

Withdrawal from an achievement standard 2023



Make a copy of this form and rename it with “ your name + Subject + NCEA Level - Withdrawal from an Achievement standard 2023 ” and share with your dean.

This form must be shared and emailed to your dean well before the assessment for the standard has started.

The request for withdrawing from the Achievement Standard must be for a valid reason.

Section A: (student to complete)

Name:		Atawhai:		Date:	
Course:		Year Level:		Teacher:	

I wish to withdraw from the following:

Students list the standards they wish to withdraw from. Please note that students can not be withdrawn from a Standard once the assessment has started.

AS Number (eg: 91257):	Course / subject	Has the assessment started ? Y or N (HOD to confirm)

My reasons for requesting to withdraw from the above standard/s are:

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I am also aware that, if I am doing Level 3 and I withdraw from a standard in this course, this may prevent me from gaining 14 credits from this course. This means I may not be able to count this subject as one of my three approved UE subjects for UE requirements.

Section B: (Dean to make a copy of student form, complete B and share with HOD)

Date Form received from student:		Time form received from student:	
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Reason for withdrawing from the requested achievement standard(s) is Acceptable / Not Acceptable (Delete the one that does not apply)	
Comment:	

Parent permission given	Yes (attach copy of email) / No (delete one)		
Dean signature:		Date:	

Section C: (Head of Department to discuss with teacher, complete C and email LB when completed)

Confirmation that assessment has not started for standards to withdraw	<i>HOD to check that assessment has not started for any standards that the student wishes to withdraw from - check the table on page 1</i>		
	Confirmed correct / corrected (Delete one)		
Comment:			
HOD signature:		Date:	

Section D: (Careers advisor to complete D and share with RF when completed)

(Check ability to achieve level, Literacy, Numeracy, University Entrance and endorsement)

Comment:			
Check ability to achieve Literacy, Numeracy, UE and endorsement	Literacy Numeracy University entrance Endorsement	Yes / No (Delete one) Yes / No (Delete one) Yes / No (Delete one) Yes / No (Delete one)	
Careers advisors signature:		Date:	

Section E: (Principal's Nominee to complete and notify database manager)

Withdraw:	Yes No (Delete one)		
Principal Nominee's signature:		Date:	

Section F: (Database Manager)

Withdrawn:	Yes No (Delete one)		
NZQA Entry altered	Yes No (Delete one)		
Database Manager's signature:		Date:	

Completed copy sent to student, HOD, Careers advisor, Dean