

Information for Principal's Nominees

Derived grade handbook and self-review

[Information for schools and Principal's Nominees \(PDF, 425KB\)](#)

[Self-review tool for derived and emergency grade processes \(DOCX, 20KB\)](#)

Application deadlines

The school must process [derived grade applications \(DOC, 250KB\)](#) online.

Follow the [instructions for making online applications](#) through your hiQ account.

The online application tool closes for all derived grade applications on 1 November 2024.
[View the examination timetable](#)

Applications for **national representation** require a [derived grade pre-approval](#) to be submitted to NZQA by 1 November. If pre-approval is granted, the application must be **completed**.

Remember also:

- The school must be confident that any grade submitted has been assessed against the registered standard and is quality assured.

- Do not apply online for the MCAT examination, Visual Arts Level managed under your missed and late assessment policy.
- For an unexpected event such as a local emergency or group trauma contact your SRM for advice.

Evidence retention

- Retain all completed derived grade application forms and supporting documents for one year as evidence for your own review, or in case of an audit by the Board.
- Retain any communication from a distance learning provider to which they have responsibility.
- In unexpected circumstances, late applications may be considered in January. This is a manual process so contact your SRM for advice.

For further information about when a derived grade may be applied for

What is an unexpected event grade? (*provisional emergency grades*)

After an exceptional event beyond the control of students, which significantly impairs their performance in an examination or prevents them completing the [unexpected event](#) process. It can be applied to an individual student or a group of students who are all affected in the same way. Unlike a derived grade, there is no requirement to complete.

So, for example, after an earthquake in their area a school will have to cancel an examination which may be cancelled until it is declared safe. In such a case, all candidates affected in the same way and considered for unexpected event grades.

School quality assurance processes

Schools must use processes and evidence for derived grades that assess on pre-existing, valid, standard-specific evidence which meets the requirements of the standard.

Quality assurance – assessment tool

Examples of processes that could give the school confidence that the grade is **justifiable and based on valid, standard-specific evidence**.

- ¹ The evidence used is from a practice exam that, **for example**,
 - developed “in-house” and critiqued in the same way that the standard could be a practice exam based on modified papers from the standard;
 - purchased from a secure source such as the subject association and checked against the criteria of the standard; or
 - purchased from a commercial source and checked against the criteria of the standard; or
 - provided by a colleague in another school and critiqued in the same way that the standard are critiqued; or
 - an on-line practice exam developed by NZQA or by NZQA approved external moderation agreement rates that provide confidence in teacher judgements
- ² The evidence used is from an assignment or an end-of-topic test that:
 - developed with similar rigour as any of the examples above;
 - there is certainty that the student’s work was their own.

Quality assurance - assessment judgement

The following quality assurance processes could give the school confidence that the grade is **justifiable and based on valid, standard-specific evidence**.

- Another subject-expert (i.e. “second pair of eyes”) had been involved in:
 - the use of panel-marking
 - a sample of grade boundaries from marked examination papers
- Alternatively, the derived grade is justifiable. For example through:
 - external moderation agreement rates that provide confidence in teacher judgements
 - teacher involvement with external examination writing or marking
 - external moderation agreement rates that provide confidence in teacher judgements

- middle or senior management consulting the teacher on exemplars and past student answer booklets that were used in teacher judgements
- comparison of previous years' practice examination grades achieved for those same years, to provide confidence in the judgements.

The alternatives are particularly useful where a “second pair of eyes”