

Final version for signatures for the purposes of clause 12 of Schedule 1, and section 452(5) of the Education Act and Training Act 2020

NZQA Board:



Date: 13 August 2020

Minister of Education:



Date: 12 September 2020

Offshore Provision of NCEA Rules 2020

1. Authority

- 1.1 Except for the rule referred to in rule 1.2, these Rules are made under clause 12 of Schedule 1, and section 452(4) – (7), of the Education and Training Act 2020.
- 1.2 Rule 8, which modifies the effect of the Assessment (including Examination) Rules for Schools with Consent to Assess 2020 (*and its replacements*), is made under section 452(1)(m) of the Education and Training Act 2020.

2. Commencement

- 2.1 These Rules commence on the day after the date of approval by the Minister under clause 12(8)(a) of Schedule 1, and section 452(5), of the Education and Training Act 2020.

3. Interpretation

- 3.1 In these Rules, unless the context otherwise requires:

Act means the Education and Training Act 2020

application means an application by a registered school for approval to provide assessment for an NCEA qualification to students outside New Zealand

approval means approval of an application

NCEA means the National Certificate of Educational Achievement

NZQF means the New Zealand Qualifications Framework

qualification means a qualification listed on the NZQF

School Rules means the Assessment (including Examination) Rules for Schools with Consent to Assess 2020 (*and includes any subsequent amendments or replacements for those School Rules*)

student means a student located outside New Zealand.

4. Criteria for approval of applications, and the information required in an application

- 4.1 The following are the criteria for approval of applications and below each criterion is the necessary information for that criterion to be supplied with the application:

- Criterion 1** Applicant State schools must have obtained Ministerial approval under clause 11 of Schedule 1 of the Act
- All applicant schools providing assessment to international students must be signatories to the Education (Pastoral Care of International Students) Code of Practice

Information

A copy of the Minister's approval must be supplied (NZQA will check Code signatory status where relevant).

- Criterion 2** For standards the school wishes to assess students against offshore, the school has an existing consent to assess granted under section 449 of the Act, and the standards are suitable for the remote learning environment

Information

A list of the standards the school wishes to provide offshore, and confirmation that they are suitable for the remote learning environment and that they are within the scope of the school's existing consent to assess.

- Criterion 3** The details of the students being assessed against standards are clear

Information

A list of the students must be supplied. For each student the following details must be provided:

- full name
- NSN
- date of birth
- whether the student is international or domestic
- a copy of the letter of offer to the student for enrolment
- current overseas address, phone number and email address

- Criterion 4** Learning programmes must reflect a coherent pathway and be appropriately designed and delivered to meet the needs of each student

Information

A written explanation of all learning programmes being (or to be) used is required.

Where the learning programme is designed exclusively or mainly for international students the school must have NZQA approval under section 524 of the Act.

- Criterion 5** Assessment and moderation processes, taking into account the remote learning environment, must produce fair, valid, consistent and appropriate results which are authentic and credible

Information

Where any assessment and moderation methods will be used that are different to those set out in the school's Quality Management System and their teacher and student assessment information, an explanation is required.

- Criterion 6** Students receive adequate and appropriate information and support

Information

The school must provide details of the information and support it will supply to the students which cover course information, fees, orientation, educational support, assessment procedures, appeal processes, provision of Special Assessment Conditions, and access to guidance systems.

- Criterion 7** The school must use and follow the Overseas External Results process set out in the Appendix to these Rules, unless Rule 8.3 applies

Information

The school must provide a copy of its procedure for use of the Overseas External Results process.

5. Applications for approval

- 5.1.** Applications for approval must contain the information required for each of the criteria in Rule 4.1.

Granting of approval

6. Granting of approval

- 6.1 NZQA will advise applicant schools if any of the details in the application require further work.
- 6.2 Where NZQA is satisfied with the information provided with the relevant application, NZQA will grant, and advise the applicant school of, approval of their application.
- 6.3 Where NZQA is not satisfied with any information provided with the application, NZQA will not approve the application, and will advise the applicant school.
- 6.4 NZQA will not grant approval of an application that involves sub-contracting arrangements for the provision of assessment for any NCEA qualification to students outside New Zealand.
- 6.5 NZQA will publish on its website up to date and appropriate details of approvals.

Maintaining approval

7. Requirements to be met to maintain approval

- 7.1 To continue to maintain approval schools must:
- (a) continue to meet the criteria in Rule 4.1;
 - (b) ensure the Overseas External Results process produces fair, valid consistent and

appropriate results which are authentic and credible:

- (c) not enter into sub-contracting arrangements for the provision of assessment for any NCEA qualification to students outside New Zealand.

8. No external examinations unless NZQA agrees for specific students, and replacement of Derived Grade Process with Overseas External Grade process

- 8.1 Unless agreed by NZQA for specific students where suitable examination venues are available and NZQA is satisfied the examination can be sat by students in appropriate examination conditions, there will be no NZQA external assessment for the purposes of the School Rules.
- 8.2 As an alternative to the Derived Grade Process provided for in Rule 7.1.5 of the School Rules, schools must use the Overseas External Results process set out in the Appendix to these Rules to assess students against standards and upload their results to their record of achievement.
- 8.3 NZQA may approve departures from the Overseas External Results process where NZQA is satisfied that departure still maintains the integrity of the process, and that it produces fair, valid, consistent and appropriate results which are authentic and credible.

Expired 31/12/2022

Appendix

**Overseas External Results process to be used by
schools**

The following is the Overseas External Results process that schools must use to assess students against externally assessed achievement standards, and upload their results to their New Zealand Record of Achievement.

1. The results of assessment against externally assessed achievement standards overseas must be uploaded to the students' Records of Achievement.
2. The uploaded results must be based on pre-existing, valid, standard-specific evidence that meets the requirements of the standard.

Quality assurance processes – assessment tools

3. NCEA 'practice examinations' or other valid standard specific evidence from other assessment opportunities may be used:
 - (a) as evidence of achievement by students; and
 - (b) for the uploading of students' overseas external results.
4. Where a school using its own practice examinations for evidence of achievement the examination must have been:
 - (a) developed 'in-house' and critiqued in the same way that internal assessments are critiqued (*e.g. it could be a practice exam based on modified papers from previous years*); or
 - (b) purchased from a secure source such as the subject association and checked against the achievement criteria of the standard; or
 - (c) purchased from a commercial source and checked against the achievement criteria of the standard; or
 - (d) provided by a colleague in another school and critiqued in the same way that internal assessments are critiqued; or
 - (e) an on-line practice exam developed by NZQA or by NZQA in conjunction with another provider.
5. The evidence from other work could be from an assignment, or an end-of-topic test, -
 - (a) that was developed with similar rigour as any of the evidence from a practice examination; and
 - (b) that provides certainty that the student's work was their own (*authenticity*).

Quality assurance process – assessment judgement

6. Schools must have quality assurance processes that give confidence and provide justification that any results of assessment of students are based on pre-existing, valid, standard-specific evidence that meet the requirements of the standard, including:
 - (a) that another subject-expert (*i.e. 'second pair of eyes'*) has been involved in the marking, for example, through:
 - (i) the use of panel-marking; or
 - (ii) a sample of grade boundaries from marked examination papers having been checked by a colleague:

- (b) justification of results and confidence in the judgements of the teachers who marked the work could, for example, be through:
 - (i) external moderation agreement rates; or
 - (ii) teacher involvement with external examination writing or marking for this standard or subject; or
 - (iii) middle or senior management consultation on the teacher's use of assessment schedules, NZQA exemplars and past student answer booklets that were used as benchmarks; or
 - (iv) comparison of previous years' practice examination results with NZQA external examination results achieved for those same years.

Quality assurance process – authenticity for school practice examinations.

- 7. Schools must ensure that:
 - (a) its students will only be eligible to complete the school's practice examinations under the conditions prescribed by the school:
 - (b) its processes will be administered in accordance with the school's assessment policy for authenticity of student work, maintained under Rule 6 of the School Rules:
 - (c) the supervision of any examinations will meet the requirements of the School Rules for external examinations, and in particular that the student will be supervised by a person who is independent of the student and their family:
 - (d) there will be processes in place for the supervisor to verify that the examination was sat under the examination conditions prescribed by the school:
 - (e) there will be processes in place for its students to verify that the work they present is their own.
- 8. Proctoring may be used to verify the authenticity of the student, and the authenticity of student's work.

Quality Assurance process - security of the school's practice examination papers

- 9. Schools must ensure that any examination papers to be sat by students digitally will be kept in a secure shared drive or secure Learner Management System and only released to students during an appropriate period specified in the examination conditions prescribed by the school.
- 10. Schools must ensure that where examinations are sent to examination supervisors by post:
 - (a) that each examination pack is shrink wrapped:
 - (b) that the supervisors are instructed to store the examination paper(s) in a secure place until it is time for their student to sit the examination:
 - (c) that the examination supervisors only open the examination pack at the beginning of the examination:
 - (d) the examination supervisors return completed examination papers to the school in New Zealand using a secure tracking process.

Expired 31/12/2022

11. Schools must ensure that where examinations are sent to examination supervisors by digital file:
 - (a) the digital file is secure:
 - (b) the examination supervisors print the digital examination from the digital file no more than 30 minutes before the examination is scheduled to start, and store them securely until it is time for the students to sit the examination:
 - (c) the examination supervisors return completed examination papers to the school in New Zealand using a secure digital file.