

# Frequently Asked Questions

## For Schools

Here are some frequently asked questions that may offer some clarity when you have students in your class who are completing Unit Standards as part of their Duke of Edinburgh's Award.

### ***What do you have to do?***

For the most part, as a teacher, you won't have to do any additional work. However, a candidate might come to you for three reasons, though you are under no obligation to help out if you can't or don't want to.

#### **1. Facilitate (maybe)**

Generally, most of the assessments should be completed in the candidate's own space and time, and you won't have to do anything. However, in some cases, students might require space to complete an assessment and an observer.

#### **2. Observe (maybe)**

As per NZQA requirements, **some** assessments require observations completed by a non-family member. For these, someone needs to step into the shoes of the observer and facilitate that section of the assessment. Don't worry though, there are **observer notes** to guide you, and space in the assessment to write in the evidence so that the candidate can achieve the standard.

#### **3. Scan (maybe)**

A candidate might not have the means to scan their assessment and send it where it needs to go. When they are complete, you will need to scan and return it to the Duke of Edinburgh's Team. You do not need to mark the assessments.

You send the forms through to the team at this email: [ncea@dofehillary.org.nz](mailto:ncea@dofehillary.org.nz)

### ***Do you need to write anything down?***

The only time you might need to write is if you observe an assessment. You **must** complete the **Assessor Observation Sheet** and the **Observer's Attestation** which is normally at the back of the assessment. If the candidate and you are happy, you **could collect photo or video evidence** of the situation. This will make the marking of the assessment easier. You do not need to fill in or sign anywhere else on the assessment.

### ***Why don't you mark it?***

It is an assessment that has been completed externally from your school. As a result, you are not needed as the marker. There is a direct relationship between the student completing the assessment and the Duke of Edinburgh's Award, with Capital Training Ltd as the tertiary provider, who are responsible for assessing and reporting the unit standard achievement.

### ***How does my candidate get their credits?***

Passed unit standards will be applied for by Capital Training Ltd. Whilst this process might take a little bit of time, the credits will appear on their record of achievement held with NZQA. Obviously, candidates will need to **pass the assessment** and **pay a small fee** to report the credits.

***What does it cost?***

Although NCEA is now free, these units are completed as part of the Duke of Edinburgh's award via a tertiary education provider. For the education provider, there are still NZQA reporting costs, as well as assessment and moderation costs. The cost to have each assessment checked and signed off by our external provider, Capital Training, is \$11 for a 2 credit unit standard, \$16 for a 3 credit unit standard and \$21 for a 4 credit unit standard.

If you do not pass your assessment the cost for a 2nd Marking is \$5 for a 2 credit unit standard, \$7 for a 3 credit unit standard and \$10 for a 4 credit unit standard. You will be provided with written comments of why your assessment failed and what you need to do to pass.

***Who is the candidate?***

The candidate is the student who is completing their Duke of Edinburgh's Award and completing the Unit Standard assessments.

***Who is the assessor?***

Capital Training Ltd is acting as the assessor. Any section that is labelled to be completed by the assessor will be completed by an assessor at Capital Training Ltd.

***Who is the observer?***

This can be any adult who is not a family member of the candidate. Ideally the observer will be a teacher, sports coach or someone associated with the candidate's service component of the Duke of Edinburgh's Award.

***Where do I go for information?***

Check out the Duke of Edinburgh's Award website first. They have extra information on what candidates are meant to do and how to apply.

Unit standards available and their notes can be found

here: <https://dofehillary.org.nz/do%20the%20award/ncea?src=nav&src=nav>