

27 October 2009

S2009/036
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**TO: Principal
 Principal's Nominee**

Admission Slips and Candidate Information Booklets

Please inform the appropriate staff that boxes containing Admission Slips and the *Instructions to Candidates* booklets will be delivered to schools in the week of 2 November.

Boxes will contain the following for each candidate who is sitting an externally assessed examination:

- *Instructions to Candidates* booklet (<http://www.nzqa.govt.nz/ncea/for-students/info/candidate-info.html>)
- Admission Slip

Admission slips are sorted by candidate surname and also by any sort keys you provided with your school data, e.g. 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 handed the admission slip, the candidate should be asked to confirm that their address is correct. If a change of address is required, the school should make any necessary changes by data file submission.

Schools can print copies of admission slips and *Instructions to Candidates* booklets from their NZQA login page (Reports, Exam Reports link) should candidates lose their admission slips.

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