



18 August 2009

S2009/026
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**TO: Principal
 Principal's Nominee
 All Teachers**

Clarification of use of the “V” grade code in data files

This year, the Student Management System (SMS) vendors have added a “V” code as a reportable grade in the results data. “V” is the code for Standard Not Assessed. Some vendors have explained that this code may be used when students are entered for a standard but did not attempt the standard.

For clarification, this code should only be used **after** withdrawals from standards are no longer possible **and** where the student did not have an “adequate assessment opportunity”.

“Adequate Opportunity” Guidelines

The guidelines published in 2008 for reporting Not Achieved results when students have been given an adequate opportunity still apply. Where a student has presented work or evidence for assessment OR has been given an adequate opportunity to achieve the standard (consistent with school internal assessment procedures), the outcome of that assessment must be reported to NZQA as Not Achieved, Achieved, Merit or Excellence.

See SecQual circular S2008/003 *Reporting Not Achieved Results* available at:

<http://www.nzqa.govt.nz/publications/circulars/sequal.do>

[\http://www.nzqa.govt.nz/nqfdocs/qaops/s08003.doc

OR

[http://www.nzqa.govt.nz/nqfdocs/qaops/s08003.pdf\]](http://www.nzqa.govt.nz/nqfdocs/qaops/s08003.pdf)

The school definition of an adequate assessment opportunity should be published for both staff and students in their relevant assessment guidelines.

Entries and Results timelines

Schools should make any necessary changes to assessment programmes for individual students, in consultation with their teacher, prior to 1 September 2009 for externally assessed standards and 18 September 2009 for internally assessed standards. Withdrawals from all standards that will not be assessed must be made by these dates. After these dates withdrawals will not be accepted for internal or external standards.

A result is expected for each internal standard. Where the student has an adequate assessment opportunity, Not Achieved, Achieved, Merit and Excellence are the reportable grades.

The Standard Not Assessed or V code should only be used when the student was not given the expected adequate assessment opportunity **after** September 18. Where no result is reported, Standard Not Assessed (SNA) will be automatically recorded for internal entries, as it is for externals that are not attempted.

Summary

Date	Action
Prior to 1 September 2009	Withdrawals from external standards possible
Prior to 18 September 2009	Withdrawals from internal standards possible
Post 18 September 2009	N, A, M, E or V must be reported for each internal standard

Enquiries

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

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

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