

APPLICATION FOR A DERIVED GRADE 2022

FOR NCEA PILOT EXTERNAL ASSESSMENT ACTIVITIES



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

Information and instructions for students

A derived grade is available for eligible NCEA Pilot external assessments if, for an approved reason, you:

- could not sit an assessment activity; or
- sat an assessment activity and believe your performance has been significantly affected.

Approved reasons include:

- a **temporary acute non-recurring illness** at the time of, or just before, the assessment; or
- a **current sudden and significant change** to a long-term illness at the time of the assessment; or
- **trauma, misadventure, or exceptional circumstances** at the time of or just before the assessment.

There is more information on derived grades [here](#) on the NZQA website.

Please note: **a derived grade is not available** for the following pilot standards where assessment evidence is gathered or developed over time during the course, or includes the recording of a performance:

PE 92019	DVC 92002	Hauora 92058
PE 92018	Drama 91942	Pūtaiao 92072
Science 90923	Drama 91943	Pūtaiao 92071
Dance 91938	English 91926	Hangarau 92055
Dance 91939	Music 91951	Hangarau 92054
Visual Arts 91914	Te Reo Māori 92095	Tikanga ā-iwi 92080
L3 Te Ao Haka 91986	Te Reo Rangatira 92076	Ngā Mahi a te Rēhia 92064
Literacy / Te Reo Matatini	Numeracy / Te Pāngarau	Toi Puoro 92091

Closing Dates for applications are:

- for assessments in Term 2 (2 May – 8 July) applications close 15 July
- for assessments in Term 3 (25 July – 9 September) applications close 12 September
- for assessments in Term 3 (13 – 30 September) applications close 10 October
- for assessments in Term 4 (17 October – 2 December) applications close 6 December.

What you need to do:

1. See your school's Principal's Nominee. They will:
 - help you make an application
 - ensure all required information is provided in your application
 - make the application to NZQA on your behalf.
2. **Complete Section A** with your details, the reason for applying and the subjects and standards for which you are applying.
3. **Provide evidence in Section B OR Section C** to support your application. Ensure evidence to support your application from a health professional:
 - is collected at the time you are unwell
 - includes a diagnosis and the impact on your preparation for, or performance in, an assessment.
4. Return this completed form to your school's Principal's Nominee **before applications close**.

Notes:

- **NZQA approves a derived grade** based on the evidence you provide. If there isn't enough evidence to help us make a decision, we may need to contact you or your school for more information.
- Your Principal's Nominee **must** submit your application even if they personally do not consider you are eligible.
- If your application is approved, your derived grades will appear on your results notice.
- NZQA will write to you if your application is declined.
- **A medical certificate alone is not enough evidence unless it contains ALL the information required in Section B.**

SECTION A

TO BE COMPLETED BY THE STUDENT (or a parent or guardian)

Student Name:

Student email address (to notify you if more information is required or your application is declined):

School:

NSN:

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Type of Application	Medical/Trauma <input style="width: 30px; height: 15px;" type="checkbox"/> Event/Misadventure <input style="width: 30px; height: 15px;" type="checkbox"/>
Date(s) applied for	From/...../..... to/...../.....
Subjects and standards applied for <i>You should not apply for a standard where a Not Achieved derived grade will be reported.</i>	
Reason for application	

COMPLETE THE APPLICATION AS FOLLOWS

Section A: Student details and the subject/s and standard/s that you are applying for:

FOR MEDICAL and TRAUMA APPLICATIONS you must:

- Arrange for **Section B to be completed by a registered health professional** eg doctor, physiotherapist, surgeon, psychologist, counsellor, practice nurse, school nurse. You need to visit the health professional **at the time of the assessment** so that the nature, extent and timing of the illness or impairment can be confirmed.

FOR EVENTS and MISADVENTURE you must:

- Complete **Section C and attach supporting evidence.** Use this section where a registered health professional's report is not appropriate (e.g. Police Report, order of service for bereavement, etc.).

Note: evidence from a health professional is required where an event results in trauma or on-going trauma.

Give your application to your school's Principal's Nominee as soon as possible before the due date, in case the school or NZQA require additional information before a decision can be made.

Authorisation to Disclose Information: I authorise the school and NZQA to discuss this application with any person who has signed this form or any attachment.

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

Section A cont'd: SUBJECTS AND STANDARDS APPLIED FOR

Student completes the first 5 columns

Name: NSN

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

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

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

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

Subject and level	Assess date	am or pm	I attended the assessment (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 B

MEDICAL AND TRAUMA
SUPPORTED BY AN INDEPENDENT REGISTERED PROFESSIONAL
(e.g. medical doctor, psychologist, physiotherapist, practice nurse, school nurse, counsellor)

Please read the following before completing this derived grade application.

1. To complete this form, you need to be an **independent registered professional** and have:
 - carried out a clinical examination(s) at the time of the assessment(s); and
 - specific knowledge of a personal trauma or a serious and unfortunate event, suffered by the candidate **immediately prior to, or during** the assessment period.
2. NZQA approves entitlement to a derived grade. The information you provide allows NZQA to fairly assess your patient's application.
3. Approved reasons for a derived grade include:
 - a. A **temporary** acute illness, condition, injury OR a traumatic event,
 - that occurs **immediately prior to (within 1 week before) a candidate's assessment**
 - the impairment **MUST have an observable detrimental effect** on the student's ability to attend and/or perform in the assessment
 - may include acute emotional upsets through the bereavement of a close relative or friend, or serious illness in the family that has had an **ongoing impact**.
 - b. A **significant** condition, injury or event up to **a month before the assessment may be considered**.
 - the condition, injury or event will need to have a **significant, observable detrimental effect** on the student's ability to attend and/or perform in the examination.
4. Candidates with a **long-term illness or disability** (eg concussion, depression, anxiety)
 - can be approved if there is a **documented current and significant change** to their condition
 - the change must occur **immediately prior to** the assessment.

NOTE: Impairment **does not** include emotional upsets such as stress due to the assessment.

A doctor's medical certificate is not sufficient unless it provides a diagnosis and ALL the information requested here.

INFORMATION PROVIDED MUST BE FROM CLINICAL EXAMINATION/CONSULTATION AND BE TIMELY

Patient/Student Name:

1. Date of onset condition/illness OR trauma/event/...../.....

2. Date of this consultation/...../.....

3. Dates of previous consultation(s) in regard to this condition/illness OR trauma

COMPLETE EITHER MEDICAL OR TRAUMA DEPENDING ON APPLICATION

FOR MEDICAL APPLICATIONS (ILLNESS, CONDITION OR INJURY)

Clinical diagnosis – briefly describe the patient's illness/condition/injury at the time of this consultation and its functional impact on the candidate's ability to sit/perform in the assessment.

FOR TRAUMA APPLICATIONS

Briefly describe:

- the nature of the personal trauma /event
- the impact on the candidate's functional ability to complete/perform in their assessment.

Please Note: A candidate who attends and attempts the assessment is still eligible for a derived grade if their derived grade application is approved by NZQA.

INDEPENDENT REGISTERED HEALTH PROFESSIONAL ATTESTATION

The above student was seen and examined by me and in my opinion has been medically unfit to sit assessments from/...../..... to/...../.....

I am a registered health professional and hold a current practicing certificate.

Name: Registration No:

Name of hospital/clinic/surgery/practice:

Town/City: Contact number:

Signature: Date: / /

PRINCIPAL'S NOMINEE

Ensure the following information is included in this student's on-line application:

- date of onset/event
- date of visit(s) to medical professional
- diagnosis by medical professional and impact
- dates the evidence identifies the student has been impacted

SECTION C

AN EVENT/MISADVENTURE SUPPORTED BY RELEVANT DOCUMENTARY EVIDENCE
(e.g. order of service, police report, accident and emergency report etc)

Please read the following before completing this derived grade application.

1. Use this section where a student is unable to attend and/or perform in an assessment due to an event/misadventure, and that does not require an attestation from a registered medical professional.
2. The event/misadventure will need to have a **significant detrimental effect** on the student's ability to attend and/or perform in an assessment.

Note: where an event/misadventure results in trauma/ongoing trauma /illness evidence from a health professional is required.

Examples of events and supporting evidence are provided below

Supporting evidence/information, as appropriate, must be attached

Student Name:

Date(s) of the event/misadventure:/...../.....

Briefly describe the:

- nature of the event/misadventure (a serious unexpected/unfortunate event)
- impact of the event/misadventure on the candidate
- any information or comment which you consider would assist in assessing this student's application?

Please Note: A candidate who attends and attempts the assessment is still eligible for a derived grade if their performance is deemed to be **significantly impaired**

SUPPORTING EVIDENCE PROVIDED

<input type="checkbox"/>	Order of Service or Funeral Notice to attend a funeral/tangihanga of a relative or friend
<input type="checkbox"/>	Report of an event from a Social Worker/Police/Court Registrar
<input type="checkbox"/>	Attestation from Tumuaki or Principal's Nominee confirming the death of a candidate's parent or sibling
<input type="checkbox"/>	Accident and Emergency report/discharge for accident
<input type="checkbox"/>	Other - please specify:

SECTION D: PRINCIPAL'S NOMINEE CHECK LIST 2022

Student Name:

CHECKLIST TO SUPPORT ONLINE APPLICATION COMPLETION

<input type="checkbox"/>	The student application form is completed and signed
<input type="checkbox"/>	Section B or C is complete, with appropriate supporting evidence
<input type="checkbox"/>	Evidence covers the date(s) of the assessment(s) involved
<input type="checkbox"/>	The grades submitted have been confirmed to be valid, quality assured and accurate
Principal's Nominee evaluation of application	
<input type="checkbox"/>	The school supports this application as meeting NZQA guidelines
<input type="checkbox"/>	The school does not support this application (indicate and explain this in the online application).

The school should guide the student/family on the extent to which the application meets NZQA eligibility criteria and guidelines **but should not prevent a candidate** from making the application.

<input type="checkbox"/>	The school believes the application does not meet the eligibility criteria and has advised the candidate of this
<input type="checkbox"/>	The school has advised the candidate they should choose not to apply for a derived grade where Not Achieved will be reported
<input type="checkbox"/>	The school does not hold a valid grade for some / all the standards(s) involved.

ONLINE APPLICATION

The application was completed online by:

Name Designation (eg. P.N., D.P.):..... 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. Ensure you include the following information in the student's on-line application:
 - date of onset/event
 - date of visit(s) to medical professional (where relevant)
 - diagnosis by medical professional or description of event
 - dates the evidence identifies the student has been impacted
 - evidence provided to support the application.
4. Each application must include the relevant forms and any supporting documents.
5. Retain all documentation relating to a derived grade application for one year for audit purposes.