

Examination Centre Memorandum of Understanding

An Examination Centre Memorandum of Understanding (MOU) is the partnership agreement between a Kura Tēina (school without an examination centre) and Kura Tuākana (school with an examination centre) to ensure that the Kura Tēina students have a suitable external examination environment.

The Principal's Nominees or equivalent from the Kura Tuākana and the Kura Tēina must be clear about their responsibilities before signing the MOU.

A Kura Tēina considering entering students in digital examinations must confirm the management of this with the Kura Tuākana.

Kura Tuākana responsibilities are to:

- Provide a safe, secure and suitable environment for the operation of the NCEA and NZ Scholarship examinations, based on the information and resource needs of the Kura Tēina
- Ensure there are clear lines of communication between both Principal's Nominees or equivalent liaison persons and the Examination Centre Manager
- Agree and request payment of any costs associated with providing the examination centre for the Kura Tēina students
- Facilitate and provision the approved special assessment conditions and clash management for Kura Tēina students
- Ensure that candidates from the Kura Tēina are invited to and attend an examination briefing before the examinations. This will need to include an orientation tour of the school facilities
- Provide the following resources to support digital examinations:
 - access to the internet
 - a device for the digital supervisor.

Kura Tēina responsibilities are:

Managing Entries

- Enter students with NZQA for all external NCEA and NZ Scholarship examinations by web entry or datafile by 1 September. In addition, they must, by the due dates in the Key Dates Calendar:
 - Apply for special assessment conditions (SAC) for any candidates that may require them
 - Request translated papers
 - Indicate students answering in Te Reo Maori
 - Manage examination clashes in consultation with the Kura Tuākana
 - Indicate entries in digital examinations
 - Submit late entries and provide Late Entry Attendance Rolls
- Provide the Kura Tuākana with a table of data including all the relevant entry information listed above, including any digital entries. (Suggested format is Examination, exam code, full name, NSN).

Ensuring approved Special Assessment Conditions (SAC) are provided

- Attach all SAC conditions to examination sessions
- Identify any resource requirements including computers and Examination Assistants
- Provide details of resource requirements to the examination centre

- Agree who will supply any resources required and the costs with the Kura Tuākana
- Provide the names and contact details of all Examination Assistants and which candidate each is supporting.

Supporting smooth operation of the examination centre

- Advise the Kura Tuākana of the name and contact details of the Principal's Nominee or equivalent liaison person
- Ensure students attend an examination briefing at the Kura Tuākana before the examinations, including an orientation tour of the Kura Tuākana
- Advise the Kura Tuākana of any known student issues particularly health issues
- Advise the Kura Tuākana immediately of any late entries
- Provide a staff member to:
 - escort all candidates to the Kura Tuākana for each examination session
 - ensure all students have a copy of their admission slip when they arrive for any examination
 - confirm the students' identities with the Examination Centre Manager
 - ensure every NZ Scholarship candidate has photographic identification
 - remain until the last Kura Tēina student leaves each examination session to manage any issues including escorting any candidates to and from the toilet.

Entering digital examinations

- Make digital entries in your SMS and upload your datafile to NZQA by 1 September
- Ensure the students have devices that are tested and meet NZQA's specifications
- Familiarise the students with digital examinations
- Prepare the students for accessing the wifi system at the Kura Tuākana.

Please check with NZQA if you have any questions before signing this agreement. NZQA will confirm with both schools that the arrangements meet requirements.

Once it has been signed by **both** parties the Kura Tēina should email the signed agreement **no later than Friday 28 May 2021** to examcentremangement@nzqa.govt.nz.

For the Kura Tēina

School / kura name	MOE number
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Name	Position	Signature	Date
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For the Kura Tuākana

School / kura name	MOE number
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Name	Position	Signature	Date
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