

Roles and responsibilities of the PN & ECM

The development of a strong working relationship between the Principal's Nominee (PN) and Exam Centre Manager (ECM) forms the basis of smooth running of exams. The PN & ECM will have met by the start of Term 4 to prepare for External Examinations. Below is a summary of the Roles & Responsibilities of PNs and ECMs. More detailed information can be found on the Principal's Nominee Resource Page of the NZQA website, under [Examination Centre Management](#).

Principal's Nominee / SENCO	Exam Centre Manager
Pre-Exam Planning	
Applies or confirms intention to be an Exam Centre for the current year.	
Nominates & provides agreed resources to ECM <ul style="list-style-type: none"> Sends ECM Nomination to NZQA Sets up ECM with a laptop connected to the internet Provisions for access to required areas of the school and to photocopier/printer 	Signs contract with NZQA, begins onboarding process and schedules an initial planning session with PN & SENCO to go over expected exam requirements (as per Exam Centre Manager Handbook, e.g. Secure exam paper storage, Emergency situations, rooms available, SAC student etc).
Managing Entries <ul style="list-style-type: none"> Enters and uploads data files with all exam entries via the MyNZQA school portal, including students from other schools/kura Enters student SAC classification in EQA 	Planning for Entries <ul style="list-style-type: none"> Uses entries to populate Planner determining room, supervisor, and exam assistant requirements Communicates room and exam assistant (reader/writer) requirements to the PN.
Confirm the SAC requirements for candidates with identified health or other needs and communicates available resources to ECM	Plans and records notes for students with health needs to ensure their care or requirements are clear and available during exams.
Works with students and their families to create a plan for 2-way and 3-way clashes, which must be approved by School Relationship Manager, then is shared with the ECM.	Uses the NZQA approved clash plans to arrange suitable supervision and support for students.
PN and ECM compare total number of student exam entries in School Management System and ECM Exam Planner to ensure accuracy.	
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Exam Centre Officers <ul style="list-style-type: none"> Provides ECM with a list of Exam Assistants (EAs) for SAC candidates requiring Reader/Writers Organises and conducts EA training where needed Supplies the ECM with a list of EA's which are paid by the school and those who will need to be paid by NZQA 	Exam Centre Officers <ul style="list-style-type: none"> Recruits supervisors Conducts full training for supervisors and digital training for EAs Marks paid EA as "non-paid" in the NZQA system (EQA), so they not paid by NZQA
Arranges secure and restricted access storage and sorting spaces for exam papers which align with NZQA storage requirements	Receives (from NZQA), checks, and sorts personalised exam papers and individually packages SAC packages for all SAC students.
Rooms & Equipment Planning <ul style="list-style-type: none"> Ensures rooms are properly resourced for exam conditions, including SAC needs Arranges laptops for each digital exam room Organises laptops and AV and recording equipment for subjects which require files to be played aloud Plans for digital connectivity and IT support during digital exams 	Room Allocation & Candidate Planning <ul style="list-style-type: none"> Prepares individual SAC candidate exam packs Allocates candidates to rooms based on needs and availability Assigns reader/writers according to PN/SENCO information

<ul style="list-style-type: none"> Ensures students are briefed and prepared for exams, as well as introduces ECMs to student body. 	
<p>PN and ECM establish communication methods for live exams and determine support strategies for various scenarios.</p>	
<p>During Exams</p>	
<p>Preparing Exam Rooms</p> <ul style="list-style-type: none"> Arranges for rooms to be prepared for exam conditions Check that required equipment is in place and is working Posts exam related signage outside exam areas Provides teachers/staff to clear calculator memories if required for an exam Provides technician to set up and operate recording equipment for scholarship, language and performance exams 	<p>Setting Up Exam Rooms Before Every Session</p> <ul style="list-style-type: none"> Conducts exam room inspections and designated toilet checks Lays out required exam papers as per seating plan in all exam rooms Downloads any required AV files and test before students are admitted to exam room
<p>Prepares and posts exam related signage around school/kura.</p>	<p>Posts student room allocations for each session.</p>
<p>Prints exam papers for late entries.</p>	<p>In coordination with PN, manages late entries and walk ins.</p>
<p>Implements procedures for candidates arriving without their admittance slip.</p>	<p>Completes attendance rolls and supervises students inside the exam room.</p>
<p>Briefs office staff on exam paper courier collection protocols.</p>	<p>Sorts and packs exam papers after each session for courier collection.</p>
<p>Uploads any student's digital files (for performance or language subjects)</p>	<p>Transfers any digital recordings of student work and ensures it is saved to a location specified by PN.</p>
<p>Responsible for students if they are evacuated from the exam room in emergency scenarios.</p>	<p>Responsible for facilitating evacuation of students from exam room into the care of the PN, then ensuring all rooms with live exam papers are locked and secured.</p>
<p>Apprises and works with ECM to resolve any issues during exams period and assists students with Derived Grade applications to NZQA where appropriate.</p>	<p>Completes reports of any situations arising using appropriate forms and packs these with exam papers for collection, as well as apprising PN.</p>
<p>Meets and supports students coming to sit exams from a different school. Makes ECM aware of these entries.</p>	<p>In coordination with advice from PN, plans for and carefully records attendance of students sitting exams from a different school.</p>
<p>Provides support to ECM during sessions for, but not limited to (may be an alternative school staff member):</p> <ul style="list-style-type: none"> Possible Breaches Walk in students (not on attendance rolls) Medical or other emergencies inside exam room To relieve for a break if ECM is the sole supervisor in an exam room 	<p>Contacts PN as per previously agreed communication method.</p>
<p>After Exams</p>	
<p>Answers queries from NZQA in relation to:</p> <ul style="list-style-type: none"> Derived Grade applications Missing digital submissions Possible Breaches 	<p>Answers queries from NZQA in relation to:</p> <ul style="list-style-type: none"> Student attendance information Missing entries Possible Beaches Derived Grades Incident reporting

	Verifies Exam Centre Officer's Timesheets for payment
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