

Final version for Board Chair signature for the purposes of section 452(1)(m) of the Education and Training Act 2020.

For NZQA Board:
(Hon Tracey Martin)

Date: 7 August 2023

NZQA Assessment Rules for Schools, TEOs assessing against Achievement Standards, and Candidates 2023, Amendment No.1

1. Authority

- 1.1 These Amendment Rules are made under section 452(1)(m) of the Education and Training Act 2020.

2. Commencement

- 2.1 These Amendment Rules come into effect on the 28th day after the date the NZQA Board Chair approves these Amendment Rules on behalf of the NZQA Board.

3. NZQA Assessment Rules for Schools, TEOs assessing against Achievement Standards, and Candidates 2023 amended

- 3.1 The following rules of the NZQA Assessment Rules for Schools, TEOs assessing against Achievement Standards, and Candidates 2023 (*the principal Rules*) are amended in the manner shown in the specified clause in the **Appendix**:

- (a) rule 2 as shown in clause 1:
- (b) rule 10 as shown in clause 2:
- (c) rule 11 as shown in clause 3:
- (c) adding new Schedule 6 as shown in clause 4.

Explanatory note

This note is not part of these Rules but indicates their general effect.

This amendment to the principal Rules, which commences on the 28th day after approval by the NZQA Board Chair on behalf of the NZQA Board, has been made to mitigate prolonged

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disruptions to teaching, learning and assessment of NCEA due to the impact of adverse events such as destructive weather events or other natural disasters, and adverse public health events. The amendments allow for unspecified credits to be used towards the award of an NCEA qualification.

These Rules are administered by the New Zealand Qualifications Authority

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APPENDIX

**Amendments to Rules 2, 10, and 11 of, and
adding new Schedule 6 to, the NZQA
Assessment Rules for Schools, TEOs
assessing against Achievement Standards,
and Candidates 2023**

Clause 1 – amendments to Rule 2. Definitions

1.1 The definition of Applicable credits in Rule 2 is amended by adding the following paragraph:

- (d) Unspecified credits.

1.2 The following definitions are added to Rule 2 in their appropriate alphabetical order:

Adverse event means an uncontrollable event that has:

- (a) a significant prolonged disruption to teaching, learning and assessment of Candidates at a school; and
- (b) been accepted by NZQA as an event to which the process for Unspecified credits should apply.

Affected Candidate means a Candidate enrolled in an NCEA qualification who:

- (a) is a School leaver;
- (b) has experienced between 20-29 (inclusive) days of disruption by one or more Adverse events; and
- (c) has achieved between 75-79 (inclusive) credits toward their NCEA qualification.

School leaver means a Candidate who is in their final year at a school.

Unspecified credits means up to 5 credits added to an Affected Candidate's NCEA credits by NZQA so the Candidate is able to achieve the NCEA qualification, through the process set out in Schedule 6.

Clause 2 – rule 10 amended

2.1 Add the following further dot-point to rule 10:

- Any further supporting requirements for the process for conferring Unspecified credits under Schedule 6.

Clause 3 – rule 11 amended

3.1 Add the following further paragraph to rule 11:

- e. Schedule 6 for the process for conferring Unspecified credits.

Clause 4 - new Schedule 6 added

The following Schedule is added to the principal Rules:

Schedule 6

Process for conferring Unspecified credits

1. Purpose

1.1 The purpose of the Unspecified credits process is to support Candidates affected by Adverse events to be awarded the NCEA qualification they are enrolled in, by conferring up to 5 credits (*unspecified*) so that they are able to achieve the qualification.

2. Triggering the Unspecified Credit Process

2.1 The Unspecified credit process is triggered when the School:

- (a) confirms that one or more Candidates are Affected Candidates; and
- (b) has put in place mitigation measures from at least three of the following intervention categories:
 - (i) reduced assessment load;
 - (ii) providing opportunities to achieve key standards for next steps;
 - (iii) evidence gathering for internal assessments;
 - (iv) recognition of prior learning where assessment has not been possible but where evidence of achievement exists.

3. Responsibilities of Schools

3.1 The School triggering the process must:

- (a) submit all Unspecified credit applications by the relevant date published by NZQA;
- (b) indicate whether they support the application; and
- (c) retain the application form and any supporting information, including attendance records for one year for audit purposes.

4. NZQA decision-making process

4.1 NZQA will consider applications under clause 3 and will either:

- (a) request further information from the School in order to make a decision; or
- (b) decline the application, and advise the Candidate and the School in writing of the decision together with reasons; or
- (c) approve the application, advise the Candidate (*through their NZQA learner log-in*), advise the School (*through the Provider Login*), and award the NCEA qualification.

5. How to request a review or appeal of the decision

- 5.1 Candidates or Schools may request a review of the NZQA Unspecified credit decision under clause 4 in writing to the Manager of School Quality Assurance and Liaison within 15 working days of the date the notification of the NZQA decision, providing reasons for the request.
- 5.2 A Candidate or School may provide, and NZQA may request any of them to provide, any further evidence which supports the Candidate's review request.
- 5.3 Following a request, NZQA will review the decision together with any reasons and further evidence provided, then notify the Candidate and the School of the review outcome within 15 working days.
- 5.4 Where the Candidate or School is not satisfied with the review outcome, the Candidate may appeal that outcome to NZQA's Chief Executive.
- 5.5 Appeals of review outcomes must be sent to NZQA within 15 business days of the date the review outcome was sent to the Candidate and a School.
- 5.6 The Chief Executive will consider the merits of the appeal and notify the Candidate and the School of the Chief Executive's decision, which will conclude the process.