

Leaver early release of qualifications or awards 2023

On request NZQA will award an NCEA or University Entrance to any secondary student enrolled in the current year who is permanently leaving school. Students must make such requests through their school.

Before requesting early award of qualifications, the school must:

- enter all results from internal assessment, confirmed as quality assured
- remove any external entries
- flag the student as a leaver with the leaving reason, but keep the NZQA enrolment active
- submit a data file to NZQA and once it has been processed, print and check for accuracy a copy of the student's entries and results **from the NZQA website**
- check that the student meets the minimum requirements for the qualification you have noted in the table below
- complete the sections below.

The student/s below wishes to apply for early release of their 2023 NCEA results for an award of qualifications.

Name	NSN	Expected qualification or award NCEA Level and/or UE

Note no further entries or results can be added or withdrawals made once this process is completed, including sitting or marking of externals.

I confirm that all the steps listed above have been actioned.

Principal's Nominee: _____

Date: _____ School: _____ MOE Number: _____

Email the completed form to schools@nzqa.govt.nz. NZQA will be action this request within 10 working days.