**Application for home-schooled students to enter for NCEA assessment through a link school that holds Consent to Assess**

**Note:**

1. There is no obligation on the part of any school to act as a link school for home-schooled students wishing to enter for NCEA.
2. A school whose Principal or Principal’s Nominee agrees on behalf of the school to perform the linking or any other services for home-schooled students may, at its discretion, recover from the student(s) costs incurred in the process.

**Section A: Please complete:**

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| --- |
| Student Name: |
| National Student Number (NSN): |
| Date of Birth: |
| Address: |
| Telephone: |
| Email: |
| Name of link School: |
| Year applying for: |

The student is applying to undertake:

External assessment

 *(Complete Section B)*

Assessment of internally assessed standards by the link school *(Complete Section C)*

Recognition of Prior Learning (RPL) for NZTA Class 1 Driver Licence

 **(***Complete and attach* [*NZTA Class 1 Driver Licence - RPL*](https://www.nzqa.govt.nz/ncea/subjects/class-1-driver-licence/))

**Section B: External assessment managed by the school or NZQA**

This section of the form needs to be completed as verification that the school is prepared to act as a link school and carry out the responsibilities related to NCEA external assessments. NZQA’s expectation of the link school is to:

1. carry out the necessary administration tasks for entering home-schooled students in external assessments
2. provide the home-schooled student with access to an examination centre
3. make application for and accommodate all requirements for Special Assessment Conditions entitlements that are granted to the home-schooled student.

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| --- |
| Subject name(s) and external standard(s) to be entered: |
| **Subject Name** | **Standard** |
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|  |  |
|  |  |
|  |  |

**For entry into New Zealand Scholarship subject(s)**

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| Scholarship subject name(s) to be entered: |
| Name of Student:  I attest that I am a Home-schooled student who is a secondary school equivalent. |
| Signature of Student: Date: |
| Witnessed by (a Justice of the Peace), name:Signature: Date: |

**Section C: Assessment of internally assessed standards by the link school**

This section of the form needs to be completed as verification that the school is prepared to act as a link school and assess the home-schooled student for internally assessed standards. NZQA’s expectation of the link school is to:

1. administer assessment acting under the school’s Consent to Assess and following their quality assurance processes including making application for and accommodating all requirements for Special Assessment Conditions entitlements that are granted to the home-schooled student
2. report only results which have been subject to the link school’s internal moderation process
3. report the home-schooled student’s results to NZQA along with those from the link school.

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| --- |
| Subject name(s) and internal standard(s) to be entered: |
| **Subject Name** | **Standard** |
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**Signatures**

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| --- |
| Signature of student:  |
| Signature of parent/caregiver: |
| Name of Principal or Principal’s Nominee:  |
| Signature of Principal or Principal’s Nominee:  |

**Once completed a copy of this form should be retained by the link school and applicant.**

**A copy must also be submitted to the link school’s School Relationship Manager.**