



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Examination Centre Quality Assurance Check

Quality Assurer _____

Information required by Quality Assurance Checker:

Exam Centre Name: Exam Centre Number:

Exam Centre Manager (ECM) Name:

Principal's Nominee (PN) Name:

Date of visit:

Exam(s) observed:

(Note: Some of the processes/procedures below do not apply to all examination periods. In these cases, tick 'Not observed'.)

Section A: Secure storage of examination materials

School responsibilities:

The school has provided the following security measures for the storage of exam papers

- Exam papers are protected by two locks/locking systems, eg, locked outer door and locked inner door or locked filing cabinet/cupboard within a locked room.
- Windows should be covered if room overlooked.
- The room/area in which the room is situated should be alarmed OR other security measures in place, eg, bars at windows, additional locks/padlocks if required.
- Only two people should have access to this room: the PN and ECM.

ECM responsibilities:

- The ECM ensures the secure storage area and the cupboard/cabinet are locked at all times when unattended.

Comments

- Compliant
- Compliant – needs improvement
- Not compliant

- Compliant
- Compliant – needs improvement
- Not compliant

Section B: Before the examination

1. Facilities/equipment required

School responsibilities

The school has:

- provided the ECM with access to a photocopier, printer and laptop.
- provided suitable rooms/spaces for examinations.
- provided facilities for refreshments for examination supervisors.
- set out desks in examination rooms appropriately (1.5 m from desk centre to desk centre) prior to the start of examinations.
- ensured all materials on examination rooms walls are either removed or covered (with the exception of emergency evacuation and lockdown information, images of luminaries/tupuna, crests, mottos etc which are immovable) prior to the start of examinations.
- provided designated toilets for examination candidates, where feasible, which are checked at regular intervals.
- displayed suitable, easy to see, timing devices situated in an appropriate location in each examination room.
- ensured the ECM has access to equipment required for examinations with an audiovisual, or recording component.

Comments

- Not observed but discussed
- Compliant
- Compliant – needs improvement
- Not compliant

2. Health and safety

School responsibilities

The school:

- ensures all examination rooms have good ventilation, adequate heating and lighting, and are kept clean and tidy.
- has provided a school evacuation procedures document to the ECM.
- has discussed evacuation/lockdown procedures with ECM and how candidates will be managed in the event of an evacuation/lockdown, to maintain examination security.
- is responsible for safety in digital examination rooms where extension boards and cables are in use.

ECM Responsibilities

The Exam Centre Manager:

- is familiar with the school's evacuation/lockdown procedures.
- ensures Exam Centre Officers have access to evacuation and lockdown information.

Comments

Not observed but discussed

Compliant

Compliant – needs improvement

Not compliant

Not observed but discussed

Compliant

Compliant – needs improvement

Not compliant

3. Examination Information

School responsibilities

The school has:

- held assemblies for examination candidates, ideally with the ECM present.
- displayed examination warning notices in examination areas (exams in progress/keep silent).

ECM Responsibilities

The ECM has:

- displayed reminder notices (prohibited items, reminders to candidates to hand in all booklets etc) in all examination rooms.

Comments

- Not observed but discussed
 - Compliant
 - Compliant – needs improvement
 - Not compliant
-
- Not observed but discussed
 - Compliant
 - Compliant – needs improvement
 - Not compliant

4. Distribution of examination papers for examination session

ECM Responsibilities:

The ECM ensures:

- examination papers have been collected by supervisors from the secure storage area no earlier than 60 minutes before the start of the examination session.
- a process is in place to carry papers to examination rooms that is secure and prevents damage.
- examination rooms have been prepared with unopened candidate packs, distributed on desks in attendance roll order.
- once packs are in an examination room, it is never left unattended.
- fifteen-minute timing intervals are written on the whiteboard in classrooms and crossed off as time elapses / or electronic countdown timing device projected in large spaces.

Comments

- Not observed but discussed
- Compliant
- Compliant – needs improvement
- Not compliant

5. Supervisor preparation

ECM Responsibilities:

The ECM ensures:

- all supervisors have been trained using resources provided by NZQA and the following materials are readily accessible to them in exam rooms:
 - Supervisor Instructions, and Audiovisual Instructions if required
 - Attendance rolls
 - Special Report forms (blue and pink)
 - Candidate Late to Exams forms
 - Toilet rolls
 - Seating plan (not compulsory but highly recommended for a large examination spaces).
- all supervisors understand the possible breach of exam rules reporting process.

Comments

Compliant

Compliant – needs improvement

Not compliant

6. Authorised materials check

School's Responsibilities

The school:

- designates staff to clear calculators before relevant examinations begin.
- ensures candidates use only approved calculators in examinations.

ECM Responsibilities

The ECM ensures supervisors:

- check admission slips on entry to an examination room, or once candidates are seated.
- ensure candidates store bags and other unauthorised materials away from their desks.
- ensure candidates store mobile phones/watches in their bags or in emergency evacuation packs.
- check for other electronic devices, eg, ear buds (except for BYOD and headphones in digital sessions).
- make sure calculator covers are in bags or emergency evacuation packs, not on desks.
- make sure candidates have: no blank paper or notebooks, non-transparent pencil cases, and no hoods up.
- ensure water bottles are transparent, with no writing/labels, and are placed on the floor.

Comments

Not observed but discussed

Compliant

Compliant – needs improvement

Not compliant

Not observed but discussed

Compliant

Compliant – needs improvement

Not compliant

7. Digital examinations

School's Responsibilities:

The school:

- provides suitable devices for every digital examination space, for supervisor use.
- ensures an adequate power supply and reliable WiFi is available in all spaces used for digital examinations.

ECM responsibilities:

The ECM ensures supervisors:

- set up their devices and log into the dashboard before the examination starts.
- position devices so that the supervisor does not face away from candidates.
- check that candidate devices are positioned so that no candidate can read from another's device.
- ensure candidates use 'blank screen' when moving away from their desks.
- check candidate devices for storage devices, eg, USBs.
- have printed the NZQA URL in large, clear letters on the whiteboard.

Comments

Not observed but discussed

Compliant

Compliant – needs improvement

Not compliant

Not observed but discussed

Compliant

Compliant – needs improvement

Not compliant

Section C: During the examination

1 Support for the Exam Centre Manager

School's Responsibilities:

The school provides:

- contact phone numbers to the ECM if support is required.
- a short break for the exam centre manager if they are the sole supervisor during a morning examination.
- backup support if the PN is off-site during an examination session.

(This information has been provided in more detail to PNs.)

Comments

- Not observed but discussed
- Compliant
- Compliant – needs improvement
- Not compliant

2 Candidate entry into an examination room

ECM Responsibilities

The ECM ensures:

- there is an appropriate strategy to seat candidates in their correct places quickly, efficiently, and in an orderly manner.
- only supervisors and candidates completing the examination are allowed in an examination room (with the exception of staff checking calculators, pre-exam start, or the PN/technician as required by the ECM).

Comments

- Compliant
- Compliant – needs improvement
- Not compliant

<p>3 Starting the examination</p> <p>ECM Responsibilities</p> <p>The ECM ensures:</p> <ul style="list-style-type: none"> • Pre-examination instructions are read out clearly as per the Guide Notes, not embellished or paraphrased. NB: additional information may be added at the end, eg, reminding candidates to check pockets for cell phones again, or location of toilets for the specific room. • examinations start at the official time (9.30 am or 2.00 pm) unless advised otherwise by NZQA. • Supervisors are familiar with the process for late arriving candidates. <p><i>Comments</i></p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant – needs improvement</p> <p><input type="checkbox"/> Not compliant</p>
<p>4 Attendance rolls</p> <p>ECM Responsibilities</p> <p>The ECM ensures:</p> <ul style="list-style-type: none"> • the attendance roll is marked at either 10.00 am or 2.30 pm for candidates who are absent. • packs of absent candidates' papers are removed from candidates' desks at the same times, and red ABS stickers applied. <p><i>Comments</i></p>	<p><input type="checkbox"/> Not observed but discussed</p> <p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant – needs improvement</p> <p><input type="checkbox"/> Not compliant</p>

5 Special Assessment Conditions (SAC) processes

School's responsibilities

The school has:

- provided suitable accommodation for SAC candidates.
- ensured the SENCO or PN has trained Exam Centre Officers working as Exam Assistants (readers/writers) to perform their role.
- organised the clearance of files/data from each candidate's device or setup 'exam use only' logins.
- a process in place for backing up and securely storing computer use candidates' work.

ECM Responsibilities

The ECM:

- has run an administration session with Exam Assistants.
- ensures Exam Assistants only write in barcoded booklets.

Comments

- Not observed but discussed
 - Compliant
 - Compliant – needs improvement
 - Not compliant
-
- Not observed but discussed
 - Compliant
 - Compliant – needs improvement
 - Not compliant

6 Supervisory staff

ECM Responsibilities

The ECM ensures supervisors:

- actively monitor the examination room.
- remain vigilant and do not engage in distractions during the examinations.
- inform the ECM of all incidents during examinations.
- read out the end of examination instructions in full to any candidates remaining in an exam room at the end of their official time.

Comments

Compliant

Compliant – needs improvement

Not compliant

7 Digital examinations

School responsibilities

The school ensures:

- candidates are familiar with the digital interface and how to log on with their Learner Login.
- technical support is available for digital examinations and the ECM knows how to contact this.

ECM Responsibilities

The ECM ensures:

- no candidate packs are put out on desks.
- they, and their supervisors, are familiar with the 'back door' entry process to the digital exams if candidates are unable to login with their Learner Login.
- the examination access code is only read out and written on the whiteboard as the examination is started.
- supervisors are actively monitoring the dashboard.
- supervisors read out the end of examination instructions in full to any candidates remaining in an exam room at the end of their official time.
- all candidates show as 'Complete' on the dashboard at the end of the exam.

Comments

- Not observed but discussed
- Compliant
- Compliant – needs improvement
- Not compliant

- Not observed
- Compliant
- Compliant – needs improvement
- Not compliant

Section D: After the examination

1 End of examination process

School responsibilities

The school ensures:

- support is provided to the ECM for the storage of bags of completed examination papers, prior to courier collection.

ECM Responsibilities

The ECM ensures:

- attendance rolls are completed correctly, and copies are retained.
- special reports/possible breach of exam rules forms are completed (where necessary).
- arrangements are in place for the collection of courier bags containing examination papers.
- courier bag tracking tickets are retained in the ECM Daily Notebook.
- the number of 'live' Scholarship booklets dispatched are entered in the ECM Daily Notebook, if applicable.

Comments

- Not observed but discussed
- Compliant
- Compliant – needs improvement
- Not compliant

- Compliant
- Compliant – needs improvement
- Not compliant

Extra observations/comments (not covered above)

Include any additional support suggestions