

Level 1 Mathematics for Schools Common Assessment Tasks (MCAT) 2022 Administrative Instructions

Assessment Dates

Tuesday 13 September or Thursday 15 September 2022

11 August 2022 V1.0



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

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Section 1: Generic information for Principal's Nominee

1. Key dates

Date 2022	Level 1 MCAT 91027
July	<ul style="list-style-type: none"> Schools must: <ul style="list-style-type: none"> ensure the 2022 assessment specifications have been read inform candidates of the assessment date check candidate entries for Level 1 MCAT 91027 are included in data file submission to NZQA.
1 August	<ul style="list-style-type: none"> Deadline for schools to advise NZQA of nominated day for MCAT. Check all candidate entries for Level 1 MCAT 91027 are included in data file submission to NZQA.
5 – 7 September	<ul style="list-style-type: none"> Printed examination booklets and MCAT administrative instructions arrive in schools. Check booklets received are for the correct date.
9 September	<ul style="list-style-type: none"> Contact NZQA on 0800 697 296 if the MCAT booklets have not arrived.
12 September	<ul style="list-style-type: none"> Electronic copy of Day 1 MCAT available on the NZQA Schools' Provider Login <ul style="list-style-type: none"> Your Principal's Nominee will have to contact NZQA on 0800 697 296 to obtain a password for the files.
13 September	<ul style="list-style-type: none"> Schools assess Day 1 MCAT.
14 September	<ul style="list-style-type: none"> Electronic copy of Day 2 MCAT available on the NZQA Schools' Provider Login <ul style="list-style-type: none"> Your Principal's Nominee will have to contact NZQA on 0800 697 296 to obtain a password for the files.
15 September	<ul style="list-style-type: none"> Schools assess Day 2 MCAT.
20 September at approx. 2.00 pm	<ul style="list-style-type: none"> Day 1 Assessment Schedule available on the NZQA Schools' Provider Login (in high security features, "File Downloads").
20 September – 20 October	<ul style="list-style-type: none"> Schools mark MCAT and enter provisional results online.
23 September at approx. 2.00 pm	<ul style="list-style-type: none"> Day 2 Assessment Schedule available on the NZQA Schools' Provider Login (in high security features, "File Downloads").
20 October	<ul style="list-style-type: none"> Final deadline for schools to send eight marked booklets to NZQA.
October/November	<ul style="list-style-type: none"> Verified booklets returned to schools and verification report available on schools' secure web site.
1 November	<ul style="list-style-type: none"> School verification appeals sent to NZQA.
14 November	<ul style="list-style-type: none"> Schools start entering MCAT final results.
2 December	<ul style="list-style-type: none"> Deadline for schools to complete final results entry online.
January 2023	<ul style="list-style-type: none"> Final grades for all candidates are to be kept confidential until NCEA results release in January 2023.

2. Overview

Level 1 Mathematics Common Assessment Task (MCAT):

- Must be conducted on **Tuesday 13 September or Thursday 15 September 2022**.
- Candidates must be given 60 minutes to complete the MCAT.
- **No calculators are permitted in the MCAT assessment.**

Schools should administer the MCAT like an examination in terms of security of materials and supervision. As detailed in these instructions, schools must apply their own policies and procedures relating to:

- authentication of candidate work
- breaches of the rules
- special assessment conditions
- missed assessment.

All candidates sit the MCAT at their own school, even if they would normally sit external assessments at an examination centre in another school.

3. Nomination of assessment day

Schools are required to **nominate either Day 1 or Day 2** for which day they will hold the MCAT, and inform NZQA of the number of booklets, including any Te Reo Māori (translated) versions, they will require for each day. Only one day is to be selected per school.

Schools must submit their nominated date through the online process via the [NZQA Schools' Providers Login](#).

- To submit your nominated date, login through the [NZQA Schools' Provider Login](#).

The screenshot shows the 'Login Options' page. On the left is a sidebar with 'LOGIN OPTIONS' and several menu items. The main content area has a header 'Login Options' and a breadcrumb trail: 'Students | Education Providers | QRS Applications | NZQA Staff & Contractors'. Below this are two main sections: 'Student Services' and 'Education Provider Services'. The 'Student Services' section includes 'Student Login' and 'Create An Account'. The 'Education Provider Services' section includes 'Schools & Tertiary Education Organisations Login' (highlighted with a red box) and 'Tertiary Education Organisations Applications Login'. The highlighted section contains the text: 'Schools & Tertiary Education Organisations Login', 'Education Sector Provisioning Applications # only', '# Request Access (with the MoE)', and 'If you are a new user who hasn't logged in before, you must request access.'

- b. Enter your *Username* and *Password* and click *Login*.

- c. Click on *Key Indicators*.

- d. Scroll down to the *Common Assessment Tasks (CATs) Date Nominations* section and click on *MCAT*.

Common Assessment Tasks (CATs) Date Nominations		Totals
MCAT	Open here to select Day 1 or Day 2 booklets (To be completed by 1 August)	167
Digital Technologies & Hangarau Matihiko	Open here to register (To be completed by 1 August)	86

- e. Review the candidate entries to ensure accuracy. If Te Reo Māori (translated) booklets are required, you will need to ensure the translated flag is set for the candidate in the entry data files provided to NZQA.

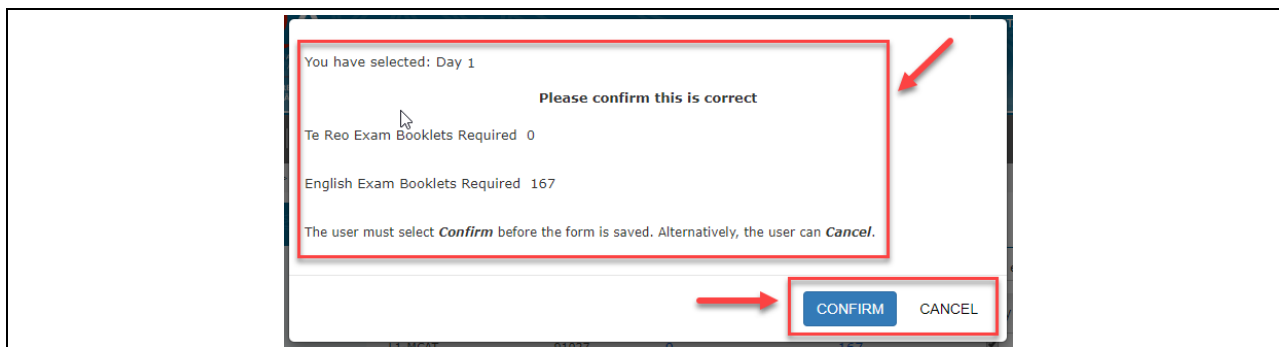
If the entries are correct, click on either Day 1 or Day 2 and then Save. NB: Only one day is to be selected per school.

If the entries are incorrect, you will need to submit an updated data file.

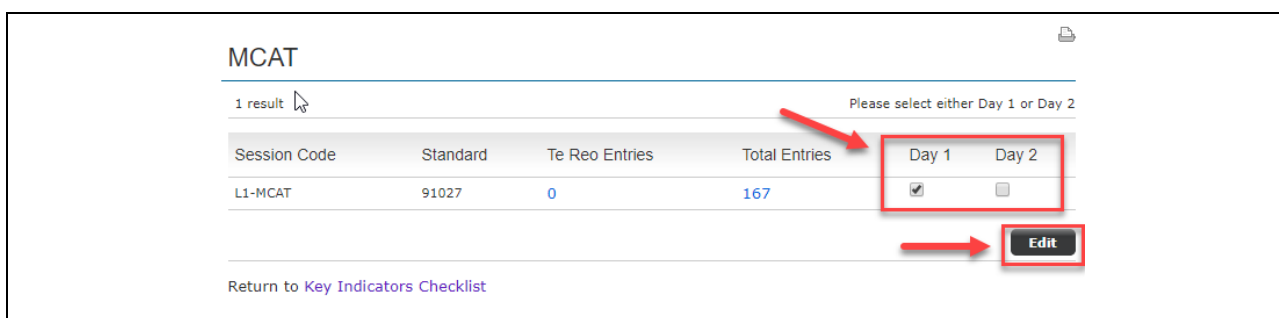
Session Code	Standard	Te Reo Entries	Total Entries	Day 1	Day 2
L1-MCAT	91027	0	167	<input type="checkbox"/>	<input type="checkbox"/>

[Return to Key Indicators Checklist](#)

- f. A confirmation message will pop up. Review your Day selection and the number of booklets required. Click *Confirm* if correct or *Cancel* to amend your Day selection.



- g. You will have access to make changes up until **1 August 2022**. After this date, changes are to be requested by email to examinations@nzqa.govt.nz



4. Assessment materials

Each school will be sent MCAT materials by **7 September**. These will arrive in cartons/bags addressed to the Principal's Nominee and be marked "Private and Confidential". Principal's Nominees should advise office staff to expect the arrival of the booklets to ensure that they are stored securely. If the materials do not arrive by 9 September, contact NZQA on 0800 697 296.

In the MCAT materials pack you should receive:

- a copy of this *MCAT Administrative Guidelines* booklet – one per school
- MCAT examination booklets – one per candidate plus spare copies, specific to the assessment day your school has nominated
- one pre-labelled courier bag for sending marked candidate work to NZQA for verification.

Assessment security

Assessment materials must not be kept in any place that candidates or teachers can access or be opened before the instructions have been read. It is important for the validity of the assessment that schools ensure assessment materials are kept secure at all times.

After the booklets have been marked, they must be kept secure by the school. Any unused booklets also need to be retained securely.

Extra examination papers

If no assessment date has been nominated, or for late entries (after 1 August), the examination papers will be available in both English and Te Reo Māori versions on the [NZQA Schools' Provider Login](#), from 2.00 pm on the day before each assessment day (i.e. the assessment for Day 1 will be available from 2.00 pm on 12 September; and for Day 2 on 14 September).

It will be the Principal's Nominee's responsibility to download the examination paper(s) and contact the MCAT Business Liaison Officer on 0800 697 296 to obtain the password to open the assessment for the day which the school had originally nominated.

Password requests to access the assessment for an alternative day will only be provided under exceptional circumstances, and all candidates must still sit the examination on the same day. Schools will need to complete the [Alternative assessment day request form](#) and email it to examinations@nzqa.govt.nz at least one day before the assessment is due to be held.

Once the assessment has been downloaded and opened, schools may print extra copies as needed. The printed copies must be kept secure at all times.

5. Managing candidate absence process

The school's missed assessment policy and procedures are to be applied to candidates who **miss** their MCAT assessment session.

The absence or impairment of the candidates must be consistent with the school's missed assessment policy. The reason for the absence or impairment must be unforeseen or unavoidable and does not include the absence being wilful or for convenience.

The final grade reported by the school must be derived from valid, authentic, standard-specific evidence that is gathered before the first MCAT assessment was held.

A candidate who is absent on Day 1 cannot sit the assessment on Day 2.

6. Managing candidate breaches process

Breaches of external examination rules

Schools have written procedures, based on the principles of natural justice, and fairness, for receiving, investigating and making decisions on reported conduct by a candidate that might constitute a breach of its assessment rules.

In instances where candidates knowingly, fraudulently or unwittingly breach examination rules the school's written policy and procedures for breaches of the rules in internal assessment must be applied.

These written procedures should include:

- investigation by the Principal's Nominee of any report of a possible breach of the rules during the MCAT examination using clear and fair timeframes
- allowing the candidate the opportunity to provide an explanation
- the candidate having the right to appeal any decision made by the school under the school's documented appeal process
- the candidate having the right to privacy about the breach investigation and outcome of the breach process
- deciding on any further action to be taken in accordance with the school's written procedures
- making a written record of the breach investigation which is kept on file *until after reviews and reconsiderations close*
- reporting 'Not Achieved' for the assessment of the standard where a candidate has been found to have breached the rules and there is a risk to the credibility of the result.

Example of behaviours that require a breach investigation include:

- failing to follow instructions
- influencing / assisting / hindering candidates or disrupting the assessment
- demonstrating dishonest practice, for example: attempting to access information or materials not permitted (such as using calculators, cell phones or watches), or accessing help from another candidate

- submitting inauthentic material that is not their own
- impersonation, where a person is reported to have impersonated or dishonestly claimed to be another candidate entered for the assessment.

Full details about breaches can be found on the [NZQA website](#).

7. Entering provisional results online

When candidates' work has been marked, schools are required to enter online the results they have awarded candidates. These are the 'provisional results' and must be entered directly from the front of the answer booklet and not from some other results list that you may have compiled. This method avoids transcription errors.

Provisional results for all candidates must be entered into NZQA's online system by 20 October. If any provisional results (including "Absent") for individual candidates are omitted, verification will not be able to proceed.

8. Submitting work for verification

8.1 Select papers for verification

Schools are required to send eight marked candidate booklets (if there are eight or fewer candidates, send all of the booklets) to NZQA for verification.

The booklets chosen should:

- be representative of the general spread of results for all candidates from the school
- show typical responses; do not send problematic or unusual booklets, as the verification process is intended to verify the whole of school marking, and not, for example, to adjudicate on borderline decisions
- not be blank or illegible.

Check that the following is written on the booklet cover:

- candidate's first and last name
- NSN (National Student Number)
- school code.

8.2 Print the submission schedule

Once provisional results have been entered, schools need to print out their submission schedule from the [NZQA Schools' Provider Login](#). The submission schedule lists the NSNs and provisional results of candidates selected for verification and includes an authenticity statement which is to be signed by the Principal's Nominee. The submission schedule is to be sent with the booklets to NZQA.

Note that NZQA will cover over candidates' names with barcode labels so that candidates are not identified to the verifier.

Do not send any other booklets apart from the sample of eight. It is advisable to make and retain a photocopy of these booklets before sending them to NZQA.

8.3 Pack the courier bag

In the NZQA supplied pre-labelled courier bag, place:

- all the booklets selected for verification
- the submission schedule (printed after submission of provisional results online) signed by the Principal's Nominee

Seal the bag and call NZ Post **0800 268 743** and arrange a collection.

Sample booklets must be sent to NZQA for verification between 20 September and 20 October.

Booklets should only be sent once provisional results have been entered for all candidates. Verifiers will be unable to commence verification if any provisional results (including absences) have not been entered online.

9. The verification process

Verifiers will verify the work submitted by the school and enter final results for those candidates whose work was submitted for verification.

9.1 Verifier confirms provisional results

The final results can be viewed shortly after the completion of verification.

If the verifier confirms the provisional results the school submitted for verification or where there is some minor variation in the verification judgements, but this variation is not seen to be significant, the provisional results should automatically be transferred across to a final results status after the seven-day period post-verification. No further action will be required.

9.2 Verifier disagreed with provisional results

Schools will receive a verification review report when:

1. two or more provisional grades are changed a full grade step (e.g., M to E)
2. a grade change is made that is greater than one grade (e.g., A to E, M to N)
3. two or more portfolios are verified as Not Achieved when the provisional grade awarded was A, M or E.

An email will be sent to the Principal's Nominee post-verification to advise a review report will be available after a seven-day period on the [NZQA Schools' Provider Login](#) under *Reports*. The report will provide schools with information to assist with the interpretation of the standard.

If the verification process reveals significant problems with school marking, the verifier will include further information to assist with the interpretation of the standard. This section of the report will detail actions the school must take - for example, reconsidering or adjusting unverified grades, where appropriate.

Instructions given in the verification report must be followed, and this will be monitored by NZQA.

9.3 Final results

Following verification, schools will be required to either:

- a. **Enter the final results (when the verifier has not confirmed the school's provisional results):** The final results for all remaining candidates are to be entered and adjusted in light of the feedback provided the verification report
or
- b. **Review the final results (when the verifier has confirmed the school's provisional results):** The final results are transferred over from the provisional results. If any of the final results need to be amended, access will be available once the seven-day period has elapsed.

After all the final results are entered, any changes must be made within the 21-day window. A message will appear on the screen to advise how much time remains for amendments.

Note: If a result needs to be amended, only the final results can be changed. The final result will be transferred to the students record of achievement in January.

All final results must be reviewed/entered online by **2 December 2022**.

10. Appeal of results

Schools may appeal the verification report judgement and the results awarded to the sample candidates, and details of the appeal process and form can be found on the [Mathematics and Statistics](#) subject resource page. The deadline for submitting a verification appeal is **1 November 2022**.

After NCEA results are released, candidates may request their answer booklets. If they consider that an appeal is justified, candidates should contact their school.

Note that the only MCAT candidates who may submit booklets directly to NZQA for a reconsideration are those whose work was sent to NZQA for verification. For all work that was **not** sent for verification, schools should apply their existing policies and procedures for reconsideration of candidate work that is assessed on site.

11. Enquiries

Please refer any enquiries relating to the contents of this information to:

Geoff Connell
National Assessment Facilitator for Mathematics
Secondary Examinations
Phone: 04 463 3286
Email: geoff.connell@nzqa.govt.nz

Section Two: Subject specific information for MCAT teacher

12. Administering the MCAT

12.1 Timing

The assessment **must be conducted on Tuesday 13 September or Thursday 15 September**.

Allowing any candidate to sit the assessment on a day other than that specified on the examination paper is a breach of NZQA rules. Candidates may not be given more than one assessment opportunity. The examination papers may not be used to provide practice or preparation for candidates (for example, the Day 1 paper **must not** be used as a practice script for candidates scheduled to sit the Day 2 MCAT).

Schools determine the best time during the day to hold the assessment session for the MCAT.

60 minutes must be provided for candidates to complete the assessment. Candidates should be advised of the scheduled date and time well beforehand. It is up to schools to manage the provision of this session.

12.2 Authenticity

In all cases, ensuring authenticity of candidate work is important, as it would be for any school-based assessment session. Schools should act in accordance with their own policies for authenticity of school-based work. By entering candidates' results online, schools are confirming that this work is authentic. Authenticity will be more easily managed where schools choose, for example, to hold a single assessment session so all candidates sit the assessment at the same time (whether in a single large venue or in several classrooms). Alternatively, schools might decide to run two sessions in consecutive periods.

Special assessment conditions

Only candidates with entitlement for special assessment conditions, as approved by NZQA, can be given special assessment conditions.

Confidentiality

Information about grades awarded must be kept confidential prior to the release of all results by NZQA in January 2023. Candidates will be informed of their grade in January 2023 along with their other NCEA results. After the results have been released, the booklets should be made available for return to candidates who request them.

13. Supervising the MCAT

Each school is responsible for ensuring appropriate conditions are maintained during the assessment session. In summary the school must:

- provide a venue where desks can be separated appropriately
- ensure supervisors invigilate the MCAT to external examination standard (see [Appendix B](#) for Supervision Guidelines)
- ensure candidates work individually
- record absentees to avoid later concern over apparently missing booklets.

No calculators are permitted when candidates complete the MCAT. If a candidate is seen to bring a calculator into the room, it should be confiscated. If a candidate is found to be using a calculator during the assessment, then this would be a [breach of examination rules](#).

Hand out one booklet to each candidate, and have them fill in their name, National Student Number (NSN) and school code on the front cover. (NSN number and school code may be entered later as this information is only needed on the booklets sent to NZQA for verification.)

14. MCAT assessment schedules

The assessment schedules for the MCAT will be available on the [NZQA Schools' Provider Login](#), in the *High Security Features*, "File Downloads" link, from the afternoon of 20 September (for Day 1 MCAT), and 23 September (for Day 2 MCAT).

15. Instructions for marking and recording results

- The assessment schedules will give grades of Not Achieved, Achievement, Achievement with Merit, and Achievement with Excellence.
- If a candidate leaves their booklet entirely blank (apart from their identification details on the cover), their grade is V for 'standard not attempted' or 'void'.
- The final grade is to be indicated on the booklet cover by a single capital letter code: N, A, M or E or V.
- If a candidate is absent from the assessment session, their grade is Y for 'absent'. If a candidate's booklet is unmarked and goes missing, their grade is V.

Result	Code to record
Not Achieved	N
Achieved	A
Merit	M
Excellence	E
Standard not attempted (blank)	V
Absent	Y

Note that the assessment schedules will **not** use the number-based Grade Score Marking system (GSM) in 2022.

Schools should implement internal moderation procedures to ensure consistent application of the assessment schedule. These procedures should reflect current school moderation procedures for internally-assessed work. For example, samples of marked work could be check-marked by the HOD to ensure all teachers are applying the schedule appropriately. For small schools, it may be feasible for one teacher to mark all candidate work, with check-marking to be carried out by another teacher (perhaps from another school). Where several teachers are involved in marking, they must establish a clear common understanding of the assessment schedule.

16. The marking process

Throughout the marking process schools will be required to make interpretations based upon teacher professional judgement to decide results. In exercising professional judgement, teachers must ensure that:

- the candidate's performance meets the standard required by the achievement standard
- the candidate's evidence is consistent with the requirements of the schedule
- the evidence provided by the candidate is sufficient for a reliable judgement, and
- other markers would make a comparable decision.

Note that information about grades awarded is confidential until final NCEA results are released to candidates in January 2023.

16.1 Marking conventions

Marked booklets may only be returned to candidates after NCEA results are released. Care must be taken to use formal marking conventions as for any external standards:

- Use a red pen only (unless the candidate has used a red pen for their answers. If this occurs use a different coloured pen for marking and indicate this on the front cover of the booklet).
- Do not use correcting fluid/tape.
- If a result is changed, whether in the assessor's column, or on the front page of the booklet, put an X through the original result, write the new result clearly and initial the change.
- Use the codes given in the assessment schedule to indicate the judgement for each question part, the grade for each question, and the overall grade for the standard on the front cover.
- Indicate clearly that each answer has been marked and not overlooked (for example by drawing a line down the side of all work as it is marked, or by underlining or circling evidence that contributes to each judgement).
- A line (diagonal where practicable) should be drawn through ALL blank spaces. This includes spaces where the candidate did not attempt to answer at all (such as inside the front cover and the last pages of the booklet), and spaces where the candidate did not use all the available space for an answer.
- Double slash // the end of what the candidate has written. Make the double slash as close to the end of the answer as possible. The purpose of this is to prevent the possibility of a candidate adding material to an answer later.
- If a candidate has used correction fluid or tape, or written in pencil, mark the work as normal, indicate where this has occurred (e.g., by circling) and write the words 'correction fluid/tape' or 'pencil' adjacent to the work AND on the front cover. Candidates who have used correction fluid/tape or pencil would not be eligible for reconsideration of their work.

17. Frequently asked questions (FAQs)

Q: Where is the Assessment Schedule?

A: Assessment schedules will be put online on Tuesday, 20 September (for Day 1) and Friday 23 September (for Day 2), on the [NZQA Schools' Provider Login](#) in high security features, "File Downloads" link. Your school's Principal's Nominee can access the secure site. They are not password protected.

Q: Can our school have some students sit the MCAT on Tuesday and some on Thursday.

A: No. To minimise the risk of booklets being used on the wrong day, schools may only select one day for the assessment.

Q: Our school is sitting the MCAT on Thursday. Can we use the Tuesday paper for practice or revision?

A: No. The second exam paper must not be used for any other purpose. However, it is perfectly acceptable to use previous years' MCAT papers as revision materials for 2022.

Q: If a candidate is away on Tuesday, can they sit the MCAT on Thursday?

A: No. This would unfairly advantage them over candidates who are sitting the MCAT assessment on the Thursday as they do not have the option of an alternative day. Apply the school's managing candidate absence policy and if appropriate report a grade from pre-existing standard specific evidence.

Q: A candidate uses a cell phone during the MCAT assessment. What steps should we take?

A: Using the school's written procedures for Breach of the Rules – Internal Assessment, investigate the reported possible breach as outlined in these instructions.

Where a breach is proven, decide on a fair outcome. As a guide, where a candidate's proven breach affects the credibility of their result, e.g., they used their phone as a calculator to gain answers, reporting a 'Not Achieved' grade is appropriate. Where the credibility of results is not affected by the breach, e.g., their friend was texting them to meet up after school, a different action and outcome is appropriate, in accordance with the school's policy and procedures for breaches.

Q: We need to enter a result for a candidate, but they do not appear in our provisional results list online. What should we do?

A: Candidates who do not appear in your school's list for the entry of provisional results have not been entered for standard 91027. The Principal's Nominee will need to submit a new entry file to NZQA as soon as possible containing an entry for the missing candidate.

Q: One of our candidates spent an hour in the exam room but wrote nothing. What result should they be given?

A: Candidates who write nothing in their MCAT answer booklets, but attended the session, are to be given a 'V' (SNA - Standard Not Attempted) grade for both their provisional and final results.

Q: We have mislaid an unmarked MCAT answer booklet for a candidate who attended the session. What result should they be given?

A: This candidate should be given a 'Y' grade as their provisional and final result. The Principal's Nominee is to contact your School Relationship Manager at NZQA as soon as possible to discuss this situation and the missed and late assessment process.

Q: We have lost the courier bag. Can you send us another?

A: Yes. Contact the MCAT Business Liaison Officer on 0800 697 296 or email examinations@nzqa.govt.nz for a replacement.

Q: Will NZQA pay teachers to mark the MCAT or pay for relief cover for the time teachers spend in marking?

A: No. Schools must manage the administration and marking of the MCAT as they would for an internal assessment. Schools are not required to offer the MCAT to their students and matters such as workload should be considered in the decision to offer it.

Appendix A: Alternative assessment day request form



Alternative assessment day request form

NCEA Level 1 91027 Mathematics and Statistics Common Assessment Task (MCAT)

Please complete the following to request access to the alternative day MCAT assessment.

School name:	enter text.	School code:	enter text.
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1. Indicate which day you are requesting access to:

Assessment Date	Check <input checked="" type="checkbox"/>
Day 1: Tuesday, 13 September 2022	<input type="checkbox"/>
Day 2: Thursday, 15 September 2022	<input type="checkbox"/>

2. Indicate which day you had originally requested:

Assessment Date	Check <input checked="" type="checkbox"/>
Day 1: Tuesday, 13 September 2022	<input type="checkbox"/>
Day 2: Thursday, 15 September 2022	<input type="checkbox"/>

3. Reasons for the request:

enter text.

4. Attestation

I attest that all students will complete the MCAT assessment on the alternative day, and for those that are unable to sit the assessment on the alternative day, the school's missed assessment policy will be applied.

PN Name:	enter text.	Date:	enter text.
-----------------	-------------	--------------	-------------

5. Save a copy of this form and attach to an email with the subject line "Alternative Day MCAT Password" to examinations@nzqa.govt.nz at least one day before the assessment day.

6. Once processed, NZQA will notify you of the outcome.

Appendix B: Supervision guidelines

Start of the assessment

Check that:

- the room has enough desks for the assessment. Arrange desks to ensure that supervisor(s) can move easily down and along rows but not easily allow candidates to view one another's work.
There should also be space at the back of the room for supervisors to move behind candidates
- the room has a whiteboard/blackboard to record the time elapsed (and whiteboard pens or chalk) and a working clock
- the room has all posters and charts relating to mathematics removed from the walls or covered up
- there are signs outside the room advising other students that assessments are on and asking for them to be quiet
- one booklet is set out for each candidate on the desks.

Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step. It may be helpful to have a list outside showing each of the candidates who are in that room.
- Bring candidates into the room in an orderly manner about 15 minutes before the start time.
- Check that each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential or permissible items for the assessment.
- Be alert to candidates arriving late.
- When all candidates are seated and silent, begin reading the *Pre-assessment Instructions* aloud.
- Keep a close eye on candidates from the BACK of the room and by moving along rows from time to time.
- Mark the 'time remaining' off the whiteboard/ blackboard every 15 minutes.
- Record absentees to avoid later concerns over apparently missing booklets.

Appendix C: Pre-assessment instructions

Remind candidates that:

- any electronic device that can store, communicate and/or retrieve information and includes all cell phones and watches of any type (digital or analogue) **MUST** be turned off and remain in their bags. All bags are stored away from the desks
- no calculators are allowed in their possession.
- only essential or permissible items for the assessment are allowed on the desk, these may be in a see-through pencil case or clear plastic bag.

Before the start of the assessment read these in a clear voice so that everyone can hear:

- Listen carefully and follow all instructions.
- **DO NOT** open your papers or write anything until you are told to begin.
- Cell phones, watches and calculators can only be in the assessment room inside your bag and must be turned off.
- You must not have any unauthorised material with you such as notes, paper, correcting fluid or books with you or in any pocket.
- You must not talk to, communicate with, or disturb any other candidates.
- Write your answers in blue or black pen **ONLY**. Answers in pencil will be marked but cannot be accepted for reconsideration.
- If you run out of room in your answer booklet put your hand up for extra paper.
- If you need anything such as the toilet, or are feeling ill, raise your hand.
- At the end of the exam remain seated and silent while the exam booklet is collected.
- The assessment is 60 minutes long. No one can leave the room without permission. You will be told when there are 15 minutes left. No one can leave in the last 15 minutes. The official time is taken from this clock.
- Write your name, NSN and school code (*supervisor to provide this*) on the cover of your booklet now.

(At the start time say)

- Open your booklet. If you find any errors in the printing of your booklet put up your hand. It is am/pm. You may begin.

The Last 15 Minutes' Announcement

"You have 15 minutes left. No one may leave the room".

Appendix D: Instructions for collection of answer booklets

Read the following:

- Stop writing. The assessment has ended.
- Please listen carefully.
- Check that your booklet has your name, NSN and school code on it.
- If you have used extra paper for an answer, check that you have put your name at the top of each sheet and the extra paper is placed inside your booklet.
- Sit quietly until everybody's papers have been collected and you are told that you can leave.

(Once all the booklets have been collected):

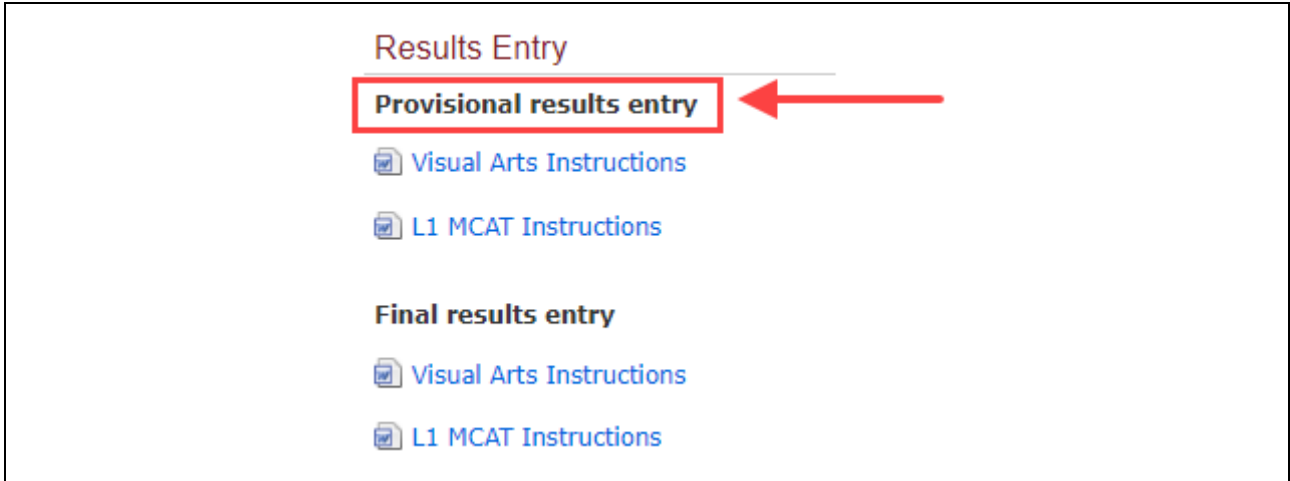
- Raise your hand if your booklet has not been collected.
- You may now leave quietly.

Appendix E: Provisional and final results entry instructions

Provisional results

Entering and saving provisional results

1. Login to the [NZQA Schools' Provider Login](#) and select the **Provisional results entry** link.



2. You will see verification subjects for which your school has entries. Select the subject required.

The screenshot shows a table titled 'Externally Assessed Subjects - Provisional Results'. The table has four columns: 'Subject', 'Entries', 'Results', and 'For Verification'. The row for 'Mathematics' is highlighted with a red box, and a red arrow points to it from the left. The data in the table is as follows:

Subject	Entries	Results	For Verification
Mathematics	61	0	0

3. To enter provisional results, select the standard required.

The screenshot shows a page titled 'Mathematics Standards - Provisional Results'. It contains instructions for entering results and a table of standards. The standard code '91027' is highlighted with a red box. The table data is as follows:

• To enter provisional results for a standard: Click on the hyper-link (underscored standard number) in the **Code** column.
 • To print the verification submission schedule for despatch to NZQA with portfolios: If a standard has entries selected for verification, you can print the submission schedule by clicking the hyper-link (underscored number in red) in the **For Verification** column.
 • To print provisional results for a standard for your own records: Click on the hyper-link in the **Candidates** column.

If you have just submitted results you may need to refresh this page to see updated totals and links for printing.

Code	Level 1 standards	Candidates	Provisional Results	Selected For Verification
<u>91027</u>	Apply algebraic procedures in solving problems	61	0	0

One standard was found.

[Back to Subjects](#)

4. A list of names and NSNs (National Student Numbers) of all candidates with entries for that standard will be displayed.
 - a. Enter provisional results for all candidates.
 - i. Enter either N, A, M or E for candidates who have submitted work.
 - ii. If a candidate has not submitted any work for the standard, enter **Y** to indicate **absent**.
 - Refer to [Managing candidate absence process](#) for candidates who miss an MCAT assessment session.
 - iii. If a candidate attended the assessment session and wrote nothing in their answer/assessment booklet, enter **V** to indicate the **standard was not attempted**.
 - b. Select EIGHT candidates whose work will be sent away for verification.
 - i. The candidates chosen should:
 - be representative of the general spread of results for all candidates from the school
 - show typical responses; do not send problematic or unusual booklets.
 - ii. If schools do not have eight candidates with either N, A, M or E results, they must select all those candidates with either an N, A, M or E result and send their answer/assessment booklets for verification.
5. For **partial entry** of provisional results (e.g. only 11 out of the 14 candidate results are entered), you will need to click **Save Results** twice:
 - a. When the partial entry results are saved for the first time, the message **Click 'Save Results' again to confirm** message will appear. Click **Save Results** again.
 - b. If an error message appears, review the message and action accordingly.
 - c. To return to the list of standards page, click **Go back to list of standards**.

Provisional Results Entry
Update candidates' results and select candidates for verification

Standard: 91027
Version: 1
Description: Apply algebraic procedures in solving problems
Assessment: External

Data entry instructions

Enter	Result Code	Description	Key helper enabled <input type="checkbox"/>
0 or N	N	Not Achieved	(If you have trouble entering result codes please untick this box and key helper will be immediately disabled).
1 or A	A	Achieved	
2 or M	M	Achieved with Merit	
3 or E	E	Achieved with Excellence	
7 or Y	ABS	Absent	

Candidate Name	NSN	Provisional Result	Select for Verification
Candidate Name	123456789	A	<input checked="" type="checkbox"/>
Candidate Name	234567891	N	<input checked="" type="checkbox"/>
Candidate Name	345678912	M	<input checked="" type="checkbox"/>
Candidate Name	456789123	A	<input checked="" type="checkbox"/>
Candidate Name	567891234	E	<input type="checkbox"/>
Candidate Name	678912345	E	<input checked="" type="checkbox"/>
Candidate Name	789123456	N	<input checked="" type="checkbox"/>
Candidate Name	891234567	A	<input checked="" type="checkbox"/>
Candidate Name	912345678	M	<input type="checkbox"/>
Candidate Name	113456789	N	<input type="checkbox"/>
Candidate Name	122456789	A	<input checked="" type="checkbox"/>
Candidate Name	123356789		<input type="checkbox"/>
Candidate Name	123445689		<input type="checkbox"/>
Candidate Name	123455678		<input type="checkbox"/>

Click 'Save Results' again to confirm

Save Results

Cancel and go back to list of standards

14 candidates were found.

Provisional Results Entry
Update candidates' results and select candidates for verification

Standard: 91027
Version: 4
Description: Apply algebraic procedures in solving problems
Assessment: External

Candidate Name	NSN	Provisional Result	Select for Verification
Candidate Name	123456789	A	Yes
Candidate Name	234567891	A	Yes
Candidate Name	345678912	A	Yes
Candidate Name	456789123	A	Yes
Candidate Name	567891234	A	Yes
Candidate Name	678912345	A	Yes
Candidate Name	789123456	A	Yes
Candidate Name	891234567		
Candidate Name	912345678		
Candidate Name	991234567		

Go back to list of standards

candidates were found.

6. For **full entry** of provisional results (e.g. 14 out of the 14 candidate results are entered), you will only need to click **Save Results** once.
 - a. If an error message appears on screen, review the message and action accordingly.
 - b. To return to the list of standards, click **Go back to list of standards**.

Provisional Results Entry

Update candidates' results and select candidates for verification

Standard: 91027
Version: 1
Description: Apply algebraic procedures in solving problems
Assessment: External

Data entry instructions

Enter	Result Code	Description
0 or N	N	Not Achieved
1 or A	A	Achieved
2 or M	M	Achieved with Merit
3 or E	E	Achieved with Excellence
7 or Y	ABS	Absent

Key helper enabled
(If you have trouble entering result codes please unlick this box and key helper will be immediately disabled).

Candidate Name	NSN	Provisional Result	Select for Verification
Candidate Name	123456789	A	<input checked="" type="checkbox"/>
Candidate Name	234567891	N	<input checked="" type="checkbox"/>
Candidate Name	345678912	M	<input checked="" type="checkbox"/>
Candidate Name	456789123	A	<input checked="" type="checkbox"/>
Candidate Name	567891234	E	<input type="checkbox"/>
Candidate Name	678912345	E	<input checked="" type="checkbox"/>
Candidate Name	789123456	N	<input checked="" type="checkbox"/>
Candidate Name	891234567	A	<input checked="" type="checkbox"/>
Candidate Name	912345678	M	<input type="checkbox"/>
Candidate Name	113456789	N	<input type="checkbox"/>
Candidate Name	122456789	A	<input checked="" type="checkbox"/>
Candidate Name	123356789	A	<input type="checkbox"/>
Candidate Name	123445689	A	<input type="checkbox"/>
Candidate Name	123455678	A	<input type="checkbox"/>

Save Results

Cancel and go back to list of standards

14 candidates were found.

Provisional Results Entry

Update candidates' results and select candidates for verification

Standard: 91027
Version: 4
Description: Apply algebraic procedures in solving problems
Assessment: External

Candidate Name	NSN	Provisional Result	Select for Verification
Candidate Name	123456789	A	Yes
Candidate Name	234567891	A	Yes
Candidate Name	345678912	A	Yes
Candidate Name	456789123	A	Yes
Candidate Name	567891234	A	Yes
Candidate Name	678912345	A	Yes
Candidate Name	789123456	A	Yes
Candidate Name	891234567	A	Yes
Candidate Name	912345678	A	Yes
Candidate Name	991234567	A	Yes

Go back to list of standards

candidates were found.

Editing provisional results

The provisional results can be edited within the next 48 hours once the results are saved. A message will appear in red to indicate how much time is left for editing to take place.

If you wish to edit a provisional result after 48 hours have elapsed, please contact the Business Liaison Officer on 0800 697 296.

If you have just submitted results you may need to refresh this page to see updated totals and links for printing.

Code	Level 1 standards	Candidates	Provisional Results	Selected For Verification
91027	Apply algebraic procedures in solving problems	Can edit for 1 day 23h:48m:40sec	9	22
				8 (8) Print

Printing the submission schedule

- To print the submission schedule, click on **Print**, which appears next to the number of candidates selected for verification.

If you have just submitted results you may need to refresh this page to see updated totals and links for printing.					
Code	Level 1 standards	Candidates	Provisional Results	Selected For Verification	
91027	Apply algebraic procedures in solving problems	Can edit for 1 day 23h:48m:40sec	9	22	8 (8) Print

Note: If the word 'Print' does not appear, read the error message on the screen and ensure the correct number of candidates are selected for verification.

- A copy of the *Submission Schedule* will appear. This lists the candidates selected for verification.
 - To print the submission schedule, select *File* and then *Print*.
 - Check that the NSNs on the submission schedule match the candidate answer/assessment booklets to be submitted.
 - Ensure it is signed by the school's Principal's Nominee or Principal.
 - Enclose the schedule with the candidate work submitted for verification.

This page is designed specifically for printing.

Select "File" then "Print Preview" from your browser to see how this report will appear when printed.

To print the title row with grey shading, set the following option on Internet Explorer:
Tools -> Internet Options -> Choose the "Advanced" tab -> select "Print background colors and images"

Select "File" then "Print:123456789"

(NZQA use) Mod no Date Time	<h3>NCEA Mathematics Verification</h3> <h3>2021 Submission Schedule</h3>
School:	1234
Candidates Entered:	8
Achievement Standard:	91027
Description:	Apply algebraic procedures in solving problems

	Learner NSN	School Result	Final Result
1	123456789	M	
2	123456789	A	
3	123456789	A	
4	123456789	N	
5	123456789	N	
6	123456789	E	
7	123456789	A	
8	123456789	A	

Authenticity Statement
By signing this form the Principal's Nominee certifies that all of the work submitted is the candidate's own.

Principal's Nominee or Principal

Name: _____ Signed: _____ Date: ___/___/___

Post-Verification

Verifier confirms provisional results ✓

The final results can be viewed shortly after the completion of verification.

If the verifier confirms the provisional results the school submitted for verification or where there is some minor variation in the verification judgements, but this variation is not seen to be significant, the provisional results should automatically be transferred across to a final results status after the seven-day period post-verification. No further action will be required.

Verifier disagreed with provisional results ✗

Schools will receive a verification review report when:

- two or more provisional grades are changed a full grade step (e.g., M to E)
- a grade change is made that is greater than one grade (e.g., A to E, M to N)
- two or more portfolios are verified as Not Achieved when the provisional grade awarded was A, M or E.

An email will be sent to the Principal's Nominee post-verification to advise a review report will be available after a seven-day period.

Actions required by the school after the seven-day period

- Access the verification report. This report will provide schools with information to assist with the interpretation of the standard.
- Use the information in the verification report to review and adjust (if necessary) the results that were not submitted for verification.
- Enter the final results for all remaining candidates whose work was not submitted for verification.

Accessing review reports

1. To access the school's verification report:


- a. login to [NZQA Schools' Provider Login](#)
- b. select **Reports**
- c. then select **Verification Reports**.

The screenshot shows the 'Reports -' page in the NZQA Schools' Provider Login system. On the left, a navigation menu lists various reports, with 'Verification Reports' highlighted in a red box. The main content area displays a list of reports, including 'Candidate Entries and Results Report', 'Candidates' Last Login', 'Consent to Assess', 'Counts by Subject or Course Report', 'Course Endorsement Report', 'Covid Inclusions Report', 'Credit Summary Report', 'Entries and Results by Standard Report', 'Late Attendance Roll Report', 'Qualifications Report', 'Qualifications Report with LRCs', 'Scholarship Results Report', 'Summary of Total Grades', 'Unexpected Event Grade Report', and 'Verification Reports'. The 'Verification Reports' link is highlighted with a red box. Below the list, there is a section for 'Viewing documents' with instructions on how to view PDF documents.


2. Select the report you wish to read by clicking on the standard number.

Verification Reports			
Choose Academic Year:		2021	<input type="text" value="Search"/>
Subject	Standard	Title	Final Result
Mathematics			
Level 1	91027	Apply algebraic procedures in solving problems	Complete

3. The verification report will be visible and can be printed.



NCEA L1 Mathematics and Statistics CAT - Verification 2021 Review Report

School Number	1234	
School Name	ABC High School	
Standard Number	91027	
Description	Apply algebraic procedures in solving problems	

	NSN	Provisional Result	Verified Result
1	123456789	N	A
2	123456789	N	N
3	123456789	N	N
4	123456789	N	N
5	123456789	N	N
6	123456789	A	A
7	123456789	A	A

Achievement Criteria


Achievement	Achievement with Merit	Achievement with Excellence
Apply algebraic procedures in solving problems.	Apply algebraic procedures, using relational thinking, in solving problems.	Apply algebraic procedures, using extended abstract thinking, in solving problems.

Review Comments

Verification approved. The majority of the assessor judgements are consistent with the requirements of the assessment schedule, achievement standard and the national curriculum document.

123456789
 Q1c1 Candidate has recognised the missing base length in an unsimplified form, sufficient for grade u.
 Question grade changes from 1A to 2A.
 Overall paper grade changes from N to A.

123456789
 Q1c1 Candidate has consistently found perimeter using with 6 sides and only 1 incorrect, sufficient for grade r.
 Question grade changes from 2A to 1M.
 Q2c Candidate has set up equation involving $(x+5)(x+2)$ and expanded and simplified, sufficient for grade u.
 Question grade changes from N to 1A.
 Overall paper grade unchanged.



Final results

Viewing final results

1. Following verification, schools will be required to either:
 - a. **Enter the final results (when the verifier has not confirmed the school's provisional results):** The final results for all remaining candidates are to be entered and adjusted in light of the feedback provided the verification report
or
 - b. **Review the final results (when the verifier has confirmed the school's provisional results):** The final results are transferred over from the provisional results. If any of the final results need to be amended, access will be available once the seven-day period has elapsed.

After all the final results are entered, any changes must be made within the 21-day window. A message will appear on the screen to advise how much time remains for amendments.

Note: If a result needs to be amended, only the final results can be changed. The final result will be transferred to the students record of achievement in January.

2. To view or enter your final results, login to the [NZQA Schools' Provider Login](#) **Final results entry.**

If a verification report is available, final results can also be viewed or entered from the Verification Reports screen.

Results Entry

Provisional results entry

[Visual Arts Instructions](#)

[L1 MCAT Instructions](#)

Final results entry

[Visual Arts Instructions](#)

[L1 MCAT Instructions](#)

Verification Reports

Subject	Standard	Title	Final Result
Mathematics			
Level 1	91027	Apply algebraic procedures in solving problems	Enter final results

3. Click on the subject required.

Externally Assessed Subjects - Final Results

Subject	Entries	Results
Mathematics	50	0

Examples:

Verifier confirms provisional results - automatically transferred to final results

This example shows how many provisional results have been copied across to final result status. In this instance, all final results are copied across and there have been no changes made to provisional results following verification.

Code	Level 1 standards	Candidates	Verified Results Changed from Provisional	Final Results	Final Results Changed from Provisional
91027	Apply algebraic procedures in solving problems	259	0	259	0

One standard was found.

[Back to Subjects](#)

Manual entry of results required by schools

In this example, four results have changed following verification and the school will have to revisit assessment decisions made and enter final results for all candidates whose work was not sent away for verification. To see or enter final results select the standard required.

Code	Level 1 standards	Candidates	Verified Results Changed from Provisional	Final Results	Final Results Changed from Provisional
91027	Apply algebraic procedures in solving problems	83	4	8	0

One standard was found.

[Back to Subjects](#)

Entering final results (Verifier does not confirm provisional results)

Enter final results for all remaining candidates in the spaces provided. Schools cannot change final results entered by the verifier. Click on **Save Results** once all the final results have been entered.

- Schools may enter some results, save them and return to complete results entry later.
- If an error message appears, review the message and action accordingly.

The screenshot displays the 'Final Results Entry' page for standard 91027. The page includes a navigation menu on the left, a header with navigation links, and a main content area. The main content area shows the standard details and a table of candidates. The table has columns for Candidate name, NSN, Provisional Result, Verified, and Final Result. The 'Save Results' button is highlighted with a red box, and the empty input fields for final results are also highlighted with a red box.

Final Results Entry

Update candidates' final results

Standard **91027**
Version **2**
Description **Apply algebraic procedures in solving problems**
Assessment **External**

Data entry instructions

Enter	Result Code	Description
0 or N	N	Not Achieved
1 or A	A	Achieved
2 or M	M	Achieved with Merit
3 or E	E	Achieved with Excellence
7 or V	SNA	Standard Not Attempted
8 or Y	ABS	Absent
9 or Z	RNA	Missing Paper

Key helper enabled
(If you have trouble entering result codes please untick this box and key helper will be immediately disabled)

Final Result can only be changed for another 1 day 21h:13m:7sec

Displaying all 10 candidates

Candidate name	NSN	Provisional Result	Verified	Final Result
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input checked="" type="checkbox"/>	A
candidate	123456789	A	<input type="checkbox"/>	<input type="text"/>
candidate	123456789	A	<input type="checkbox"/>	<input type="text"/>

Displaying all 10 candidates

Save Results

Cancel and go back to list of standards

Editing final results

1. There is a 21-day period in which the final results can be edited. To edit click on **Edit Results**.

Candidate name	123456789	A	A
Candidate name	123456789	A	A
Candidate name	123456789	A	A
Candidate name	123456789	A	A

Edit Results

2. An onscreen timer will advise of how much time is left for changes to be made.

- If required changes are not made within the 21-day period, contact the Business Liaison Officer on 0800 697 296.
- Once all final results have been entered click on **Save Results**.

Final Results Entry

Update candidates' final results

Standard **91027**
Version **4**
Description **Apply algebraic procedures in solving problems**
Assessment **External**

Data entry instructions

Enter	Result Code	Description
0 or N	N	Not Achieved
1 or A	A	Achieved
2 or M	M	Achieved with Merit
3 or E	E	Achieved with Excellence
7 or V	SNA	Standard Not Attempted
8 or Y	ABS	Absent
9 or Z	RNA	Missing Paper

Key helper enabled
(If you have trouble entering result codes please untick this box and key helper will be immediately disabled).

Final result can only be changed for another 1 day 21h:13m:7sec

Displaying all 15 candidates

Candidate name	NSN	Provisional Result	Verified	Final Result
Candidate Name	123456789	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	234567891	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	345678921	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	456789213	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	567892134	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	678912345	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	789123456	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	891234567	A	<input checked="" type="checkbox"/>	<input type="text"/>
Candidate Name	921234567		<input type="checkbox"/>	<input type="text" value="A"/>
Candidate Name	991234578		<input type="checkbox"/>	<input type="text" value="A"/>

Displaying all 15 candidates

Save Results

3. To return to the list of standards, click **Exit to list of standards**.

Candidate Name	123456789	A
Candidate Name	234567891	A

Edit Results

[Exit to list of standards](#)