



# Literacy and Numeracy assessments

## Administrative and Submission Instructions 2025

11 April 2025 v1.0

**NZQA**

Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



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## Section 1: Information for Principal's Nominee

### 1. Introduction

This document is an overview of what you need to know for the delivery and submission of the Literacy and Numeracy (<https://www2.nzqa.govt.nz/ncea/subjects/litnum/>) Common Assessment Activities (CAAs).

For information regarding Te Reo Matatini me te Pāngarau, including the unit standards, assessment specifications, and preparing for Tūmahi Aromatawai Pātahi (TAPā) external assessments, please visit the Te Reo Matatini me te Pāngarau [subject page](#).

### 2. Assessment overview

Standard	Session Title	Session Code	Description	Assessment Event (AE)	
				1	2
<a href="#">32403</a>	Literacy Reading	LITR	Demonstrate understanding of ideas and information in written texts	19 - 30 May	1 - 12 September
<a href="#">32405</a>	Literacy Writing	LITW	Write texts to communicate ideas and information		
<a href="#">32406</a>	Numeracy	NUME	Apply Mathematics and Statistics in a range of everyday situations		

Teachers/supervisors are expected to be familiar with the Assessment Specifications for each standard. Assessment Specifications for each standard can be found on the NZQA website. Teaching and learning materials can be found on the Ministry of Education's NCEA website:

Website	Webpage
NZQA	<a href="https://www2.nzqa.govt.nz/assets/NCEA/LitNum/2025-LN-Assessment-specifications/LN-LITERACY.2025.pdf">www2.nzqa.govt.nz/assets/NCEA/LitNum/2025-LN-Assessment-specifications/LN-LITERACY.2025.pdf</a> <a href="https://www2.nzqa.govt.nz/assets/NCEA/LitNum/2025-LN-Assessment-specifications/LN-NUME-spc-2025.pdf">www2.nzqa.govt.nz/assets/NCEA/LitNum/2025-LN-Assessment-specifications/LN-NUME-spc-2025.pdf</a>
Ministry of Education	<a href="https://ncea.education.govt.nz/teaching-and-learning-overview">ncea.education.govt.nz/teaching-and-learning-overview</a>

To access and complete the Literacy and Numeracy CAAs, candidates will use their MyNZQA Learner account username and password to login to the digital assessment platform.

The marking of candidate assessment responses and results entry will be conducted by NZQA. Results release for each standard will vary for each Assessment Event (AE1 and AE2). Please see the [Key Dates](#) for full details.

### 3. Key Tasks

	Principal's Nominee	Teacher	Candidates
Preparation	<p>Submit data file with entries by <b>1 April</b> (Assessment Event 1) (AE1) and <b>18 August</b> (Assessment Event 2) (AE2).</p> <p>Ensure entries are created for the correct Assessment Event. e.g. students who are entered for the AE2, will not be able to access the AE1 assessment.</p> <p>Indicate assessment dates through the <a href="#">Provider log in</a> from 22 April.</p> <p>Late Entries (<b>submitted after 1 April</b>) for AE1 or (<b>submitted after 18 August</b>) for AE2 can be accepted up to two weeks before the assessment day.</p> <p>Read the information on <a href="#">preparing for and running digital assessments</a>.</p> <p>Set up supervisor logins.</p> <p>Ensure spare devices and headphones are available.</p> <p>Ensure candidates have access to headphones that are compatible with their device if they intend to use the text to speech function for Numeracy and Writing assessments only.</p> <p>Ensure the school technician is available to assist.</p> <p>If you require printed PDFs for SAC candidates or to resolve technical issues, follow the instructions in the <a href="#">Assessment materials</a> section.</p>	<p>Read assessment specifications and instructions/guides.</p> <p>Prior to the assessment, check that candidates can log in or create (if they are new to NCEA) a <a href="#">MyNZQA Learner</a> account.</p> <p>Ensure candidates have access to their National Student Number (NSN) so they can verify their <a href="#">MyNZQA Learner</a> account when setting it up.</p> <p>Check you can login and access the CAAs in the digital assessment platform.</p> <p>Ensure candidates have headphones if Polly or other assistive technology (text to speech software) is to be used.</p> <p>Remove all materials from the walls or ensure it is covered up.</p>	<p>Create or check their <a href="#">MyNZQA Learner</a> account.</p> <p>Complete practice digital assessment and/or PDF practice assessments.</p> <p>Ensure they are <a href="#">prepared for a digital assessment</a>.</p>
Assessment	<p>Open and close candidate access to the CAAs in the digital assessment platform.</p> <p>Administer the CAAs like an external examination in terms of security and supervision.</p> <p>Follow breach procedures if needed.</p>	<p>Run and supervise the CAAs.</p> <p>Locate the 4-digit access code in the digital assessment platform.</p> <p>Ensure candidates have submitted their assessment in the digital assessment platform.</p>	<p>Log into <i>Online assessments</i> through the NZQA website.</p> <p>Answer the CAAs in the digital assessment platform.</p>
Submission	<p>Scan and upload all candidate responses completed on the printed PDFs (for Literacy Reading and Literacy Writing) through the <a href="#">new portal</a>. For printed PDF submission and upload of Numeracy assessments, use the <a href="#">old portal</a>.</p> <p><b>Please check and ensure both sides of the PDFs are scanned and uploaded correctly.</b></p> <p>Complete the <a href="#">Scanned Paper Register</a> and submit to NZQA.</p>	<p>Ensure candidates have submitted responses through the digital assessment platform at the end of the session by checking their status is 'Complete' or collect responses on the printed PDF for submission.</p>	<p>Submit responses through the digital assessment platform or submit to the teacher for responses outside of the digital assessment platform.</p>
Follow-up	<p>Submit the <a href="#">Results Confirmation Process form</a> if required.</p> <p>Further information about the Results Confirmation Process can be found in this <a href="#">guide</a>.</p>	<p>Review candidate results.</p>	

## 4. Key dates

Date 2025	Literacy (Reading 32403 & Writing 32405) and Numeracy (32406)
Apr	Read the: <ul style="list-style-type: none"> <li>• <a href="#">Literacy and Numeracy</a> assessment specifications.</li> <li>• Digital Assessment Administrator guides (available from the <a href="#">Provider log in</a>).</li> <li>• Administration and submission instructions available to schools through the NZQA website – <a href="#">Literacy and Numeracy</a>.</li> </ul>
1 Apr	Final entry data file submission for late entries for Assessment Event 1 (AE1) sent to NZQA.
22 Apr	Schools start to submit date nomination for AE1.
28 Apr – 2 May	Schools receive login credentials and instructions to set up Administrator and Supervisor logins.
16 May	Deadline for schools to advise NZQA of their nominated dates and estimated numbers for AE1 from the <a href="#">Provider Login</a> .
19 – 23 May	<b>AE1 – week 1:</b> <ul style="list-style-type: none"> <li>• Password-protected assessments in PDF form made available to download from 3.30 pm Friday 16 May from the <a href="#">Provider log in</a>. The week 1 assessments are different to the week 2 assessments so you must download the correct one.</li> </ul> Links will be removed from 3.00 pm 23 May.
<b>19 – 30 May</b>	<b>Candidates sitting AE1 access the Literacy and Numeracy assessments in the digital assessment platform.</b>
26 – 30 May	<b>AE1 – week 2:</b> <ul style="list-style-type: none"> <li>• Password-protected assessments in PDF form made available to download from 3.30 pm Friday 23 May from the <a href="#">Provider log in</a>. The week 2 assessments are different to the week 1 assessments so you must download the correct one.</li> </ul> Links will be removed from 3.00 pm 30 May.
25 Jun	Results and Assessment Feedback released for AE1 Reading assessments sat digitally*
14 July	<ul style="list-style-type: none"> <li>• Results and Assessment Feedback released for AE1 Writing and Numeracy assessments taken digitally*</li> <li>• Schools start to submit date nomination for AE2.</li> </ul>
11 – 15 Aug	Schools receive login credentials and instructions to set up Administrator and Supervisor logins (for schools who did not have entries for AE1).
18 Aug	Final entry data file submission for AE2 sent to NZQA.
22 Aug	<ul style="list-style-type: none"> <li>• Deadline for schools to advise NZQA of their nominated dates and estimated numbers for AE2 from the Provider log in.</li> <li>• Final date for submission of <a href="#">Results Confirmation Process</a> requests from AE1.</li> </ul>
1 – 5 Sep	<b>AE2 – week 1:</b> <ul style="list-style-type: none"> <li>• Password-protect assessments in PDF form made available to download from 3.30 pm Friday 29 Aug from the <a href="#">Provider log in</a>. The week 1 assessments are different to the week 2 assessments so you must download the correct one.</li> </ul> Links will be removed from 3.00 pm 5 Sep.
<b>1 – 12 Sep</b>	<b>Candidates sitting AE2 access the Literacy and Numeracy assessments in the digital assessment platform.</b>
8 – 12 Sep	<b>AE2 – week 2:</b> <ul style="list-style-type: none"> <li>• Password-protect assessments in PDF form made available to download from 3.30 pm Friday 5 Sep from the <a href="#">Provider log in</a>. The week 2 assessments are different to the week 1 assessments so you must download the correct one.</li> </ul> Links will be removed from 3.00 pm 12 Sep.
To be confirmed	Results and Assessment Feedback (for those who did not achieve) released for candidates that sat AE2.*Placeholder for more details to be confirmed.
20 Feb 2026	Final date for submission of <a href="#">Results Confirmation Process</a> requests from AE2.

\*Assessments completed digitally can be marked and processed faster than paper-based assessments, so students sitting assessments on paper may receive their results later than those sitting digitally.

## 5. Candidate entries

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Schools are required to submit an entry file with all candidate entries for Literacy and Numeracy to NZQA by **1 April** (for **AE1**) and by **18 August** (for **AE2**).

Candidates cannot access the assessments or submit their responses if an entry has not been created for the standard before the time of the assessment.

Candidates are not required to be entered into every assessment during the assessment period i.e. candidates may only be ready for Reading, Writing or Numeracy.

Candidates can be assessed from Year 9 for the Literacy and Numeracy assessments.

If you experience any issues submitting your entry file, please contact your data person at NZQA on 0800 697 296 or email [schools@nzqa.govt.nz](mailto:schools@nzqa.govt.nz)

### 5.1 Late candidate entries

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**If you have late entries (submitted after 1 April for AE1) or (submitted after 18 August for AE2), then the process is to:**

- submit a data file to NZQA as soon as possible, but at least three days before the assessment is due to take place, include the comment 'Late Lit/Num entries' with the file
- if entries are made after the start of term 2, send email to [schools@nzqa.govt.nz](mailto:schools@nzqa.govt.nz) and add 'Late Lit/Num entries' to the subject line
- reschedule the assessment day (if doing online and entries not processed) or use the printed PDF for the candidate(s) with late entries
- check status of the batch file on the provider login page. If your file has not been processed within 48 hours, contact your data person at NZQA on 0800 697 296 or email [schools@nzqa.govt.nz](mailto:schools@nzqa.govt.nz)

If you experience any issues submitting your entry file, please contact your data person at NZQA on 0800 697 296 or email [schools@nzqa.govt.nz](mailto:schools@nzqa.govt.nz)

We cannot guarantee entries submitted less than 3 days before the assessment will be processed in time for the candidate to take part in the digital assessment, but if you have **FIVE or fewer entries** then the process is to:

- contact NZQA on 0800 222 230
- provide candidate details over the phone
- submit a data file to NZQA.

## 6. Change of assessment centre

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Changes to assessment centres for candidates must be made using a digital form on the [NZQA website](#). It is the responsibility of the home school Principal's Nominee to initiate and send the request to the Principal's Nominee of the new school. Full details on the process is available on the [NZQA website](#).

## 7. Nomination of assessment dates

Schools are required to indicate which date(s) they will be delivering the Literacy and Numeracy assessments. Schools will have until **16 May** to make any changes for Assessment Event 1 and **22 August** for any changes relating to Assessment Event 2.

Schools may choose to offer all assessments on a single day or across multiple dates during the assessment period.

- To submit your nominated dates, login through the [Provider log in](#) page
- Enter your *Username* and *Passphrase* and click *Login*.

The screenshot shows the NZQA website header with the 'Login' button highlighted in a red box. Below the header, there are navigation menus for 'Mātauranga, paerewa, pūkenga-whāiti', 'NCEA me te tohu kura tuarua', 'Māori', 'Ngā Iwi o Te Moana-nui-a-Kiwa Pasifika', 'Mātauranga matua', 'Tuawhenua International', and 'Mō mātou'. A central banner features a photo of a man in a classroom and the text 'Manage your organisation online'. Below this banner, the 'Provider log in' button is highlighted in a red box. To the right, the 'Education Sector Logon' form is visible, with fields for 'Username' and 'Passphrase', and a 'Login' button. The 'Login' button in the form is also highlighted in a red box.

- Click on *Key Indicators*

The first screenshot shows the 'School's Home' menu with 'Key Indicators' highlighted in a red box and a red arrow pointing to it. The second screenshot shows the 'MyNZQA' sidebar with 'Key Indicators' highlighted in a red box and a red arrow pointing to it.

- Scroll down to the *Common Assessment Activity (CAAs) Date Nominations* section and click on *Literacy, Numeracy, Te Reo Matatini me te Pāngarau*.

The screenshot shows the 'Common Assessment Activities (CAAs) Date Nominations' section. A table with a 'Totals' column is visible. The first row of the table is highlighted in a red box and contains the text 'Literacy, Numeracy, Te Reo Matatini me te Pāngarau' followed by 'Open here to register (To be completed by 22 Aug)'. A red arrow points to this row.

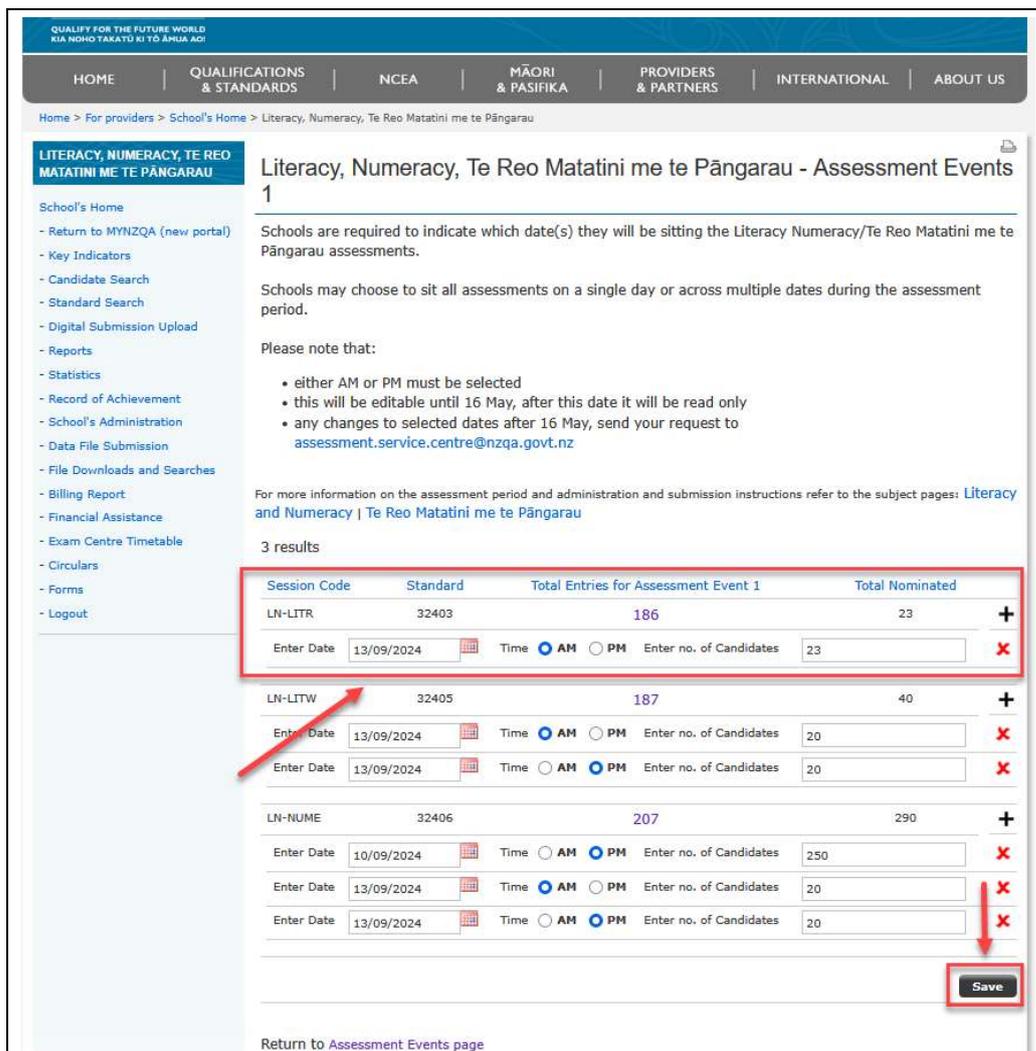
e. Click on the relevant Assessment Event.



f. Review the candidate entries to ensure accuracy.  
If the entries are correct:

- click on the 'calendar' icon to select the assessment date
- select either AM or PM
- enter number of candidates for that standard
- click the plus symbol, to add another date/time for that standard
- click *Save*.

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



- g. A confirmation message will pop up. Review the date(s) and time(s) you've selected and the nominated entries. Click *Confirm* if correct or *Cancel* to amend.
- h. You will have access to make changes, per assessment event, until the following dates:
- Assessment Event 1: **16 May 2025**
  - Assessment Event 2: **22 August 2025**

After these dates, any changes in numbers or changes of dates are to be notified by email to [assessment.service.centre@nzqa.govt.nz](mailto:assessment.service.centre@nzqa.govt.nz)

## 8. Supporting documentation

For the Literacy and Numeracy CAAs, schools will need to be familiar with accessing and using the digital assessment platform.

The following documentation is specific to the roles of the Principal's Nominee (Administrator) and the Supervisor.

Document type	Document title	Document location
Digital Assessments	<ul style="list-style-type: none"> <li>• <i>Digital Assessment administrator guide</i></li> <li>• <i>Digital Assessment supervisor guide</i></li> <li>• Job aids (in English and te reo Māori)</li> <li>• Videos</li> <li>• Other support documents</li> </ul>	<a href="#">MyNZQA</a> > Useful documents > Digital assessment guides
Digital Submissions	<ul style="list-style-type: none"> <li>• <a href="#">How-to guides and resources</a></li> </ul>	
Forms	<ul style="list-style-type: none"> <li>• <a href="#">Scanned paper register</a></li> <li>• <a href="#">Results Confirmation Process</a></li> </ul>	
Other NZQA resources available	<ul style="list-style-type: none"> <li>• <a href="#">Pūtake eLearning course</a> (available in English and te reo Māori)</li> <li>• <a href="#">Get your school ready for digital assessment</a></li> <li>• <a href="#">Preparing for LIT NUM / TRMTP checklist</a></li> <li>• <a href="#">Check your school's technology</a></li> <li>• <a href="#">Consent to assess for tertiary providers</a></li> <li>• <a href="#">Information on Polly (text-to-speech) and Assistive Technology</a> for the Writing 32405 and Numeracy 32406 assessments</li> <li>• <a href="#">Special Assessment Conditions for Literacy and Numeracy</a></li> <li>• <a href="#">Literacy and Numeracy pre-assessment instructions</a></li> <li>• <a href="#">Digital Assessment troubleshooting checklist</a></li> <li>• <a href="#">eLearning courses – Digital assessment administrator guide and Digital assessment supervisors guide</a> in Pūtake</li> <li>• <a href="#">Online TAPā guide</a> for Te Reo Matatini me te Pāngarau (TRMPā)</li> </ul>	

For candidates, information and resources to help prepare them for digital assessments is available on the NZQA website ([www2.nzqa.govt.nz/ncea/external-assessment/about-digital-external-assessment/preparation-for-students/](http://www2.nzqa.govt.nz/ncea/external-assessment/about-digital-external-assessment/preparation-for-students/)).

## 9. Candidate device and browser requirements

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When accessing the CAAs in the digital assessment platform, most laptop and desktop computers are compatible with the platform.

Candidates may use their own devices if the school has a Bring Your Own Device (BYOD) programme and supporting policies.

Device	Requirements
Browser options	For optimal performance and experience, use <b>Google Chrome</b> , version 95+
Screen / monitor	Screen resolution must be at least: <ul style="list-style-type: none"> <li>• 1366 x 768 pixels</li> </ul>
Operating system	Use one of the following: <ul style="list-style-type: none"> <li>• Microsoft Windows 8.1,10+</li> <li>• Apple Mac OS 10.15+</li> <li>• Chrome OS</li> </ul>
Headphones	Candidates will require headphones that are compatible with their device when accessing the CAAs in the digital assessment platform if they wish to use the Polly tool.

Further information about device requirements can be found on our website page: [Digital exams device check](#).

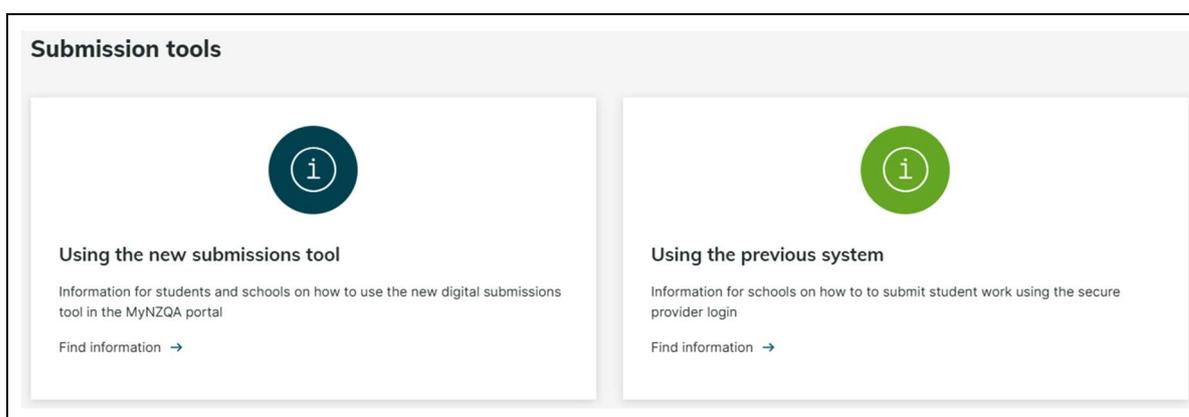
## 10. Principal's Nominee responsibilities

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The Principal's Nominee (Administrator) is responsible for:

- checking and submitting candidate entries through data file submission to NZQA
- indicating assessment date(s) and estimated numbers through the [Provider log in](#)
- ensuring students have an active [MyNZQA Learner](#) account
- ensuring spare devices and headphones are available
- ensuring the correct external assessment conditions in the [assessment specifications](#) are met
- opening and closing candidate access to the CAAs, by using the login credentials provided by NZQA to access your digital assessment platform Admin account. Refer to the *Digital assessment administrator guide*
- ensuring headphones are available and compatible with the devices used, where the candidate wishes to use the Polly tool or other text to speech tools in the digital assessment platform
  - Candidates can use Polly or a tool they bring themselves for the numeracy and writing assessments. Polly supports candidates with low vision, learning differences or reading difficulties by reading text aloud to candidates. The other tools NZQA recommends using are:
    - Texthelp Read and Write including Google Read and Write (text-to-speech function only)
    - Accessibility tools that are available from your Microsoft, Apple or Android device. This includes Microsoft Narrator, Spoken Content (Apple) and Google Text-to-Speech.

- providing supervisors with:
  - *Digital assessment supervisor guide* (as early as possible)
  - login credentials for the digital assessment platform
  - printed copies of the downloaded PDF of the CAAs for candidates completing the assessments outside of the digital assessment platform (to be printed by the school)
- checking that candidates have submitted their responses in the digital assessment platform, i.e. their status is 'Complete'
- checking that candidate paper responses have been scanned, saved as pdfs and uploaded to the correct portal. Upload Literacy Reading and Literacy Writing assessments in the [new portal](#). For Numeracy assessments, these will be uploaded to the [old portal](#).



- checking that the [Scanned paper register](#) is completed for scanned Numeracy assessments and submitted to NZQA.

If issues occur when accessing the assessments on the day, please contact NZQA on 0800 222 230.

## 11. Assessment process overview

The following sets out the delivery and submission processes for schools on the day of the assessment:

### 11.1 Assessment and submission process

#### Digital assessment platform responses

Schools give candidates access to the CAAs:

- The Principal's Nominee (Administrator):** Opens the CAAs in the digital assessment platform.
- The teacher/supervisor:**
  - Instructs candidates to go to the home page of the NZQA website, click 'Login', scroll down to the 'Online assessments' section, select the 'Student log in' button under the 'Complete your online assessment' tile and log into the assessment platform using their [MyNZQA Learner](#) credentials.
  - Helps the candidates log into the CAAs, reads the [Pre-assessment instructions](#).
  - Gives the candidates who need to complete the CAAs outside of the digital assessment platform the printed PDF provided by NZQA (printed by the school).

- c. **The candidate:** Checks their headphones, where Polly or other text to speech tools will be used, using the audio check page.
- d. **The teacher/supervisor:**
  - i. Gives candidates the 4-digit access code, obtained from the digital assessment platform.
  - ii. Supervises the CAA.
- e. **The candidate:** Completes their response in the digital assessment platform.  
Where a candidate has completed their response outside of the digital assessment platform, they must hand in their completed paper response to the teacher/supervisor at the end of the assessment session.
- f. **The Principal's Nominee (Administrator):** Closes the CAAs in the digital assessment platform.

### Paper responses

Schools give candidates access to the paper-based version of the CAAs:

- a. **The teacher/supervisor:**
  - i. Gives the candidates the paper-based version provided by NZQA (printed by the school).
  - ii. Supervises the CAAs.
- b. **The candidate:**
  - i. Writes their first name only, NSN and school number on the front cover.
  - ii. Completes their response.
  - iii. Hands in their completed paper response to the teacher/supervisor at the end of the assessment session.
- c. **The Principal's Nominee (Administrator):**
  - i. Collects the completed paper responses, scans them as PDFs.
  - ii. Uploads scanned paper responses for Literacy Reading or Literacy Writing to NZQA using the [new portal](#). Scanned paper responses for Numeracy assessments are to be uploaded using the [old portal](#).
  - iii. Completes the [Scanned Paper Register](#) for Numeracy assessments.

It should be noted that there is an online [TAPā guide](#) for Te Reo Matatini me te Pāngarau (TRMPā) submissions.

## 12. Assessment materials

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PDF copies of the assessments are available for download and to be printed to assist candidates with [Special Assessment Conditions](#) and in extraordinary circumstances where digital assessment within the assessment window is not possible.

Although NZQA does not expect any problems, it is important that schools are well prepared for any local network or platform issue. We strongly suggest that you download a copy of the assessment and have it ready to photocopy, if a paper-based version is required. If for any reason a paper-based version of the assessment is used it is very important that the first name of the student, their NSN and the school number is clearly placed at the top of the first page.

It should be noted that the multi-choice questions may be placed randomly in the digital assessment and may not match the order they are presented in the PDF.

### 12.1 Assessment security

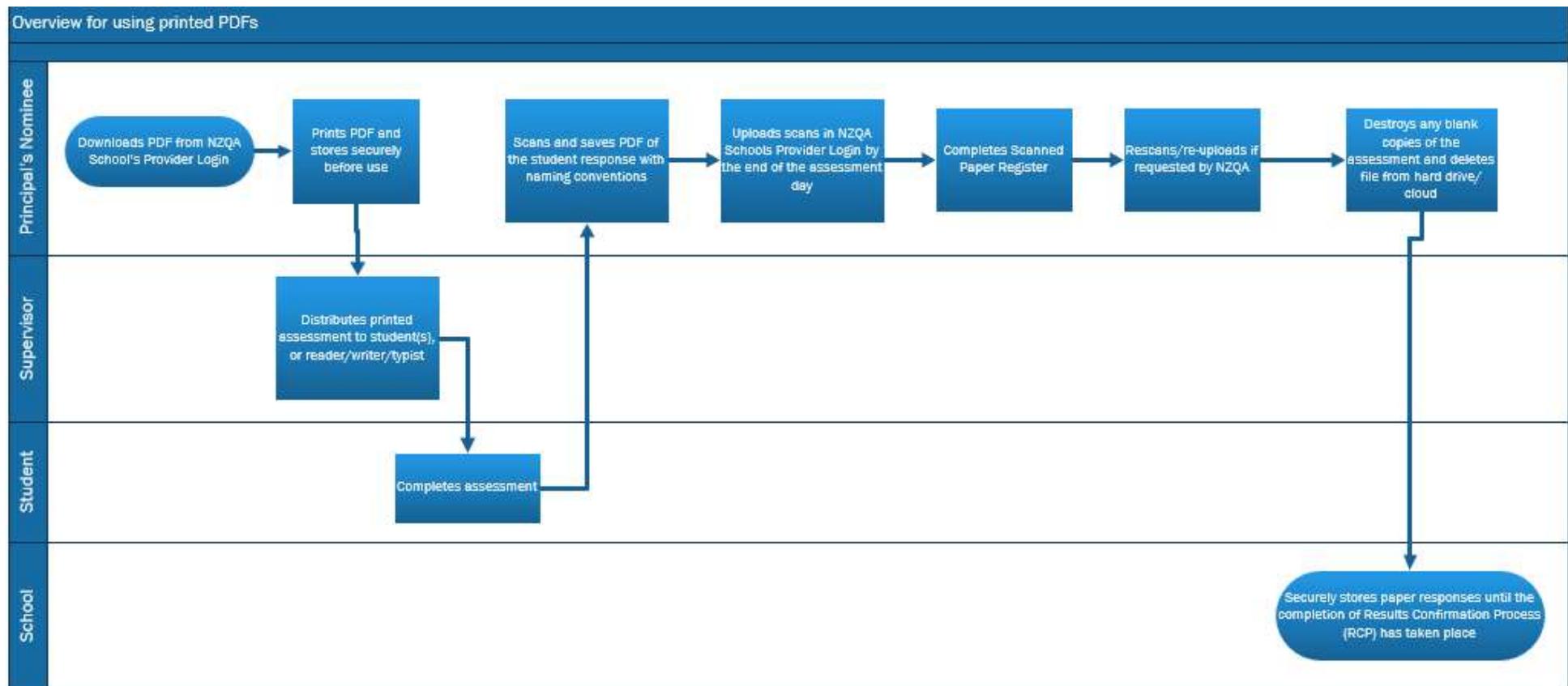
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For the validity of the assessments, the login credentials for access to the digital assessment platform and password protected PDFs of the CAAs provided by NZQA must be kept secure, and not shared outside of your direct teaching staff in any way.

The assessment should only be accessed and released to the candidates at the time set by the school.

PDF copies of the assessments used by the reader/writer/typist must be either destroyed or kept secure and not shared outside of your direct teaching staff in any way.

## 12.2 Overview for using printed PDFs



## 12.3 PDF for SAC conditions

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The Literacy and Numeracy CAAs are digital-first, which means candidates complete the assessments on a computer. Please encourage candidates with SAC entitlements to, where practical, complete the assessment digitally where their reader/writer/typist can work from a PDF version. This will allow them to fully benefit from the digital tools available for support. These tools include:

- copy and paste within the assessment
- easy deletion and insertion of text
- spell check
- Polly text-to-speech (on 32405 Writing and 32406 Numeracy only)
- Assistive Technology.

Further information about SAC conditions for Literacy and Numeracy are available on our [website](#).

## 12.4 Important Information for Literacy and Numeracy PDFs

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### **Important information about the Literacy and Numeracy (32403, 32405, 32406) assessments**

To protect their validity, all Literacy and Numeracy standards will have different assessment tasks for Week 1 and Week 2 of the assessment period.

The PDFs will be clearly labelled with Week 1 or Week 2 on the cover page. Additionally:

- Week 1 will have a BLUE banner
- Week 2 will have a YELLOW banner

Before distributing the assessments, check the file you have downloaded to ensure you have the correct writing PDF for candidates, or their response may be invalid. If the candidate is not completing their assessment digitally, ensure you submit the scanned PDF by the end of your assessment day.

It should be noted that the multi-choice questions may be placed randomly in the digital assessment and may not match the order they are presented in the PDF.

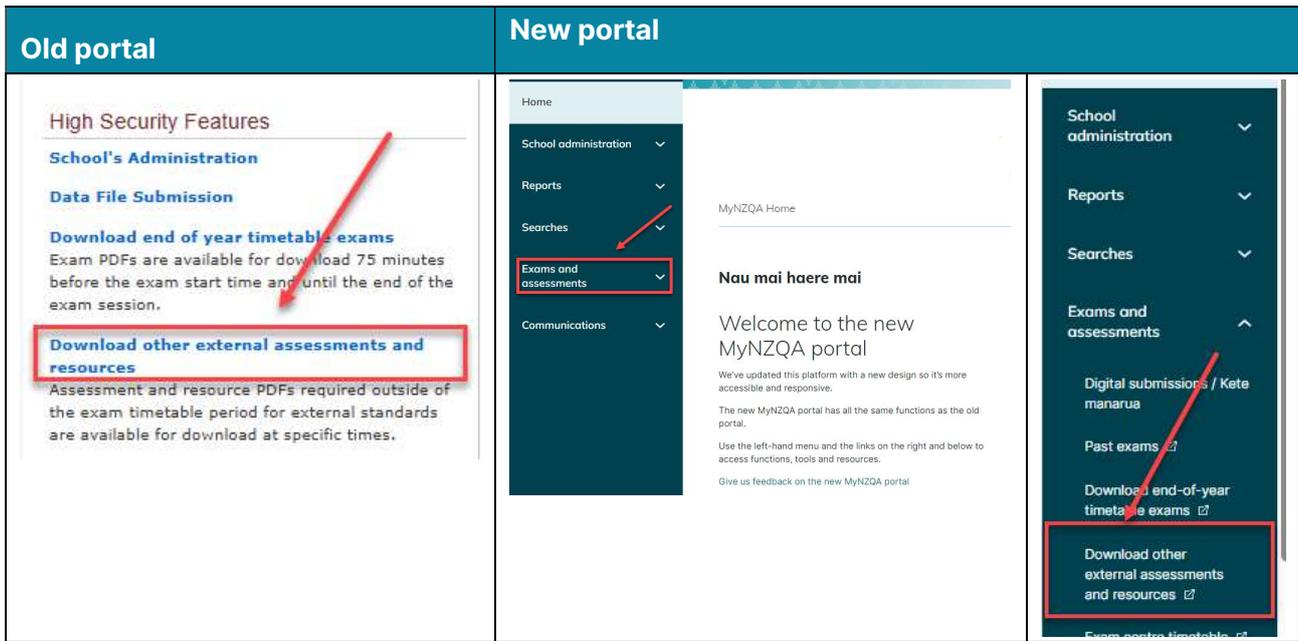
## 12.5 Downloading the PDF

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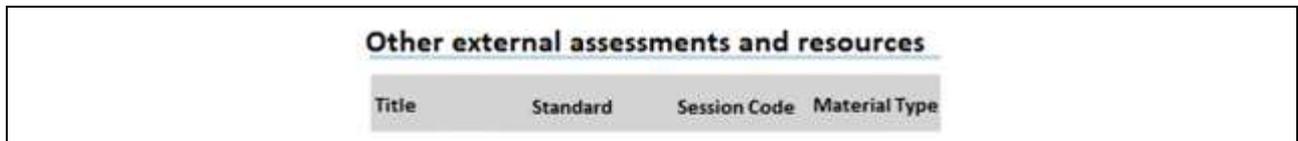
The CAAs (in PDF form) will be available for download by the Principal's Nominee from the High Security section of the [Provider log in](#) – *Download other external assessments and resources*.

- a) Log in to the [Provider log in](#)

Click the 'Download other external assessments and resources' link from the High Security Features section in the old portal. Click 'Exams and assessments' and then 'Download other external assessments and resources' in the new portal.



b) Download the correct assessment file.



The link will display assessment files available for download from 3.30 pm on the Friday prior to the assessment week.

Assessment Event	Week	Available from...	until...
1	1	3.30 pm Friday 16 May	3.00 pm Friday 23 May
1	2	3.30 pm Friday 23 May	3.00 pm Friday 30 May
2	1	3.30 pm Friday 29 August	3.00 pm Friday 5 September
2	2	3.30 pm Friday 5 September	3.00 pm Friday 12 September

To download the PDF:

- 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 file, an access code is required. By downloading the file, an automated email will be sent to the Principal's Nominee email address.

The email is sent from [webmaster@nzqa.govt.nz](mailto:webmaster@nzqa.govt.nz) and includes:

- The 'File Name' to ensure the correct assessment is downloaded.  
The access code to open the PDF(s) contained in the zipped file.

Note, if you click on the link outside of the specified times of when files are available for download, the link to the files will not be displayed. Please contact NZQA on 0800 222 230, if you:

- are experiencing difficulties with downloading the PDF, or
- have downloaded the file and checked your Junk/Spam folder and the email is not there.

## 12.6 Using the printed PDF

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The printed PDF can be offered to candidates as an alternative method in exceptional circumstances and for completing the assessment if there is a significant interruption and;

- the candidates are unable to complete the assessment digitally, if they have started. Once students have started an assessment, they must complete the activity within the same session. Supervisors can use their discretion to extend the end of the assessment session, or
- it is not possible to complete the digital assessment within the same day or on another day within the two weeks of the assessment event, if they have NOT started.

Remember that the literacy and numeracy assessments do not have to be completed within a set time e.g. 60 minutes, provided each is completed within a single continuous session within a day.

### Schools using the printed PDF must:

1. print the appropriate number of PDFs for the candidate(s) and reader/writer/typist.
  - Confirm you have the correct assessment for Literacy Reading 32403, Literacy Writing 32405 or Numeracy 32406 PDF for Week 1 or Week 2.
2. ensure the appropriate assessment conditions are maintained during each assessment session.
3. ensure the candidate(s) have written the school number, their first name and correct NSN on the front cover.

collect the handwritten or typed candidate responses at the end of the assessment session, scan and save as a PDF using the [file naming convention](#).

4. complete the linked Microsoft form [Scanned paper register](#) (for scanned Numeracy assessments only) accurately to indicate which candidate(s) have completed the assessment as a response on paper.
  - a. If a candidate has completed the assessment partially digitally and on paper, indicate on the form it is a composite for the full response to be marked.
  - b. If you do not submit a Scanned paper register, NZQA will contact you to request one. NZQA will be unable to process the candidate's response for marking until the register is completed and submitted.
5. securely retain copies of the written candidate responses until the completion of the [Results Confirmation Process](#) (RCP).
6. destroy or keep secure any PDFs of the assessment used by the reader/writer/typist. Failure to do so may result in a [breach](#).

Reminder, the Week 1 Literacy Reading or Writing and Numeracy PDF assessments cannot be used in Week 2. Any responses submitted using the incorrect PDF will not be marked and will not count toward an assessment attempt.

## 13. Candidate results

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Results for AE1 Reading assessments taken digitally will be available on 25 June 2025.

Results for AE1 Writing and Numeracy assessments taken digitally will be available on 14 July 2025.

Students sitting assessments by paper may get their results back later than those sitting digitally due to additional time needed for receiving and processing paper scripts from schools and the associated human marking requirements.

If a candidate has achieved a standard, an 'A' will be displayed. If they have not achieved a standard, an 'N' will be displayed.

Only an Achieved result will be displayed on a candidate's Record of Achievement (ROA). Literacy and Numeracy standards will not show a result until the student has achieved it.

The six dedicated standards for the NCEA co-requirement are not graded standards and candidates cannot gain a Merit or Excellence in these assessments.

Marked scripts for the Literacy and Numeracy standards are not returned but candidates who do not achieve a standard receive Assessment Feedback.

An interim Assessment Report will be made after the AE1, which will show how the national cohort performed against each outcome and make recommendations on where schools may want to focus teaching and learning.

An annual Assessment Report will also be released after AE2, with information relating to how the whole cohort performed.

### 13.1 Candidate assessment feedback

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Candidates who completed the Literacy (Reading and/or Writing) and/or Numeracy CAAs and did not achieve one or more of the standards can access their Assessment Feedback from their [MyNZQA Learner](#) account, at the same time their results are released. The document will show the strength of the evidence a candidate provided for each outcome in that standard. Candidates should download and/or print this document to share with their teachers/tutors, and/or whānau, to assist with teaching, learning, and preparation for future assessment attempts.

Also provided is a single report for teachers for each standard that provides them with information on candidates who did not achieve the standard. These reports use a rubric that is aligned to the outcomes of the standard.

### 13.2 School access to results

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Secondary school teachers can go to the [Provider log in](#) and navigate to 'File Downloads and Searches'.

Under 'File Downloads', schools can download a spreadsheet (results.zip) file. This file shows results for all candidates who completed the assessment. This file can be imported into the School Management System (SMS).

Schools can also use the Candidate/Standard search functions to see results for individual candidates.

### 13.3 Candidate results access

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Candidates can access their results via their [MyNZQA Learner](#) account on the NZQA website.

Once logged in, candidates can access the 'My School Entries and Results' link on the left of the page.

Candidates will need their username or email address and password to log into the NZQA website. Candidates who do not have this information will need to call the Contact Centre on 0800 697 296 or ask Awhina, NZQA's chat bot, on the NZQA website.

### 13.4 Candidate support

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We recommend reviewing the Assessment Feedback document with candidates(s) and working with them to identify what did and did not go well during the assessment event. This could include reviewing their preparation for the assessment (such as achievement in diagnostic tests, participating in digital familiarisation activities, and going through [past digital external assessments](#)) as well as the strengths and weaknesses of their responses in the assessment.

### 13.5 Re-entering candidates

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If candidates did not achieve a standard for the first assessment event, schools will need to decide after reviewing the Assessment Feedback whether it is appropriate to enter them in the next assessment event.

Remember, there will be further opportunities for students to participate in the assessments in the following year. Candidates can attempt the co-requisite standards through Years 9-13 (and in some tertiary institutions).

For further help with determining candidate readiness, there are a range of Curriculum Progress and Consistency Tools available. These are designed to support schools in understanding your learners and what their next steps might be. An overview of these tools is available from [NCEA.Education](#)

### 13.6 Results confirmation process (RCP)

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Candidates cannot request a reconsideration and/or a review for the NCEA co-requisite. However, if a candidate's results deviate significantly from what you expected, you may want to confirm their results are accurate, via the Results Confirmation Process (RCP).

The RCP can be triggered if a candidate's results are not consistent with the outcomes of [diagnostic assessments](#) the school has implemented as part of the teaching and learning programme.

The RCP is a check that the item scores have been recorded correctly and marking has been applied accurately. Where relevant, the student's evidence may be re-marked.

To begin this process, complete the online [Results Confirmation Process form](#) and submit to NZQA. There is no charge for the RCP.

If candidates' results reflect the schools' expectations, there is no need to undertake results confirmation.

The final date for submission of the Results Confirmation Process requests are:

- 22 Aug 2025 for Assessment Event 1
- 20 Feb 2026 for Assessment Event 2.

## Section 2: Information for teachers/supervisors

### 14. Delivering the Literacy and Numeracy CAAs

The mode of assessment for the Literacy and Numeracy assessments is by sitting external Common Assessment Activities (CAAs) conducted as per the NZQA dates provided below.

Assessment Event (AE)	
One	Two
19 – 30 May	1 – 12 September

Schools are responsible for:

- making an assessment plan that includes:
  - which candidates will be assessed
  - what devices are available
  - who will supervise the CAAs
  - which rooms will be used
  - what days you will assess each standard.
- deciding:
  - which staff supervise the CAAs
  - when the CAAs are held during the two-week assessment period
  - if candidates who are ready to be assessed complete the Reading, Writing and Numeracy assessments at the same time, at different times on the same day, or across multiple days
  - how the room is set up for the CAAs
  - if candidates require Special Assessment Conditions.

### 15. Administering the CAAs

#### 15.1 Timing

The Literacy and Numeracy CAAs are designed to be completed by most students operating at curriculum level 4 or above within 60 minutes, but there is no actual time set by NZQA for candidates to complete the assessment, except that students should complete it in a single time period. This does not mean that the time available should be considered as unlimited. Schools should use professional judgement to ensure that sufficient time is provided for all students to complete the assessment fairly, including those students with learning needs that usually require SAC support.

Ensure you are clear about the agreed times set for the CAAs in your school, and there are plans in place for candidates who may require more time.

It is best practice for schools to assess candidates for a single co-requisite (Reading, Writing or Numeracy) on the same day, but schools can stagger these throughout the day to protect each CAA's integrity.

Schools:

- manage the delivery of Literacy and Numeracy CAAs. They can choose when to deliver the CAAs, so long as it is within the two-week assessment period set by NZQA.
- determine the best time during the day to hold the assessment session.

- will use the digital assessment platform for candidates to access and respond to the CAAs. Schools may decide a candidate needs to respond outside of the digital assessment platform, by writing or typing their responses using the printed version (PDF available from NZQA and printed by the school).

## 16. Accessing the CAAs

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Prior to the candidates sitting the CAAs, the school must be familiar with accessing and using the digital assessment platform.

To access the assessments, the Principal's Nominee (Administrator) must first log into the digital assessment platform and open the CAAs. The teacher/supervisor is to instruct candidates to go to the home page of the NZQA website, click 'Login', scroll down to the 'Online assessments' section, select the white 'Student log in' button under the 'Complete your online assessment' tile and log into the assessment platform using their MyNZQA Learner log in details.

Once the candidates have completed the assessment, the Principal's Nominee (Administrator) must then close the assessment access.

Detailed guidance is available in the *Digital assessment administrator guide* provided separately by NZQA (via the [Provider log in](#)).

## 17. Assessing the CAAs

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Schools must ensure examination conditions are maintained during the assessment session. School internet or network access does not have to be blocked as NZQA can digitally sample candidates' work for authenticity.

### Schools must:

- inform teachers/supervisors and candidates of the requirements outlined in the assessment specifications well before the assessment session
- provide teachers/supervisors with the printed PDF of the CAAs if necessary
- ensure candidates understand that, by submitting their response, the candidates are verifying that the content is their own work
- ensure candidates can access the CAAs (for those completing in the digital assessment platform)
- supervise the assessment to ensure candidates work individually and do not have access to hard-copy course resources or notes
- ensure candidates' responses completed on the printed version are scanned, saved as a pdf and follow the file naming conventions:
  - check the pdf has been printed
  - check the candidate(s) have written the school number, their first name and correct NSN on the front of the booklet
  - upload scanned paper responses to NZQA
  - complete a [Scanned paper register](#) for Numeracy assessments only
- securely retain copies of the paper responses completed outside of the digital assessment platform until the completion of the Results Confirmation Process (RCP)
- destroy unused paper copies.

**The teacher/supervisor is responsible for:**

- managing the assessment
- following the *Digital assessment supervisor guide*
- providing candidates with:
  - the 4-digit access code after reading the [Pre-assessment Instructions](#)
  - printed copy of the PDF (for candidates opting to respond outside of the digital assessment platform)
- collecting paper responses from the candidates that have completed the assessment outside of the digital assessment platform.

## 18. Supervising the CAAs

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For the end of year assessments, supervisors read out a set of pre-assessment instructions. If you would like to simulate an end of year assessment, please refer to [Appendix A: Pre-assessment Instructions](#). Note these are a guide only and can be amended to suit your school's assessment plan.

Candidates must complete their assessment individually under supervision.

The school must:

- provide a venue where students can be separated appropriately
- ensure the supervisor invigilates the assessment under examination conditions and follows the *Digital assessment supervisor guide*
- ensure candidates work individually
- ensure only the candidate sitting the assessment is logged in to the digital assessment platform
- ensure the [Scanned paper register](#) is completed accurately.

### 18.1 Changes for 2025

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#### Standard number displayed with assessment event information

With the recent enhancements to improve the handling of entries for standards with more than one assessment event, the standard displayed on the digital assessment platform will appear differently to both schools and learners, where the assessment event number is appended to the standard. *e.g. 324051 = entry for standard 32405 and assessment event 1.*

We are working on further enhancements to hide the assessment event number from being displayed but will not be fixed in time for the term 2 assessment window.

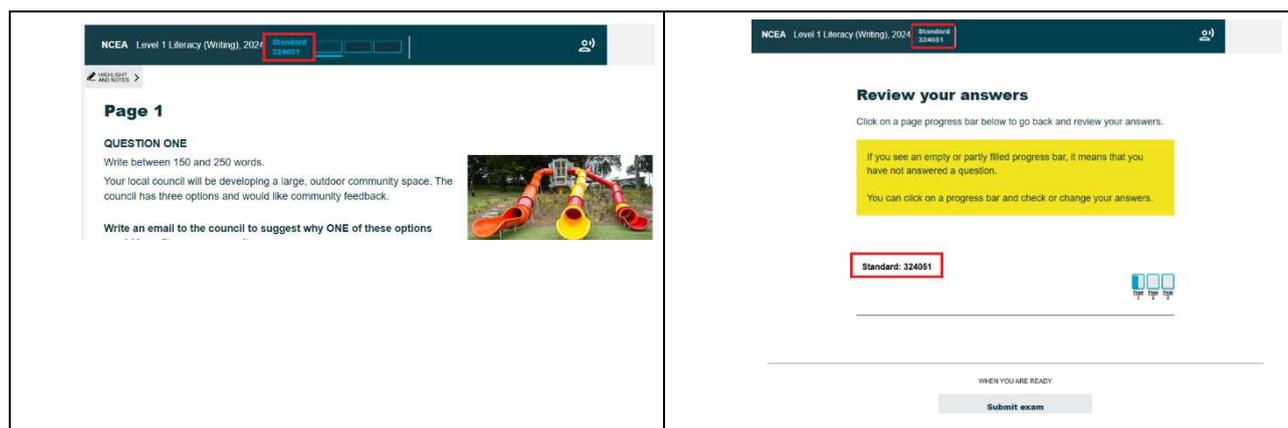
An example of how this will be displayed on the supervisor's dashboard:

ID	Learner ID	NSN	Verification Code	Exam	Testlet Original ID	Status	Last login	Exam Centre	Last Saved	Standards	Name
9465038				Numeracy, Term 2 2024	LN-NUME-2024A	In Progress	03/03/2025, 11:55:07 AM		03/03/2025, 12:42:59 PM	324061	

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Examples of how these are displayed to the learners within the digital assessment.



## 19. Preparing for the digital submissions of paper responses

### 19.1 Printed PDF (paper) responses

Assessments completed on paper must be submitted by the end of the assessment day using the instructions provided on the [How-to guides and resources](#) from the NZQA website.

Failure to submit scanned paper responses on time may result in a breach, or the candidate responses being classed as invalid. Responses submitted after the day of the assessment must follow the [Late submissions process](#).

Paper responses must be scanned and saved as a PDF before being submitted to NZQA. Please follow the NZQA file naming convention when saving the PDF. NZQA's naming conventions for uploading paper responses are listed below.

It is important that scans of the CAAs are clear and legible. Please check the pages are scanned in the correct order and rotation. If the marking team are unable to view the submitted scanned responses, NZQA will request a rescan of the paper response to replace the file previously uploaded.

It is the Principal's Nominee's responsibility to ensure the scanned paper responses have the correct candidate's first name, NSN and school number.

### 19.2 File naming conventions for old portal (for submission of Numeracy assessments only)

The following file naming convention are to be used when saving **Numeracy only assessment** PDFs prior to the upload of files.

[4-digit School No]-[NSN]-[Standard No].[extension]

*Example: 0045-345678912-91979.pdf*

By using the file naming convention specified, this ensures the uploaded file is linked to the correct candidate's entry. A candidate's NSN is nine digits long and should **not** be padded with a 0 in front.

*Note: The school number must be padded with leading zeros to 4 digits. For example, 0004, 0023, 0123.*

## 19.3 File Naming conventions for new portal (for submission of Literacy - Reading and Writing assessments)

The following file naming conventions are to be used for **Literacy Reading and Literacy Writing assessment** PDFs prior to the upload of files.

- No full names – to keep student anonymity (requirement)
- Not too long – 100 character maximum (requirement)
- Enough clarity so you can file them at school and find them if you need them (tip)
- Enough clarity so a student doesn't upload the wrong file for a standard, as they could have multiple on the go at once (tip) e.g. 92027- Alice-History report
- The student's NSN, standard number, and school code are automatically attached to the file when it is submitted.

## 20. Late submissions

Late upload (**after the day of the assessment**) for scanned PDFs can only be made if:

- an email is sent to [litnum@nzqa.govt.nz](mailto:litnum@nzqa.govt.nz) by the school Principal or Principal's Nominee verifying that the late submission(s) was the result of an act of omission on the part of the school, and that the candidate has not worked on the submission **after the day of the assessment**.
- the email is sent prior to submitting the work to NZQA.
- candidates are entered for the standard to be submitted. If there are no current entries, schools will be required to submit an updated entry file to NZQA.

**Note:** The subject line of the email will need to include 'Late submission - <Literacy/Numeracy> <standard number>' e.g. *Late submission - Literacy Writing 32405*.

NZQA will acknowledge the request and/or provide further instruction where applicable.

Contact the NZQA Contact Centre on 0800 222 230, if you are concerned about the scanning and/or uploading of candidate responses.

## 21. Queries

Please direct queries to the contact details listed below:

Query type	Contact	Email subject requirements
Assessment, date nomination or submission queries	<a href="mailto:assessment.service.centre@nzqa.govt.nz">assessment.service.centre@nzqa.govt.nz</a>	Use the subject and standard number in the subject field. e.g. Literacy 32405
Late submissions	<a href="mailto:litnum@nzqa.govt.nz">litnum@nzqa.govt.nz</a>	Use 'Late submission' and subject and standard in the subject field. e.g. Late submission - Literacy 32405
Support prior to the assessment AND on the day of the assessment	0800 222 230	

## Appendix A: Pre-assessment Instructions

<b>Introduction</b>	<p>For end of year assessments, NZQA supervisors read out pre-assessment instructions.</p> <p>If you'd like to simulate an end of year assessment, read out these instructions.</p> <p>These are only a guide and can be adapted to suit your school's assessment plan.</p>
<b>Duration of assessment</b>	<p>The Literacy and Numeracy assessments are not time bound. They are designed to be completed in 60 minutes by most students operating at upper curriculum level 4 and above. However, schools may allow as much time as necessary for students to complete the assessment in one session.</p> <p>Ensure you are clear about the timings you have agreed in your school, and that you have a plan for students who may take longer to complete their assessments.</p>
<b>Supervisor: Read these instructions to the students</b>	<p>Listen carefully and follow all instructions.</p> <p>Check the name displayed on the welcome page.</p> <p>Ensure you are logged in and waiting at the access code screen.</p> <p>You will all need to be here for <b>[x]</b> minutes. If you require more time after that you will be able to continue. No one can leave the room without permission. The official time is taken from [clock].</p> <p>Watches and mobile phones can only be in the room inside your bag and phones must be turned off.</p> <p>Power banks must be kept in your bag. If you need to use your power bank, raise your hand.</p> <p>Do not access internet resources (including translators), except the assessment. Navigating away from the assessment screen will trigger the breach software, and your supervisor will need to unlock your assessment.</p> <p>Do not have any unauthorised material such as notes, correcting fluid, or books with you or in any pocket.</p> <p>Do not copy the assessment or assessment materials.</p> <p>If you require blank note paper, please ask and it will be provided for you.</p>
<b>Supervisor: Read these instructions for Numeracy (32406) and Literacy Writing (32405) only</b>	<p>If you are using the text to speech software (Polly), you will need to use headphones.</p> <p>Polly is off by default.</p> <p>You will need to turn Polly on using the Polly icon in the top right-hand corner of the digital assessment platform.</p> <p>When Polly is on, when you highlight text, the play bar will display.</p> <p>Click on play to listen to the text read aloud and use the action functions to pause and stop.</p> <p>Note: The Spell Check function is off by default. You can turn it on with the Spell Check button that is just below where you write your answer.</p>
<b>Supervisor: Read the Access Code</b>	<p>When students are about to start the assessment:</p> <p>Read out the access code and write the code on the board, in large clear digits.</p> <p>Remind the students if they have any problems, to put up their hand.</p>

## Appendix B: Digital Assessment troubleshooting checklist

NZQA will be closely monitoring the performance of the digital assessment platform during the Literacy and Numeracy assessment events.

We will post real-time updates on the [Literacy & Numeracy web page](#) advising whether there are any current platform performance issues that may affect the co-requisite assessments.

If there are significant problems with the platform performance, NZQA will send a text message to PNs with instructions on what schools should do. If no text messages are received, and there are no updates on the website indicating a general problem, then any problem is most likely to be local/at the school level.

The following checklist may assist you to troubleshoot local/school level issues. We suggest you keep this close by, in case any issues arise.

Scenario	Notes	Recommended actions
If some or all students cannot start the assessment	The school and assessment folder may be locked	<input type="checkbox"/> Check that both the school and assessment folders are 'unlocked'. If it is unlocked and students cannot start the assessment, record the following information and any other details you have and contact the priority call centre line (0800 222 230). <ul style="list-style-type: none"> <li>• The number of the standard affected: _____</li> <li>• What students can see on the screen/error message: _____</li> <li>• Identify the step of the login process students were at:               <ul style="list-style-type: none"> <li><input type="checkbox"/> The NZQA website</li> <li><input type="checkbox"/> Student 'log in' button</li> <li><input type="checkbox"/> Login credentials entered</li> <li><input type="checkbox"/> Got in but the Access Code is not working</li> </ul> </li> <li>• NSN of one affected student: _____</li> </ul>
If the system slows down temporarily for less than 10 minutes	Students may experience slowness which may be caused by high numbers of users logging on around the same time.	In most cases, the slowness will resolve itself within a few minutes. Students should not refresh the screen or close their browser.
If slowness persists longer than 10 minutes	Slowness can be due to local factors affecting the performance of the system.	<input type="checkbox"/> Check with your own IS technician support if the school's network is performing at speed. <input type="checkbox"/> Ensure there are not large numbers of other students or staff in the vicinity of the assessment room who may be connecting devices to the room's Access Point.

Scenario	Notes	Recommended actions
		<input type="checkbox"/> Check how many students are connecting through a single Access Point (Wi-Fi router). If there are more than 30 students, it may be affecting the speed of connection. If there are up to 50 or more, it is almost certainly affecting speed. <input type="checkbox"/> Check that there are no local issues with your school's internet service.
If students are unable to access the assessment for more than 15 minutes	Literacy and numeracy assessments do not have to be completed within set time e.g. 60 minutes, provided each is started and completed: <ul style="list-style-type: none"> <li>• preferably within the same session or</li> <li>• within the same day, or in extreme circumstances such as the assessment platform being unavailable, at the earliest opportunity within the assessment event.</li> </ul>	<input type="checkbox"/> Halt the assessment and consider the following options: <ul style="list-style-type: none"> <li>• If students have started an assessment, they must complete the activity within the same session.</li> <li>• Supervisors can use their discretion to extend the end of the assessment session.</li> <li>• Students who have started an assessment could complete the assessment on paper. You may need to extend the time set aside for students to undertake the assessment, so they can complete it in a single assessment session.</li> </ul> Please note: <ul style="list-style-type: none"> <li>○ Paper copies of the assessment will need to be printed by the school.</li> <li>○ As digitally submitted assessments will be marked before paper assessments, students may receive a result for the standard that initially reflects only the portion of the assessment completed digitally, until the paper and digital results are combined.</li> </ul> <ul style="list-style-type: none"> <li>• If students have not started the assessment, the assessment can be undertaken on another day within the two weeks of the assessment event.</li> <li>• Assess the students at the next assessment event.</li> <li>• Consider whether the limited number of other standards are appropriate for individual students to meet the requirements of the co-requisite.</li> </ul>
If the student's device 'freezes'	If an individual student's device appears to freeze for an extended period, first check that they have work saved by selecting View Progress for that student in the Supervisor's dashboard. Then assist the student to log in again.  Only do this as a last resort as the student may lose the work they have completed on the page.	<input type="checkbox"/> ask the student(s) to log out of the assessment or close the window (force restart if the device has completely frozen), <input type="checkbox"/> wait a few minutes,  <input type="checkbox"/> unlock the student and then log in again.
Further assistance	Familiarise yourself with the Administrator and Supervisor guides and job aids in your <a href="#">Provider log in</a> before the assessment event.	Contact the dedicated call centre line ( <b>0800 222 230</b> ) for assistance.