

Audiovisual Assessment Instructions

NCEA and New Zealand Scholarship Exams

2024

CONTENTS

Contents.....	3
Audiovisual Exams.....	4
Rooms Required.....	5
Personnel Required	7
Material And Equipment Required	8
Audio files.....	10
Before Exams Start.....	11
Audio File Playback Instructions	12
Level 1 Te reo Māori 92094.....	13
Video files.....	13
Video File Playback Instructions	14
Appendix A.....	15
Dance NCEA Level 2, and 3	15
Appendix B.....	16
Languages (excluding Samoan) NCEA Level 1, 2, and 3.....	16
Appendix C.....	17
Music and Making Music NCEA Level 2 and 3.....	17
Appendix D.....	18
Samoan NCEA Level 1, 2, and 3.....	18
Appendix E.....	19
Te Reo Rangatira NCEA Level 2.....	19
Appendix F.....	20
Drama NZ Scholarship.....	20
Appendix G.....	24
Languages NZ Scholarship.....	24
Appendix H.....	27
Te Hiranga Te Reo Māori NZ Scholarship	27
Appendix I.....	30
Te Hiranga Te Reo Rangatira NZ Scholarship	30
Appendix J.....	33
Te Reo Māori Level 1	33

AUDIOVISUAL EXAMS

Subject	Level	Standard	AV Requirement (paper exam)	AV Requirement (digital exam)	School Actions
Chinese	1	91955	Audio File	Embedded audio	
Chinese	2	91108	Audio File	Embedded audio	
Chinese	3	91533	Audio File	Embedded audio	
Chinese	Schol	93005	Audio File	n/a	Recording uploaded to NZQA
Te Reo Kūki 'Āirani	1	92043	Audio File	Embedded audio	
Cook Islands Māori	2	91113	Audio File	Embedded audio	
Cook Islands Māori	3	91538	Audio File	Embedded audio	
Dance	2	91211	Video Recording	n/a	
Dance	3	91594	Video Recording	n/a	
Drama	Schol	93304	None	n/a	Recording uploaded to NZQA
French	1	91967	Audio File	Embedded audio	
French	2	91118	Audio File	Embedded audio	
French	3	91543	Audio File	Embedded audio	
French	Schol	93004	Audio File	n/a	Recording uploaded to NZQA
German	1	91971	Audio File	Embedded audio	
German	2	91123	Audio File	Embedded audio	
German	3	91548	Audio File	Embedded audio	
German	Schol	93006	Audio File	n/a	Recording uploaded to NZQA
Japanese	1	91959	Audio File	Embedded audio	
Japanese	2	91133	Audio File	Embedded audio	
Japanese	3	91553	Audio File	Embedded audio	
Japanese	Schol	93002	Audio File	n/a	Recording uploaded to NZQA
Korean	1	91963	Audio File	Embedded audio	
Korean	2	91138	Audio File	Embedded audio	
Korean	3	91558	Audio File	Embedded audio	
Lea Faka-Tonga	1	92039	Audio File	Embedded audio	
Lea Faka-Tonga	2	91674	Audio File	Embedded audio	
Lea Faka-Tonga	3	91679	Audio File	Embedded audio	
Music	2	91275	Audio File	n/a	
Making Music	3	91420	Audio File	n/a	
Vagahau Niue	1	92354	Audio File	Embedded audio	
Gagana Sāmoa	1	92035	Audio File	Embedded audio	
Samoan	2	91143	Audio File	Embedded audio	
Samoan	3	91563	Audio File	Embedded audio	
Samoan	Schol	93010	Audio File	n/a	Recording uploaded to NZQA
Spanish	1	91975	Audio File	Embedded audio	
Spanish	2	91148	Audio File	Embedded audio	
Spanish	3	91568	Audio File	Embedded audio	
Spanish	Schol	93007	Audio File	n/a	Recording uploaded to NZQA
Te Reo Māori	1	92094	Video File	Embedded video	
Te Reo Rangatira	2	91777	Audio File	Embedded audio	
Te Hiranga Te Reo Māori	Schol	93003	Audio File	n/a	Recording uploaded to NZQA
Te Hiranga Te Reo Rangatira	Schol	93009	Audio File	n/a	Recording uploaded to NZQA

ROOMS REQUIRED

NCEA DANCE, MUSIC

Paper exam

Candidates entered for standards that require the playing of an audio or video recording will not be able to sit in a room with other exam subjects and must be accommodated separately. The room should be in a quiet area of the school.

Candidates entered only for the standards without an audio or video component do not require separate accommodation.

Digital exam

Candidates entered digitally for exams will be able to sit in the same room as candidates sitting other exam subjects, as they will listen to the audio components using headphones.

NCEA LANGUAGES, TE REO RANGATIRA KAUPAE 2 (LEVEL 2)

Paper exam

Candidates entered for standards that require the playing of an audio file will not be able to sit in a room with other exam subjects and must be accommodated separately. The room should be in a quiet area of the school.

Candidates entered only for the standards without an audio component do not require separate accommodation.

Digital exam

Candidates entered digitally for any language exam or Te Reo Rangatira Kaupae 2 (Level 2) exams will be able to sit in the same room as candidates sitting other exam subjects, as they will listen to the audio components using headphones.

NZ SCHOLARSHIP DRAMA

NZ Scholarship Drama must have a waiting room and a performance space.

The waiting room for candidates must be adjacent to, but out of sight and earshot of, the performance space(s). A room with easy access to a toilet is desirable. All candidates may use the same waiting room.

The performance space must have:

- a performing area approximately 4m by 4m, clearly marked with tape on the floor
- stage dressing of no more than two plain chairs or stools, and one plain table or equivalent, e.g. boxes
- artificial lighting or natural light with flat, even coverage of the space – no coloured gels are to be used
- lighting should provide general cover that allows the camera to capture a clear image of the performer – avoid backlight from windows
- a neutral background – not high-contrast, patterned, ornamented, pink or red

- no enhanced sound or effects such as smoke
- no costuming or props
- a static camera in a frontal position able to capture the whole area without repositioning or refocusing.

Only 7 candidates may be examined in any one performance space because of time constraints. If there are more than 7 candidates more performance space(s) must be provided.

NZ SCHOLARSHIP LANGUAGES

NZ Scholarship Languages exams must have a listening/writing room and a recording room. The rooms must be near to one another but not immediately next to each other, to ensure candidates cannot communicate with one another in any way when moving between the rooms. Any communication is regarded as a possible breach of the rules and must be reported as such.

All candidates may use the same listening/writing room.

The recording room(s) must be free of any distracting noise and movement from the outside, and be lockable to maintain security.

Only **three** candidates may be examined in any one recording room because of time constraints. If there are more than three candidates more recording room(s) must be provided.

TE HIRANGA TE REO MĀORI, TE HIRANGA TE REO RANGATIRA (SCHOLARSHIP)

NZ Scholarship Te Reo Māori, and Te Reo Rangatira exams must have a writing/listening room and a recording room. The rooms must be near to one another but not immediately next to each other, to ensure candidates cannot communicate with one another in any way when moving between the rooms. Any communication is regarded as a possible breach of the rules and must be reported as such.

All candidates may use the same writing/listening room.

The recording room(s) must be free of any distracting noise and movement from the outside and be lockable to maintain security.

Only **two** candidates may be examined in any one recording room because of time constraints. If there are more than two candidates more recording room(s) must be provided.

PERSONNEL REQUIRED

NCEA DANCE, LANGUAGES, MUSIC, TE REO RANGATIRA, TE REO MĀORI

NZQA will provide supervisory staff at the same ratio(s) as for all other exam subjects.

The school will provide a technician to set up and operate/advise on the use of the equipment. This person is not to be a teacher, a current candidate or student, or a friend or a relation of any candidate.

NZ SCHOLARSHIP DRAMA

NZQA will provide:

- one supervisor for each performance space.

The school will provide:

- a teacher (but not a Drama teacher) to be the waiting room supervisor. No waiting room supervisor is needed for a single candidate
- a second staff member to be on call to escort candidates to and from the toilet, if several candidates will have to wait to perform
- a technician to set up and operate/advise on the use of the equipment. This person is not to be a teacher, a current candidate or student, or a friend or a relation of any candidate.

NZ SCHOLARSHIP LANGUAGES, TE HIRANGA TE REO MĀORI, AND TE HIRANGA TE REO RANGATIRA

NZQA will provide:

- a supervisor for the writing room
- a relief supervisor for each recording room(s).

The school will provide:

- a technician to set up and operate/advise on the use of the equipment. This person is not to be a teacher, a current candidate or student, or a friend or a relation of any candidate.

MATERIAL AND EQUIPMENT REQUIRED

NCEA DANCE

NZQA will provide the normal materials for exams.

Schools are required to provide:

- a video recording of a dance performance, 3 to 6 minutes in length. The recording may be presented on any digital medium that can produce a high-quality display on a screen no smaller than 24 inches
- a previously tested device for playing and displaying the dance recording provided e.g. a laptop with an external monitor and external speakers
- previously tested back up equipment must be available and ready in case the equipment fails during an exam.

NCEA MUSIC AND MAKING MUSIC

In addition to the normal materials for exams, NZQA will provide:

- audio files available to download from the ECM homepage.

Schools are required to provide:

- a previously tested computer/laptop and external speakers
- previously tested back up equipment must be available and ready in case the equipment fails during an exam.

NCEA LANGUAGES, TE REO RANGATIRA KAUPAE 2 (LEVEL 2 ONLY)

Paper exams

In addition to the normal materials for exams, NZQA will provide:

- audio files available to download from the ECM homepage.

Schools are required to provide:

- a previously tested computer/laptop and external speakers
- previously tested back up equipment must be available and ready in case the equipment fails during an exam.

Digital exams

NZQA will provide the normal materials for exams, including digital exams with embedded audio.

Schools may be required to provide:

- devices for candidates to use to sit their digital exam (unless BYOD)
- previously tested back up headphones.

NZ SCHOLARSHIP DRAMA

In addition to the normal materials for exams NZQA will provide:

- *Instructions to the Candidate* card (“Impromptu Performance Task”) (93304C) – one for each performance space.

Schools are required to provide:

- a previously tested camera with an appropriate data storage device (such as SD card)
- a hand bell and electronic timer for each performance space
- copies of Exam Requirements, Waiting Room Rules and Information for Candidates (available for download from the NZQA website)
- two annotated scripts on A4 paper
- an Authenticity Declaration, completed, except for the signature
- pens and blank paper for candidates to use
- previously tested back up equipment must be available and ready in case of equipment failure during an exam.

NZ SCHOLARSHIP LANGUAGES, TE HIRANGATE REO MĀORI, AND TE HIRANGA TE REO RANGATIRA

In addition to the normal materials for exams NZQA will provide:

- audio files available to download from the ECM homepage
- *Instructions to the Candidate* card (“Speaking Task”) – one for each recording room for NZ Scholarship Languages (not required for Scholarship Te Reo Māori or Scholarship Te Reo Rangatira)

Schools are required to provide:

- a previously tested computer/laptop and external speakers
- a previously tested recording device for each recording room
- a hand bell and electronic timer for each recording room
- pens and blank paper for candidates to use
- previously tested back up equipment must be available and ready in case of equipment failure during an exam.

ECMs are required to produce a schedule of recording times in exam code order.

NZ Scholarship Languages example:

Recording room one

Candidate 1: 4.00 – 4.20

Candidate 2: 4.20 – 4.40

Candidate 3: 4.40 – 5.00

Recording room two

Candidate 4: 4.00 – 4.20

Candidate 5: 4.20 – 4.40

Candidate 6: 4.40 – 5.00

Te Hiranga (Scholarship) Te Reo Māori and Te Reo Rangatira example:

Recording room one

Candidate 1: 4.40 – 4.50

Candidate 2: 4.50 – 5.00

Recording room two

Candidate 3: 4.40 – 4.50

Candidate 4: 4.50 – 5.00

AUDIO FILES

Digital examinations

The audio files for digital exams are embedded within Assessment Master.

Candidates may be required to provide:

- a device to use to sit their digital exam (unless using school provided)
- headphones to use to listen to the embedded audio (unless provided by school).

Paper based examinations

Audio files will be available for download by ECMs via the ECM homepage.

The files are password protected and there is a different password for each week's files. The passwords for the audio files will be emailed to ECMs the week before the relevant exam(s).

DOWNLOADING AUDIO FILES

1. On the ECM homepage, click on the audio file link. A save pop up window will appear. The file may download automatically, and the download may run differently depending on the browser being used.
2. Save the file to the desktop or other known location on the computer.
3. Enter the password provided by NZQA to open/play the audio file.

If the audio file was downloaded onto a computer that is not the computer that will be used in the exam:

4. Copy the audio file to a USB stick provided by the school.
5. Delete the file from the computer it was downloaded to.
6. Check it is deleted.
7. Copy the audio file from the USB to the computer/laptop being used in the exam.
8. Play the audio file on that computer.
9. Keep the computer/laptop secure. It cannot be available to the school for any other purpose until after the exams.

Information on the duration of the audio files can be found on the ECM homepage.

BEFORE EXAMS START

- Confirm with the PN:
 - that the room, personnel and equipment requirements will be met
 - whether the recorded NZ Scholarship Drama and Languages files should be saved to a school-provided external memory device, or to the school's secure drive, and whether a technician will be provided to manage or assist with this
 - the number of candidates for NZ Scholarship Drama, Languages, Te Reo Māori, and Te Reo Rangatira
 - that all NZ Scholarship Drama, Languages, Te Reo Māori, and Te Reo Rangatira candidates understand the exam instructions and process.

- Receive all equipment and materials required from the school.

- Review equipment procedures with the school technician.

- Download the sample audio file from the ECM homepage and practise playing this on the equipment provided by the school.

- Ensure supervisors are trained to use audio files, dance recordings, and equipment if required, and understand how to reset playback of digital language audio files in Assessment Master.

- Produce the Schedule of Recording Times for NZ Scholarship Languages, Te Reo Māori, and Te Reo Rangatira.

AUDIO FILE PLAYBACK INSTRUCTIONS

At the point in the exam session specified in this appendix:

1. Play the audio file from the beginning. The recording begins with an audibility check. The audibility check ends with the words:
“The supervisor will now pause the recording to check that everyone has heard this introduction”, followed by 5 seconds of silence.
2. Pause the recording.
3. Say to the candidates:
“Please raise your hand if you had difficulty hearing that announcement, and I will increase the volume.”
4. If any candidate raises their hand, stop playing the audio file. Increase the volume and repeat the audibility check. Otherwise press play and the recording will continue.
5. The audio will end with the phrase “This is the end of the recording.” Do not stop the recording before this phrase is heard.

LEVEL 1 TE REO MĀORI 92094

This standard is a Tūmahi Aromatawai Pātahi (TAPā), or Common Assessment Activity. Though this standard is not classified as an examination, it will run like an exam.

MATERIALS AND EQUIPMENT REQUIRED

Paper exams

In addition to the normal materials for exams, NZQA will provide:

- a **video** file available to download from the ECM homepage.

Schools are required to provide:

- a previously tested monitor of at least 24 inches and external speakers
- previously tested back up equipment must be available and ready in case the equipment fails during an exam.

Digital exams

NZQA will provide the normal materials for exams, including digital exams with the embedded video.

Schools may be required to provide:

- devices for candidates to use to sit their digital exam (unless BYOD)
- previously tested back up headphones.

VIDEO FILES

Digital examinations

The video file for Te Reo Māori 92094 is embedded within Assessment Master.

Candidates may be required to provide:

- a device to use to sit their digital exam (unless using school provided)
- headphones to use to watch the embedded video (unless provided by school).

Paper based examinations

The video file will be available for download by ECMs via the ECM homepage.

The file is password protected. The password for the video file will be emailed to ECMs the week before the TAPā.

DOWNLOADING VIDEO FILES

1. On the ECM homepage, click on the video file link. A save pop up window will appear. The file may download automatically, and the download may run differently depending on the browser being used.
2. Save the file to the desktop or other known location on the computer.
3. Enter the password provided by NZQA to open/play the video file.

If the video file will be displayed on a screen that is not the computer it was downloaded on:

4. Copy the video file to a USB stick provided by the school.
5. Delete the file from the computer it was downloaded to.
6. Check it is deleted.
7. Insert the USB into a device that can display/project the video file.
8. Play the video file.
9. Keep the USB secure. It cannot be available to the school for any other purpose until after the exams.

Information on the duration of the video file can be found on the ECM homepage.

VIDEO FILE PLAYBACK INSTRUCTIONS

At the point in the exam session specified in Appendix J (page 33):

1. Play the video file from the beginning. The recording begins with an audibility check. The audibility check ends with the words:
“The supervisor will now pause the recording to check that everyone has heard this introduction”, followed by 5 seconds of silence.
2. Pause the recording.
3. Say to the candidates:
“Please raise your hand if you had difficulty hearing that announcement, and I will increase the volume.”
4. If any candidate raises their hand, stop playing the file. Increase the volume and repeat the audibility check. Otherwise press play and the recording will continue.
5. The recording will play the video three times, with a 30 second pause in between each screening.
6. The video will end with the phrase “This is the end of the recording.” Do not stop the recording before this phrase is heard.

APPENDIX A

DANCE

NCEA LEVEL 2, AND 3

Level 2
91594 Dance

Level 3
91211 Dance

AUDIOVISUAL REQUIREMENTS

Candidates sitting these standards are required to watch a video recording provided by the school.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - copy of the recording
 - a means of playing and displaying the recording
 - backup equipment.
- Test the recording plays on the equipment provided.
- Ensure all candidates have a good view of the screen.
- Ensure the recording is audible.

THE EXAM

The video recording is played **at the start** of the exam session.

1. Read the Pre-Exam Instructions and start the exam.
2. Say the following to candidates:
"You have five minutes to read through the exam booklet before I play the recording."
You may write during this time.
3. After five minutes say:
"I am now going to play the recording."
4. Play the recording for no longer than six minutes.
5. Stop the recording and return it to the start.
6. Allow candidates ten minutes to make notes.
7. Play the recording a second time, for no longer than six minutes.
8. Stop the recording and continue with the exam.

Note: Candidates may write at any time during the two showings of the recording.

AFTER THE EXAM

Process exam booklets and materials as normal.

Return any video files to the PN.

APPENDIX B

LANGUAGES (EXCLUDING SAMOAN) NCEA LEVEL 1, 2, AND 3

Level 1

91955 Chinese
92043 Te Reo kūki 'Āirani
91967 French
91971 German
91959 Japanese
91963 Korean
92039 Lea Faka-Tonga
91975 Spanish

Level 2

91108 Chinese
91113 Cook Islands Māori
91118 French
91123 German
91133 Japanese
91138 Korean
91674 Lea Faka-Tonga
91148 Spanish

Level 3

91533 Chinese
91538 Cook Islands Māori
91543 French
91548 German
91553 Japanese
91558 Korean
91679 Lea Faka-Tonga
91568 Spanish

AUDIOVISUAL REQUIREMENTS

Candidates sitting these standards are required to listen to an audio recording.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - backup equipment.
- Test the audio file plays audibly.

THE EXAM

The listening standard is examined **at the start** of the exam session.

1. Read the Pre-Exam Instructions and start the exam.
2. Follow the audio file playback instructions.
3. After the recording has finished, stop the recording and continue with the exam.

AFTER THE EXAM

Process exam booklets and materials as normal.

Note: The audio file for digital language exams will be embedded into the digital exam, which candidates must listen to via headphones. Candidates sitting the language exam digitally will be in the same room as candidates sitting other exam subjects, so the above special exam instructions do not apply. Please refer to the ECM or Supervisor and Exam Assistant Instructions for information on the management of headphones and resetting playback of audio files in Assessment Master.

APPENDIX C

MUSIC AND MAKING MUSIC NCEA LEVEL 2 AND 3

Level 2

91275 Music

Level 3

91420 Making Music

AUDIOVISUAL REQUIREMENTS

Candidates sitting these standards are required to listen to an audio recording.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - backup equipment.

- Test the audio file plays audibly.

THE EXAM

The listening standard is examined **at the start** of the exam session.

4. Read the Pre-Exam Instructions and start the exam.
5. Follow the audio file playback instructions.
6. After the recording has finished, stop the recording and continue with the exam.

AFTER THE EXAM

Process exam booklets and materials as normal.

APPENDIX D

SAMOAN NCEA LEVEL 1, 2, AND 3

Level 1

92035 Gagana Sāmoa

Level 2

91143 Samoan

Level 3

91563 Samoan

AUDIOVISUAL REQUIREMENTS

Candidates sitting these standards are required to listen to an audio recording.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - backup equipment.
- Test the audio file plays audibly.

THE EXAM

The listening standard is examined **in the second hour** of the exam.

1. Read the Pre-Exam Instructions and start the exam.
2. Give candidates the first hour of the exam to answer the reading standard.
3. Five minutes before the second hour say:
“In five minutes, I am going to play the audio recording for the listening standard. Any candidates who are not entered for the listening standard may leave in the next five minutes. Candidates who remain in the room may not leave until the end of the recording.”
4. After five minutes say:
“I am now going to play the recording”.
5. Follow the audio file playback instructions.
6. After the recording has finished, stop the recording and continue with the exam.

AFTER THE EXAM

Process exam booklets and materials as normal.

Note: The audio file for digital Samoan exams will be embedded into the digital exam, which candidates must listen to via headphones. Candidates sitting the Samoan exam digitally will be in the same room as candidates sitting other exam subjects, so the above special exam instructions do not apply. Please refer to the ECM or Supervisor and Exam Assistant Instructions for information on the management of headphones and resetting playback of audio files in Assessment Master.

APPENDIX E

TE REO RANGATIRA NCEA LEVEL 2

Level 2

91777 Te Reo Rangatira

AUDIOVISUAL REQUIREMENTS

Candidates sitting this standard are required to listen to an audio recording.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - backup equipment.

- Test the audio file plays audibly.

THE EXAM

The listening standard is examined **at the start** of the exam session.

1. Read the Pre-Exam Instructions and start the exam.
2. Say the following to candidates:
“The instructions for this exam are given in Te Reo Māori on the front of your exam booklet. You have five minutes to read these before I play the recording. Please read the instructions now.”
3. After five minutes say:
“I am now going to play the recording.”
4. Follow the audio file playback instructions.

After the recording has finished, stop the recording and continue with the exam.

AFTER THE EXAM

Process exam booklets and materials as normal.

Note: Te Reo Rangatira level 2 standard 91777 will be embedded into the digital exam, which candidates must listen to via headphones. Candidates sitting the Te Reo Rangatira exam digitally will be in the same room as candidates sitting other exam subjects, so the above special exam instructions do not apply. Please refer to the ECM or Supervisor and Exam Assistant Instructions for information on the management of headphones and resetting playback of audio files in Assessment Master.

APPENDIX F

DRAMA NZ SCHOLARSHIP

AUDIOVISUAL REQUIREMENTS

Candidates sitting NZ Scholarship Drama will have their performance filmed.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - Exam Requirements, Waiting Room Rules and Information for Candidates in the waiting room
 - an *Instructions to the Candidate* card (“Impromptu Performance Task”) (93304C) for each performance space
 - a camera with an appropriate data storage device (such as an SD card) for each performance space
 - a hand bell, or similar (to give an audible time signal) for each performance space
 - an electronic timer with large number display for each performance space
 - pens and blank paper
 - backup equipment.
- Test that the camera works and saves the recordings to the data storage device.
- Check that the camera captures the whole performance area without the need for repositioning or refocusing.

At the waiting room

Candidates need to be at the waiting room 20 minutes before the exam start time, even if the exam start is delayed. No candidate is to be admitted to the waiting room once the first candidate has completed their performance and been dismissed by the supervisor.

- Check that the waiting room supervisor and candidates have arrived.
- Tell any candidate wishing to visit the toilet to go now and return promptly as they will only be able to leave the waiting room later if another staff member can escort them.
- Demonstrate the audible time signal to candidates. Let them know this will indicate that they have ten seconds left of their performance time.
- Remind candidates to ensure they take their two annotated scripts and Authenticity Declaration for Scholarship Drama when they go to the performance space.
- Read the candidates the Pre-Exam Instructions.

THE EXAM

1. Using the attendance roll order, take the first candidate on the roll to the performance space. Candidates must perform in attendance roll order.
2. As each candidate arrives, collect from them:
 - One PDF file containing their part one and part two performances scripts, and
 - an Authenticity Declaration for Scholarship Drama, completed apart from the candidate's signature and date.

Note: If they do not have these documents, fill in a Special Report of Supervisor form.
3. Place the Authenticity Declaration into a clear plastic bag – one per candidate.
4. Enter the 'Start Time' on the far left of a working copy of the attendance roll against the name of the candidate.
5. Turn on the camera and start recording. Leave it on throughout the candidate's performances and pauses.
6. It is important that the marker can see the whole performance space, and the use the candidate makes of it, throughout the entire performance. Therefore, make NO adjustments to focus or positioning such as zooming in or panning to follow movement. Checking the focus at intervals of any camera with autofocus is recommended.

Note: Candidates may choose to come close to the camera to give their oral introduction or response, but the camera must not be moved at all throughout the exam.

Part one – text-based performance

7. Say the candidate National Student Number (NSN) clearly to camera:
E.g. "Candidate number 118 674 367"
8. Say to the candidate:
"Part one, text-based performance. You have five minutes in total for your introductory analysis and performance. Begin with your oral introductory analysis. I will start timing when you start speaking. When you have completed your introductory analysis say, 'Now I will perform' and then begin your performance."
9. As soon as the candidate starts speaking or begins their performance, begin timing.
10. The candidate gives their introductory analysis and then performs.
11. At four minutes fifty seconds give the audible time signal.
12. At five minutes stop the candidate; they must stop at once.
13. If the performance ends early, move on and start Part Two.

Part two – self-devised piece

14. Say to the candidate:
"Part two, performance of self-devised piece. You have six minutes in total for your introductory analysis and performance. Begin with your oral introductory analysis. I will start timing when you start speaking. When you have completed your introductory analysis say, 'Now I will perform' and then begin your performance."
15. As soon as the candidate starts speaking or begins their performance, begin timing.
16. The candidate gives their introductory analysis and then performs.
17. At five minutes fifty seconds give the audible time signal.
18. At six minutes they must stop at once.
19. If the performance ends early, move on to start Part Three.

Part three – impromptu performance

20. Say to the candidate:
“Part three, Impromptu Performance. You have six minutes in total, two minutes for preparation; two minutes for your impromptu performance; and two minutes for your reflection. I will time each part separately. Here is the prescribed impromptu performance task.”
21. Give the candidate the *Instructions to the Candidate* (93304C), a sheet of blank paper, and a pen.
22. Say to the candidate:
“Preparation for impromptu performance. You have two minutes.”
23. Start timing two minutes.
24. At one minute fifty seconds give the audible time signal.
25. At two minutes take the pen and any used paper from the candidate. Do not take back the *Instructions to the Candidate*. Say:
“Part three, impromptu performance. You have two minutes.”
26. As soon as the candidate starts speaking or begins their performance, begin timing.
27. At one minute fifty seconds give the audible time signal.
28. At two minutes they must stop at once.
29. Say to the candidate:
"You must now reflect on your impromptu performance to the camera. Talk about how you developed dramatic interest. Where do you think it was successful, and why? What might you do differently another time? You have two minutes.
30. Begin timing.
31. The candidate gives their explanation and reflection holding or referring to the *Instructions to the Candidate* if they wish.
32. At one minute fifty seconds give the audible time signal.
33. At two minutes they must stop at once.
34. Stop the camera.
35. Take the *Instructions to the Candidate* from the candidate.
36. Check that all the candidate’s performances have been recorded in full. The candidate must check this as well. Confirm this by fast-forwarding through the performances and showing the candidate the recording has worked at the start, middle and end of performances. Check the audibility of the performance in each section.
37. Instruct the candidate to sign and date the Authenticity Declaration to indicate their performance has been recorded. Put this back into the clear plastic bag, with the NSN facing outwards.

Irregularities

If there has been a serious mistake in procedure or an equipment malfunction, in fairness to the candidate part of the performances may need to be recorded again.

If any repetition of any part of the exam occurs, or if there is any other irregularity, complete a Special Report of Supervisor form.

Should a candidate fail to perform in all or part of the exam through nerves or other reason caused by the candidate, do not allow them to repeat any part of their performance. Submit what has been recorded.

Dismissing the candidate

38. Note the leaving time of the candidate under 'Time Left', on the attendance roll.
39. Take the candidate to the door and dismiss them after reminding them that they are not to return to the waiting room.
40. Tear up any paper used by the candidate and put it in the rubbish bin.

The next candidate

41. Check that the camera is operating correctly.
42. Check that any paper that the previous candidate used to prepare for their impromptu performance has been destroyed.
43. Lock the performance space and go and get the next candidate.
44. Take the *Instructions to the Candidate* to maintain security.
45. Collect the next candidate from the waiting room.
46. Remind the waiting room supervisor that no late candidates can be admitted to the waiting room now that the first candidate has completed their performance and been dismissed.

AFTER THE EXAM

To complete the attendance roll:

- Record Absent candidates as normal
- Mark 'Number Booklets Collected' as "1" for everyone who performed
- Enter the time the candidate left the performance space in the 'Time Left' column.

Save the recording to the agreed drive or give the camera(s) containing the candidate performances to the PN, who will upload them to NZQA. Record the date and time these were saved or given to the PN in the ECM Daily Notebook.

Ensure all candidates authenticity forms are in clear plastic bags (one per candidate) and returned to Blue Star inside the green courier bag labelled S-DRAM, along with the attendance roll and any forms.

Ensure all equipment is returned to the PN.

APPENDIX G

LANGUAGES

NZ SCHOLARSHIP

Chinese, French, German, Japanese, Samoan and Spanish

AUDIOVISUAL REQUIREMENTS

Candidates sitting NZ Scholarship Languages are required to listen to an audio recording and to have a spoken performance recorded.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - an *Instructions to the Candidate* (“Speaking Task”) for each recording room
 - a recording device for each recording room
 - a timing device for each recording room
 - pens and blank paper
 - backup equipment.
- Display the Schedule of Recording Times clearly in the writing room and the recording room.
- Test the audio file plays audibly.
- Test that the recording device saves recordings to the data storage device and that these are clearly audible when played back.

THE EXAM

The listening and writing components are completed in the first two hours of the exam in one room.

The speaking component is carried out in the third hour of the exam in another room, unless there is only one candidate.

During the third hour, candidates waiting their turn to go to the recording room must remain in the writing room. They may bring a book with them to read during this time. This must be written in English. The book is to be handed to the supervisor before the start of the exam and is to be collected only when the written part of the exam has finished, at the end of two hours.

Toilet breaks

Candidates may go to the toilet unaccompanied during the first two hours of the exam. Candidates who want to go to the toilet while waiting to record a speech must be accompanied by a staff member who is not a teacher of the language being examined.

Writing/listening room

1. Tell the candidates that if they have brought in a book to read while waiting to go to the recording room, this must be handed in now.
2. Read the Pre-Exam Instructions.
3. Read the Schedule of Recording Times for the speaking task.
4. Start the exam. Say:
“The exam starts now. You have five minutes to read the exam booklet before I play the recording.”
5. After 5 minutes say:
“Stop reading. I am now going to play the recording.”
6. Follow the audio file playback instructions.
7. When the recording has finished playing say:
“All candidates will finish writing by [11.30 am or 4.00 pm]. I will collect all exam booklets at this time.”
8. Fifteen minutes before the end of the writing time [11.15 am or 3.45 pm] say:
“You have fifteen minutes of writing time left.”
9. At the end of the writing time [11.30 am or 4.00 pm] say:
“Stop writing. Put down your pens. I will come and collect your exam booklets.”
10. Once all the exam booklets have been collected, say:
“You may retrieve your reading book if you have one. You are to wait or read in silence until the recording room supervisor comes to collect you. Once you have recorded your response to the speaking task your exam has finished, and you must leave the exam area.”

If any candidate chooses not to record the spoken component of any NZ Scholarship Language exam write ‘Candidate did not speak’ at the bottom of the front cover of their exam booklet and sign it. The candidate should initial this as well. They can then be dismissed from the exam.

Recording room

11. Collect the first candidate from the writing room and take them to the recording room. They must bring any bags with them.
12. Give the candidate the *Instructions to the Candidate* card, a sheet of blank paper, and a pen.
13. After ten minutes say:
“I will read out your NSN twice before you begin to speak. You may not identify yourself or your school in any other way on the recording. I will stop recording after five minutes. If you finish before five minutes please say, “That is the end of my speech”, and I will stop recording. Are there any questions?”
14. Start the recording devices and clearly say the candidate’s NSN twice. Then say to the candidate:
“You may start speaking now.”
15. Start timing 5 minutes.
16. Stop the recording devices after 5 minutes or when the candidate says that they have finished, if earlier.

17. Play a short extract back to the candidate so they can confirm their voice has been recorded. Candidates may not re-record anything.
18. If there are technical difficulties with the recording equipment, tell the candidate to stop. Check the second recording device to see if it has recorded. If necessary, tell the candidate that they can record the speech again. Repeat the steps above. Complete a Special Report of Supervisor form.
19. Take the *Instructions to the Candidate* card, the pen and all notes from the candidate.
20. Say to the candidate:
"You have finished your exam. Collect your bag. Please leave the exam area."
21. Show them the way out of the room so they do not pass the writing room.
22. Tear up any paper used by the candidate and put it in the rubbish bin.
23. Lock the recording room and collect the next candidate from the writing room.

AFTER THE EXAM

To complete the attendance roll:

- Record Absent candidates as normal.
- Mark 'Number Booklets Collected' as "1" for everyone who attended the exam.
- Enter the time the candidate left the recording space in the 'Time Left' column.

Save the recording to the agreed drive or give the recording devices containing the candidate performances to the PN, who will upload them to NZQA. Record the date and time these were saved or given to the PN in the ECM Daily Notebook.

Process exam booklets and materials as normal.

Ensure all equipment is returned to the PN.

APPENDIX H

TE HIRANGA TE REO MĀORI NZ SCHOLARSHIP

AUDIOVISUAL REQUIREMENTS

Candidates sitting Te Hiranga Te Reo Māori (NZ Scholarship) are required to listen to an audio recording and to have a spoken performance recorded.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - a recording device for each recording room
 - a timing device for each recording room
 - pens and blank paper
 - backup equipment.
- Display the Schedule of Recording Times clearly in the writing room and the recording room.
- Test the audio file plays audibly.
- Test that the recording device saves recordings to the data storage device and that these are clearly audible when played back.

THE EXAM

The writing component is completed in the first two hours of the exam in one room.

The listening and planning components are then carried out in the same room over the next 40 minutes. The speaking component is carried out for the remainder of the exam in another room, unless there is only one candidate.

Candidates waiting their turn to go to the recording room must remain in the writing room. They may study the speech notes they have written during this time.

Toilet breaks

Candidates may go to the toilet unaccompanied during the first two hours of the exam. Candidates who want to go to the toilet while waiting to record a speech must be accompanied by a staff member who is not a Māori language teacher.

Writing/listening room

1. Read the Pre-Exam Instructions.
2. Read the Schedule of Recording Times for the speaking task and start the exam.

3. Fifteen minutes before the end of the writing time [11.15 am or 3.45 pm] say:
"You have fifteen minutes of writing time left."
4. At the end of two hours, read the following instructions to the candidates.
"You have five minutes to read the instructions for Section Two before I play the recording."
5. After 5 minutes say:
"Stop reading. I am now going to play the recording."
6. Follow the audio file playback instructions.
7. When the recording has finished, hand each candidate a blank sheet of paper. Say:
"You have fifteen minutes to prepare your speech. After this, the first candidate will be taken to the recording room. When you go to the recording room you cannot take your exam booklet. You may take your speech notes with you and refer to them during your speech."
8. After fifteen minutes say:
"Stop writing now. I am going to collect all your exam booklets. The first speaking candidate will now go to record."

If any candidate chooses not to record the spoken component of any NZ Scholarship Language exam write 'Candidate did not speak' at the bottom of the front cover of their exam booklet and sign it. The candidate should initial this as well. They can then be dismissed from the exam.

Recording room

9. Collect the first candidate from the writing room and take them to the recording room. They must bring any bags with them.
10. Say to the candidate:
"I will read out your NSN twice before you begin to speak. You may not identify yourself or your school in any other way on the recording. I will stop recording after five minutes. If you finish before five minutes please say, "That is the end of my speech" in either English or Māori, and I will stop recording. If you indicate the end of your speech in Māori, please also raise your hand so I understand. Are there any questions?"
11. Start the recording devices and clearly say the candidate's NSN twice. Then say to the candidate:
"You may start speaking now."
12. Start timing 5 minutes.
13. Stop the recording devices after 5 minutes or when the candidate says that they have finished, if earlier.
14. Play a short extract back to the candidate so they can confirm their voice has been recorded. Candidates may not re-record anything.
15. If there are technical difficulties with the recording equipment, tell the candidate to stop. Check the second recording device to see if it has recorded. If necessary, tell the candidate that they can record the speech again. Repeat the steps above. Complete a Special Report of Supervisor form.
16. Say to the candidate:
"You have finished your exam. Hand me your speech notes. Collect your bag. Please leave the exam area."
17. Show them the way out of the room so they do not pass the writing room.
18. Tear up any paper used by the candidates and put it in the rubbish bin.
19. Lock the recording room and collect the next candidate from the writing room.

AFTER THE EXAM

To complete the attendance roll:

- Record Absent candidates as normal.
- Mark 'Number Booklets Collected' as "1" for everyone who attended the exam.
- Enter the time the candidate left the recording space in the 'Time Left' column.

Save the recording to the agreed drive or give the recording devices containing the candidate performances to the PN, who will upload them to NZQA. Record the date and time these were saved or given to the PN in the ECM Daily Notebook.

Process exam booklets and materials as normal.

Ensure all equipment is returned to the PN.

APPENDIX I

TE HIRANGA TE REO RANGATIRA NZ SCHOLARSHIP

AUDIOVISUAL REQUIREMENTS

Candidates sitting Te Hiranga Te Reo Rangatira (NZ Scholarship) are required to listen to an audio recording and to have a spoken performance recorded.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - audio file
 - a laptop for playback of the audio file
 - external speakers
 - a recording device for each recording room
 - a timing device for each recording room
 - pens and blank paper
 - backup equipment.
- Display the Schedule of Recording Times clearly in the writing room and the recording room.
- Test the audio file plays audibly.
- Test that the recording device saves recordings to the data storage device and that these are clearly audible when played back.

THE EXAM

The writing component is completed in the first two hours of the exam in one room.

The listening and planning components are then carried out in the same room over the next 40 minutes. The speaking component is carried out for the remainder of the exam in another room, unless there is only one candidate.

Candidates waiting their turn to go to the recording room must remain in the writing room. They may study the speech notes they have written during this time.

Toilet breaks

Candidates may go to the toilet unaccompanied during the first two hours of the exam. Candidates who want to go to the toilet while waiting to record a speech must be accompanied by a staff member who is not a Māori language teacher.

Writing/listening room

1. Read the Pre-Exam Instructions.
2. Read the Schedule of Recording Times for the speaking task and start the exam.

3. Fifteen minutes before the end of the writing time [11.15 am or 3.45 pm] say:
"You have fifteen minutes of writing time left."
4. At the end of two hours, read the following instructions to the candidates.
"You have five minutes to read the instructions for Section Two before I play the recording."
5. After 5 minutes say:
"Stop reading. I am now going to play the recording."
6. Follow the audio file playback instructions.
7. When the recording has finished, hand each candidate a blank sheet of paper. Say:
"You have fifteen minutes to prepare your speech. After this, the first candidate will be taken to the recording room. When you go to the recording room you cannot take your exam booklet or any notes with you."
8. After fifteen minutes say:
"I am now going to collect all your exam booklets. Candidates waiting to record may continue to study their speech notes. The first speaking candidate will now hand me their speech notes and go to record."
9. Tear up any paper used by the candidate and put it in the rubbish bin.

If any candidate chooses not to record the spoken component of any NZ Scholarship Language exam write 'Candidate did not speak' at the bottom of the front cover of their exam booklet and sign it. The candidate should initial this as well. They can then be dismissed from the exam.

Recording room

10. Collect the first candidate from the writing room and take them to the recording room. They must bring any bags with them. They must not bring their speech notes.
11. Say to the candidate:
"I will read out your NSN twice before you begin to speak. You may not identify yourself or your school in any other way on the recording. I will stop recording after five minutes. If you finish before five minutes please say, "That is the end of my speech" in either English or Māori, and I will stop recording. If you indicate the end of your speech in Māori, please also raise your hand so I understand. Are there any questions?"
12. Start the recording devices and clearly say the candidate's NSN twice. Then say to the candidate:
"You may start speaking now."
13. Start timing 5 minutes.
14. Stop the recording devices after 5 minutes or when the candidate says that they have finished, if earlier.
15. Play a short extract back to the candidate so they can confirm their voice has been recorded. Candidates may not re-record anything.
16. If there are technical difficulties with the recording equipment, tell the candidate to stop. Check the second recording device to see if it has recorded. If necessary, tell the candidate that they can record the speech again. Repeat the steps above. Complete a Special Report of Supervisor form.
17. Say to the candidate:
"You have finished your exam. Collect your bag. Please leave the exam area."
18. Show them the way out of the room so they do not pass the writing room.
19. Lock the recording room and collect the next candidate from the writing room.

AFTER THE EXAM

To complete the attendance roll:

- Record Absent candidates as normal.
- Mark 'Number Booklets Collected' as "1" for everyone who attended the exam.
- Enter the time the candidate left the recording space in the 'Time Left' column.

Save the recording to the agreed drive or give the recording devices containing the candidate performances to the PN, who will upload them to NZQA. Record the date and time these were saved or given to the PN in the ECM Daily Notebook.

Process exam booklets and materials as normal.

Ensure all equipment is returned to the PN.

APPENDIX J

TE REO MĀORI LEVEL 1

AUDIOVISUAL REQUIREMENTS

Candidates sitting this standard are required to watch a video recording.

PRE-EXAM CHECK

- Ensure the following materials and equipment are available, in addition to the normal materials for exams:
 - video file
 - a monitor screen of at least 24" inches for playback of the video file
 - external speakers
 - backup equipment.
- Test the video file plays audibly and the visual quality is suitable.

THE EXAM

The watching and listening section is examined **at the start** of the-session.

1. Read the Pre-Exam Instructions and start the TAPā.
2. Say the following to candidates:
"The instructions for this TAPā are on the front of your exam booklet. You have five minutes to read these before I play the recording. Please read the instructions now."
3. After five minutes say:
"I am now going to play the video."
4. Follow the video file playback instructions.
5. After the recording has finished, stop the recording and continue with the exam.

AFTER THE EXAM

Process any booklets and materials as normal.

Note: The video recording for Te Reo Māori Level 1 standard 92094 will be embedded into the digital exam, which candidates must listen to via headphones. Candidates sitting the Te Reo Māori TAPā digitally will be in the same room as candidates sitting other exam subjects, so the above special exam instructions do not apply. Please refer to the ECM or Supervisor and Exam Assistant Instructions for information on the management of headphones and resetting playback of audio files in Assessment Master.

