**PRE-APPROVAL FOR A DERIVED GRADE FOR NATIONAL REPRESENTATION 2019**

**Instructions for NCEA candidate**

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

You should request **pre-approval** as soon as you have confirmation of selection.

**Eligibility for a derived grade for national selection involves two approvals. These are:**

* that the activity involves national representation
* the specific dates you have derived grade approval for.

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| **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 or part of your applied time away does not meet NZQA’s derived grade criteria.   Completing this request form prior to 1 November will ensure that you know:   * your selected activity meets the national selection criteria * which examination sessions you have approval for.   **Return this form with supporting material to your school’s Principal’s Nominee as soon as possible but not later than 1 November.**  **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. |

**YOU MUST COMPLETE:**

**Section A and B**

**NZQA requires a copy of:**

* the documentary evidence (eg letter) from the Registered National Body verifying you

have been selected to represent a country in a nationally selected team/for national representation.

* the dates of the competition/event
* a copy of the confirmed travel arrangements
* evidence of actual attendance at the event (to be provided to the Principal’s Nominee as soon as possible after the activity).

**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.

**Section B Identification of the subjects and standards you are applying for.**

**Request of pre-approval for a derived grade** **for National Representation 2019**

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| **Section A: Approval in principle for the activity and dates for derived grade** **TO BE COMPLETED BY THE CANDIDATE** **(or a parent or guardian)** |  |
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**Candidate Name:**

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

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| *What is the National Representation in?* |  |
| *Who is the registered National Body?* |  |
| *What are the dates of the competition/event?* |  |
| *Where is the competition?* |  |
| *What are your proposed travel dates?* |  |

Attach:

* the documentary evidence (eg letter) from the National Body verifying you

have been selected for national representation at an event/for a team

* evidence of the dates of the event eg your programme or the event

brochure.

* a copy of the travel arrangements showing the dates. (these must coincide with the examinations you are applying for in Section B)
* Section B – the examinations and standards applied for

**Give your application to your school’s Principal’s Nominee as soon as possible to ensure**

**your nationally selected activity meets NZQA’s derived grade criteria and you know the examinations you have derived grade approval for**.

Signature of candidate .........................................................…..... Date.....…….………........

(or parent/guardian)

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| **Section B: Identification of the subjects and standards you are applying for.** |  |
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*Candidate completes the first 5 columns*

Candidate Name: …………………………………… NSN ………………………………

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| **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)* |
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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)* |
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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)* |
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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)* |
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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)* |
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| \*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)*

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| **Section C: PRINCIPAL’S NOMINEE CHECKLIST 2019** |  |
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**Candidate Name:** ............................................................

When a student approaches you regarding national selection:

* discuss the pre-approval process and eligibility criteria with the candidate, contact your SRM if you have any questions
* have the student complete the pre-approval application form. Send the completed (Sections A) form with supporting information to your SRM for pre-approval as soon as possible but no later than 1 November.
* the derived grades submitted can be added to section B when this information is available.
* if approved, complete the students’ application online as soon as possible and before Friday 6 December 2019.
* attach evidence of participation (after the event) to this form.

**CHECKLIST TO SUPPORT ONLINE COMPLETION**

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| 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 is attached |
|  | Information on the dates of the competition |
|  | A copy of the travel arrangements submitted |
|  | Evidence of actual participation (attach after the activity) |
|  | Confirmation that NZQA has approved the activity and dates a derived grade is available for |
|  | Section B of the form identifying the exams applied for |
|  | The grades submitted for this candidate have been quality assured |

**ONLINE APPLICATION**

The online application tool closes **5pm on Friday 6 December 2019.**

Application was completed online by:

Name .................................................. Designation (eg. PN, DP)........................... Date / /2019

**In managing this application, please:**

1. refer to the *derived grade information* on the NZQA website for guidance
2. check that all sections relevant to the application are complete. Contact your School Relationship Manager if you need any clarification
3. check that the school (or Te Aho o Te Kura Pounamu 498) holds a valid grade for the standard(s) involved
4. retain all documentation eg a copy of the letter from the national body, the travel arrangements and confirmation emails from SRM relating to this derived grade application until just prior to the next examination round.