLETE THE APPLICATION AS FOLLOWS**

**Section A** : Student details and the subject/s and standard/s that you are applying for:

**MEDICAL and TRAUMA APPLICATIONS you must:**

- Arrange for **Section B to be completed by a registered health professional** eg doctor, physiotherapist, surgeon, psychologist, counsellor, practice nurse, school nurse. You need to visit the health professional **at the time of the examinations** so that the nature, extent and timing of the illness or impairment can be confirmed to.

**EVENTS and MISADVENTURE you must:**

- Complete **Section C and attach supporting evidence**. Use this section where a registered health professional's report is not appropriate. (eg. Police Report, order of service for bereavement etc) .

**Note: evidence from a health professional is required where an event results in trauma or on-going trauma.**

**Give your application to your school's Principal's Nominee as soon as possible before the due date, in case the school or NZQA may require additional information before a decision can be made.**

**Authorisation to Disclose Information:** I authorise the school and NZQA to discuss this application with any person who has signed this form or any attachment.

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

**Section A: SUBJECTS AND STANDARDS APPLIED FOR**

*Student completes the first 5 columns*

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>

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>

\* 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 B

**MEDICAL AND TRAUMA**  
**SUPPORTED BY AN INDEPENDENT REGISTERED PROFESSIONAL**  
(eg, medical doctor, psychologist, physiotherapist, practice nurse, school nurse, counsellor)

Please read the following before completing this derived grade application.

1. To complete this form you need to be an **independent registered professional** and have:
  - carried out a clinical examination(s) at the time of the examination(s)
  - specific knowledge of a personal trauma or a serious and unfortunate event, suffered by the candidate **immediately leading up to, or during** the examination period.
2. **NZQA approves entitlement** to a derived grade. The information you provide allows NZQA to fairly assess your patient's application.
3. **Approved reasons for a derived grade include:**
  - a. A **temporary** acute illness, condition, injury OR a traumatic event,
    - that occurs **immediately prior (within 1 week) to a candidate's examination session**
    - the impairment **MUST** be **significant, that is, have an observable detrimental effect** on the student's ability to attend and/or perform in the examination
    - may include acute emotional upsets through the bereavement of a close relative or friend, or serious illness in the family that has had an **ongoing impact** .
  - b. A **significant** condition, injury or event **after 15 October 2021.**
    - the condition, injury or event will need to have a **significant, observable detrimental** effect on the student's ability to attend and/or perform in the examination.
4. Candidates with a **long-term illness or disability (eg concussion, depression, anxiety)**
  - can be approved if there is a **documented current** and **significant change** to their condition
  - the change must occur **immediately prior** to the examination.

**NOTE:** Impairment **does not** include emotional upsets such as stress due to the examinations.

**A medical certificate is not sufficient unless it provides a diagnosis and the information requested here.**

**INFORMATION PROVIDED MUST BE FROM CLINICAL EXAMINATION(S)/CONSULTATION AND BE  
TIMELY**

Patient/Student Name .....

1. Date of onset condition/illness OR trauma/event ...../...../.....

2. Date of this consultation ...../...../.....

3. Dates of previous consultation(s) in regard to this condition/illness OR trauma

**COMPLETE EITHER MEDICAL OR TRAUMA DEPENDING ON APPLICATION**

**FOR MEDICAL APPLICATIONS (ILLNESS, CONDITION OR INJURY)**

**Clinical diagnosis – briefly describe** the patient’s illness/condition/injury at the time of this consultation and its functional impact on the candidate’s ability to sit/perform in the exam

**FOR TRAUMA APPLICATIONS**

Briefly describe:

- the nature of the personal trauma /event
- the impact on the candidate’s functional ability to complete/perform in their examination

**Please Note:** A candidate who attends and attempts the examination is still eligible for a derived grade if their derived grade application is approved by NZQA.

**INDEPENDENT REGISTERED HEALTH PROFESSIONAL ATTESTATION**

The above student was seen and examined by me and in my opinion has been medically unfit to sit examinations from ...../...../..... to ...../...../.....

I am a registered health professional and hold a current practicing certificate.

Name: ..... . Registration No.....

Name of hospital/clinic/surgery/practice

Town/City Contact no:

Signature ..... Date / /

**PRINCIPAL’S NOMINEE**

Ensure the following information is included in this student’s on-line application:

- date of onset/event
- date of visit(s) to medical professional
- diagnosis by medical professional and impact
- dates the evidence identifies the student has been impacted

**SECTION C**

**AN EVENT/MISADVENTURE SUPPORTED WITH RELEVANT DOCUMENTARY EVIDENCE**  
(eg order of service, police report, accident and emergency report etc)

Please read the following before completing this derived grade application.

1. Use this section where a student is unable to attend and/or perform in an examination due to an event/misadventure, and that does not require an attestation from a registered medical professional.

**Note: where an event/misadventure results in trauma/on going trauma /illness evidence from a health professional is required.**

2. The event/misadventure will need to have a **significant detrimental effect** on the student’s ability to attend and/or perform in an examination.

Examples of events and supporting evidence are provided below

**Supporting evidence/information, as appropriate, must be attached**

**Student Name** .....

**Date(s) of the event/misadventure** ...../...../.....

Briefly describe the:

- nature of the event/ / misadventure (a serious unexpected/unfortunate event)
- impact of the event/misadventure on the candidate
- any information or comment which you consider would assist in assessing this student's application?

**Please Note:** A candidate who attends and attempts the examination is still eligible for a derived grade if their performance is deemed to be **significantly impaired**

**SUPPORTING EVIDENCE PROVIDED**

<input type="checkbox"/>	Order of Service/Funeral Notice to attend a funeral/tangi hanga of a relative/friend
<input type="checkbox"/>	Report from Social Worker/Police/Traffic/ Court Registrar of an event
<input type="checkbox"/>	Attestation from Principal’s Nominee confirming the death of a candidate’s parent or sibling
<input type="checkbox"/>	Accident and Emergency report/ discharge for accident
<input type="checkbox"/>	Other - please specify

## SECTION D: PRINCIPAL'S NOMINEE CHECK LIST 2021

**Student Name:** .....

### CHECKLIST TO SUPPORT ONLINE APPLICATION COMPLETION

<input type="checkbox"/>	The student application form is completed and signed
<input type="checkbox"/>	Section B <b>or</b> C is complete, with appropriate supporting evidence
<input type="checkbox"/>	Evidence covers the date(s) of the exam session(s) involved
<input type="checkbox"/>	The grades submitted have been confirmed to be valid, quality assured and accurate
<b>Principal's Nominee evaluation of application</b>	
<input type="checkbox"/>	The school supports this application as meeting NZQA guidelines.
The school should guide the student/family on the extent to which the application meets NZQA eligibility criteria and guidelines <b>but should not prevent a candidate</b> from making the application.	
<input type="checkbox"/>	The school does not support this application (indicate and explain this in the online application).
<input type="checkbox"/>	The school believes the application does not meet the eligibility criteria and has advised the candidate of this
<input type="checkbox"/>	The school has advised the candidate they should choose not to apply for a derived grade where Not Achieved will be reported
<input type="checkbox"/>	The school <b>does not</b> hold a valid grade for the standards(s) involved.

### ONLINE APPLICATION

The online application tool closes **5pm on Thursday 16 December 2021**.

Application was completed online by:

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. Ensure you include the following information in the student's on-line application:
  - date of onset/event
  - date of visit(s) to medical professional (where relevant)
  - diagnosis by medical professional or description of event
  - dates the evidence identifies the student has been impacted
  - evidence provided to support the application
4. Each application must include the relevant forms and any supporting documents.
5. Retain all documentation relating to a derived grade application for one year for audit purposes.