

Lara Beiert

From: Sue Chalmers
Sent: Tuesday, 28 March 2023 12:25 PM
To: Frank Moran
Cc: Kay Wilson; Melissa Mead; MaryJane Parker
Subject: Follow up on LitNum from SQAL team meeting 27 March

Kia ora Frank,

Thank you for the opportunity to discuss the new literacy and numeracy assessments and their delivery with your team. Hopefully, we were able to clarify a few misunderstandings.

There were a few actions from the meeting:

Update communication to schools and kura

The LitNum team will make it clear to schools that they can deliver assessment for each CAA on multiple days (ie. Numeracy can be offered on different days; students who miss an assessment on their set date, can undertake the assessment on a later day within the same assessment window).

[Redacted]

Instructions for schools for delivery of the CAAs

These are available on NCEA.Education (<https://ncea.education.govt.nz/te-reo-matatini-me-te-pangarau-literacy-and-numeracy-transitional-year-2023>)

There are multiple tabs with information to support schools end-to-end through the process. All SRMs need to be familiar with these pages and refer to them when responding to queries from schools.

There is a joint comms plan in place with the MoE and the Change Programme team to ensure full guidance is given to schools at key intervals, and in a timely manner for assessment delivery. This is coordinated so that schools are not overwhelmed by multiple emails, and to ensure we are on message across the business. Schools are being encouraged to check these pages for updates, and those on the EOI list are contacted when updates to the pages are made. This comms plan has been created based on feedback from the pilot participants in 2021 and 2022.

[Redacted]

[Redacted]

[Redacted]

Ngā mihi nui

Sue

Sue Chalmers
Kaiwhakahaere Matua Aromatawai / Chief Advisor Assessment
Wāhanga Aromatawai / Assessment Division
[New Zealand Qualifications Authority | Mana Tohu Mātauranga o Aotearoa](#)



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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125 The Terrace, PO Box 160, Wellington, 6140

Ahakoā ngaru ana te moana, ka eke tonu nei te waka!

A choppy mountainous ocean can always be navigated by a small canoe!

Lara Beiert

From: MaryJane Parker
Sent: Monday, 13 February 2023 10:16 AM
To: Sue Chalmers
Subject: FW: Co-requisite questions

Hi

Before I go back to this school is there anything more you might know about this? It would appear from Frank's email that nothing has changed and schools must enter into a subcontract with a school with Consent to Assess.

Regards
Mary Jane

From: Frank Moran <Frank.Moran@nzqa.govt.nz>
Sent: Monday, 13 February 2023 7:38 AM
To: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>
Subject: FW: Co-requisite questions

Hi MaryJane – we have discussed subcontracting and consent to assess with these schools. It t is up to them to decide which option they choose to engage with.
There are no other solutions under the Act for a relevant school to deliver standards.

Ngā mihi
Frank

Frank Moran

School Relationship Manager and Team Leader
Tumuaki Whakawhanaungatanga Kura
School Quality Assurance and Liaison
Wāhanga Tohu Mātauranga
Assessment Division
Te Wāhanga Aromatawai

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☎ [Redacted]
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✉ 125 The Terrace, PO Box 160, Wellington, 6140

From: [Redacted]
Sent: Friday, 10 February 2023 4:31 PM
To: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>; Frank Moran <Frank.Moran@nzqa.govt.nz>
Cc: [Redacted]
Subject: Fw: Co-requisite questions

Kia ora Mary Jane and Frank.

This email is a follow up to an ongoing conversation you had with Laura late last year regarding the corequisite standards.

As you may remember, our three year 1 to 10 schools in our Kāhui Ako in Christchurch (Aidanfield Christian, Hillview Christian and Emmanuel Christian) are seeking to be able to offer our pupils access to the corequisite standards in conjunction with Middleton Grange (our high school partner). I have copied [REDACTED] into this email.

Can you please advise where you are up to with clarity on the legal and administrative advice for our schools so that we can progress what needs to be progressed to ensure we are able to give every opportunity to our pupils this year.

I look forward to your comments.

[REDACTED]

From: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>

Sent: Monday, December 12, 2022 1:46 PM

To: [REDACTED]

Subject: FW: Co-requisite questions

Kia ora [REDACTED],

NZQA have back to me with the below regarding the consent to assess for your cluster next year.

It sounds very possible, but they want to have the conversation with you. Mary Jane has asked you to contact her or Frank Moran (see below for contact details).

I'll compile the other answers from her and get them to you in a tidy form shortly.

Laura

Laura Borrowdale | NCEA Co-Requisite Adviser

Te Mahau | Te Tai Runga

DDI [REDACTED] | Mobile [REDACTED]

From: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>

Sent: Monday, 12 December 2022 1:40 pm

To: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>

Subject: RE: Co-requisite questions

Kia ora

Schools that do not have consent to assess can apply for this through our usual channels. Alternatively, they can enter into a sub-contracting arrangement with a school that does have consent to assess.

If a school requires further information about this, can they please come back to me directly or contact Frank.Moran@nzqa.govt.nz. We need to know the name of the unconsented school and the name of the school they would be entering into a sub-contracting arrangement with.

Please come back to me if you require further details.

Ngā mihi
Mary Jane

From: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>
Sent: Wednesday, 7 December 2022 2:47 PM
To: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>
Subject: RE: Co-requisite questions

Thank you so much for doing that. What can I let the schools know?

Laura Borrowdale | NCEA Co-Requisite Adviser
Te Mahau | Te Tai Runga
DDI [REDACTED] | Mobile [REDACTED]

From: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>
Sent: Wednesday, 7 December 2022 2:36 pm
To: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>
Subject: RE: Co-requisite questions

Kia ora

I have started the meetings regarding consent to assess as you outline, however there are some legal issues involved that we are discussing at NZQA. Unfortunately, I am not at liberty to discuss this further at this stage. I will come back to you as soon as I know more.

Ngā mihi
Mary Jane

From: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>
Sent: Wednesday, 7 December 2022 9:14 AM
To: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>
Subject: RE: Co-requisite questions

Thanks so much.

[REDACTED]

Laura Borrowdale | NCEA Co-Requisite Adviser
Te Mahau | Te Tai Runga
DDI [REDACTED] | Mobile [REDACTED]

From: MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>
Sent: Wednesday, 7 December 2022 9:12 am

To: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>

Subject: RE: Co-requisite questions

Hi Laura

Sorry for the delay, I have a meeting this morning with a team at NZQA to get some clarity as to who it is best to talk to . I will come back to you.

Regards

Mary Jane

From: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>

Sent: Wednesday, 7 December 2022 9:10 AM

To: LN Pilot <lnpilot@nzqa.govt.nz>; MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>

Cc: Grant Ritchie <Grant.ritchie@education.govt.nz>

Subject: RE: Co-requisite questions

Kia ora Mary Jane,

Could you please advice us who the schools need to connect with to discuss this further?

Thanks!

Laura Borrowdale | NCEA Co-Requisite Adviser

Te Mahau | Te Tai Runga

DDI [REDACTED] | Mobile [REDACTED]

From: Laura Borrowdale

Sent: Monday, 5 December 2022 12:52 pm

To: LN Pilot <lnpilot@nzqa.govt.nz>; NZQA - Mary Jane Parker <maryjane.parker@nzqa.govt.nz>

Subject: RE: Co-requisite questions

Thanks, Mary Jane. Can you tell me how and who we can discuss this with in the exams team?

The cluster are hoping to do the assessments on their own sites as Middleton Grange is not able to provide rooming and staffing for all 4/5 schools as well as their own students, as well as the fact that it is optimal for these students to be sitting these assessments in a familiar location (without the burden of travel as well).

Laura Borrowdale | NCEA Co-Requisite Adviser

Te Mahau | Te Tai Runga

DDI [REDACTED] | Mobile [REDACTED]

From: LN Pilot <lnpilot@nzqa.govt.nz>

Sent: Friday, 2 December 2022 3:05 pm

To: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>

Subject: RE: Co-requisite questions

Kia ora

Sorry it has taken so long to get back to you, I had to go searching for some of these questions.

The fundamental question relates to whether a school has consent to assess (accreditation). The status of the exam centre results from this. So I assume that the "7-13" school has consent while the "1-10"'s do not. Exam centres are not usually permitted in schools that do not have consent to assess. So, if the "7-13" school is going to be the host school and will make entries on behalf of the "1-10" schools, then the general expectation is that the "1-10"

students will sit their exams at the “7-13” school. If there are good reasons for doing this differently, then this will have to be approved by NZQA exams team.

I assume the term “exams” relate to the assessment of the lit/num co-requisites. There is no flexibility available for other NCEA external standards during the end of year exams period.

- Do the schools need to sit the exams on the same days/times at the accredited school, or can exam managers from the accredited school come to the other sites to manage the exams there?

The general expectation is that the “1-10” students will do their exams at the same time as the “7-13” school and at the “7-13” site unless a different arrangement has been approved by NZQA’s exams team

- [REDACTED]

[REDACTED]

- The schools have phrased their question as: “Can we have students sitting these with appropriate supervision at each school (under MGS guidance) or do we need to do these at the host school?”

As above. The general expectation would be to sit at the host school unless a variation has been approved by NZQA’s exams team. Unsure what “under MGS guidance” means.

- Do all students in a single school have to sit the assessment at the same time on the same day? From the school: “ I know it has to be the same day but can the period change to give greater flexibility?”

Under current (2022) settings, the expectation has been that all students at a school sit a particular co-requisite on a single day but this can be in multiple sessions on that day.

- Do all schools operating under the same NZQA accreditation have to sit on the same day?

Yes, that is the current expectation. However, it may be possible to request a variation from NZQA exams team.

- [REDACTED]

[REDACTED]

Please get back to me if you require further information.

Ngā mihi
Mary Jane

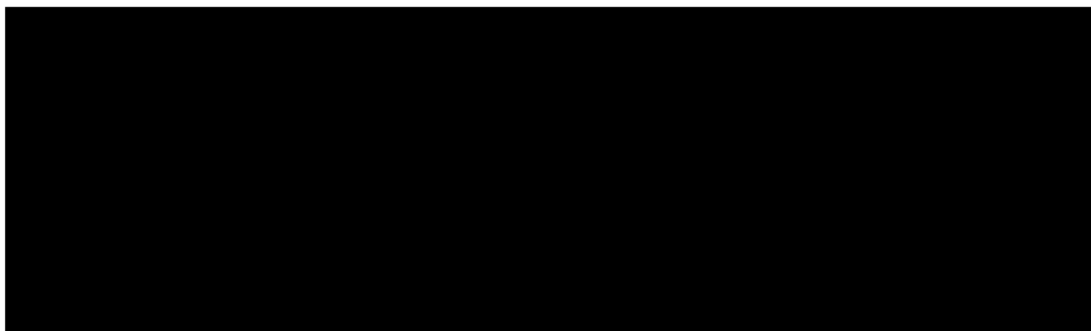
From: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>
Sent: Tuesday, 29 November 2022 10:16 AM
To: LN Pilot <lnpilot@nzqa.govt.nz>
Subject: Co-requisite questions

Kia ora,

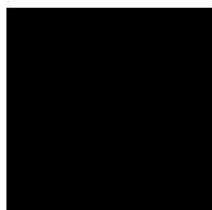
Can you please give me an idea about these questions:

1. These queries are from a cluster of schools. One is 7-13 and an accredited exam centre, the others are years 1-10 and are not accredited exam centres as they have never before had to offer NCEA opportunities.
 - Do the schools need to sit the exams on the same days/times at the accredited school, or can exam managers from the accredited school come to the other sites to manage the exams there?
 - Are there any other provisions in place for schools which run from years 1-10?
 - The schools have phrased their question as: "Can we have students sitting these with appropriate supervision at each school (under MGS guidance) or do we need to do these at the host school?"
2. [REDACTED]
3. [REDACTED]
4. When will there confirmation over what SAC will be allowed next year? Will schools continue to be allowed to back award SAC to students below year 11?

Thanks heaps!



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On Mon, 28 Nov 2022 at 16:45, [REDACTED] wrote:

Hi all

Could you see and respond to Laura re questions for next week that we may be able to get answers to please? Remember this is about the 'how do we make this happen' aspect of getting prepared. This is not curriculum related.

I suggest you email Laura directly no later than late Tuesday afternoon so she can see the questions, collate to appropriate and then hopefully may be able to get and NZQA response for us on/by Monday.

Thanks everyone.

Not long to go now!

[REDACTED]

[REDACTED]

From: Laura Borrowdale <Laura.Borrowdale@education.govt.nz>

Sent: Monday, November 28, 2022 3:11 PM

To: [REDACTED]

Subject: Logistics meeting next week

Kia ora [REDACTED],

Just looking towards next week- are there any specifics that I need to gather information from NZQA around? If there are questions I can collect answers for prior to the meeting, it might be useful to know earlier this week. Getting information from NZQA can be a lengthy process 😊

Thanks!

Laura

Laura Borrowdale | NCEA Co-Requisite Adviser
Te Mahau | Te Tai Runga

DDI [REDACTED] | Mobile [REDACTED]
Christchurch Office

Lara Beiert

From: Paul A Smith
Sent: Monday, 17 April 2023 3:09 PM
To: Sue Chalmers
Subject: FW: Polly draft

Hi Sue

The MoE have finally got around to updating their website to include the information that Polly cannot be used for the reading assessment. It is on this page: <https://ncea.education.govt.nz/literacy-and-numeracy-assessment-information>

This means that we should now update our 2023 LitNum SAC information as in the email below to:

Use of Polly (text to speech)

The Assessment Master text to speech application (Polly) will again be trialled for the English Writing and English Numeracy assessments. Details about the use of this application has been emailed to schools and kura.

Polly will not be available for the English Reading assessments as explained by the Ministry of Education here: <https://ncea.education.govt.nz/literacy-and-numeracy-assessment-information>.

A text to speech application in Te Reo Māori is not yet available but is under development.

Am I good to go to amend the information on the SAC pages accordingly?

Regards

Paul Smith

School Relationship Manager

New Zealand Qualifications Authority | Mana Tohu Mātauranga o Aotearoa



[REDACTED]

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125 The Terrace, PO Box 160, Wellington, 6140#

From: Paul A Smith
Sent: Monday, February 27, 2023 2:56 PM
To: Sue Chalmers <Sue.Chalmers@nzqa.govt.nz>
Subject: Polly draft

Hi Sue

We could use the following draft re Polly once the MoE has published their statement as agreed. I think it would be easy to insert it as an additional paragraph in our existing comms.

I have also noticed that the Ministry updated their Lit/Num webpage in the last week but have yet to make any comment about SAC and have provided no link to the NZQA SAC page. Pity that.

Use of Polly (text to speech)

The Assessment Master text to speech application (Polly) will again be trialled for the English Writing and English Numeracy assessments. Details about the use of this application will be emailed by (date to be confirmed by Nikki King).

Polly will not be available for the English Reading assessments as explained by the Ministry of Education here (link to be provided once the MoE has published this)

A text to speech application in Te Reo Māori is not yet available but is under development. (I need to confirm this with Rose).

Regards

Paul

Lara Beiert

From: Susan Henry
Sent: Monday, 12 December 2022 1:44 PM
To: MaryJane Parker; Sue Chalmers; Paul A Smith; Melissa Mead
Subject: RE: Last week's enquiry from [REDACTED]

I do think this issue needs addressing formally.

It matters in terms of the significant learning, the unpacking of the standard (which we want the sector to use / engage with).

What ever the final decision is it needs to be clearly communicated with the sector.

We need to be careful that we don't allow things that will not be allowed once mandatory.

Sue

MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>
Sent: Monday, 12 December 2022 1:35 PM
To: Sue Chalmers <Sue.Chalmers@nzqa.govt.nz>; Susan Henry <Susan.Henry@nzqa.govt.nz>; Paul A Smith <Paul.A.smith@nzqa.govt.nz>; Melissa Mead <Melissa.Mead@nzqa.govt.nz>
Subject: RE: Last week's enquiry from [REDACTED]

Hi

I don't recall any discussions around this, certainly no definitive one.

Regards
Mary Jane

From: Sue Chalmers <Sue.Chalmers@nzqa.govt.nz>
Sent: Monday, 12 December 2022 10:24 AM
To: Susan Henry <Susan.Henry@nzqa.govt.nz>; Paul A Smith <Paul.A.smith@nzqa.govt.nz>; MaryJane Parker <MaryJane.Parker@nzqa.govt.nz>; Melissa Mead <Melissa.Mead@nzqa.govt.nz>
Subject: FW: Last week's enquiry from [REDACTED]

Response to the media about the use of readers/writers in 2024

Students with dyslexia will be able to use reader/writers for NCEA literacy and numeracy assessments when they become mandatory in 2024.

Has there been any discussion in the project team about this?

Ngā mihi
Sue

From: Gavin Middleton <Gavin.Middleton@nzqa.govt.nz>
Sent: Monday, 12 December 2022 9:33 AM

To: Andrea Gray <Andrea.Gray@nzqa.govt.nz>; Sue Chalmers <Sue.Chalmers@nzqa.govt.nz>; Kay Wilson <Kay.Wilson@nzqa.govt.nz>

Subject: Last week's enquiry from [REDACTED]

Mōrena koutou

FYI, the Ministry's response to [REDACTED] was:

Reporter: [REDACTED]

Query: I understand from NZQA that students with dyslexia can use reader/writers for the trials of the incoming NCEA literacy and numeracy tests.

My question is, will students with dyslexia be allowed to use reader/writers once the NCEA literacy and numeracy corequisites are introduced in 2024?

Response: The strengthened NCEA will improve equity and inclusion and wellbeing for all ākonga. Students with dyslexia will be able to use reader/writers for NCEA literacy and numeracy assessments when they become mandatory in 2024. This is the current policy within our implementation approach. NCEA and curriculum changes are about building a system that is responsive – our operational policies need to be adaptable to meet current and future needs

Ngā mihi

Gavin

Gavin Middleton

Principal Communications Advisor | Te kaitohutohu matua o Nga Pāpātanga

Office of the Chief Executive | Tari o te Pou Whakahaere

NZQA | Mana Tohu Mātauranga o Aotearoa

DDI [REDACTED]

Cell [REDACTED]

Gavin.Middleton@nzqa.govt.nz

Lara Beiert

From: MaryJane Parker
Sent: Thursday, 6 October 2022 12:05 PM
To: Sue Chalmers
Cc: Kevin Hoar; Susan Henry
Subject: SAC Guidelines

Hi

Miriam advised at today's meeting that the SAC guidelines that we have had for the pilot years are to continue for the transition year. That means we allow a Reader/Writer for all standards. However, she has asked that NZQA prepare a set of guidelines for distribution in 2023.

At present the guidelines on Te Aka are brief and do not cover the questions we often get asked, most about the use of a writer in the Writing Standard.

@ Sue can you confirm that this piece of work does sit with us? If so I will call a meeting so we can discuss. I suggest we include Paul A Smith?

Regards
Mary Jane

New Zealand Qualifications Authority | Mana Tohu **Mātauranga** o Aotearoa
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