

PRE-APPROVAL APPLICATION FOR A DERIVED GRADE
~ for students selected for National Representation 2022



Instructions for NCEA student

NZQA approves derived grades for National Representation.

You may apply for a derived grade if you have been **selected, by a registered National Body, to represent your country in a nationally selected team** in a sport or approved activity.

Derived grades are available for **attendance, and travel to and from the event.**

You should request **pre-approval**, as soon as you have confirmation of selection and before **4 November 2022.**

Pre-approval confirms your selection **meets the eligibility criteria** for a derived grade for national representation and the specific dates for which you have derived grade approval.

Please note:

- Applications cannot be approved after the event has taken place – **pre-approval is required.**
- Individuals or teams chosen by **invitation, an application process or competition winners** **DO NOT meet the criteria** for national selection.

What you need to do:

See your school's Principal's Nominee who will:

- assist you to complete a request for pre-approval
- ensure all the required documentation and information is provided
- contact you if further information is required
- inform you of the approval or decline of your pre-approval application, including the dates approved.

Please note: NZQA will allow for reasonable travelling time to and from the event. However, if you choose to go early or stay on for additional touring or a holiday, the examinations missed in this time do not meet the criteria for a derived grade.

YOU MUST COMPLETE SECTION A and B and provide all supporting information

Give this **form with supporting material to your school's Principal's Nominee as soon as possible but not later than 4 November 2022.**

**Section A: Request of pre-approval for a derived grade for National Representation
TO BE COMPLETED BY THE STUDENT /PARENT**

Student Name:
Student's contact email address to let you know the outcome of your application:

School:	NSN:																				
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The **reason** for you applying for a derived grade(s):

<i>What activity is the National Representation in?</i>	
<i>Who is the registered National Body?</i>	
<i>Name and contact phone number for the National Body.</i>	
<i>What are the dates of the competition/event?</i>	
<i>Where is the competition?</i>	
<i>What are your proposed travel dates?</i>	

The following evidence must be provided to NZQA with your application form:

- evidence (e.g. letter) from the Registered National Body verifying you have been selected to represent a country in a nationally selected team/for national representation
- evidence of the dates of the event e.g. your programme or the event brochure.
- a copy of the confirmed travel arrangements showing the dates. (these must coincide with the examinations you are applying for in Section B)

Give your application and supporting evidence to your school's Principal's Nominee as soon as possible and before 4 November 2022.

Note: evidence of actual attendance at the event (to be provided to the Principal's Nominee as soon as possible after the activity).

Signature of candidate Date.....
(or parent/guardian) .

Section B: Subjects and standards for which the student is applying

Student completes the first 5 columns

Name: NSN

Subject and level (eg. English L 1)	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade (school only)	Notes (school only)

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade (school only)	Notes (school only)

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade (school only)	Notes (school only)

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Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade (school only)	Notes (school only)

* Copy this page if the application covers more than five subjects or levels.

Attestation

The above grades have been quality assured. Signed:
(Principal's Nominee)

Section C: Principal's Nominee Checklist 2022

Student Name:

When a student approaches you regarding national selection:

- discuss the eligibility criteria and evidence required. Contact the NZQA Derived Grade Team if you have any questions
- clarify that only **NZQA can approve** the application
- have the student complete the pre-approval application form, including identifying the subjects and standards applied for.
- email the application with supporting information to derivedgrades@nzqa.govt.nz **as soon as possible** but no later than 4 November 2022. In the subject line put:
 - the student's name and
 - pre-approval for national representation
- for students with an approved derived grade complete the students' application online as soon as possible and before **5pm on Tuesday 6 December 2022**.
- attach evidence of participation (after the event) to this form.

CHECKLIST TO SUPPORT ONLINE COMPLETION

Make sure you collect and retain the following documentary evidence

- A completed and signed **Section A** of the candidate pre-approval application form
- Letter from the National Body notifying student of national selection
- Information on the dates of the competition
- A copy of the travel arrangements submitted
- Evidence of actual participation (attach after the activity and hold in the event of an audit)
- Email from NZQA confirming approval of the derived grade (activity and dates)**
- Section B** of the form identifying the exams applied for

ONLINE APPLICATION

The online application tool closes **5pm on Monday 5 December 2022**.

Application was completed online by:

The grades submitted for this candidate have been quality assured

Name: Designation: (eg. PN, DP)..... Date: / /2022

In managing this application, please:

1. check that all sections relevant to the application are complete. Contact your School Relationship Manager if you need any clarification
2. check that the school (or Te Aho o Te Kura Pounamu 498) holds a valid grade for the standard(s) involved
3. retain all documentation relating to this derived grade application for one year for audit purposes.