

26 October 2007

S2007/035  
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**TO:                   Principal  
                          Principal's Nominee**

## **Admission Slips and Candidate Information Booklets**

Enclosed with this circular are the following:

- 2007 Candidate Examination Information Letter
- Instructions to Candidates Booklets – one for each candidate who is sitting an externally assessed examination
- Admission Slips – one for each candidate who is sitting an externally assessed examination.

Admission Slips are sorted by candidate surname and also using any sort keys you provided with your school data, for example, by form group. In some cases the Admission Slip may be two pages. The Admission Slips are printed with a colour divider denoting the start of a new sort key. The sort key is printed on the divider in large font.

The Admission slips are not enclosed in envelopes. This is to allow schools to confirm candidates' addresses. When handing the Admission Slip to the candidate the candidate should confirm if their address is correct. If an address change is required the school should make any necessary changes by data file submission.

Schools can print copies of Admission Slips from the NZQA website (Exam Reports link) should candidates lose their Admission Slip.

### **Enquiries**

Please refer any enquiries relating to this circular to:

School Relationship Manager Secondary Assessment and Liaison Telephone: 04 463 3000 Fax:           04 463 3113 Email:        firstname.lastname@nzqa.govt.nz
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Circulars are available from the NZQA website ([www.nzqa.govt.nz/publications/circulars](http://www.nzqa.govt.nz/publications/circulars)).