

**TO: Principal
 Principal's Nominee**

2008 National Secondary Qualifications – Letters to Candidates and Candidate Information

Please distribute the enclosed letters and Candidate Information sheets which contain important information for your students. The letter to candidates includes the student's personal details as recorded on our database and their National Student Number (NSN). The Candidate Information sheet explains how a candidate can register on the New Zealand Qualifications Authority (NZQA) website. Please encourage your students to register as this will enable them to view their results online.

Letters

If you have not yet submitted your student entries to NZQA you will not have received any personalised letters for your students. Please contact your School Relationship Manager.

If any personalised letters are missing for students for whom you have made entries, please contact your School Relationship Manager who will provide instructions on how to print letters from the NZQA website.

If you have received personalised letters for students not currently at your school please withdraw their details from your school management system and send a new file. If you manage your entries via the NZQA website please withdraw them.

Candidate Information sheets

Additional Candidate Information sheets can be downloaded from the NZQA website:
www.nzqa.govt.nz/ncea/for-students/info/candidate-info.html

Sort Code

If you have entered sort codes with your entries, a list of the sort codes for your school is attached to assist the separation of the letters to candidates into appropriate piles for distribution. A red page is inserted between each sort code to simplify the separation of letters. If sort codes have not been included in your entry data, the letters to candidates will be in alphabetical order by surname.

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 <code>firstname.lastname@nzqa.govt.nz</code>

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