

2011 Derived Grade Guidelines

1. The overriding principles for the award of a derived grade are:
 - fairness to the applicant and to all other candidates
 - whether the candidate was able to perform on the day of the examination to the level of actual measured performance during the school year based exclusively on pre-existing standard-specific evidence held by the school.
2. Applications must refer to events of a medical or non-medical nature that have clearly had an effect on the candidate during the examination or prevented the candidate from attending the examination.
3. Significant conditions or events in the month prior to the start of the examination period that interfere with preparation for the examination might be accepted, as well as temporary illness or trauma occurring during the actual examinations.
4. Candidates suffering a temporary illness, trauma or other serious event should be encouraged to sit the examination and apply for a derived grade if they consider their performance was compromised. If the application is approved, the best result will be awarded.
5. Where a candidate suffering a temporary illness, trauma or other serious event does not sit the examination, a derived grade may be applied for where independent professional evidence is produced showing that a serious situation on the day of the examination, and beyond the candidate's control, made it impossible for them to sit the examination.
6. The temporary illness, trauma or other serious event must be of a significant nature. Applications will not be granted on grounds such as minor ailments, stress due to examinations, parents being on holiday, or day-to-day family disturbances. Contact your School Relationship Manager if you have any questions.
7. Where a candidate does sit the examination but believes that some temporary illness, trauma or other serious event occurred to impair their examination performance, a derived grade may be applied for.

Events occurring on the day of the examination must be independently verified and reasons for their alleged impact on performance clearly described.

Events occurring in the period immediately prior to the examination may be relevant if they impaired the candidate's ability to prepare adequately or has a **significant residual effect** on the day of the examination. The applicant must clearly demonstrate that effective preparation was not possible in the week before the examinations and **provide evidence that they were under continuous and well-documented care by a registered professional**. Discuss with SRM, if necessary.

Unique circumstances as approved by NZQA, such as selection for national representation preventing attendance at an examination(s) must be supported by appropriate documentation (eg. copy of letter from the national body sent to SRM for approval.)
8. The following conditions **alone** are **not** acceptable grounds (except as outlined below) for a derived grade application:
 - long-term and ongoing illnesses and conditions (e.g., physical disability, epilepsy, depression, anorexia nervosa and other eating disorders)
 - chronic relapsing conditions (e.g., glandular fever, ME)
 - ongoing personal trauma.

These are usually managed through Special Assessment Conditions. However, an application might be appropriate if there is a **sudden change in a managed chronic condition/illness** which impairs a candidate's ability to perform **on the day of the examination** to the level they have been able to perform in that standard during the year. For example, a change in medication might cause a **documented and observable change in the way that a chronic condition/illness is managed and have a clear and observable effect upon the candidate**. In this case, the impairment is deemed to be temporary and can be dealt with through the derived grade process in the normal way with an appropriate detailed report by a registered professional. Candidates suffering from long-term or recurring conditions will have to accept that their results will be affected because the ongoing effects of their condition may have compromised their performance throughout the year.

Scenarios to assist decision-making for derived grade applications

The following scenarios will assist schools to make applications which should be approved.

School does not support application

Do not apply. The school should not make an application if they do not support it.

Application relates to a Scholarship examination.

Do not apply. Scholarship is not eligible for a Derived Grade because it is a competitive performance-based award and in fairness to all other candidates, actual results must be compared.

Application after results are issued

Do not apply. No applications are accepted after the results are available.

Ongoing conditions

Do not apply. Any illness or chronic condition or trauma that has been affecting the candidate for longer than the 4 weeks prior to the beginning of the NZQA external examinations period is regarded as ongoing.

Candidate becomes ill during the examination

Investigate. Refer to Examination Centre Manager (ECM). Apply if the application meets the criteria.

Candidate suffers from a temporary illness, trauma or other serious event which impairs the candidate's ability to perform in the examination

Apply. Health professional's evidence must be within a day or two of each examination for which an application has been made. Supporting information meets criteria.

Candidate suffers an injury or undergoes an operation in the weeks leading up to examinations

Investigate. Monitor effects on student leading up to the examination if student is still affected. Supporting medical documentation is required for the examination period. *Apply if the application meets the criteria*

Candidate suffers from a temporary illness, trauma or other serious event which impairs the candidate's ability to perform in the examination.

See above.

Medical evidence does not cover the examination period

Do not apply. Health professional's evidence from consultation(s) does not match examination dates. Consultation dates must be within a day or two of each examination for which an application

has been made. Clinical examination must have been made on each occasion or the report covers each of the applicable examination sessions.

Medical professional indicates "minimal" on Section B

Do not apply.

Appointment with medical specialist or scheduled surgery

Investigate. If notified prior to examination period, check if appointment can reasonably be moved. Then *Apply if the application meets the criteria.*

Candidate says illness stopped them studying

Investigate. If the applicant applies for a derived grade because they could not study for their examinations there needs to be supporting evidence from a registered health professional that they were very sick and could not study. The illness must be of a significant nature, e.g. pneumonia, vomiting and diarrhoea, not just "I had a cold and could not study". Then *Apply if the application meets the criteria.*

Death of a relative or close friend

Note: the school needs to hold evidence of bereavement which is appropriate to the application such as a copy of a published death notice, information from a funeral director or independent counsellor, or pastoral evidence from within the school.

Investigate. If, because of emotional stress associated with the death of a relative or close friend, the applicant applies for a derived grade for examinations that take place over more than a week of the examination season there needs to be supporting evidence of clinical care and/or monitoring from a registered health professional. Then *Apply if the application meets the criteria.*

Investigate. The sudden death of a student at the school which affects a group of students. *Contact NZQA for advice.*

Investigate. If the candidate applies for a derived grade because they will be out of town attending the funeral. Wherever possible, candidates should be encouraged to attend their examination sessions at the local secondary school. Liaise with the PN at the school to make a late request for papers if appropriate and there is an examination session being held there. Then *Apply if the application meets the criteria.*

Apply. If the funeral itself, or travel to attend the funeral, is on a candidate's examination day, evidence is required.

Candidate arrived at the wrong time for the examination session

Do not apply. The timetable has been available all year.

Candidate arrived late for the examination (after 30 minutes and cannot enter the examination room)

Do not apply. The timetable has been available all year. Any transport problem caused by individual car problems is not covered by the Derived Grade process.

Investigate. Transport delay, for example a bus breakdown, car accident or motorway blockage. Check the evidence available from police and other agencies. This may involve a number of candidates. *Contact NZQA for advice.*

Candidate misses examination because the school made an error in the entry

Do not apply. There has been adequate time for the school/candidate to inform NZQA of entry requirements throughout the year.

Anxiety and stress problems

Do not apply. This is the nature of examinations; they cause stress and anxiety. Stress and anxiety problems cannot be approved, even with medical evidence, unless they arise from a significant non-examination related traumatic event at the time of the examination.

Investigate. Existing post-traumatic stress exacerbated by further events at the time of the examinations. Health professional's evidence must be provided. Then *Apply if the application meets the criteria.*

Candidate suffers from anorexia nervosa or some other chronic eating disorder and could not study.

Do not apply. Any illness or chronic condition or trauma that has been affecting the candidate for longer than the past 4 weeks is regarded as ongoing. However, if there is a sudden change in a managed chronic condition/illness, then they may be eligible.

Investigate. The candidate has a crisis or requires hospitalisation during the examinations. Do not apply if the crisis is related to examination stress. (See anxiety and stress problems.)

Then *Apply if the application meets the criteria.*

Candidate loses equipment/admission slip etc and becomes stressed before the examination

Do not apply. This is within the candidate's and school's control. Schools should have strategies to provide candidates with replacement admission strips to reduce possible stress. (See anxiety and stress problems.)

There is prolonged disturbance (e.g., fire evacuation) during the examination.

Do not apply. NZQA will investigate the Exam Centre Manager's report on the incident.

Candidate applies for a Derived Grade for a standard where the grade held by the school is Not Achieved.

Apply. The candidate is the applicant and specifies the standards being applied for. The school is obliged to report the grade based on standard-specific evidence for each standard listed in a candidate's application.

A candidate is concerned about the quality of the technology used to record or play information during the examination session.

Investigate. Discuss with ECM. *Contact SRM for advice.*

School states that the translated examination paper did not arrive

Apply. Only if there was a confirmed request for a translated paper *Contact SRM for advice*

Candidate is required to work or look after children so cannot study

Do not apply. This is a family-related matter that should be planned for in advance.

Candidate breaks up with girlfriend or boyfriend *Do not apply.* This is viewed as a day-to-day matter.

Religious festivals coincide with examinations or examination preparation

Do not apply. This is a family-related matter that should be planned for in advance.

Candidate states examination was difficult and did not get special assessment conditions

Do not apply. For example, if a colour blind candidate says they cannot see the colour in examination paper resource to answer a question. An application for special assessment conditions should have been made.

Candidate claims school did not teach them or tell them some vital information

Do not apply. Any candidate could suggest that a school or teacher had disadvantaged him or her in some way. Acceptance would be unfair to other candidates.

Candidate loses some or all data or material related to an examination portfolio and becomes stressed before the submission of the examination portfolio

- Visual Arts Level 1 & 2: *Do not apply.* School procedures are applied and standard-specific evidence held by the school will be used to award the final grade. See information on the NZQA Visual Arts webpage for Level 1 & 2 verification. *Contact SRM for advice.*
- Visual Arts Level 3: See information on the Derived grade for illness and misadventure process for Level 3 on the NZQA Visual Arts webpage. Use that process; do not apply online. *Contact SRM for advice.*
- Education for Sustainability, Graphics and Technology external portfolios: *Investigate.* Candidates and schools need to take responsibility for the safeguarding of all material that may be submitted as a part of an examination portfolio, including backup of electronic material. *Contact SRM for advice.*

Candidate did not supply portfolio material to the ECM at the start of the Scholarship Music examination *Do not apply.* Scholarship is ineligible for a Derived Grade. The teacher and student should have been aware of the assessment specifications regarding the examination requirements.

Candidate attends court (jury service, witness or accused) and misses an examination

Investigate. Courts understand the need for candidates to sit examinations. If the appointment is unable to be negotiated, then apply.

Candidate is selected for national representation

Investigate. For this application to be approved, send your SRM a copy of documented proof from the national body that the candidate is representing a nationally selected event or team, and dates involved in travel and competition. Discuss with SRM. Then *Apply if the application meets the criteria.*