2023 LATE ENTRIES PROCESS FOR PRINCIPAL'S NOMINEES

For all external data files submitted to NZQA on or before 1 September, candidates will be provided with:

- personalised exam booklets and/or
- an entry for digital exams (where applicable)
- admission slip

If you submitted your data file after 1 September the late entry process must be followed,

If you have any questions about late entries, please email logistics@nzqa.govt.nz

☐ Submit your data file containing late entries, or changes to flags from and to digital, as soon as possible.

☐ Once your data file has been processed:

- update any SAC provisioning
- check for new clashes or changes of exam centre
- advise your ECM of any changes to digital or SAC information for candidates
- liaise with your ECM to ensure appropriate resources (rooms, technicians, exam booklets) are available for new digital entries
- generate the Late Attendance Roll(s) to ensure late entries have been processed.

☐ If you are making digital entries for the first time (i.e. you have no other digital sessions in your files submitted on or before 1 September) email assessment.service.centre@nzqa.govt.nz with session and standard details so that we can set up a login for your ECM to access the digital platform. The email subject should read "ECM login for digital exams required".

☐ Re-print Admission Slips for all students with late entries and distribute to students.

☐ For late digital candidates, use the Candidates' Last Login Report via Reports on NZQA's Schools' Provider Login to check that students have created an account with NZQA and have logged in to test it.

Late Attendance Rolls

The Late Attendance Roll report is available via Reports on the NZQA Schools' Provider Login.

This report generates Late Attendance Rolls by exam session (with late entry data auto-filled), which also provides a means to monitor and check your late entries have been processed by NZQA.

Your ECM also has access to this report. Liaise with your ECM and agree who will run the final report and agree the timing. We would recommend the day before the exam to ensure the most up to date data is available. If your ECM runs the reports, ensure they have access to a printer.

Provide your ECM any additional SAC information for late entry candidates if applicable.

For late entries submitted by **5:00pm Wednesday 4 October**, NZQA will send non-personalised booklets (buffer papers) directly to your ECM. In your data file submission please specify late external entries are included so that we can prioritise processing the file.

For entries submitted after 5.00pm Wednesday 4 October in addition to the steps above:

☐ Check with your ECM whether they have enough non-personalised booklets (buffer papers) for the late entered students, including late digital entries and late added SAC entitlements (readers/writers)

☐ Access the exam PDF on the day of the exam if your ECM does not have enough buffer papers. Information on the PDF download process and printing recommendations starts on page 4.

Additional Information

If your school is not an exam centre, liaise with the PN at your host exam centre urgently. You will need to submit the data file. The host exam centre will help manage the late entry process and will generate the Late Entry Attendance Roll once entries have been processed.

If you have a request for a student to sit at another exam centre, follow The Request to Change Examination Centre process. Under no circumstances can exam booklets be moved between exam centres.

The process for managing clashes can be found here. The due date to resolve exam clashes by is 19 October. Details of 2-way and 3-way clashes can be found in the Key Indicators link through your Provider login at *General Security Features/Key Indicators.*

SUBMITTED SUBJECTS AND RAS STANDARDS

Physical submissions

Information on the late entry process for Design and Visual Communication and Visual Arts NCEA Level 3 and NZ Scholarship can be found via the administrative instructions uploaded to the relevant subject resource page.

Subject	Section
Design and Visual Communication	Materials for late entries
Visual Arts NCEA Level 3 and NZ Scholarship	Materials for late entries

Digital submissions

If late entries need to be made for the following subjects, please ensure an updated data entry file is submitted to NZQA with the candidate entry. Once the entries are processed by NZQA they will appear on the Late Attendance Roll. Candidate work cannot be submitted if an entry has not been created.

> ➢ NZ Scholarship Dance
> ➢ NZ Scholarship Drama
> ➢ NCEA Level 3 Education for Sustainability
> ➢ NZ Scholarship Health and Physical Education
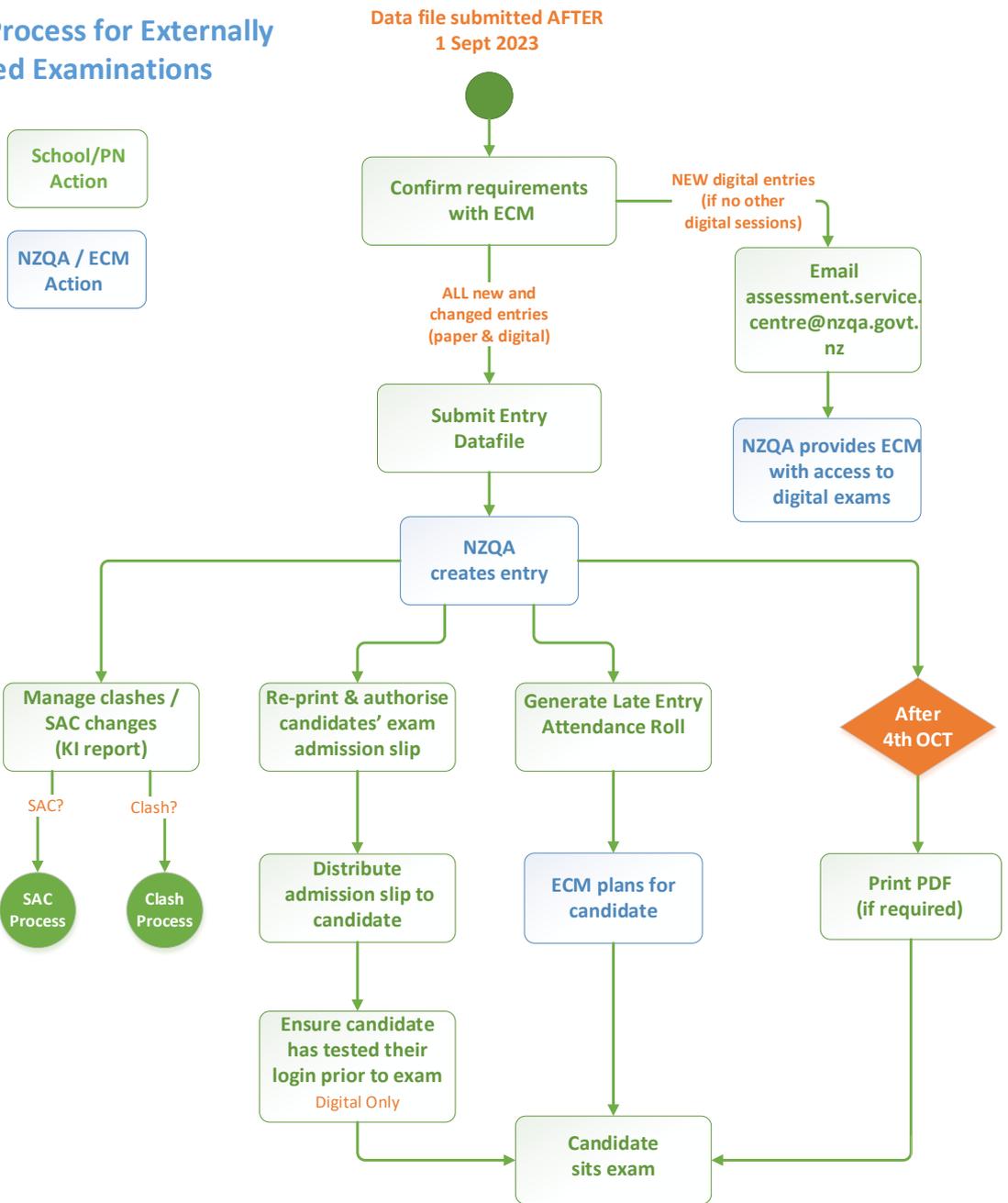> ➢ NZ Scholarship Music
> ➢ Technology (NCEA and NZ Scholarship)

Note that physical materials are not required for digital submission.

If you experience any issues submitting your data entry file, please contact the NZQA Data Management & Learner Records team on 0800 697 296 or schools@nzqa.govt.nz

For RAS standards please refer to the subject guides on Te Aka for information on entries and assessment processes.

Late Entry Process Overview

Late Entry Process for Externally Assessed Examinations

Data file submitted AFTER 1 Sept 2023

School/PN Action

NZQA / ECM Action

Confirm requirements with ECM

NEW digital entries (if no other digital sessions)

ALL new and changed entries (paper & digital)

Email assessment.service.centre@nzqa.govt.nz

Submit Entry Datafile

NZQA provides ECM with access to digital exams

NZQA creates entry

Manage clashes / SAC changes (KI report)

Re-print & authorise candidates' exam admission slip

Generate Late Entry Attendance Roll

After 4th OCT

SAC?

Clash?

SAC Process

Clash Process

Distribute admission slip to candidate

ECM plans for candidate

Print PDF (if required)

Ensure candidate has tested their login prior to exam
Digital Only

Candidate sits exam

2023 Exam Paper PDF Download Process for Principal's Nominees

If your ECM does not have enough exam booklets **for candidates in an exam and/or you need to print special papers for SAC candidates**, you can access PDF files on the day of the exam via the High Security section. This link is only available if your school is an exam centre.

Exam Paper PDF files are only available on the day the exam is being held **from 45 minutes before the exam start time until the end of the exam session.**

If you click on the link outside of the time parameters exam session files will not be displayed or be available for download.

When you click on the link within the time parameters described (after 8.45am for morning exams and 1.15pm for afternoon exams), the exam session(s) will be displayed and available for download.

Once downloaded the zipped files include the Question/Answer/Resource booklets for all standards in the session including translated booklets where appropriate.

- Audio files are not included; your ECM has access to these.

When you click the download button it may take a few minutes for the zipped file to download to your device depending on the file size.

To open the PDFs, you require an access code and downloading the file will send an automated email to your Principal's Nominee (PN) email address.

The email is sent from webmaster.nzqa.govt.nz and includes:

- the access code to open the pdfs contained in the zipped file
- the ESAA ID of the requester.

If you don't receive an email, check your junk mailbox.

If you have not downloaded the file and you receive an email, contact your School Relationship Manager immediately.

We recommend that you check in the School Administration section that your PN contact details are correct. **The PN is responsible for putting processes in place if they are unavailable during the exams period. Emails will only be sent to the registered PN email address.**

If there are any issues accessing the files via the link you can call 0800 222 230 and request a PDF.
PDFs will be emailed to the PN email address and the access code provided by text to your cellphone.

If you require access to PDFs for RAS Assessments use the RAS Pilot Assessment Download Link which sits below the Download Exam Paper PDF files link, as displayed on the 1st screenshot on the previous page. This link gives access to RAS mid-year and end-of-year assessments held within the exam timetable.

> Where possible when **printing PDFs** use the booklet function with staples in the centre fold or print onto A3 paper, then fold to A4 booklet format and staple in the centre fold. Please avoid corner staples as these cause problems in the scan and sort to marker processes.
>
> For SAC candidates print or use digitally as appropriate.