***Two-way clash -*** *no supervision required because only total of 3 standards entered.*

 

[**Insert school logo here**]

<Date>

Dear **<insert full name > <insert NSN>**

**Examination Timetable Clash**

From your NZQA examination timetable, a clash has been identified. You have two exams on at the same time, as follows:

**< subject, level, day date, time >**

**< subject, level, day date, time >**

In total you have entries for two or three standards: < **standard numbers >**.

As the examination for each standard is designed to be completed in one hour, these standards can be sat in the allocated 3 hours of the scheduled **<morning/afternoon>** examination time of **<time>** on **<day date>**.

You may request a break to transition from one subject to another.

You **must** bring the following with you:

* Your Admission Slip
* Photo ID

**Please follow these arrangements carefully. If you do not comply with these conditions NZQA will investigate as a possible breach of the rules.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal’s Nominee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to follow the above arrangements and understand the potential consequences if I do not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student) (Parent/Caregiver if appropriate)

***Return this signed agreement to <Name of Principal’s Nominee> by <date>. You will be given a copy of this signed agreement for your own records***