

Schools Result Reporting Process & NCEA Credits

NZIM & NZQA Reporting - WHAT DO YOU NEED TO DO & WHEN?

Here is a quick checklist to help you through the end of year process of reporting student results and claiming credit inclusions...

1. Schools to check they have **current mailing addresses** for students before the students leave for the year. It may also be useful to **inform students of an email address or contact** that they can use should they need to be in touch with the school to request credit inclusions in January (often before schools 'restart').
2. Schools to determine **final grades for each student by paper**. You can apply grades as you see fit, but if you're not sure about levels, we sometimes suggest providers use the NZDipBus gradings, which are as follows:

A+	85-100
A	75-84
B+	70-74
B	60-69
C	50-59

Please remember that **these are a guideline only** - you know your students best and often the hardest ones to apply a grade to are those just below the '50', or those on the border of one grade and the next. This is where some discretion should be applied based on your understanding of the competencies and contributions from each student.

3. **Schools to provide NZIM with student results for all NZIM Certificate papers by 5 December** if possible – or earlier if available! Why not try out the electronic version of the form and submit by email (available from the 'provider forms' section of our website www.nzim.co.nz – or email us for a copy)?
4. **NZIM to process result information and acknowledge receipt of the results to schools.** *NB: This verified copy of the student result is what you will need to send to NZQA if you are claiming credit inclusions for any students in the new year.*
5. **NZIM to send the Statement of Achievement (NZIM 'result notice') to students** to coincide with the NZQA mail-out of Student Result Notices in **January** (or we can send the results out earlier if you prefer – just let us know). Students will be told how to obtain credit inclusions for papers such as ours, if they need the credits to gain their NCEA. **If students have achieved their NCEA Certificate, then there is no further action required.** Students will be able to claim credit in the year of the results notice and the year following.
6. If students do not have enough credits from NCEA unit standards and achievement standards to be awarded their NCEA Certificate, they need to apply for credit inclusions. **The student should approach the school to apply to NZQA for credit inclusions on the student's behalf.**
7. The **school is required to complete an NZQA 'Credit Inclusion: Reporting Student Results' form** (copy available on the NZQA website or we can email you one) and verify the student's NZIM results, and submit this to NZQA by **28 February**.
8. **NZQA then process the credit inclusion application** and verify it back to schools, and students can check online to see when their NCEA Certificate has been awarded. *NB: NZQA will award the NCEA Certificate, which will be mailed to students, even though the credit inclusion results do NOT show up on the student 'Record of Learning' from NZQA*
9. The school statistics are updated to show completed NCEA Certificates, including those granted after receiving credit inclusions.

I trust this is helpful. Please let us know if you need any clarification of this, or have ANY problems with this process, so we can keep working to make it better.

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