

NCEA Level 3 Visual Arts External Assessment

Compassionate Consideration

Schools are responsible for implementing policies and procedures for compassionate consideration for levels 1 and 2 Visual Arts external standards as assessment takes place in schools. There is no compassionate consideration process for NZ Scholarship standards.

A compassionate consideration process is available for candidates entered in NCEA level 3 Visual Arts external assessment in 2008.

The compassionate consideration process and due date for level 3 Visual Arts external assessment differs from the process for paper-based external assessment because of the need to identify folios for review at the assessment venue.

Compassionate consideration applications for Visual Arts level 3 external assessment are made through the Principal's Nominee and the portfolio of work must be identified as subject to compassionate consideration on arrival at the venue. Completed applications sent to the New Zealand Qualifications Authority are to arrive no later than **Thursday, 13 November 2008**.

The application form contains sections to be completed by the candidate, a medical practitioner (if required) and the school. Only one application is required for all Visual Arts level 3 external standards completed by the student, but each portfolio must carry a coloured label identifying it as a compassionate consideration application. These will be mailed to schools by Friday, 10 October 2008

Policy

A compassionate consideration process is available for candidates entered for Visual Arts level 3 external assessment if there are exceptional circumstances occurring in the weeks preceding the portfolio submission date preventing a candidate from completing their portfolio to the expected standard. The overriding principle for compassionate consideration is fairness to the applicant and to all other candidates.

Eligibility Criteria

Exceptional circumstances are beyond the candidate's control and can include:

- a temporary illness or impairment
- a non-permanent disability
- an unexpected event of a medical or non-medical nature.

Impairment can include acute emotional upsets such as bereavement of a close relative or friend, or serious illness in the family. It does not include panic attacks or stress due to assessment. The following conditions are not normally acceptable grounds for compassionate consideration:

- long term conditions (eg. physical disability, epilepsy, depression)
- chronic relapsing conditions (eg. glandular fever, ME)
- ongoing personal trauma.

Candidates suffering from long-term or recurring conditions may have to accept that their overall results will be affected.

Applicants for compassionate consideration submit their portfolios of work for assessment in the usual way by the due date. The portfolio must provide some evidence that, if the exceptional circumstances had not occurred, the remainder of the portfolio would have been completed at a higher standard. **Some aspect of the portfolio must provide evidence of the candidate's actual performance.**

Application process

These procedures are followed by candidates, schools and the New Zealand Qualifications Authority to implement the compassionate consideration process.

1. The candidate obtains a copy of the Visual Arts compassionate consideration policy, criteria and application form from the Principal's Nominee.
2. The candidate discusses eligibility with the art teacher and the Principal's Nominee.
3. The candidate completes Section A of the application form.
4. A medical practitioner completes Section B, if this is required.
5. The Principal's Nominee completes Section C.
6. The completed application is sent by the school to the New Zealand Qualifications Authority, to arrive no later than **Thursday 13 November 2008**.
7. A4 coloured sheets with the words "compassionate consideration" are sent to schools to be glued to the first outside board of the portfolio, near the address label.
8. The portfolio of work is sent to the venue for assessment by the due date, which is **Thursday 13 November 2008**.
9. The New Zealand Qualifications Authority either confirms eligibility of the applicant or the application is declined.
10. The portfolios of all applicants are assessed according to standard procedures at the venue.
11. The portfolios of candidates whose applications have been accepted as eligible are then considered for compassionate consideration. The grades awarded are reviewed with regard to the compassionate consideration policy.
12. The assessment panel's final decision in each case depends on whether or not there is evidence that, had the exceptional event or circumstances not occurred, a higher grade would have been achieved by the candidate (some aspect of the portfolio must provide evidence of the candidate's actual performance).
13. The grade awarded either remains the same or is adjusted by the assessment panel.
14. Applicants for compassionate consideration receive their results in the usual way.

FOR NZQA USE:



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

NCEA Level 3 Visual Arts External Assessment COMPASSIONATE CONSIDERATION APPLICATION FORM

This form is for candidates entered in Visual Arts Level 3 external standards who are applying for compassionate consideration. Criteria for eligibility are exceptional circumstances occurring in the weeks preceding the portfolio submission date, preventing the candidate from completing their portfolio to the expected standard. Exceptional circumstances are beyond the candidate's control and can be a temporary illness or impairment, a non-permanent disability or an event of a medical or non- medical nature.

SECTION A

is completed by the applicant.

SECTION B

is completed by the medical practitioner if the application is on medical grounds.

SECTION C

is completed by the applicant's school.

IMPORTANT

- Ensure the application is with the Principal's Nominee in time to meet the deadline.
- The school sends the application to NZQA to arrive no later than **13 November 2008**.
- An A4 label with the words "Compassionate Consideration" is glued to the outside of each portfolio near the address label.

SECTION A - TO BE COMPLETED BY THE APPLICANT

FAMILY NAME

NSN NUMBER

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FIRST NAME(S)

ADDRESS

<input type="text"/>	
<input type="text"/>	<input type="text"/>

POSTCODE

PHONE NO

<input type="text"/>	<input type="text"/>
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Please tick box if address above is a change of previous address given to NZQA

SCHOOL NAME

SCHOOL NUMBER

<input type="text"/>	<input type="text"/>
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Section A continued

Reasons for applying for compassionate consideration in Visual Arts Level 3 standards are:

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If the application is for **non-medical reasons**, record details here. Include any other information or attach supporting evidence e.g. a police report in the event of an accident. Where possible, any witness to the event should sign the supporting evidence, state their relationship to the candidate and provide a contact telephone number.

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I authorise NZQA to discuss this application with any person who has signed this form or any attachment. I authorise and request that the doctor named in Section B of this form give to NZQA any information that is relevant to this application. I consent to the disclosure of the information provided on or attached to this form to those persons who require access to it in order to deal with this application.

..... Date

Signature of candidate

and/or

..... Date

Signature of parent/guardian

SECTION B - TO BE COMPLETED BY A MEDICAL PRACTITIONER

Please note the following before completing any certification:

1. Any impairment **must** be of an acute or sub-acute nature with onset in the weeks preceding the portfolio submission date, that interferes with completion of the portfolio of work. (Please include relevant dates on the application.)
2. Impairment of a long-term nature is not usually acceptable; however, a compassionate consideration application may be accepted in special circumstances.
3. Impairment can include acute emotional upsets such as bereavement of a close relative or friend, or serious illness in the family. It does **not** include panic attacks or stress due to assessment.
4. Details of any impairment should include dates of onset and recovery, brief diagnosis and an estimate of the degree of impairment of function relevant to the candidate's ability to submit a portfolio of work for assessment.

These details are required by the New Zealand Qualifications Authority to allow a fair assessment of your patient's application. Such assessment must be based on a principle of fairness to those students who have submitted work for assessment under normal circumstances.

Medical Practitioner

(Name in block capitals)

of Telephone No:
(Hospital/clinic/surgery)

.....
(Town/city)

certify that I examined

on
(Dates of consultations). These must be in the weeks preceding the portfolio submission date of Thursday 13 November 2008.

1 Diagnosis: (brief note only required)

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2 Estimate of the degree of functional impairment:

Minimal Moderate Severe

As a result of the above impairment I consider that the applicant was disadvantaged when preparing

their portfolio of work for assessment between / /2008 and / /2008.

Signature of medical practitioner Date

SECTION C - TO BE COMPLETED BY PRINCIPAL'S NOMINEE

In the school's view, the impairment has had the following effect on the candidate's ability to prepare their portfolio of work for assessment:

- No effect
 Minor effect
 Moderate effect
 Considerable effect

Comments. (Please indicate if you do **not** support the candidate's application).

Please state which Visual Arts Level 3 external standards are the subject of this application

Candidate's name	NSN number	Visual Arts field (design, etc)	Visual Arts achievement standard number	Expected Grade NA, A, M or E

PN signature Date

Please return to: Rebecca Teng
 Visual Arts Assessment
 Secondary Examinations
 New Zealand Qualifications Authority
 P O Box 160
 Wellington 6140

By Thursday 13 November 2008

NCEA Visual Arts Level 3 External Assessment 2008

SAMPLE ONLY
Compassionate

Consideration

This label is for use by candidates who have sent an application for compassionate consideration to the Qualifications Authority.

FIX THIS SHEET TO THE OUTSIDE OF THE FIRST BOARD OF THE PORTFOLIO NEAR THE ADDRESS LABEL