

PRE-APPROVAL FOR A DERIVED GRADE FOR NATIONAL REPRESENTATION 2017



Instructions for NCEA candidate

You may apply for a derived grade if you have been **selected for national representation** 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.

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.

YOU MUST COMPLETE:

Section A: Approval-in-principle for the derived grade and approval for the dates

NZQA requires a copy of:

- the documentary evidence (eg letter) from the national body verifying your selection in a nationally team or event
- 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 applied for

- the subject(s) and standard(s) that you are applying for.

Request of pre-approval for a derived grade for National Representation 2017

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

Candidate Name:

School:

NSN:

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

<i>What is the National Representation in?</i>	
<i>Who is the National Body?</i>	
<i>What are the dates of the competition/event?</i>	
<i>Where is the competition?</i>	
<i>What are your proposed travel dates?</i>	

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

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)

Section B: DERIVED GRADE APPLICATION RECORD 2017

Candidate completes the first 5 columns

Candidate Name: NSN

Subject and level (eg. English L 1)	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

Subject and level	Exam date	am or pm	I attended the exam (yes/no)	Standard numbers for this application	Grade <i>(school only)</i>	Notes <i>(school only)</i>

*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)

Section C: PRINCIPAL'S NOMINEE CHECKLIST 2017

Candidate Name:

When a student approaches you regarding national selection:

- contact your School Relationship Manager (SRM) to discuss the pre-approval process 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 prior to the 2 November deadline for portfolio applications or 8 December deadline for external examinations
- attach evidence of participation (after the event) to this form.

CHECKLIST TO SUPPORT ONLINE COMPLETION

Make sure you collect and retain the following documentary evidence

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A completed and signed Section A of the candidate pre-approval application form |
| <input type="checkbox"/> | Letter from the national body notifying student of national selection is attached |
| <input type="checkbox"/> | Information on the dates of the competition is attached |
| <input type="checkbox"/> | A copy of the travel arrangements submitted |
| <input type="checkbox"/> | Evidence of actual participation (attach after the activity) |
| <input type="checkbox"/> | Confirmation that NZQA has approved the activity and dates a derived grade is available for |
| <input type="checkbox"/> | Section B of the form identifying the exams applied for |
| <input type="checkbox"/> | The grades submitted for this candidate have been quality assured |

ONLINE APPLICATION

Applications close **5pm on 2 November 2017 for portfolios and/or 5pm on 8 December 2017 for examination sessions.**

Application was completed online by:

Name Designation (eg. PN, DP)..... Date / /2017

In managing this application, please:

1. refer to the *Derived Grade Process Guidelines* 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.