



Candidate Handbook

NCEA Credit Recognition - Trinity College London
2026



Let's Go PTE (4420)



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Let's Go Educate Limited trading as Let's Go
NZQA Registered Private Training Establishment
Provider number 4420



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Welcome, Kia Ora, Afio Mai, Talitali Feifia, Kia Orana!

Kia ora and welcome.

Let's Go Educate Limited trading as Let's Go provides an NCEA credit recognition service for eligible Trinity College London candidates. If you have passed an eligible Trinity music examination, you may be able to use your achievement to gain credits towards NCEA through Let's Go.

You are not enrolling in a Let's Go course or programme and Let's Go does not provide teaching or training as part of this service. Your Trinity examination provides naturally occurring evidence that Let's Go reviews against the requirements of the relevant NCEA Achievement Standard.

Let's Go manages your credit recognition application, checks your eligibility and supporting evidence, and reports successful outcomes to NZQA. For administrative and NZQA reporting purposes, you will be registered with Let's Go against the Achievement Standard or Standards for which you are applying.

Your Trinity qualification is complete and final. This separate recognition process does not reassess your Trinity examination or change your result. Any additional evidence requested is solely to meet the requirements for NCEA credit recognition.

The contract for this NCEA credit recognition service is between you and Let's Go

1. Contact us

If you have any questions about your application, evidence or assessment, contact:

Let's Go Educate Limited trading as Let's Go



Email: letsgomusicnz@gmail.com

Website: letsgomusic.ac.nz

Phone: 02040 LETSGO

Please contact Let's Go about questions relating to your NCEA credit recognition application.

Questions or complaints about your Trinity examination, Trinity examination result, Trinity qualification or Trinity policies should be directed to Trinity College London.

2. Trinity and Let's Go are separate

Your Trinity examination result is determined by Trinity College London. Let's Go does not change, review or reassess the result awarded by Trinity. Let's Go separately reviews your eligibility and the naturally occurring evidence arising from your Trinity examination to determine whether the requirements of the relevant NCEA Achievement Standard have been met for credit recognition.

A decision made by Let's Go:

- does not alter your Trinity result
- does not affect the validity of your Trinity qualification
- cannot be used to challenge your Trinity result
- is made only for the purpose of determining an NCEA Achievement Standard result.

3. Achievement Standards available

Eligible Trinity examination achievements may be used to apply for credits under the following standards:

- AS91949 – Demonstrate music performance skills – Level 1, 5 credits.
- AS91270 – Perform two substantial pieces of music as a featured soloist – Level 2, 6 credits
- AS91274 – Perform a substantial piece of music as a featured soloist on a second musical instrument – Level 2, 3 credits
- AS91417 – Perform a programme of music as a featured soloist on a second instrument – Level 3, 4 credits
- AS91416 – Perform two programmes of music as a featured soloist – Level 3, 8 credits

Specific Trinity grade, repertoire, duration, instrument and other evidence requirements apply to each standard. Check the current Trinity Assessment of Credit Information Sheet before applying.

4. Eligibility

To apply you must:

- have completed an eligible Trinity College London music examination
- meet the Trinity grade and evidence requirements for the Achievement Standard you are applying for
- meet the requirements of the relevant Achievement Standard
- be a domestic student (a New Zealand citizen or resident, or an Australian citizen or resident living in New Zealand)
- provide sufficient evidence for Let's Go to determine the appropriate NCEA outcome
- pay the applicable credit recognition fee.

Let's Go may request evidence to confirm your identity or domestic student status where this cannot otherwise be verified. If you are at a New Zealand school on a visa, please contact us before applying.

Your application is not confirmed until the applicable entry and evidence requirements have been checked.

5. How to apply

Complete the online [Application for NCEA Credit Recognition – Trinity College London form.](#)

You will be asked to provide basic information needed to identify you and maintain the required assessment record, including:

- your full legal name
- date of birth
- permanent address
- contact details
- National Student Number, if known
- citizenship or residency information
- ethnicity information where required
- next-of-kin details if you are under 18
- the Achievement Standard or Standards for which you are applying.

The 2026 PTE Rules require Let's Go to maintain records including the learner's name and address, contact details, NSN where one exists, nationality/domestic status, the education or assessment in which the learner is enrolled, relevant dates, entry evidence and fee records.

6. Evidence you need to provide

Normally, you will provide:

- your Trinity examiner's report
- your official result certificate or statement of result
- direct evidence of your performance, such as a video or audio recording, if you wish to be considered for Merit or Excellence or if Let's Go asks for it (see sections 7 and 10).

Your Trinity examination and the evidence generated through the Trinity examination process provide the naturally occurring evidence used for this credit recognition process.

For AS91416, if your Trinity examination does not provide sufficient performance evidence to meet the NCEA duration requirement, you may also provide performance evidence from another source. This may include a recording of a concert, recital, school performance, audition or another authentic performance. Any such additional evidence is considered solely for NCEA credit recognition and does not form part of, reopen or alter your Trinity examination result.

Let's Go reviews the available body of evidence against the requirements of the relevant NCEA Achievement Standard to determine the appropriate NCEA outcome. This does not involve re-marking or changing your Trinity examination result.

7. Face-to-face Trinity examinations

Candidates and schools cannot record face-to-face Trinity examinations, and Trinity's own recording is not available to candidates. You can still apply.

Let's Go will consider the naturally occurring evidence available from the Trinity assessment process including, where relevant:

- the examiner's report

- official Trinity results
- the Trinity examination conditions
- the repertoire performed
- mapped Trinity assessment requirements
- other relevant evidence available from the examination process.

Together with our mapping, this evidence can support an Achieved result, and no recording is required for that. However, an examiner's report is a written account of your performance rather than the performance itself, so on its own it cannot be used to award Merit or Excellence.

To be considered for Merit or Excellence, you will need to provide direct evidence of your performance, such as a video or audio recording. Let's Go may also ask for this evidence where an aspect of the Achievement Standard (for example, repertoire length) cannot be established from the report, before determining the final outcome.

Any additional performance evidence does not have to be part of your Trinity examination; it may come from another authentic performance were it provides suitable evidence of the relevant NCEA requirement.

8. Digital or recorded Trinity examinations

If your Trinity examination was submitted or conducted as a recorded examination, you may be asked to provide the performance recording used in the Trinity process.

Where a recording is available, it can provide direct evidence of matters such as:

- performance
- communication
- presentation

- audience acknowledgement
- performance focus
- management of music or equipment.

The NCEA outcome is not a direct conversion of your Trinity mark. Let's Go has mapped the relevant Trinity examination requirements and supporting evidence against the requirements of the NCEA Achievement Standards covered by this service. Let's Go uses that mapping, together with the evidence available from your Trinity examination, to determine the appropriate NCEA outcome. This does not involve re-marking or changing your Trinity examination result.

9. Uploading large video files

Video files can be very large.

If your recording is too large to upload, you can:

- provide a shareable Google Drive or similar approved link, or
- compress the recording before uploading.

Make sure any shared link can be opened by Let's Go. If you submit video evidence by Google Drive or YouTube, follow the Guide to Submitting Video Evidence by Link for the required privacy and access settings.

Using HandBrake

HandBrake is a free application that can make a smaller copy of your video without changing the performance. For more information see Lets Go Music HandBrake Guide.

- Open the video in HandBrake.
- Use the Fast 1080p30 preset.

- Save the new file as an MP4.
- Give the file a clear name, for example:
- JaneSmith_AS91416_TrinityPerformance.mp4
- Start the conversion.
- Check the resulting video plays correctly and has sound.

Upload the compressed copy.

- Keep your original recording until Let's Go confirms that your evidence has been received.
- Important
- Compressing your file is permitted.
- Do not edit the substance of the performance.
- Do not cut, splice, rearrange, speed up, slow down, replace audio or otherwise alter the performance evidence unless Let's Go has specifically told you that this is acceptable.

10. How your outcome is determined

This process uses naturally occurring evidence from your Trinity examination. Let's Go considers that evidence against the requirements and grade criteria of the relevant NCEA Achievement Standard. This does not involve re-marking or reassessing your Trinity examination. Your Trinity examination result does not automatically determine your NCEA grade.

An authorised Let's Go assessor makes the NCEA judgement based on the evidence available. Depending on the Achievement Standard, the outcome may be Not Achieved, Achieved, Merit or Excellence. Where the only evidence is the examiner's report and result certificate, the highest outcome available is Achieved. Merit and Excellence can be awarded only where the assessor has direct evidence of your performance, such as a

video or audio recording, which does not have to come from your Trinity examination. Assessment decisions are made in accordance with applicable NZQA assessment and moderation requirements.

11. If more evidence is needed

Sometimes the evidence submitted may not be sufficient to demonstrate all requirements of an Achievement Standard.

Before a final decision is made, Let's Go may:

- ask for clarification
- request another relevant document
- request additional naturally occurring evidence
- ask for supplementary evidence relating to a specific requirement.

Additional performance evidence may come from a performance outside your Trinity examination, such as a concert, recital or school performance.

Once a final NCEA outcome has been determined, any further assessment or resubmission opportunities are subject to applicable NZQA requirements and Let's Go procedures.

12. Authenticity of evidence

Let's Go must be satisfied that evidence submitted for assessment:

- relates to you
- is authentic
- relates to the Trinity examination identified in your application
- has not been improperly altered

- can be relied upon for assessment.

Let's Go may confirm authenticity through:

- your identity information
- Trinity candidate information
- examination documentation
- examination conditions
- the relationship between the examiner's report and the performance evidence
- the chain of custody or source of a recording.

The assessment record used by Let's Go specifically records how authenticity was verified.

Providing false, altered or misleading assessment evidence may result in the application being declined or the matter being managed under Let's Go's academic integrity procedures.

13. Assessment moderation and quality assurance

Assessment decisions are subject to Let's Go's quality assurance and moderation processes. A decision may be reviewed internally by a suitably qualified subject specialist before the result is reported.

The relevant Achievement Standards are also subject to NZQA external moderation requirements.

Your evidence may therefore be selected for internal or external moderation. Moderation helps ensure that assessment decisions are consistent, valid and made in accordance with the relevant Achievement Standard and NZQA requirements.

14. Assessment records and evidence retention

Let's Go is required to maintain accurate academic records.

Your final NCEA result, including your name, date of achievement and grade, is retained as a permanent academic record. Supporting assessment evidence will be retained for at least the period required by NZQA and may be retained for longer where required for moderation, quality assurance or other regulatory purposes.

15. Results and NZQA reporting

Once the assessment and any required moderation have been completed:

- Let's Go will advise you of the outcome
- your assessment result will be entered into the Let's Go student management system
- eligible results will be reported to NZQA
- the result will subsequently appear on your NZQA Record of Achievement.

Let's Go will also provide you with an appropriate record of the NCEA credit recognition outcome.

You may request access to your enrolment and academic information held by Let's Go.

16. Fee for service

The current credit recognition fee is:

- \$10 per NCEA credit applied for
- The fee for the standards selected will be advised before assessment proceeds.

- Payment details will be provided through the application process.

Cancellation or withdrawal

If you wish to cancel your application, contact Let's Go as soon as possible.

Any applicable refund will depend on whether administrative or assessment work has already commenced and will be dealt with under the Candidate Terms and Conditions provided with your application.

17. Candidates under 18

If you are under 18, Let's Go will ask for a next-of-kin contact.

This should include:

- name
- relationship to you
- telephone number.

Let's Go remains responsible for meeting the requirements that apply to enrolled tertiary learners, which include maintaining next-of-kin information for learners under 18.

18. Privacy and information sharing

Let's Go collects personal information and supporting evidence so that it can:

- confirm your identity and eligibility;
- process your NCEA credit recognition application and determine whether the relevant Achievement Standard requirements have been met;
- maintain your enrolment and academic record;

- report results to NZQA;
- undertake moderation and quality assurance;
- meet legal and regulatory requirements;
- and meet reporting and verification requirements associated with the Trinity NCEA credit recognition service.

Information shared with Trinity College London

Let's Go provides agreed information to Trinity College London about candidates who use this service.

This may include:

- your name,
- Trinity candidate number,
- NCEA outcome,
- number and type of NCEA credits awarded,
- and related information required for verification.

A performance recording may be shared with Trinity only where required to verify that the recording matches the Trinity candidate and the relevant Trinity award or result.

Trinity College London is based in the United Kingdom.

Information shared with NZQA

Relevant personal, enrolment and assessment information will be provided to NZQA where required for:

- reporting Achievement Standard results
- maintaining your NZQA education record
- moderation

- quality assurance
- regulatory purposes.

Your rights

You may ask Let's Go for access to personal and academic information it holds about you and ask for information to be corrected where appropriate.

Read:

[Let's Go Privacy Statement](#)

[Trinity College London Privacy Statement](#)

19. Declaration when you apply

As part of the application process you will be asked to confirm:

- I understand that Let's Go Educate Limited will collect and hold my personal information and assessment evidence for the purposes of confirming my eligibility, reviewing my eligibility and supporting evidence for NCEA credit recognition against the relevant NZQA Achievement Standard(s), maintaining my academic record, reporting my result to NZQA, and meeting moderation, quality assurance and legal requirements.
- I understand that Let's Go will report to Trinity College London that I have used this service. Information provided to Trinity will include my name and information about my outcome and the number and type of NCEA credits awarded, and may include my Trinity candidate number or other Trinity result information where required for verification. A performance recording will only

be shared with Trinity where it is required to verify the candidate, recording or Trinity result being assessed.

- I understand that relevant information and assessment evidence may also be provided to NZQA and other New Zealand government agencies where required by law.
- I have been provided with access to the Let's Go Privacy Statement, this Candidate Handbook, the applicable Terms and Conditions and Trinity College London's Privacy Statement.
- I declare that the information and evidence I have provided is true, complete and authentic.
- I understand that the NCEA credit recognition process undertaken by Let's Go is separate from my Trinity examination and does not reassess, change or provide grounds to challenge the result awarded by Trinity.

If you do not provide the information necessary for the credit recognition and reporting process, Let's Go may be unable to process your application.

20. Appeals

You may appeal a Let's Go decision if you believe that the relevant Achievement Standard criteria were incorrectly applied, relevant evidence was not properly considered, the required process was not followed correctly, or another material error affected the decision.

An appeal is about the Let's Go NCEA credit recognition decision. It is not an appeal against your Trinity examination result

Submit an appeal in writing to Let's Go, clearly explaining:

- the result you are appealing

- why you believe the decision should be reviewed
- any relevant evidence supporting the appeal.

Let's Go will acknowledge and consider the appeal under its published appeals procedure and advise you of the outcome within the timeframe specified in that procedure.

NZQA advises learners to complete their provider's internal complaints and appeals processes first before taking concerns about an education provider to NZQA.

Let's Go Appeals Procedure: QMS 6.2 Discipline and Appeals

21. Concerns and complaints

If you have a concern about:

- the administration of your application
- the service provided by Let's Go
- the way your evidence was handled
- communication
- assessment processes
- privacy
- another aspect of the Let's Go service,

Please contact Let's Go first so that we can try to resolve the issue.

You can make a formal complaint under the Let's Go complaints procedure. You may have a support person assist you through the complaints process.

If you have completed the Let's Go process and remain concerned about Let's Go's practices or regulatory compliance, you may raise your concerns

with NZQA. NZQA's current guidance specifically includes concerns about assessment and enrolment/administration processes.

Complaints about the Trinity examination, Trinity result or Trinity policies should be directed to Trinity College London.

Let's Go Complaints Procedure: QMS Complaints 6.1

NZQA concerns about education providers

Make sure you raise a concern or complaint as soon as possible –be honest, provide all relevant evidence and tell us what you would like to see as a resolution.

For a financial or contractual dispute, Study Complaints | Ngā Amuamu Tauria provides an independent service for domestic tertiary learners. Information can be found at the Study Complaints website at <https://www.studycomplaints.org.nz/>

22. Candidate conduct

Candidates are expected to:

- provide accurate and truthful information
- provide authentic assessment evidence
- communicate respectfully with Let's Go staff
- follow reasonable instructions relating to the application and assessment process
- protect the privacy and intellectual property of others
- not alter assessment evidence in a misleading way.

Let's Go will deal with candidates fairly, professionally and in good faith.

23. Intellectual property

Your Trinity examination materials and Trinity intellectual property remain the property of Trinity College London or the relevant rights holder.

Let's Go does not acquire ownership of your Trinity examination performance simply because you submit it as assessment evidence.

Submitted evidence may be copied, stored and accessed only as reasonably required for:

- assessment
- moderation
- authentication
- quality assurance
- regulatory compliance
- record keeping.

24. Important documents

Before submitting your application, you should have access to:

- this Candidate Handbook
- Trinity Assessment of Credit Information Sheet
- Candidate Terms and Conditions
- Let's Go Privacy Statement
- Let's Go Appeals Procedure
- Let's Go Complaints Procedure
- Trinity College London Privacy Statement
- HandBrake Guide, where relevant.

25. Document control

Document: Candidate Handbook – Trinity NCEA Assessment



Owner: Let's Go Educate Limited

Version: 1.1 (sections 4, 6, 7, 10, 11 and 20 revised)

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This handbook should be read together with the current Information Sheet, Candidate Terms and Conditions, Privacy Statement and Let's Go Quality Management System.

Where an NZQA rule or statutory requirement changes, the current legal or regulatory requirement takes precedence.