

Criteria for becoming an Examination Centre

NZQA has two options for candidates at each school to sit their examinations:

- **School/Kura is an Examination Centre**
Candidates sit examinations at their own school/kura, managed by an Examination Centre Manager (ECM) based on site.
- **School/Kura has a Memorandum of Understanding arrangement with an established Examination Centre**
Candidates sit their examinations at a nearby Examination Centre.

Schools/Kura should apply to NZQA if they wish to be an exam centre, please note the school/kura should have consent to assess, prior to application. Otherwise, they are required to complete a Memorandum of Understanding.

Examination centre criteria

NZQA will check schools/kura that apply to be an examination centre for NCEA and NZ Scholarship examinations against the following requirements. *Note that each school will be quality assured against these, before a final decision is made on their application:*

- **Suitable examination centre facilities**
The school/kura must have suitable rooms that are able to be isolated from the normal activities of the school/kura so that the candidates have a quiet environment. These rooms must be located so there is the ability to retain examination conditions while candidates are visiting the toilet. The school/kura must be able to provide any equipment needed to operate all examinations.
- **Secure storage facilities for examination booklets and materials**
The school/kura must be able to demonstrate that there are secure, lockable and electronically monitored storage facilities where all examination papers can be sorted and stored before, during and after the examinations. Examination papers must be stored in a lockable cabinet in an alarmed, lockable room that can only be accessed by the Exam Centre Manager (ECM) and Principal's Nominee (PN). Other options may be acceptable, following discussion with NZQA.
- **Digital examination infrastructure**
The school/kura must be able to demonstrate that they are able to manage any digital examinations according to NZQA requirements. This includes a stable internet connection, access to trained IT support staff, suitable rooms and candidates trained in the use of digital devices.
- **PN responsibility**
The PN must understand what their responsibilities are in the lead up to and during examinations. More information is available at <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/examination-management/>

Application Process

The school/kura should complete the application form: <https://forms.office.com/r/JC9KMcpkqe?origin=IprLink> before **Friday, 02 May 2025**. We will then assess all applications and advise of the outcome as soon as possible. After this date any schools/kura who are pre-approved as examination centres will be contacted to schedule a pre-exam quality assurance visit.

The final decision on examination centre applications will be made by the Manager, Operations and Logistics.