

6 December 2019



redacted s9(2)(a)

Tēnā koe



Official Information Act Request

Thank you for your request of 11 November 2019, under the Official Information Act 1982, for the following information:

I would like to know the steps that NZQA take to ensure that the examination timetable is the best fit possible for the majority of NCEA and NZ Scholarship students and how Māori are involved in this process.

I attach a copy of the examination timetable development process document for information as covered by your request.

Under section 9(2)(a) of the Official Information Act 1982, the names of staff, below Tier Three Manager level, have been withheld.

Following feedback from kaiako of Te Reo Māori and Te Reo Rāngatira in February NZQA had committed to making sure that from 2020 onwards all examinations in these subjects will be scheduled in the morning to ensure consistency with English. This commitment will also ensure that these examinations will not be scheduled on the same day as any English examination at the same level.

With respect to your similar concern about Science and other core subjects, the scheduling of Te Reo Māori and Te Reo Rāngatira examinations in morning sessions will also ensure these subjects will not be on the same day at the same level.

The 2020 examination timetable is available on NZQA's website. All Te Reo examinations are scheduled in the mornings. It is, however, important to note that NZQA cannot ensure that there are no afternoon examinations some candidates will be required to sit on those days. Each year there are around 120 examination sessions that need to fit into 17 days, making it impossible to avoid having some candidates sit more than one examination per day.

As part of the commitment to open and transparent government, NZQA is proactively releasing responses to Official Information Act requests which are of public interest. NZQA intends to publish this response on its website in December 2019. Your name and contact details will be removed before publication.

If you require further assistance or believe we have misinterpreted your request, please contact [redacted] in the Office of the Chief Executive, email [redacted]@nzqa.govt.nz or telephone (04) 463 [redacted] redacted s9(2)(a)

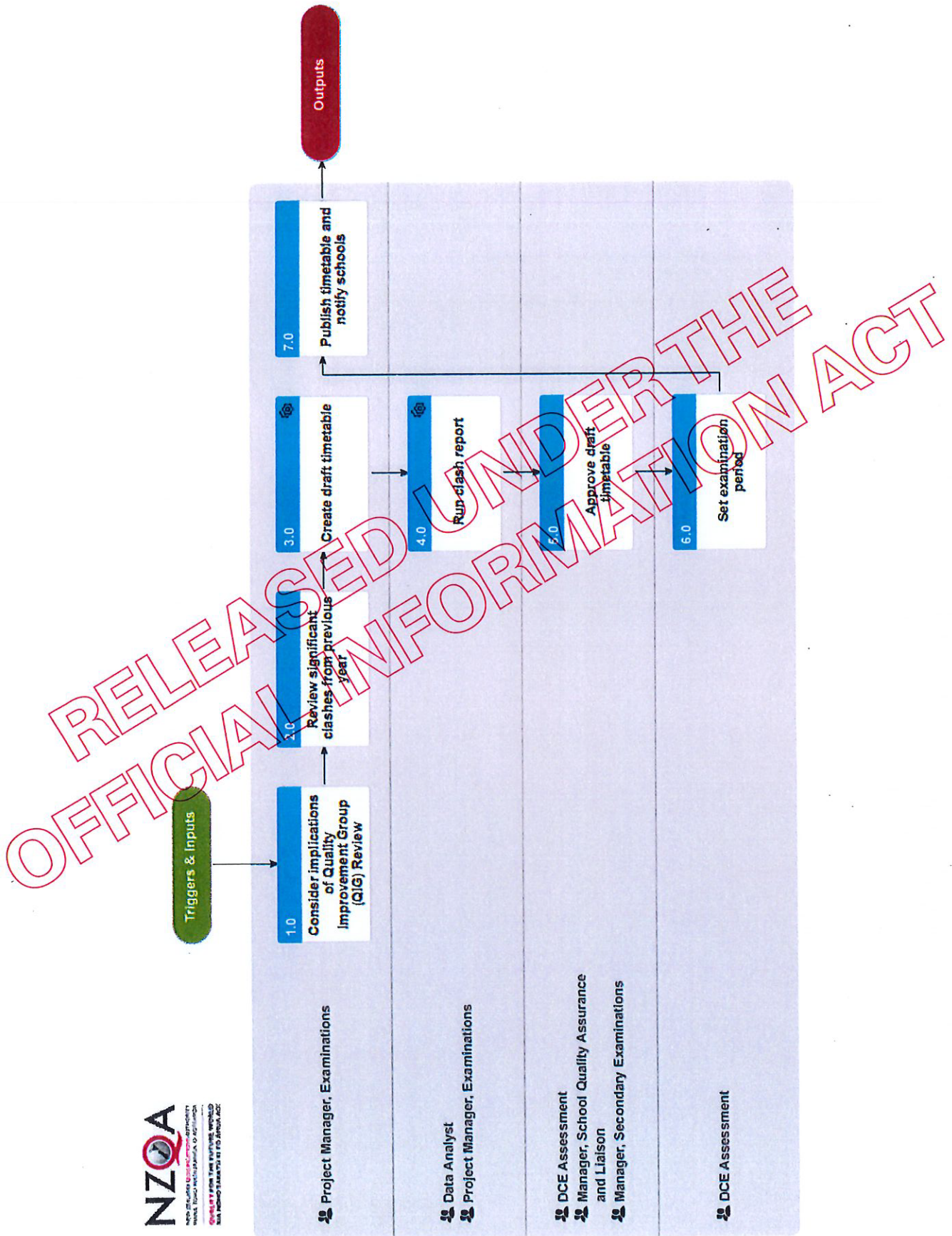
If you are dissatisfied with our response, you have the right, under section 28(3) of the Official Information Act 1982, to lodge a complaint with the Office of the Ombudsman at www.ombudsman.parliament.nz. You can also telephone 0800 802 502 or write to the Ombudsman at PO Box 10152, Wellington, 6143.

Nāku nā

(92)

Dr Daryn Bean
Acting Chief Executive

07. Produce external examination timetable [In Progress] v0.16



Summary

Objective

To describe the activities involved in producing the examination timetable.

Background

Each year the exam timetable needs to be developed based on feedback from the previous year

Owner

withheld under 9(2)(a)

Expert

Procedure

1.0 Consider implications of Quality Improvement Group (QIG) Review Project Manager, Examinations

- a Review the QIG report and note changes to be made to current exam timetable.

NOTE What other considerations are there for the placement of sessions in the exam timetable?

Number of entries - those sessions with a large entry count should be held early in the exam timetable and preferably in the morning. Te Reo Māori and Rangatira should be held in the morning. When a session with a large entry count is held, this should be paired with a session with a low entry count. This is to accommodate SAC facilitation. Cook Island Schools - avoid scheduling large common sessions on a Monday to avoid this session falling on a Sunday in the Cook Islands.

2.0 Review significant clashes from previous year Project Manager, Examinations

- a Use the clash report from previous year to consider changes to be made to current exam timetable.

3.0 Create draft timetable Project Manager, Examinations

- a Use previous year's exam data to inform where to place sessions in the timetable.

NOTE Can last year's exam timetable be used as a template?

Yes. The same justifications for the previous year's timetable should be used for the current timetable. Any changes will come from changes in numbers.

- b Look for trends in exam entry numbers for the past 3 years to inform potential placement of sessions in current exam timetable.
- c Consider feedback from Exam Centre Managers (ECMs) and Logistics team in relation to problem areas that arose within an exam timetable.

4.0 Run clash report

Data Analyst, Project Manager, Examinations

- a Use previous year's data to run the BOE clash report and provide to Operations and Logistics.
- b Amend the exam timetable if significant clashes are present.

5.0 Approve draft timetable

DCE Assessment, Manager, School Quality Assurance and Liaison, Manager, Secondary Examinations

- a Review the draft timetable and provide recommendations for changes where necessary.

NOTE What specific checks are made by staff at this level?

The examination timetable is reviewed by Māori staff within the Schools Quality Assurance and Liaison and Secondary Examinations teams to ensure considerations are made for schools and subjects with high Māori student attendance. This includes staff responsible for the relationships between NZQA and kura, as well as those involved in developing the Te Reo Māori and Te Reo Rangatira examinations.

NOTE Can all changes be accommodated?

Not all changes can be accommodated as the justification for changes must be of greater importance than the original justification of the session time - e.g. to avoid exam clashes.

NOTE If a change is to be made, how many sessions can be moved?

If there is a day with no, or very few clashes, the whole day could be moved so the number of clashes does not change but allows one or more sessions to be changed to a better time.

6.0 Set examination period DCE Assessment

- a Review the draft examination timetable and recommend changes to the date range within which the examination period should run.

NOTE Can all of these recommendations be made?

Not all recommendations can be made as any change in dates can result in negative consequences for another step in the examination process. E.g. extending the examination period into December puts pressure on marking and can delay results.

7.0 Publish timetable and notify schools Project Manager, Examinations

- a Publish the examination timetable on the NZQA website.
- b Distribute the NZQA circular with the examination timetable included.

Triggers & Inputs

TRIGGERS

Starts	Frequency	Volume
QIG Review	Yearly	1

Lean

INPUTS

Input	From Process	How Used	
QIG Review	Review Examination Cycle	Report provided by review group to DCE.	None Noted

Outputs & Targets

OUTPUTS

Output	To Process	How Used
Examination Timetable	Manage external assessment logistics	Used by NZQA to externally assess NZQA standards

PERFORMANCE TARGETS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Data Analyst, DCE Assessment, Manager, School Quality Assurance and Liaison, Manager, Secondary Examinations, Project Manager, Examinations

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process

Owner

withheld under 9(2)(a)

Process

Expert

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

Business Objects

ContentWorx