Exam Centre expectations: a checklist for Kura Tuākana (Hosts) and Kura Tēina (Visitors)

Kura Tuākana (Host school)	Kura Tēina (Visiting school)
Pre-exam Planning: **The Principal's Nominee should:** - discuss and sign the Exam Centre MOU with the Kura Tēina PN - liaise with the Kura Tēina PN to confirm that students with additional resourcing needs will be in place: - Translated papers - Digital entries - SAC provisions - clarify where the Kura Tēina students will meet before each exam and where they can go if they leave the exam early - use the outcomes from the previous year's post exam review to inform planning,	**Pre-exam Planning:** **The Principal's Nominee should:** - make early contact with the PN of the Kura Tuākana to request the hosting arrangement - visit the host Exam Centre and confirm the MOU by the advertised date *(see Key Dates calendar)* - confirm with the host kura all entries made - by 1 September, plus any late entries - for translated papers and digital entries - for SAC students - ensure the needs of SAC candidates will be met including arranging readers and/or writers - use the outcomes from the previous year's post exam review to inform planning.
Just prior to the exams: **The Principal's Nominee should:** - invite the Kura Tēina students for an orientation visit at the host school to meet the ECM, find out where and to whom they report, and visit their exam venues - invite Kura Tēina students to the pre-exam briefing, which can be combined with the orientation visit - arrange for the Kura Tēina students to access the Kura Tuākana intranet and ensure they can log in if needed for digital exams - maintain regular communications with the Kura Tēina.	**Just prior to the exams:** **The Principal's Nominee should:** - communicate any changes such as late entries, additional special assessment conditions or late translated papers requests as soon as they happen - arrange an orientation visit for Kura Tēina students to the exam centre to meet the ECM, find out where and to whom they report, and visit their exam venues - arrange for Kura Tēina students to attend the Kura Tuākana pre-exam briefing, which can be combined with the orientation visit - help students practise logging onto the exam centre intranet for digital exams *(if appropriate)* - maintain regular communications with the Kura Tuākana
Exam Day: **The Principal's Nominee will:** - ensure the ECM and supervisors are expecting Kura Tēina students and set aside space for them - ensure the office and other key staff know the arrangements - ensure Kura Tuākana staff and students are friendly and welcoming - provide manaakitanga to visiting kaiako and candidates, including a place for the PN to wait	**Exam Day:** **The Principal's Nominee will:** - ensure students know when they need to meet at the Kura Tēina before travelling to the Kura Tuākana together - establish routines e.g. eat together, karakia etc. - remind students of key expectations - ensure all students have admission slips, ID, water bottles, pens, sealable plastic bags, cleared calculators, etc. - nominated Kaiako (often PN) accompanies/drives students to the Kura

• manage the printing of papers for late entries if necessary.	Tuākana and takes them to the examination room. They must not enter the exam room. • nominated Kaiako stays for the whole exam to trouble shoot, supervise early leavers if needed and return students to the Kura Tēina.
Post Exams: • Both Principal's Nominee meet to review processes. This checklist could form the basis of the review.	**Post Exams:** • Both Principal's Nominees meet to review processes. This checklist could form the basis of the review.