

# NZQA

New Zealand Qualifications Authority

Mana Tohu Matauranga O Aotearoa

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## Breaches of examination rules

NZQA regards any allegations of breaches to external assessment seriously, including examinations and portfolio submissions. NZQA may carry out an investigation into any report of dishonest practice, concerns of authenticity, influencing, assisting, or hindering another candidate, and failure to follow instructions.

If a report is received of a possible breach of external assessment conditions, NZQA requests a response from the person or persons involved. This [student response form \(DOC, 41KB\)](#) can be sent to NZQA in [written \(DOC, 41KB\)](#) or [electronic \(DOC, 85KB\)](#) form. Upon receiving the response, NZQA may make a decision or request to [meet with the person\(s\) \(PDF, 350KB\)](#) for further clarification. NZQA uses an independent contractor to chair these meetings.

Decisions include taking no further action or issuing a written warning or imposing a penalty, such as having examination results withheld. Information giving further details on the [rules and procedures about breaches for external assessment](#) is available.

### External assessment conditions

Candidates receive a Candidate Information Sheet outlining Rules for candidates and Exam instructions. Exam supervisors also remind candidates of Exam Instructions at the start of each examination. A list of [banned items](#) is available.

Examples of behaviours that require a breach investigation include bringing any blank or refill paper into an examination room, using notes, talking to, communicating with or disturbing other candidates in any way or accessing a cellular phone or other unauthorised electronic device during any examination.

External assessment in Visual Arts Levels 1 & 2, Cook Islands Māori and the Mathematics common assessment task (CAT), is administered by schools. Investigation of possible breaches of the rules in these assessments is the school's responsibility, using their own policy and process.

### Reporting a breach

#### Candidates

If you are a candidate who has witnessed a possible breach, please contact your exam supervisor, Exam Centre Manager, or Principal's Nominee. If the examination has already finished, you can still contact your Principal's Nominee.

#### Schools

Schools can report possible breaches of authenticity in:

- Technology
- Level 1 and 2 Design and Visual Communication, Level 3 and New Zealand Scholarship Graphics
- Level 3 Education for Sustainability
- Level 3 Visual Arts
- New Zealand Scholarship Dance
- New Zealand Scholarship Drama
- New Zealand Scholarship Music

by completing either the [electronic \(DOCX, 93KB\)](#) or [written \(DOC, 123KB\)](#) Possible Authenticity Breach Non-examination Subject form. Check instructions (and the relevant subject webpage) before completing and submitting form.

**Exam Centre Managers and Supervisors** report an alleged breach to NZQA by completing and emailing the [electronic breach form \(DOC, 115KB\)](#) to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz) or completing the [written breach report form \(DOC, 129KB\)](#) and scanning and emailing it to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz). Note that a hand-signed copy can also be posted to:

Breaches  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140

**Markers** report a possible breach to NZQA by completing the [marker irregular answer book form \(DOC, 70KB\)](#) and sending a signed copy along with any examination booklet/s to the:

Subject NAF  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140.

## Enquiries

Please refer any enquiries relating to breaches to [breaches@nzqa.govt.nz](mailto:breaches@nzqa.govt.nz)

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| Vivien<br>Downes<br>School<br>Relationship<br>Manager<br>Telephone:<br>04 463 3337 | Or | Frank Moran<br>School<br>Relationship<br>Manager<br>Telephone:<br>04 463 3142 | Or | Marion<br>Harvey<br>School<br>Relationship<br>Manager<br>Telephone:<br>04 463 4280 | Or | Coralie<br>Baines<br>School<br>Relationship<br>Manager<br>Telephone:<br>04 463 3349 |
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