

## 2026 LATE ENTRIES PROCESS FOR PRINCIPAL'S NOMINEES

**Background:** For all NCEA external exam entries that were submitted to NZQA **by 1 September**, each student will receive:

- a printed exam admission slip
- personalised exam booklets where the entry assessment method is paper.

For students with digital entries, buffer papers will be provided to your ECM based on 15% of the digital entry count for the session. Personalised papers are not provided.

You can read more about the changes to digital entries [here](#).

For all NZ Scholarship external exam entries submitted to NZQA **by 1 September**, each student will receive:

- a printed exam admission slip
- personalised exam booklets for either paper or digital entries

Buffer papers will continue to be provided to your ECM for NCEA and NZ Scholarship paper entries. Where applicable, the digital buffer is additional.

Note: buffer packs are only provided where entries have been made.

**Late Entries – after 1 September:** If you make entries after 1st September, the late entry process in this document must be followed.

The API will be unavailable between 2<sup>nd</sup> and 6<sup>th</sup> September. It is due to be switched on at 10:00am 7<sup>th</sup> September. During this time SAC attachments to examinations are on hold.

If you have any questions about late exam entries, please email [logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz)

### End-of-Year Timetabled Exams Late Entry Process

- ☐ If you are making late entries, or changes to the assessment method (digital/paper), update the entries using your SMS from 7 September. These changes will flow through to NZQA.

Check that the updates have been made so that you can:

- update any SAC provisioning
- check for new clashes or changes of exam centre
- advise your ECM of any changes to assessment methods (digital/paper) or SAC information for students, clashes and exam centre changes
- liaise with your ECM to ensure appropriate resources (rooms, technicians, exam resource booklets) will be available for new digital entries
- generate the Late Attendance Roll(s) to ensure late entries have been processed.

- ☐ If you are making end-of-year digital entries for the first time (i.e. you have no other digital entries for end-of-year assessments submitted on or before 1 September) email [assessment.service.centre@nzqa.govt.nz](mailto:assessment.service.centre@nzqa.govt.nz) with the session and standard details so that we can set up a login for your ECM to access the digital platform. The email subject should read "ECM login for digital exams required".

- ☐ Print and sign new exam admission slips for all students with late or updated entries. These are accessed from your NZQA Provider Login, under Reports / Exam Reports / Exam Admission Slips.

- ☐ For late digital students, access the Candidate Account Register to check that students have created an account with NZQA. This report is accessed from your NZQA Provider Login, under Reports.

### Late Attendance Rolls

The Late Attendance Roll report is available via Reports on the NZQA Provider Login.

This report generates Late Attendance Rolls by exam session (with late entry data auto-filled), which also provides a means to monitor and check your late entries have been processed by NZQA.

Your ECM also has access to this report. Liaise with your ECM and agree who will run the final report and agree the timing. We would recommend the day before the exam to ensure the most up to date data is available. If your ECM runs the reports, ensure they have access to a printer.

Provide your ECM any additional SAC information for late entry students if applicable.

For late paper entries submitted by **2 October**, NZQA will send additional non-personalised booklets (buffer papers) to your ECM.

For late digital entries submitted by 2 October we will provide additional resource booklets where applicable.

#### For entries submitted after 2 October, in addition to the steps above:

- ☐ Check with your ECM whether they have enough non-personalised booklets (buffer papers) for late entered paper entries, and late added SAC entitlements (readers/writers)
- ☐ Check with your ECM whether they have enough resource booklets for late entered digital entries and late added SAC entitlements (readers/writers.)
- ☐ Access the exam PDF on the day of the exam if your ECM does not have enough buffer papers or resource booklets. Information on the PDF download process and printing recommendations starts on page 5.

### Additional Information

If your school is not an exam centre, liaise with the PN at your host exam centre urgently. You will need to submit the entries via your SMS. The host exam centre will help manage the late entry process and will generate the Late Entry Attendance Roll once entries have been processed.

If you have a request for a student to sit at another exam centre, follow [The Request to Change Examination Centre](#) process. Under no circumstances can exam booklets be moved between exam centres.

The process for managing clashes can be found [here](#).

- The due date for the PN to resolve 2-way exam clashes is 19 October.
- 3-way clashes must be resolved with SRM by 22 October.

Details of 2-way and 3-way clashes can be found in the Key Indicators link through your NZQA Provider Login at *General Security Features / Key Indicators*.

## SUBMITTED EXTERNAL ASSESSMENTS

### Physical submissions

Information on the late entry process for NCEA Levels 1-3 Design and Visual Communication and NCEA Level 3 and NZ Scholarship Visual Arts can be found via the submission instructions on the relevant subject resource page.

| Subject                                     | Webpage section                         | Submission instructions section                                                                                  |
|---------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Design and Visual Communication             | <a href="#">Useful exam information</a> | <a href="#">8.5 Non-barcoded physical submissions</a> (page 9)<br><a href="#">10. Late Submissions</a> (page 10) |
| Visual Arts NCEA Level 3 and NZ Scholarship | <a href="#">Useful exam information</a> | <a href="#">13. Materials for late entries</a> (from page 11)                                                    |

### Digital submissions

If late entries need to be made for subjects submitted via a digital upload, please ensure that the student entry is updated in your SMS and check that it has flowed through to NZQA.

If you experience any issues submitting with late entries or changes to the method of submission, please contact the NZQA Data Management & Learner Records team on 0800 697 296 or [schools@nzqa.govt.nz](mailto:schools@nzqa.govt.nz)

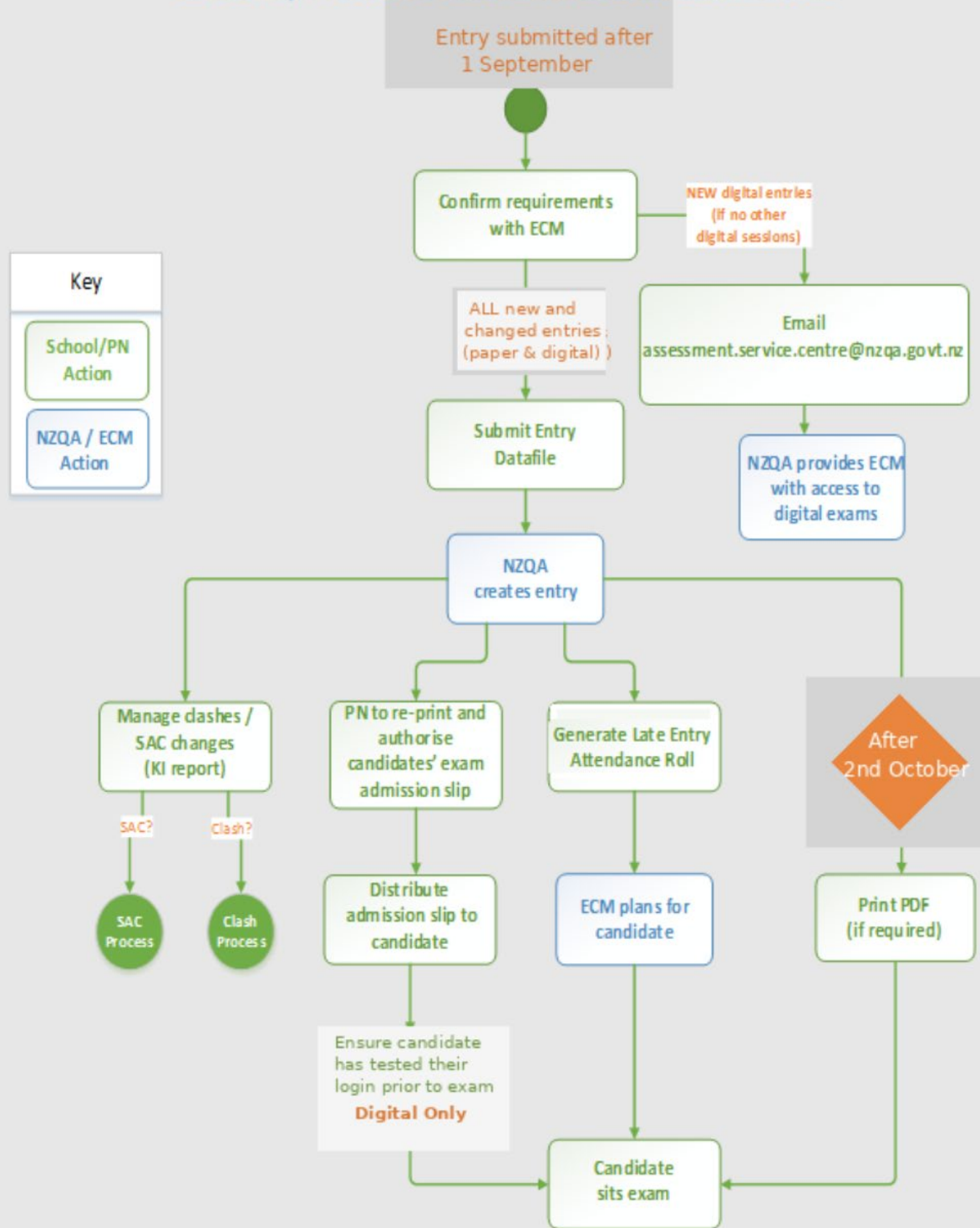
## Literacy and Numeracy Assessment Event 2 (AE2)

Late entries for AE2 were due by 1 September; please follow the process below:

- Submit all entries via SMS Api or Web Entry by 1 September
- You can make further late entries via SMS Api or Web Entry from 7 September 2026 but please allow 24 hours processing time
- Reschedule the assessment day (if sitting the assessment online) once the student shows in Assessment Master or use the printed PDF for the student(s) with late entries

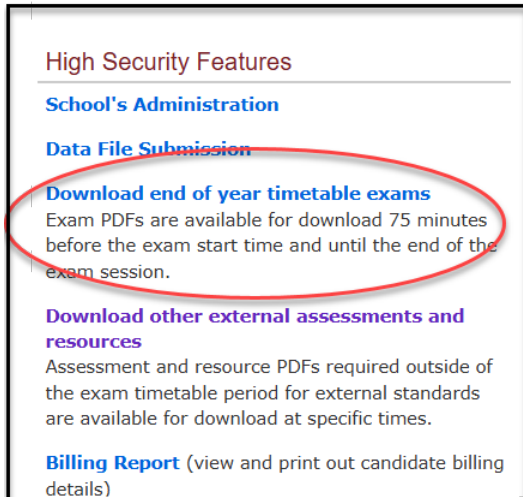
Any students who complete the assessment on paper must have their entry created before you can upload their scanned work. You will then need to follow the Late Submissions process.

## Late Entry Process for Externally Assessed Examinations



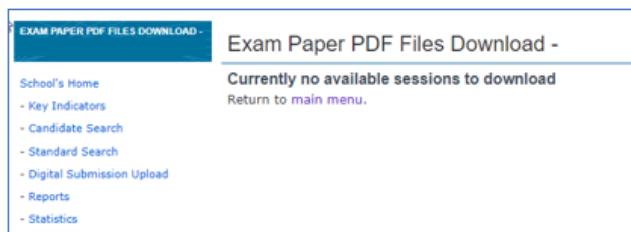
## 2026 End of Year Exam Paper PDF Download Process for Principal's Nominees

If your ECM does not have enough exam booklets **for students in an exam and/or you need to print special papers for SAC students**, you can access PDF files on the day of the exam via the High Security section. This link is only available if your school is an exam centre.



Exam Paper PDF files are available **75 minutes** before the start date of the session until the end of the exam session e.g. for an assessment starting at 9:30am, the PDF will be available at 8:15am. For an assessment starting at 2:00pm, the PDF will be available at 12:45pm.

If you click on the link **outside** of the time parameters, the exam session files will not be displayed or be available for download.



When you click on the link **within** the time parameters described (after 8.15am for morning exams and 12.45pm for afternoon exams), the exam session(s) will be displayed and available for download.

### Download End of Year Timetable Exam PDFs - ABC School

| Title                | Session Code | Session Start Time            |                          |
|----------------------|--------------|-------------------------------|--------------------------|
| NCEA L1 Japanese     | L1-JAPA      | Mon Nov 06 09:30:00 NZDT 2023 | <a href="#">Download</a> |
| NCEA L2 Latin        | L2-LATI      | Mon Nov 06 09:30:00 NZDT 2023 | <a href="#">Download</a> |
| NCEA L3 Te Reo Maori | L3-TREM      | Mon Nov 06 09:30:00 NZDT 2023 | <a href="#">Download</a> |
| Scholarship Calculus | S-CALC       | Mon Nov 06 09:30:00 NZDT 2023 | <a href="#">Download</a> |

Return to [main menu](#).

Once downloaded, the zipped files include the Question/Answer/Resource booklets for all standards in the session, including translated booklets where appropriate.

Please note that audio files are not included; your ECM has access to these.

When you click the download button, it may take a few minutes for the zipped file to download to your device depending on the file size. A percentage bar will be displayed, showing the status of the download.

An access code is required to open the PDFs. By downloading the file, an automated email is sent to the Principal's Nominee (PN) email address.

The email is sent from [webmaster.nzqa.govt.nz](mailto:webmaster.nzqa.govt.nz) and includes:

- the access code to open the pdfs contained in the zipped file
- the ESAA ID of the requester.

If you don't receive an email:

- check your junk mailbox
- check the PN email address is correctly set up.

**If you have not downloaded the file and you receive an email, contact [logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz) immediately.**

We recommend that you check in the School Administration section that your PN contact details are correct. **The PN is responsible for putting processes in place if they are unavailable during the exams period. Emails will only be sent to the registered PN email address.**

If there are any issues accessing the files via the link email [logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz) or call 0800 222 230 to request a PDF.

Where possible when **printing PDFs for end-of-year exams** use the booklet function with staples in the centre fold or print onto A3 paper, then fold to A4 booklet format and staple in the centre fold. Please avoid corner staples as these cause problems in the scan and sort to marker processes.

For SAC students, print or use digitally as appropriate (e.g. for a Reader/Writer).

**REMEMBER THAT, AS PRINCIPAL'S NOMINEE YOU ARE RESPONSIBLE FOR THE SECURITY OF ANY DOWNLOADED EXAM PAPER AND YOU MUST ENSURE THAT ANYONE WHO YOU GIVE IT TO KNOWS THIS TOO**