

## Principal's Nominee: Skills and Attributes

To ensure the integrity of New Zealand qualifications, each school is accountable for three aspects of assessment. The Principal's Nominee, acting as an individual or as part of a team, is responsible for carrying out the accountabilities of each aspect.

Assessment aspect	Role functions	Skills and attributes
Leadership	Leading by enabling and empowering curriculum leaders and teachers to provide quality assessment of students for New Zealand qualifications.	Respected Assessment knowledge holder Permission giver Influencer Communicator Change leader
Quality assurance	Monitoring and reviewing that effective practice of quality assessment for New Zealand Qualifications meets student needs.	Regulatory Analytical Evaluative Assessment expertise
Administration	Checking that the administrative functions needed to assess for New Zealand Qualifications are accurately managed to meet agreed timelines.	Attention to detail Accuracy Compliance and Control Functional Knowledge

Rules and requirements:

- NZQA Assessment Rules for Schools, TEOs assessing against Achievement Standards and NCEA Co-requisite Standards, and Candidates 2024
- Requirements for Consent to Assess (CAAS)

ACCOUNTABILITIES	ASSESSMENT LEADERSHIP	QUALITY ASSURANCE	ADMINISTRATION MANAGEMENT
identifying issues and risks to credible qualifications and assessment integrity	✓	✓	
enacting responses to self-review findings to ensure credible qualifications and assessment integrity	✓	✓	
maintaining, monitoring and documenting the Quality Assurance of internal moderation practices within the school to ensure the validity and credibility of assessment for qualifications	✓	✓	✓
ensuring the school engages in and complies with the external moderation process, monitoring that issues identified by the external moderation process are addressed, and evaluating the effectiveness of internal moderation	✓	✓	✓
providing guidance about the appropriateness of assessment programmes for the school's curriculum, courses and pathways.	✓		✓
ensuring the integrity of assessment data submitted to NZQA, including student eligibility, reported results and student entries for external assessment; ensuring that assessment data including student information is sent to NZQA to meet published deadlines	✓		✓
developing and managing the school's processes for monitoring authenticity and responding to breaches of the <a href="#">Assessment Rules</a> and to appeals of assessment decisions			✓
considering and making applications to NZQA on behalf of students for special assessment conditions			✓
quality assuring evidence for derived grades and managing applications to NZQA on behalf of students		✓	✓
holding current and appropriate subcontracts with external providers			✓
maintaining the school's assessment policy and procedures to reflect current NZQA requirements and communicating these to staff, students, and families	✓		✓
ensuring the smooth running of external assessment conducted during the year (on going or point in time), including administering non end of year digital external assessments			✓
ensuring that all NZQA requirements and timelines for external assessments are met, including the smooth running of end of year exams, in conjunction with the ECM, ensuring the availability of suitable staff, accommodation, and equipment for the conduct of external assessments, and the provision of special assessment conditions	✓		✓
monitoring and tracking student progress			✓
leading professional learning to build assessment-capable teachers	✓		
responding to NZQA communications and requests for information, communicating with school staff about assessment matters, including navigating the NZQA website and sharing NZQA communications			✓
facilitating NZQA visits and reviews			✓
ensuring that student fees (for international students) are paid in full to NZQA to meet published deadlines			✓
ensuring succession planning for ECM and PN roles			✓