

## **How to fill out the Breaches reply form**

**Why you have received this form** NZQA has received a report that you may have breached our rules for externally assessed standards. We want to know your explanation of what happened.

**Why you need to do this** Your explanation will help us to make an informed decision on whether you have broken the rules for externally assessed standards.

**While we investigate** We will withhold your results for the standards listed in our letter while we investigate this report. You will not be able to see these results on your record or use them to get a qualification while they are withheld.

### **What to do next**

- Read the report very carefully and decide if this is a fair description of what happened.
- Reply using the form
  - sent with our letter
  - or
  - at <http://www.nzqa.govt.nz/breaches>.
- **If you agree with the report**, tick that you agree or write 'yes' in the box.
- **If you disagree with the report**, tick that you disagree or write 'no' in the box.
- Explain what happened on the reply form.
- Put your completed *Breaches Reply Form* in the Reply Paid (brown) envelope and send it back to NZQA, or email to [Breaches@nzqa.govt.nz](mailto:Breaches@nzqa.govt.nz) **within 15 working days**.

If this request causes any worries for you, please talk to someone for support. This could be a trusted adult at home or at your school, or in your community.

**If you don't do anything** If we don't hear from you, we cannot take your explanation into account. We will make a decision based on all the information received.

**What NZQA will do next** NZQA will consider your explanation and decide if we need to take further action. When our investigation is complete, we will write to you with our decision.

To help us make an informed and fair decision, we may need to ask you for more information or to meet with you in person. We may also need to ask other people. If this happens, we will write to you to keep you informed.

Where a breach is found, you may be given a warning about your behaviour. Depending on the type of breach, we could withhold your results for one or all of the standards in that examination session. In very serious cases we also may withhold results for all of your external standards. Other consequences are listed in the [Assessment and Examination Rules Section 7.1.9](#).

If your parent, caregiver or any other person contacts NZQA to discuss details, we will ask your permission before we will disclose any information. If any of your results are withheld, then we advise the Principal of your school. Otherwise, the decision we make about our investigation is confidential to you alone.

**For further information** Information on the rules is found in your *Information to Candidates 2020* sheet, on the back of your admission slip and read out at the start of every examination. Our process can be found on the NZQA website <http://www.nzqa.govt.nz/breaches> and in the [Assessment and Examination Rules Section 7.1.9](#) and [7.1.10](#).