

**TO: All teachers
 Principal
 Principal's Nominee**

Reconsiderations and Reviews

Once candidates have received their marked 2007 NCEA answer booklets, they may approach teachers for advice and guidance about applying for a review or reconsideration. The following information is designed to assist schools with this process.

Review

Candidates may need to be reminded that a review is appropriate for a processing error such as a wrongly transcribed grade, and that there is no fee for this service.

Reconsideration

In a reconsideration the entire answer booklet is remarked against the assessment schedule. The relevant judgement statements arising out of the assessment schedule for each standard are published on the NZQA website and reference to these will assist candidates applying for a reconsideration in understanding the achievement criteria.

Reconsideration Fees

Levels 1-3	\$20 per standard
NZ Scholarship	\$30 per subject/portfolio

If the reconsideration is successful the fee paid for that standard will be refunded.

Level 3 and Scholarship Visual Arts

Candidates and teachers are reminded that the process for reconsiderations of Level 3 and Scholarship Visual Arts results differs from that for other results and details of the process can be found in Assessment Matters circular A2008/001. For Visual Arts Level 1 and Level 2, schools manage policies and procedures for reconsideration of work that is assessed on site. See Assessment Matters circular A2007/32.

Timeline

Marked NCEA answer booklets are scheduled to be posted to candidates by the end of January. The final date for receipt of any applications for NCEA Levels 1-3 reviews and reconsiderations is **22 February 2008**, but candidates should be encouraged to apply as soon as possible.

Scholarship answer booklets will be sent to candidates with their result notice in mid-February. The final date for Scholarship reviews and reconsiderations is **14 March 2008**.

Answer booklets sent back to the New Zealand Qualifications Authority for a review or reconsideration will be processed in batches. If a candidate's result changes as part of this process they will be able to access their results on the website and a revised result notice will be sent in April 2008. Full details of these processes were included in candidates' results packages.

Assessment schedules and examiners' reports will not be published until after all reconsideration processes are complete. These will be published as soon as possible after 22 February for NCEA and 14 March for Scholarship.

Enquiries

Please refer any enquiries relating to this circular to your School Relationship Manager.

School Relationship Manager Secondary Assessment and Liaison Telephone: 04 463 3000 Fax: 04 463 3113 Email: firstname.lastname@nzqa.govt.nz

Circulars are available from the New Zealand Qualifications Authority website (www.nzqa.govt.nz/publications/circulars).