

Student Fact Sheet: Gaining NCEA Level 2 after leaving school

NCEA Level 2 is an important and well regarded qualification, and is often an entry-level requirement for jobs and some tertiary courses.

Some students who have left school without Level 2 NCEA manage to complete the qualification while undertaking tertiary study. This means they may now have the 80 credits needed to achieve NCEA Level 2 but may not be aware of this.

The New Zealand Qualifications Authority is working to ensure that students who have successfully gained NCEA through further study or workplace training are aware of their achievement.

What to do if you think you may have achieved NCEA Level 2 after leaving school

To confirm the credits towards NCEA you may have earned while undertaking other study and training (outside of school) you can contact NZQA to discuss your record of achievement.

How do I contact NZQA?

There are a number of different ways you can contact NZQA to find out about your NCEA achievements and discuss your records:

- Use the Learner Login section of the NZQA website (www.nzqa.govt.nz/login) to get results, update details and request a record of achievement. You will need your National Student Number (NSN) and password.
- If you haven't logged in to the NZQA website before but know your NSN, you can register on the NZQA website (www.nzqa.govt.nz/login) and a password will be sent to you. You will then be able to use the Learner Login.
- Phone the NZQA call centre on 0800 697 296. You don't need to know your NSN but have it handy if you've got it.
- Email helpdesk@nzqa.govt.nz. Include your NSN if you know it. Put "*Do I have enough credits for NCEA Level 2*" in the subject line.

What happens next?

NZQA will advise you of your NCEA achievements and provide you with information about the options you have for getting copies of your results. For example, you might need to know how to log in and order a copy of your Record of Achievement or order a certificate that you may have achieved.