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# C:\Users\lukaszz\Desktop\Strategy A3\NZQA-Beacon-CMYK300.jpg

**Application for amending a course**

*Please use the* ***Add Results*** *facility in the High Security section of your NZQA Provider login if you need to add new standards to an existing course, rather than using this form.*

# School: Date:

# School Code: School Relationship Manager:

*Complete the relevant sections. Copy and paste a section if you have multiple amendments or require more rows. Email the completed form to your School Relationship Manager.*

**A: Changes to students’ courses to gain a course endorsement**

*Please do not apply if the change does not affect an endorsement.*

1. **Assign previously existing unassigned standard(s) to an existing course**

*Existing Course Code: Existing Course Name:*

*Existing unassigned standard(s) to assign to the course:*

1. **Move assigned standard(s) from one existing course to another existing course**

***From*** *Existing Course Code:* *Existing Course Name:*

***To*** *Existing Course Code:* *Existing Course Name:*

*Standard/s to be moved:*

1. **Assign previously existing unassigned standard(s) to a new course**

*New* *Course Code: New Course Name*:

*Existing unassigned standard(s) to assign to the course:*

**move existing standards just for the candidates listed below:**

|  |  |  |
| --- | --- | --- |
| **Student Details** | | |
| **NSN** | **First Name(s)** | **Surname** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(add extra lines as required)

**B: Changes to course details**

1. **Change an existing course name (course code will not be changed)**

*Existing Course Code:* ***From*** *Existing Course Name:*

***To*** *New Course Name:*

1. **Create a new course using new standards** **(where no entries exist)**

*New* *Course Code: New Course Name*:

|  |  |  |  |
| --- | --- | --- | --- |
| Standards to be added to the course | Details for **ONE** candidate so an entry can be set up | | |
| **NSN** | **First Name(s)** | **Surname** |
|  |  |  |  |

NZQA will let you know once we have processed this amendment. You can then add any other students and all results through the **Add Results** facility in the High Security section of your NZQA Provider login.

***For any other queries - contact your School Relationship Manager.***

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