

Managing National Assessment (MNA) Visit Guidelines for the Principal's Nominee

What the meeting will involve

The purpose of the MNA review is to establish that the school maintains effective assessment systems and ensures valid internal assessment for national qualifications, as outlined in the attached MNA leaflet.

The review is evidence-based, using interviews with a sample of school personnel, documentation provided by the school and NZQA's records.

The purpose of the meeting with the Principal's Nominee is to gain an understanding of

- how effectively the school ensures the credibility of assessment for national qualifications
- how school self-review
 - informs improvements in assessment
 - identifies issues that present a risk to the school's Consent to Assess
- the school's capacity to respond.

This understanding is then checked against the evidence provided in the meetings with the sample of subject leaders HODs and students.

It is expected that this meeting will take up to two hours. Where another staff member has responsibility for the leadership of any aspect of the school's assessment and quality assurance processes, it may be useful for them to attend all or part of this meeting.

Focus questions

The key questions asked of the Principal's Nominee will be:

- how effective is the school in ensuring the credibility of assessment for national qualifications?

and

- how do you know?

Aspects of this will include assessment practice, moderation, data management and communication as detailed in the MNA leaflet.

School Relationship Manager

Managing National Assessment (MNA) Visit Guidelines for Teachers / Kaiako

What the meeting will involve

The purpose of the MNA review is to establish that the school maintains effective assessment systems and ensures valid internal assessment for national qualifications, as outlined in the attached MNA leaflet.

The review is evidence based, using interviews with a sample of school personnel, documentation provided by the school and NZQA's records.

I will be meeting with a selection of subject leaders, as agreed with the Principal's Nominee. Each meeting lasts up to forty minutes with the emphasis being how your assessment and quality assurance processes meet school and NZQA expectations.

Focus questions

I will ask questions on how you (and the teachers in your department if applicable):

- gather evidence of student achievement
- manage both group and individual student assessment needs
- ensure the quality of assessment materials before use
- ensure that teacher judgements are at the national standard
- engage with the wider professional community
- address any concerns raised by external moderation reports
- ensure entry and result data reported to NZQA is accurate and timely
- review assessment practice and communicate this with senior management and the Board.

Please have available:

- evidence of your internal moderation processes for a sample of standards
- analysis of results
- evidence of any follow-up action of external moderation reports.

If you have any concerns about what might be discussed, talk to your Principal's Nominee who can contact me, if necessary, to clarify.

School Relationship Manager

Managing National Assessment (MNA) Visit Guidelines for Students

Thank you for agreeing to meet with me and two other students to discuss assessment for qualifications including NCEA and UE. The meeting should take about 20 minutes.

I would like to discuss:

- your plans for the future and what qualifications you need to help realise these
- how the school is helping you meet these plans and needs
- evidence the school collects to recognise your achievement
- your understanding of school procedures for managing assessment including missed or late assessments, special assessment conditions, derived grades
- how the school helps you keep track of your achievement, including the accuracy of entries and results the school sends to NZQA.

Your answers will be used to help confirm how effective the school is in ensuring that the results it reports to NZQA are credible. Our meeting is confidential, and discussions will not be disclosed beyond this forum unless I have your permission to do so.

If you have any worries either before or after the meeting, please talk to your Principal's Nominee.

School Relationship Manager