

Recording evidence of eligibility for Unspecified Credits

Process for recording evidence of eligibility for Unspecified Credits on behalf of affected students

Procedure for schools:

- Begin collating and recording information as soon as possible, in case it is required by NZQA
- Identify candidates from absence data, pastoral care records and achievement tracking data.
- Consult the School Relationship Manager at NZQA.
- Applications can be made from 1 November onwards. Credits will be applied in the following January.

Record keeping templates

NZQA will provide a template for recording summary data relating to the impact on students. It will include information such as below.

School Name & MoE number:					
Unspecified Credits applications					
Student name	NSN	Days absent from schooling as a result of the event	School Mitigations	Students on track to achieve qualification	School Leaver

This must be retained by the school and provided to NZQA if required for quality assurance purposes.