

Why have you been invited to a meeting?

- NZQA has investigated the possibility that you may have been involved in a breach of the rules and procedures for external assessment.
- Having carefully considered all the information received, we believe there is a need to meet with you to help us reach a decision.

Do you have to attend the meeting?

- No, but **it is your opportunity to ensure that we hear your views.**
- You can make an additional written submission instead.

Who can come with you to the meeting and what will they do at the meeting?

- You can bring whoever you would like to support you.
- Your supporter(s) will be with you all the time unless you or the independent appointee wants to talk alone.
- With your permission, your supporters will be invited to give us any information you might have overlooked.
- You can bring more than one supporter, but please let us know so that we make sure there is enough room.

Who else will be at the meeting?

- An independent appointee and one or more of NZQA's staff will be there. There may be an observer who is involved in the process. All the people will be introduced to you at the start of the meeting.

What will happen at the meeting?

- The meeting is led by the independent appointee and will start with everybody being introduced. The appointee will ask you some questions and then you and your supporters will be invited to add information that might help us with our decision.

What is the job of the independent appointee?

- The independent appointee is usually an ex-senior leader of a school, and is not a NZQA employee.
- The independent appointee recommends a decision to NZQA.
- To make this recommendation they review all the information you have received and decide what questions they want answered. They may have talked to other people to get more information to help them in their preparation for the meeting.
- After the meeting, the appointee will review all the information and recommend what action NZQA should take.

What you need to know before the meeting?

- You will be given 14 days notice of the meeting to give you time to prepare.
- The meeting will be at a place near you. You will need to arrange transport to the venue and to cover any costs for yourself and any support people.
- You will be sent a copy of the original report and any other information that we have received that is relevant. This might be copies of examination papers or information from your school that we have asked for to help us try to find out what happened. If you think NZQA is missing some information, please contact us.

When will you know the outcome of the meeting?

You will know the outcome within two weeks of the meeting date, if not earlier.

What actions can NZQA take if a breach has occurred?

NZQA can

- issue you with a warning and release all your results.
- withhold the results for one standard, or all the standards in an examination session.

In very serious cases NZQA can

- withhold all external results.
- prevent a candidate from entering any more NZQA external assessments.
- refer it to the police if criminal activity is suspected.

What if you don't agree with the outcome of the meeting?

- If you think the decision isn't fair or doesn't seem to fit with the way the meeting went, you can appeal in writing.
- The appeal process can be found on our website. The address for this is on the back of this leaflet.
- If there is anything you forgot to tell us in the meeting, you can include it in the appeal letter. We may also do some more investigation to help the person considering your appeal.

What if you think of some things after the meeting that you should have said?

- You can write or email or wait until you have received the decision and appeal as above.

Who gets to know about the decision?

- The decision we make is confidential to you, NZQA and, in some circumstances, the Principal of your school.

NZQA is required to uphold the integrity of examinations.

We believe you have the right to

- a fair process and decision making
- be informed
- participate and be heard
- privacy.

Where can you find more information on NZQA rules and your rights?

Rules

www.nzqa.govt.nz/breaches

www.nzqa.govt.nz/assessment-rules

Appeals

www.nzqa.govt.nz/assessment-rules Schedule
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Rights

www.occ.org.nz

www.hrc.co.nz/

Schools and the right to discipline available
from www.communitylaw.org.nz

Contact us on breaches@nzqa.govt.nz or
phone 0800 697 296



EXAMINATION CENTRE MANAGEMENT

**MEETING INFORMATION FOR
CANDIDATES
AND
THEIR SUPPORTERS**