

20 June 2008

S2008/017  
1 of 2 pages

TO: **Principal  
Principal's Nominee  
Administration Staff**

### **Revised Key Dates for Entries in External Standards - National Secondary School Qualifications 2008**

This circular advises schools of changes to previously published dates relating to entry data for external standards and provides a rationale.

#### **Revised 2008 Timelines**

<b>Date</b>	<b>Activity</b>	<b>Notes</b>
1 August	<ul style="list-style-type: none"><li>External entries should be as accurate as possible</li></ul>	NZQA will use this data to finalise printing quantities.
1 September	<ul style="list-style-type: none"><li>Final external entries due at NZQA for personalised papers.</li><li>No withdrawals from <u>external</u> standards after this date</li></ul>	<p>This deadline was previously set at 1 August. NZQA will use this data to create personalised sets of examination papers for candidates. After 1 September, any late entries will not be personalised.</p> <p>This deadline was previously set at 19 September.</p>
19 September	<ul style="list-style-type: none"><li>No withdrawals from <u>internal</u> standards after this date</li><li>Final date for financial assistance applications</li><li>Final date for fees payment to NZQA</li></ul>	There has been no change in deadline for these activities.

**Please amend your 2008 Key Dates wall chart accordingly.**

**Rationale**

Since the distribution of the key dates circular in January 2008, NZQA has been working with its contractors to implement government directives to reduce waste, improve sustainability and reduce our carbon footprint. To this end, NZQA has negotiated a productivity improvement with our contractors that will allow personalisation of examination papers to be executed as a single process, without the need for a subsequent variation run.

The benefits to schools of this initiative will be:

- more time than the current calendar allows for finalisation of external entries
- less work required by Exam Centre Managers handling variation packages
- a single clear cut off that will eliminate confusion for staff and students
- the community benefit of improved sustainability and less waste.

**Adherence to timelines**

To achieve the benefits offered by a single personalisation run, it is vital that schools adhere to the timelines, particularly the 1 September close off.

**Summary of entry dates**

Standard	Additions	Withdrawals
Internal	<ul style="list-style-type: none"> <li>• Ongoing to end of year</li> </ul>	<ul style="list-style-type: none"> <li>• Not accepted after 19 September</li> </ul>
External	<ul style="list-style-type: none"> <li>• Add to data file until 1 September</li> <li>• After 1 September:               <ol style="list-style-type: none"> <li>a. add to data file <u>and then</u></li> <li>b. keep a record of late entries. They will not have personalised papers and will be catered for from the buffer pack. Contact your SRM only if late entries exceed the number in the buffer pack. Size of buffer pack to be advised later.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Not accepted after 1 September</li> </ul>

**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](mailto:firstname.lastname@nzqa.govt.nz)

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