

Application for compassionate consideration

Candidate Information Sheet 2008

Please read this sheet very carefully. It contains important information about how to apply for compassionate consideration.

Please read the compassionate consideration form carefully. After you have completed it, return it to your Principal's Nominee **immediately** and no later than **12.00 noon Tuesday 9 December 2008**. If your form is incomplete or late, your application will not be processed. Under no circumstances can applications be processed after results are released.

If your application is successful, NZQA aims to provide you with your compassionate consideration results at the same time that other results are released.

The compassionate consideration form has three sections:

- **Section A** is for you to complete.
- If your application is for **medical reasons**, ask your doctor to complete **Section B**. Then take the form to your Principal's Nominee. You **must** have been to a doctor within a day of each examination for which you have applied for compassionate consideration. It is very important that your doctor examines you and describes the nature of your illness or impairment and provides details concerning the date(s) of your impairment. A medical certificate on its own is not acceptable as it may not provide all the information required.
- Your school will complete **Section C** and complete the application online.

If necessary your school's Principal's Nominee can discuss your application with you and your parents so all appropriate information is obtained. It is important that you do this quickly. If you are unable to fill in your own form, a parent or guardian can act on your behalf.

Your Principal's Nominee will discuss your application with your teacher(s) and supply information to NZQA so a grade can be determined for you. When you receive your results you should discuss any queries with your school's Principal's Nominee.

Remember to return the compassionate consideration form to your Principal's Nominee by 12.00 noon, Tuesday, 9 December 2008.

Scenarios that do not meet the compassionate consideration criteria

Applications for the following scenarios should be declined.

Ongoing conditions

Decline. Any illness, incapacity or trauma that has been affecting the candidate for longer than the 4 weeks prior to the exams is regarded as ongoing, i.e. prior to 15 October 2008.

Medical evidence does not cover the examination period

Decline. Doctor's evidence from consultations does not match examination dates. Consultation dates must be within a day of each examination for which an application has been made. Clinical examination must have been made on each occasion.

School does not support application

Decline. The school should not make an application if it does not support it.

Candidate arrived at the wrong time for the examination

Decline. The timetable has been available since November 2007.

Candidate late for the examination

Decline. The timetable has been available since November 2007.

Decline. Any transport problem caused by individual car problems is not covered by compassionate consideration.

Decline. Lateness because of work commitments is **not** acceptable.

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

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

Decline. This is a family-related matter. If the examination is important, arrangements should be made before the examinations.

Candidate breaks -up with girlfriend or boyfriend

Decline. This is viewed as a day-to-day family disturbance.

Religious festivals

Decline. This is an event similar to a family-related matter.

Anxiety and stress problems

Decline. This is normal for many candidates attempting examinations. Stress and anxiety problems cannot be approved even with medical evidence.

School states the translated examination paper did not arrive

Decline. If there has been no request for a translated paper received at NZQA.

Accept, only if there was a confirmed request for a translated paper (see Key Indicators).

Check reference candidates were present at the examination.

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

Decline. There was adequate time for the school/candidate to inform NZQA of entry requirements throughout the year.

Application after results are issued

Decline. No compassionate consideration applications are accepted after results are made available.

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

Decline. Schools should have strategies to provide candidates with replacement admission slips to reduce possible stress. See anxiety and stress problems.

Candidate attends court

Decline. Courts understand the need for candidates to sit examinations. If there are special circumstances please contact NZQA.

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

Decline. There was an opportunity to apply for special assessment conditions. For example, if a visually impaired candidate says they cannot read an A4 paper, they should have applied for special assessment conditions.

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

Decline. Any candidate could suggest that a school or teacher had disadvantaged him or her in some way. Acceptance would be unfair to other candidates.

Medical professional indicates ‘Little Effect’ in Section B of the compassionate consideration application form

Decline. The medical opinion does not support the application.

Death of a relative or close friend

Investigate. If the applicant asks for compassionate consideration for longer than a week of the examinations because of emotional stress there would need to be supporting evidence from a registered health professional.

Candidate says illness stopped their studying

Investigate. If the applicant asks for compassionate consideration because they could not study for their exams there would need to be supporting evidence from a registered health professional that they were very sick and could not study. Impairment **MUST** be of a significant nature, not just ‘had a cold and could not study’.

Candidate loses some or all of data or material related to an examination portfolio

Decline. Protocols for safe electronic and material storage of work for portfolios should be continually stressed in portfolio-assessed courses of study. Candidates need to take responsibility for safeguarding all portfolio material. See anxiety and stress problems.