Before exams



Confirming assessment specifications



- Reminds teachers to check assessment specifications Checks list of subjects
- offering digital exams Discusses with school leadership and decides which subjects to offer digitally.



Applying for Special Assessment Conditions

Principal's Nominee

Liaises with SENCO about referring students for SAC testing.



Submitting student

- Updates and submits data files on 1st of each month.
- Flags digital external entries and requests translated exams. Where unsure, enters students for digital as they can still move to paper.
- Monitors late entries.
- Ensure that external entries are checked by students before 1 Sept
- Ensures that SAC conditions are assigned to entries for SAC candidates.



Preparing students & school for exams

Principal's Nominee

- Plans for practice exams/derived grade
- Plans and runs practice/derived grade exams. Assesses school's digital readiness and prepares
- Runs preparation meeting with staff and
- assembly with NCEA students, handing out Candidate Information Sheet and admission slips.
- Monitors student logins to check digital candidates can access the platform before the exams start.



Appointing and preparing ECM

Principal's Nominee

Recruits for new ECM. Shares ECM details with NZQA.



Identifying, employing & preparing supervisors

Principal's Nominee

- Identifies possible exam assistants for SAC candidates. Trains exam
- Arranges laptops for the supervisor in each digital exam.



Planning & submitting exam sessions

Principal's Nominee

- Timetable rooms for exams and advises ECM, including digitally equipped rooms.
- Provides late/changed entries and SAC changes to ECM.

Teacher

- Checks changes to assessment specifications for their subject.
- Provides input into decision about school offering exams

SENCO/Teacher

Student

Makes and tracks applications through SAC tool.

Talks with SENCO/

Finds information

Teacher

Student

teachers.

student login.

- Discusses options for standards and pathways with students.
- Provides updates and changes to student entries to the PN/data manager.

Checks their entries in their NZQA

Teacher

- Plans and runs practice/derived
- Does preparation activities with students, for example completing
- If subject is being assessed digitally,

- prepares using the teacher guide.

Student

- Sets up/checks their student login. Discusses which standards they want to be entered for with their
 - For digital exams, does the familiarisation activities and past digital exams.
 - Checks personal laptop is exam ready.
 - Looks at past exams and exemplars. Reads Candidate Information Sheet.
- - Completes ECM agreement. Completes on-boarding or

Exam Centre Manager

- refresher training in-person or through online learning modules.
- Reads through ECM Instructions.

Exam Centre Manager

- Calculates how many supervisors needed for paper and digital exams.
- Recruits supervisors.
- Completes supervisor training for paper and digital processes.
- Trains Exam Assistants.
- Processes and submits claims for supervisors and paid Exam Assistants after exams



Exam Centre Manager

- Updates exam rooms from last year's plan, including digitally equipped
- Checks with PN for late entries and SAC changes.
- Submits plan to NZQA.
- For digital exams, allocates students to rooms in the digital exam platform.
- Prints late rolls.



- Once appointed, signs employee agreement and returns conflict of interest and police vetting forms.
- Attends a supervisor training held by the ECM. For digital exams, gets access to the digital exam platform for familiarisation.

During exams

After exams



Receiving & organising exam materials



- Identifies and arranges secure storage for exam
- Works with ECM to manage the receipt of exam materials

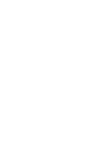


Running the exams

Principal's Nominee

- Ensures computers being used for SAC (non-digital) computer use entitlement are cleared
- Arranges equipment for audiovisual exams.
- Ensures exam rooms are disruption free.
- Downloads and prints late papers.
- Ensures that a senior member of staff is onsite and contactable when the ECM is.
- Provides support to ECM as required.
- Provides a system to ensure that students can have an updated admission slip where there are changes or they lose them.
- Applies for candidate derived grades.

Clears and checks calculators.



Submitting material back to NZQA



Principal's Nominee

- Works with ECM to find secure space to store materials at school e.g. school office if they cannot be collected on the day of an exam.
- Uploads digital submissions e.g. audio



Managing results



Principal's Nominee

Provides support to students who did not meet the requirements for the NCEA level and University Entrance, for example scheduling additional assessments and providing information on alternative pathways.



Teacher

Student

Provides support to students applying for reconsiderations and reviews.



Student

Teacher

- Brings admission slip, photo ID and emergency evacuation pack to
- For digital exams, brings BYOD device, fully charged (if using).
- Requests any additional standards from the supervisor.

Helps PN keep the exam centre disruption free.



- Accesses results from the NZQA student login in mid-January Can view digital exam scirpts on the exam
- Can apply for a review or reconsideration.



Exam Centre Manager

- Receives exam materials in designated secure space.
- Sorts and prepares exam packs, including for SAC and clashes.
- Calls NCEA Helpline if any materials are missing.



Exam Centre Manager

- Manages the day to day running of exams at their exam centre, including management of all exam centre workers.
- Communicates any technical issues to IT support and NZQA if they arise during digital exams.
- Calls NCEA Helpline if any materials are missing.
- Manages any incidents or irregularities that may affect students in an exam room.



Exam Centre Manager

- Packs exams materials and sends them to the sort centre.
- Ensures secure storage of materials until courier pickup.
- Reports incidents or irregularities



Supervisor

- Ensures room set up is correct.
- Seats students at allocated desks and reads the exam instructions.
- Deals with potential breaches and disruptions.
- For digital exams assists with logging in, provides access codes and monitors supervisor dashboard.

