

## Before exams



### Confirming assessment specifications

- Principal's Nominee**
  - Reminds teachers to check [assessment specifications](#)
  - Checks list of subjects offering [digital exams](#)
  - Discusses with school leadership and decides which subjects to offer digitally.

- Teacher**
  - Checks changes to [assessment specifications](#) for their subject.
  - Provides input into decision about school offering [exams digitally](#).



### Applying for Special Assessment Conditions

- Principal's Nominee**
  - Liaises with SENCO about referring students for [SAC testing](#).

- SENCO/Teacher**
  - Makes and tracks applications through SAC tool.

- Student**
  - Talks with SENCO/teacher.
  - Finds information on [SAC](#).



### Submitting student entries

- Principal's Nominee**
  - 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.

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

- Student**
  - Discusses which standards they want to be entered for with their teachers.
  - Checks their entries in their NZQA student login.



### Preparing students & school for exams

- Principal's Nominee**
  - Plans for practice exams/[derived grade](#) opportunities.
  - Plans and runs practice/derived grade exams.
  - Assesses [school's digital readiness](#) and prepares [infrastructure](#).
  - 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.

- Teacher**
  - Plans and runs practice/derived grade exams.
  - Does preparation activities with students, for example [completing past exams](#).
  - If subject is being assessed digitally, prepares using the [teacher guide](#).

- Student**
  - Sets up/checks their [student login](#).
  - 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.



### Appointing and preparing ECM

- Principal's Nominee**
  - Recruits for new [ECM](#).
  - Shares ECM details with NZQA.

- Exam Centre Manager**
  - Completes ECM agreement.
  - Completes on-boarding or refresher training in-person or through online learning modules.
  - Reads through ECM Instructions.



### Identifying, employing & preparing supervisors

- Principal's Nominee**
  - Identifies possible [exam assistants](#) for SAC candidates. Trains exam assistants.
  - Arranges laptops for the supervisor in each digital exam.

- 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.

- Supervisor**
  - 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.



### 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.

- Exam Centre Manager**
  - Updates exam rooms from last year's plan, including digitally equipped rooms.
  - 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.

# NCEA & Scholarship exams annual activity timeline

## During exams

## After exams



### Receiving & organising exam materials

#### Principal's Nominee

- Identifies and arranges secure storage for exam material.
- 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 of data and printer enabled.
- 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.

#### Teacher

- Clears and checks calculators.
- Helps PN keep the exam centre disruption free.

#### Student

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

#### 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.

- 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.

#### 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.



### 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 recordings.



### 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

- Provides support to students applying for reconsiderations and reviews.

#### Student

- Accesses results from the [NZQA student login](#) in mid-January
- Can view digital exam scripts on the exam platform.
- Can apply for a [review or reconsideration](#).

#### 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 to NZQA.