



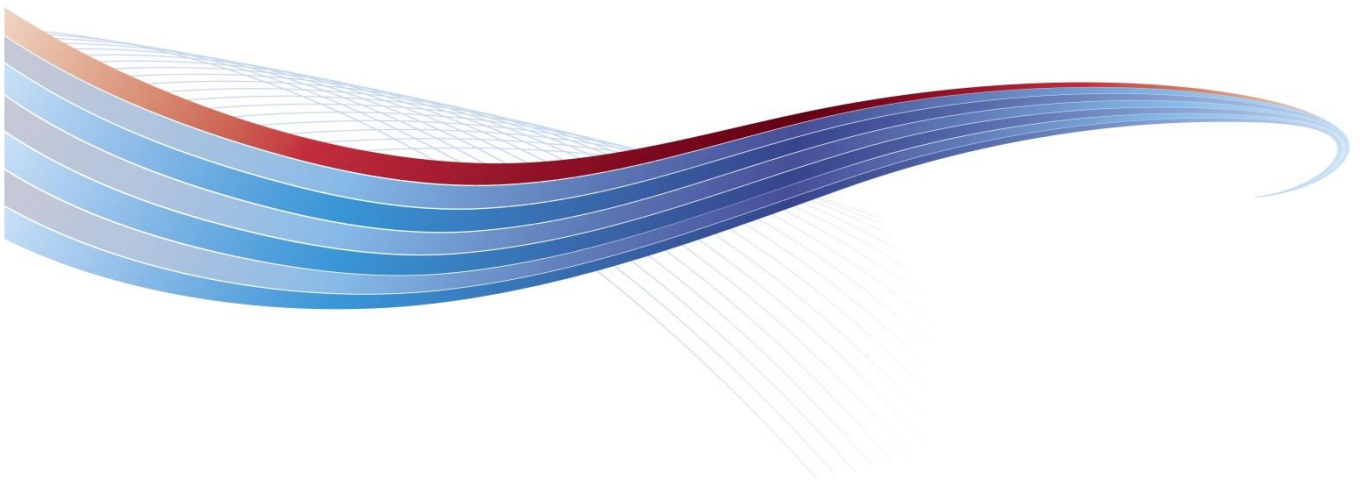
One Tree Hill

COLLEGE

NCEA Information

For

Students and Caregivers 2018





NCEA Assessment Information Booklet 2018

This booklet is designed to provide you with information to help you succeed in the national qualifications.

Take time to read this information, as knowledge of the requirements could prevent many problems from developing later in the year. Students, parents and caregivers are welcome to contact any of the Deputy Principals to discuss any matter raised by this information throughout the year.

The National Certificate of Educational Achievement (NCEA) is New Zealand's national school leaver qualification. It is a qualification on New Zealand's National Qualifications Framework (NQF) that sits alongside more than 900 other national qualifications used throughout tertiary education and industry training.

The aim of this booklet is to provide an overview of how NCEA works at OTHC

Abbreviations used throughout this booklet include:

NZQA New Zealand Qualifications Authority

UE University Entrance

NQF National Qualifications Framework

FAO Further Assessment Opportunity (Re-assessment)

How will I be assessed?

The skills and knowledge you gain when you study subject areas like English, Science and Maths are made up of component "standards". Qualifications are gained by building up credits, awarded for each standard you achieve. The standards offered in each course (or subject) are listed in your course outlines.

Under NCEA students can be assessed through both externally assessed standards and internally assessed standards. For further information go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea>

How many credits are needed for NCEA?

To gain NCEA Level 1: Achieve 80 credits at any level (Level 1, 2 or 3).

This must include a minimum of 10 credits in literacy and 10 in numeracy.

To gain NCEA Level 2: Achieve a minimum of 60 credits at Level 2 or above; and 20 credits at any level including Level 1 literacy and numeracy credits.

To gain NCEA Level 3: Achieve a minimum of 60 credits at Level 3 or above; and 20 credits at Level 2 or above including Level 1 literacy and numeracy credits.

For further information on NCEA levels go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/how-ncea-works/ncea-levels-and-certificates/>

Course Endorsements and Certificate Endorsements

How do I gain a course endorsement with Merit or Excellence?

Students will be able to have their strengths in individual courses recognised with a course endorsement at Merit or Excellence. Students will gain an endorsement for a course where they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement for example:

- Endorsement with Merit in English with 4 merit credits and 10 excellence credits in English
- Endorsement with Merit in English with 14 merit credits in English
- Endorsement with Excellence in Science with 14 excellence credits in Science

2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards

3. Sufficient credits in a single school year.

How do I achieve NCEA Level 1,2 or 3 endorsed with Merit or Excellence?

1. Merit endorsement = 50 credits at Merit (or Excellence) at the same level, or higher.

2. Excellence endorsement = 50 credits at Excellence at the same level, or higher.

3. Credits can be accumulated over more than one year for the purposes of certificate endorsement.

University Entrance

How do I gain University Entrance?

Students will need all of the following to be awarded UE:

1. Attain NCEA Level 3
2. Achieve 14 credits at level 3 in each of the three subjects from the list of approved subjects
3. Achieve UE numeracy – 10 credits at Level 1 or above from specific achievement standards, or three specific numeracy unit standards
4. Achieve UE literacy – 10 credits (five in reading and five in writing) at Level 2 or above in specific achievement standards, or specific Te Reo Maori achievement standards.

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

General Assessment Procedures for Internal Assessment

Internal Assessment Work

Students complete assessments which are marked by their teachers. Each school's marking standards are moderated by the New Zealand Qualifications Authority to ensure students around the country are being assessed to a similar standard.

Missed and Late Assessments

If extensions are required for NCEA internal assessments, they need to be applied for at least seven days before the due date. Be aware that extensions are not automatically granted. You know in advance what your other commitments are and it is your responsibility to get assessments in. Students should also be aware that it is not always possible to offer internal assessments of a practical nature at other times as these involve considerable planning, resources and preparation time.

Absences due to Illness, Bereavement or Trauma

1. When a student has missed an assessment or deadline due to illness a medical certificate signed by a New Zealand registered medical practitioner must be brought to the relevant course teacher(s). The TIC will determine the appropriate action to be taken in consultation with Deputy Principal/Principal's Nominee, Ms Emma Beale.
2. If another assessment opportunity is offered for the standard, the student will use that opportunity.
3. If appropriate, recorded standard-specific evidence from other comparable authentic work is to be used to demonstrate achievement of the Standard.

4. If a student is absent for a significant period of time prior to an internal assessment as a result of the reasons above then the student may apply for an extension if appropriate. This application must be made at least 7 days before the day of the assessment taking place.
5. In the case of bereavement or other trauma a letter is to be taken to the Deputy Principal Ms Emma Beale outlining the nature of the trauma.
6. If no adequate opportunity is possible the entry will be withdrawn.

Absences for Approved Activities

- For absences due to official representative commitments sanctioned by the school, recorded standard-specific evidence from other comparable authentic work will be used to demonstrate achievement of the Standard where possible.
- For any school trip that necessitates a student missing a period from another course the student must gain permission for their absence from that class on the permission slip provided. Students should anticipate assessment clashes and notify the course teachers concerned immediately.
- Students should advise the Deputy Principal of the absence using the NCEA Absence and Extension Application Form
- The Deputy Principal will adjudicate in the case of disputes.

Absences for other reasons

When a student is absent from an assessment for any other reason, special leave can only be granted by the Principal ahead of time. In cases of absence for self-interest leave (e.g. holiday) students will either:

- Complete internal assessments due during the leave period or prior to the leave date if possible
- Use other authentic evidence where applicable at the discretion of the Deputy Principal/Principal's Nominee.
- Undertake a late or another assessment at the appropriate time if it is offered for the standard
- Have Not Achieved reported to NZQA.
- Students should advise the Deputy Principal of the absence using the NCEA Absence and Extension Application Form

Parents must apply for special leave from school in writing to the Principal. This letter/email should be handed to Ms Beale for processing. A decision will be made by the Principal.

All other Absences

An absence not covered by a medical certificate or by special leave permission is 'non legitimate' and will result in Not Achieved reported to NZQA for that assessment.

Late Submission of Assessment Work

Students will submit work on the due date to be considered for the awarding of internally assessed Achievement Standards. This includes meeting checkpoint deadlines during an assessment over a period of time.

1. If students choose to complete work electronically it is important that they plan their assessment time-line to allow for the possibility of computer problems. These could include computer/disk/printer problems and **students must understand that these are their responsibility and may not be considered legitimate grounds for reconsideration or extension.**
2. If computer problems do occur, in the first instance the teacher must be contacted immediately. If the teacher is not available, the Curriculum Leader must be contacted immediately. It may be possible by arrangement with the TIC to hand in Electronic Files at the due time. It is necessary to bring supporting material (e.g. a draft or working notes) in case the files are non-recoverable. A letter from the Parent/Caregiver giving detailed verification of the computer problem experienced and a daytime contact phone number must accompany the electronic files.
3. The Deputy Principal will adjudicate and decide whether an extension or other assessment opportunity will be provided.

Note: Externally assessed portfolio work (Technology, Graphics and Visual Arts) must be handed in on the set date – no extensions are granted under any circumstances.

Student Procedures and Responsibilities

1. Students should keep and update Assessment Statements for each subject and record key dates in their student diary.
2. Students should manage available time to complete assessments in all subjects. OTHC will provide support and guidance to help all students plan their time effectively.
3. Students should, where applicable, meet checkpoint deadlines or milestone deadlines during the preparation of an assessment activity.
4. Failure to submit assessment work by the due date without approval will result in Not Achieved reported to NZQA.

Extensions

Students may apply in writing to the teacher for an extension in limited circumstances using the NCEA Absence and Extension Application Form. If a student has been prevented from working towards an internally assessed standard for valid reasons such as illness or a family bereavement an extension may be applied for:

- Students must discuss the issue with their class teacher at the earliest opportunity
- Students will be granted an extension where the reasons are deemed valid

Where an extension involves checkpoints during the preparation period, an extension is highly unlikely to be granted if prior checkpoint deadlines for the task have not been met.

Further Assessment Opportunities (FAO) or Reassessment

A maximum of one further opportunity for assessment of a standard **may** be provided within a year. A maximum of one further opportunity for assessment means none or one. It does not mean one **must** be offered.

Further assessment opportunities, if offered, are available to all students. Students can decline a second opportunity. It will occur after further learning has taken place and the higher of your two grades for that standard will be awarded.

Resubmission

It is possible to get **one opportunity** for resubmission of work against a certain standard. A resubmission will be limited to specific aspects of the assessment. A re-submission will only be offered where a teacher judges that a mistake/omission has been made by a student, which the student should be capable of discovering and correcting themselves. Re-submission does not need to be provided. You should be advised of this at the start of the year by your course teacher and/or in assessment details. If a resubmission is offered, it must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible.

If there is a lot to be completed/corrected, then it is not a resubmission.

Assessment Methods

The National Qualifications Framework has a variety of standards that assess a wide range of skills and knowledge, this leads to a variety of assessment conditions to reflect the skills or knowledge being assessed. At OTHC assessments may:

- involve practical work
- involve presentations, speaking to groups
- involve individual written components
- involve group work
- involve research, reading or viewing of materials
- involve portfolios of material accumulated over the year

Each assessment task will clearly outline the assessment conditions that the student will be expected to adhere to for the task. Some assessments take place over a longer period of time and there are a number of opportunities to reach the standard. You may do a portfolio of work and select the best pieces of work for submission towards the end of the course. The teachers give you feedback and you have the opportunity to improve your performance before the final submission date. This is different from a formal resubmission opportunity. It is part of the normal teaching and learning process. In some cases additional evidence for an assessment may be gathered from recorded standard-specific evidence from other comparable authentic work to demonstrate achievement.

Authenticity and Breaches of Assessment Rules

1. All work submitted for assessment must be genuinely the student's own work.
2. Authenticity requirements may include a combination of:
 - Submission of draft notes/research notes/sketches etc.
 - Supervision/monitoring/check pointing of in-class work towards an assessment
 - Completion of assessment work in class
 - Completion of assessment under test conditions
 - Staff/student conferences to establish a student's understanding of content and process relating to an assessment activity
 - Acknowledgement of all sources used in a bibliography
 - Teacher knowledge of individual student strengths and weaknesses
3. All NCEA students (Y10-13) must sign and return an **OTHC 2018 NCEA Authenticity Declaration**

Submitting information or material without acknowledgement is plagiarism, a serious form of cheating, and will result in Not Achieved reported to NZQA for the assessment

Breaches of Assessment Protocols (including test/exam conditions)

All students are expected to fully adhere to examination and assessment conditions set by their teachers. All verbal and written instructions must be followed. Failure to follow the assessment/examination conditions will be reported to the Deputy Principal. Allegations will be investigated under the leadership of the Deputy Principal. Documentation will be retained by the Deputy Principal. The final decision will be made by the Deputy Principal based on all the evidence / submissions provided. Breaches may result in a student being removed from the assessment/examination and a Not Achieved grade being reported to NZQA for the assessment. All students will receive written instructions prior to school and external examinations. These instructions will clearly outline the expected protocols and behaviour.

Appeals

Any student has the right to appeal any internal assessment decision within five school days of the return of the assessment. These include, but are not limited to their awarded grade/mark, an allegation that they have breached the rules or a decision affecting their access to assessment. In the first instance the student should try to resolve the issue directly with the TIC (teacher in charge of the course). If this does not produce a satisfactory outcome for the student they should lodge a formal appeal to the Principal's Nominee / Deputy Principal, Ms Emma Beale. If a student is absent at the time that the assessment is checked, it is the student's responsibility to make an appointment to check the results of their assessment. Detailed assessment schedules will be available to the student for all summative assessments.

Appeal process:

- If a student intends to appeal an assessment decision he/she should make a photocopy of the assessed assignment/work. The course teacher should keep the original student assignment after student checking has taken place.
- Submit a completed Appeal Form to the Deputy Principal. The form can be found on page 15 of this booklet.
- The Deputy Principal will investigate the issue. The investigation could involve the school receiving input from a subject specialist outside the school.
- The decision of the Deputy Principal is final and they will communicate the outcome to the student in writing.

Documentation and Recording of Results

Students are required to verify the sighting and acceptance of the grade awarded by signing the result print out provided by the TIC or the result slip attached to each piece of internally assessed work. Students will also be required to verify the final grades awarded that are submitted to NZQA later in the year. Students will maintain their own records of results and can check these regularly via the Portal. Students can also check their NCEA results via the NZQA website using their own NSN login.

Privacy of Student Information (refer to Privacy Act 1993)

In keeping with the school's policy on confidentiality of student information, student confidentiality will be respected throughout all assessment procedures. Students will see only their own details, work and results, unless they have the express permission of the other student concerned.

External Assessment

Many courses offer students the opportunity to be assessed against external achievement standards. External assessments take place in November-December on the dates set by NZQA for national assessment. Students are taught the content for external standards and offered 'practice' assessments in examination conditions in the term 2 and/or term 3 assessment weeks. Teachers make final decisions on entry to external standards based on student performance and achievement in the term 3 'practice' assessments. Students are advised to take the 'practice' assessments seriously as external exams offer important credits for overall NCEA achievement and subject endorsement. 'Practice' assessment grades are also used for awarding derived grades.

Maths Common Assessment Task (MCAT) – Level 1 Mathematics 91027

Some level 1 mathematics students will be offered the opportunity to sit an external mathematics standard (91027) on 18th September 2018. This standard is assessed as an external assessment. Students have one hour to complete this assessment in examination conditions.

Derived Grades

If a student is injured, unwell or suffering from trauma to the point that they are unable to attend their external examinations in November-December they may be eligible to apply for a derived grade. Parents must contact Ms Emma Beale as soon as possible to begin the application process. One part of the form must be completed by GP or medical/counselling professional. Applications close early December. Derived grades are based on student achievement in the term 2 and term 3 'practice' assessments.

Special Assessment Conditions

1. Students with a permanent or long term disability or a professionally identified learning difficulty may need special conditions to allow them to do their best in assessments including examinations.
2. If students require special conditions notification from parents or previous school is needed along with the appropriate documentation supplied to support such an application. This documentation should be provided in Year 10 for appropriate interventions to be made and to allow time for the application process to NZQA. Please make contact the school's Special Educational Needs Coordinator (SENCO), Mrs Elaine Boucher.
3. Students approved for special assessment conditions for externally assessed achievement standards must have had the same kind of assistance in all of their school assessments throughout the year.
4. Reader/writers are to abide by school and NZQA rules.
5. Special assessment conditions commonly approved for internal/external assessment include:
 - Extra time allowance
 - Modifications to examination question and answer booklet format.
 - Use of computers and other equipment
 - Examination assistance by reader/writer/reader-writer
 - Special assessment conditions for the hearing impaired
 - Separate accommodation.
6. Rules and procedures for Special Assessment Conditions are published at

<http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/special-assessment-conditions/>

Accessing Record of Learning

Students may access their Record of Learning through the NZQA website

1. Students can access www.nzqa.govt.nz
2. Click on "Login – Student and Learners – etc"
3. Students enter their National Student Index Number (NSN) and PIN. Students new to the National Qualifications Framework can create their PINs in mid-May once the first data file has been sent to NZQA. Please note that the assessment results are only updated once a month, therefore please check the KAMAR Parent Portal for up to date results.

NB parents and students can access their NSN and also view NCEA assessment results via the KAMAR Parent Portal.

NCEA Fees for 2018

Fee Structure for Domestic Candidates

The enrolment fee covers any NQF standards (regardless of how many levels or credits) is \$76.70**ttbc* per candidate

If you are an international fee paying student (generally a non-resident of New Zealand), a different fee structure applies.

How Do I Pay The Fees?

Fees are paid directly to OTHC and MUST be paid by **4pm Monday 27th August 2018**. Fees can be paid at any time at the school reception or Student Services in person or by internet banking. You will receive a letter in mid-April with further instructions.

If you do not pay your fee to the school by the deadline, you will have to pay NZQA directly, plus the NZD\$50 late fee. You must pay all of your fees to the school by the date given. If you have any questions about the payment of fees you should contact the school.

Who Is Eligible For Financial Assistance?

To apply for financial assistance, the applicant (normally the parent or caregiver of the candidate) must meet at least one of the following criteria and will then pay \$20**ttbc*:

- Be receiving a Work and Income or Study Link benefit.
- Have a joint family income below the threshold for receipt of a Community Services Card.
- Have more than one child in the family paying fees in 2018 (total fee \$30**ttbc*).

International fee paying students are not eligible for assistance.

If you think you may be eligible to receive financial assistance, a form needs to be completed. Forms will be available from the student services and is also available on the NZQA website:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/entry-into-ncea/fees-for-ncea/financial-assistance/>

The completed form must be returned to school. Your application will then be submitted to NZQA.

When you enter for qualifications, you agree to abide by the rules and procedures for these qualifications. The rules and procedures are available on the NZQA web site.

Contact Details

General NCEA Enquiries

Deputy Principal/Principal's Nominee: Ms Emma Beale

Email: ebeale@onetreehillcollege.school.nz

Phone : 09 5795049 ex703

Deputy Principal: Mr Tim Middleton

Email: tmiddleton@onetreehillcollege.school.nz

Phone : 09 5795049 ex702

NCEA Fees Enquiries

School Accounts

Email: accounts@onetreehillcollege.school.nz

Phone: 09 5795049 ex700

Special Assessment Condition Enquiries

SENCO: Mrs Elaine Boucher

Email: eboucher@onetreehillcollege.school.nz

Phone: 09 5795049 ex 845

2018 EXAMINATION TIMETABLE					
DATE	TIME	LEVEL 1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Wed 7 Nov	9.30 am	Social Studies	Dance	Art History	Earth & Space Science
	2.00 pm		French		Drama
Thurs 8 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm	Sāmoan / Spanish	Japanese	Te Reo Rangatira / Social Studies / Psychology	Sāmoan
Fri 9 Nov	9.30 am		Physics	Business Studies	Calculus
	2.00 pm	Geography	German	Dance	Agricultural & Horticultural Science
WEEKEND					
Mon 12 Nov	9.30 am	English			
	2.00 pm		Media Studies	Home Economics	Statistics
Tue 13 Nov	9.30 am	French	Business Studies	Calculus	English
	2.00 pm	Economics		Accounting	Media Studies
Wed 14 Nov	9.30 am		Mathematics & Statistics		Classical Studies
	2.00 pm	Music	Accounting	History	French
Thurs 15 Nov	9.30 am	Science		Making Music	History
	2.00 pm	Chemistry	Geography	Chemistry	Te Reo Rangatira
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 19 Nov	9.30 am		English		
	2.00 pm	History	Te Reo Māori	Biology	Economics
Tue 20 Nov	9.30 am	Mathematics & Statistics			Biology
	2.00 pm		Drama	Physics	Art History
Wed 21 Nov	9.30 am	Japanese		English	
	2.00 pm	Home Economics	Economics		Geography
Thurs 22 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Chinese	Spanish / Health	Earth & Space Science	
Fri 23 Nov	9.30 am	German	Biology	Geography	Physics
	2.00 pm	Physics	Home Economics	Classical Studies	Japanese
WEEKEND					
Mon 26 Nov	9.30 am	Drama	Chemistry	Music Studies	Spanish
	2.00 pm	Health	Sāmoan / Education for Sustainability	Te Reo Māori / Latin	Chinese
Tue 27 Nov	9.30 am	Biology	Music	Media Studies	Accounting
	2.00 pm	Business Studies	Social Studies	Agricultural & Horticultural Science / German / Chinese	
Wed 28 Nov	9.30 am	Te Reo Rangatira / Latin	Agricultural & Horticultural Science	Sāmoan	Te Reo Māori / Latin
	2.00 pm		History	Health	Music
Thurs 29 Nov	9.30 am	Accounting	Te Reo Rangatira / Latin	Japanese	German
	2.00 pm	Dance	Classical Studies	Spanish	
Fri 30 Nov	9.30 am	Te Reo Māori / Art History	Chinese	French	
	2.00 pm	Classical Studies		Economics	

NB Level 1 mathematics external achievement standard MCAT 91027 is assessed in term 3 on 18 September 2018

DVC, Painting, Photography and Design L1-3 external portfolios and boards are due in as per dates set by teachers – please check your Course Outlines and Assessment Statements.

NCEA Absence and Extension Application Form



One Tree Hill
COLLEGE

- ☐ Absence from Internal Standard Assessment
☐ Extension Request for Internal Standard Assessment

To be completed by student- please complete one form for each assessment

Name: _____ Whanau Class: _____

Email contact: _____

Reason for absence/need for extension: _____

Dates of Absence/Impairment: _____

ASSESSMENT INFORMATION:

Subject – Year level	Teacher	Unit/Achievement Standard number	Due date

Please attach medical certificate/supporting documentation

Student Signature: _____

Parent Signature: _____

Please hand/email to Ms Beale (NZQA Principal Nominee) ebeale@onetreehillcollege.school.nz

School use:

[Form Received:]

Approved Absence:			
Extension granted (date due)	Re-assessment opportunity (date)	Other evidence used	Teacher/Curriculum Leader

Notes: _____

Email student/parent: _____

421-451 Great South Road, Penrose
Auckland 1061, New Zealand
PO Box 17471, Greenlane, Auckland 1546
T +64 9 579 5049 F +64 9 579 5047
E office@onetreehillcollege.school.nz
www.onetreehillcollege.school.nz

NCEA Internal Assessment Appeal Form

This form is to be used if you have followed Step 1 of the appeals process from the *NCEA Information for Students and Caregiver 2018* booklet and talked to your teacher about your grade, but you still feel that your grade is not correct.



SECTION A. Complete this section then pass the form to the Curriculum Leader.

Student name _____ Whānau Class _____ Date _____

Course (e.g. 11Eng) _____ Name of your teacher _____

Date you received your grade in writing from your teacher _____

Unit/Achievement Standard number for which you are appealing your grade _____

Explain the reason/s why you are appealing your grade (use a separate sheet if you require more space) _____

What did your teacher say about the reasons for your grade when you discussed it with him/her? _____

SECTION B. CL to complete this section

Date form received by CL _____

Action taken by CL _____

Final grade decision by CL _____ CL Signature _____

Grade updated in KAMAR Mark Book: _____ (date)

Copies of this sheet with grade decision given to:

☐ Student Date _____ ☐ Teacher Date _____ ☐ DP/PN Date _____

Signature _____ Signature _____ Signature _____

If you feel that the situation is still not resolved satisfactorily, you can follow the next step from the *NCEA Information for Students and Caregiver 2018* booklet, use this same form to appeal to a Deputy Principal.

SECTION C. Deputy Principal/Principal Nominee to complete this section

Further action required by Deputy Principal/PN? ☐ Yes ☐ No

Details of further action taken (if required) _____

If further action was required by Deputy Principal, date student received copy of this sheet from Deputy Principal giving final decision _____

Student's final grade _____ D.P.'s signature _____

Actioned: KAMAR _____



One Tree Hill College 2018 NCEA Authenticity Declaration

At One Tree Hill College there will be internal assessment activities that will contribute credits towards the National Certificate of Educational Achievement. This declaration covers all assessments undertaken in courses studied in the current year.

Student Name: _____

Whanau Class: _____

Student:

- I understand that the work I submit for all assessment must be my own.
- I understand that if it was appropriate to source information then that information must be acknowledged in the appropriate manner.
- I understand that I may be required to identify my sources if there is any question about the authenticity of my work.
- I understand that I must acknowledge all direct quotes and references.
- I understand that plagiarism and/or collusion will result in disciplinary action which may make me ineligible for a grade or credits that contribute to an NCEA qualification.
- I understand that all checkpoint deadlines or milestones must be met as requested during the preparation of an assessment activity.
- I understand that absence from school may result in a Not Achieved grade being reported.

I have read the statements above and understand that all work including planning and production for assessment purposes must be my own.

I have read and understood the NCEA course booklet.

Signature (Student): _____

Signature (Parent/Caregiver): _____

Date: _____



This Form MUST be returned to STUDENT SERVICES by Friday 23rd February