

## Assessment Continuity Plan Template –sample for you to consider and complete for your own school/kura

### Literacy and Numeracy | Te Reo Matatini me te Pāngarau assessments

We have developed a framework to support you to plan for unplanned events that could occur during the Literacy and Numeracy | Te Reo Matatini me te Pāngarau assessment events. Having a plan in place can help you to consider what your responses might be in circumstances outside your control.

The following template has examples to help get you started with your own backup plan. Working through a plan will help you identify appropriate responses and make sure everyone is clear on next steps. Consider who in your community needs to be updated, and plan how this will happen.

#### School-based issues

##### Consider the following options if assessment sessions are unable to proceed as planned:

- Delay assessment until later the same day
- Delay assessment until later in the two-week assessment period
- Enter students for the next assessment event
- Download and print PDF papers from provider login if digital assessment remains unavailable (available from 3.30pm the day before, in your Provider login)

Scenario	Example Response actions	Priority Comms	Last Reviewed
Power outage	<ul style="list-style-type: none"><li>• Remind all students to charge their devices before the assessment</li><li>• Move assessment rooms if power is available in some places</li><li>• Contact power provider to learn when power will be restored</li></ul>		
Internet outage	<ul style="list-style-type: none"><li>• Check local school / kura network with IT support</li><li>• Check with network providers</li></ul>		
Anticipated staff shortage – <i>e.g. strike, transport disruptions, illness</i>	<ul style="list-style-type: none"><li>• Redistribute supervisor logins to additional staff members</li><li>• Ensure another person has access to Administrator credentials</li><li>• Consider delaying assessment for some students</li></ul>		
Device failure	<ul style="list-style-type: none"><li>• Replace with alternate devices</li><li>• Consider delaying assessment for some students</li></ul>		
Unplanned school closure – <i>e.g. weather, lockdown, illness</i>	<ul style="list-style-type: none"><li>• Follow school / kura safety procedures and Civil Defence advice</li><li>• Inform NZQA when safe to do so</li></ul>		
Unplanned evacuation	<ul style="list-style-type: none"><li>• Supervise students under controlled conditions:<ul style="list-style-type: none"><li>○ ensure students leave their devices in the room</li><li>○ allow no talking about the assessment</li><li>○ resume assessment when safe to do so</li></ul></li></ul>		

#### Note:

For **NZQA related scenarios** (e.g. inability to log-on) please refer to the [2024 Administration and Submission instructions for Literacy and Numeracy](#), this includes a full digital assessment troubleshooting checklist (Appendix B).

#### Please remember:

The safety, health and welfare of each person is the most important thing to consider when deciding on your response.