

**Information Management NCEA Level 1 – 2009  
 Authenticating Candidates’ Common Assessment Tasks**

**Policy**

Schools have policies and procedures in place to ensure that assessed work is the candidate’s own.

Work submitted for external assessment must be the work of the candidate entered. Schools are required to notify the New Zealand Qualifications Authority when they are NOT able to authenticate the work a candidate has completed **whilst under supervision**. Results will not be released for candidates whose work has not been authenticated by the school.

**Enter details below and overleaf for candidates whose work you CANNOT authenticate.**

NSN	Family name	First name(s)	Standard no(s).

*Please provide detailed information overleaf for any candidates listed above.*

**School:** ..... **Centre Number:** .....

**Principal’s Nominee:** .....  
 (Print name)

**Signature:** ..... **Date:** ..... **November 2009**

**If any candidates are identified above, this form must be placed in a yellow plastic bag with the Information Management CATs’ Attendance Roll. This yellow bag must be included with all candidate work in the green courier bag provided for despatch of materials to Printlink on Monday, 16 November 2009.**

If this form is omitted, in error, from the green courier bag it must be faxed immediately to:

**Operations Officer  
 Information Management  
 NZQA**

**Fax: (04) 463 3113**

There is no need to return this form if the work of all candidates can be authenticated by the school.

Please explain below why the work of any candidate listed overleaf cannot be authenticated by the school.

<b>NSN:</b>	<b>Standard No(s):</b>
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<b>NSN:</b>	<b>Standard No(s):</b>
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<b>NSN:</b>	<b>Standard No(s):</b>
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<b>NSN:</b>	<b>Standard No(s):</b>
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*Photocopy additional sheets if required.*