



Special Assessment Conditions (SAC) online tool guide

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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About this guide

What is this guide about?

This is a guide on how to complete online processes related to the granting of Special Assessment Conditions (SAC) for students with sensory, physical, medical and/or learning disorders.

Who is this guide for?

This guide is for school staff with responsibility for managing SAC processes, usually learning support staff (for example SENCOs) and Principal's Nominees.

System help

A lot of the information in this guide is also available in the SAC online application tool.

You can access this information by clicking **Help** on any screen.

User security

Maintain security

Special assessment conditions (SAC) applications have information of a personal and private nature.

Maintaining security is essential.

Users are reminded about the Terms of Use they agreed to when provided with an Education Sector Login (ESL) by the Ministry of Education.

Access to the SAC tool

Access to the SAC online application tool is approved and granted by the school's ESL Delegated Authoriser.

NZQA does not manage this process.

If you have a log in query

All log in queries must be directed to the Ministry of Education Contact Centre (0800 422 599).

SAC tool security

The following security requirements apply when accessing the SAC online application tool:

- Take all reasonable steps to prevent the misuse or unauthorised access to your computer system or resources.
 - Ensure your computer system has appropriate anti-virus software installed.
 - Do not use publicly shared computers such as those located in public areas.
 - Follow good password practice such as not sharing passwords, usernames, or accounts.
 - When a user no longer has responsibility for SAC, the Delegated Authoriser must disable their access.
-

How to access the SAC online application tool

Where is the SAC tool? The SAC online application tool is accessed via MyNZQA portal using your ESSA username and password.

It is available to any users who are given access by the school's ESL Delegated Authoriser.

Steps Follow the steps below to access the SAC online application tool:

Step	Action
1	<p>Log into MyNZQA school portal, and click the Special assessment conditions applications link.</p> <p>Note: You'll find the link in the Useful links section on the front page, or under Exams and assessments in the left-hand menu).</p> <div style="display: flex; align-items: center; justify-content: space-around;"> <div data-bbox="384 949 727 1444" style="border: 1px solid #ccc; padding: 5px;"> <p>Searches ▼</p> <hr/> <p>Exams and assessments ▲</p> <hr/> <p>External Moderation ↗</p> <p style="border: 2px solid red; padding: 2px;">Special assessment conditions applications ↗</p> <p>Derived grades applications ↗</p> <p>Past exams ↗</p> </div> <div data-bbox="821 1198 869 1243">OR</div> <div data-bbox="967 949 1353 1417" style="border: 1px solid #ccc; padding: 5px;"> <p>Useful links</p> <p>Old portal home page (Providers login) ↗</p> <p>Batch file history ↗</p> <p>Key indicators ↗</p> <p style="border: 2px solid red; padding: 2px;">Special assessment conditions applications ↗</p> <p>External Moderation ↗</p> <p>Assessment Master login ↗</p> </div> </div>
2	<p>Tick the box, next to I agree, then click I agree.</p> <div data-bbox="312 1518 1418 1798" style="border: 1px solid #ccc; padding: 10px; background-color: #ffffcc;"> <p>Warning: Activity on this site is monitored. Unauthorised access or use of the NZQA SAC System and/or data, which includes inappropriate view, review, access and/or disclosure of sensitive, in confidence and personal information could constitute grounds for legal claims or actions.</p> <p>Users are reminded that the sharing of passwords is not permitted and if detected NZQA reserves the right to remove access to this site. Please ensure you LOG OFF when you are complete.</p> <p><input style="border: 2px solid red;" type="checkbox"/> I agree</p> </div>

Main SAC application page

Main SAC application page

Create First Time Application for Approval or Notification
 Rollover Previous Year's Application (2)
 Special Assessment Exams Processing
 Special Assessment Candidate Exam Timetables

Draft Applications
 5 draft applications

NSN	Surname	First names	Type	Delete
██████████	██████	████	New	✘
██████████	████	██	New	✘

Submitted Applications for

Sort By Decision Status : P PR 1 D A AD CER CED

117 submitted applications Clear

Submitted	NSN	Surname	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note	
██████████	██████████	████	████	AP	RO							1	1	1	1				⚠
██████████	██████████	████	████	AP	RO							1	1	1	1		1		⚠

Four links at the top of the page

At the top of the screen there are four links:

Name of link	When it displays	What is it for?
Create First Time Application for Approval or Notification	Always displays	Used to create the initial SAC application for a student using either the Approvals Gateway or the Notifications Gateway.
Rollover Previous Year's Application	Displays from February to November	Used to roll over a student's previous SAC entitlement into the current year.
Special Assessment Exams Processing	Displays from 1 July	Used to attach a student's SAC entitlements to exam sessions.
Special Assessment Candidate Exam Timetables	Displays from 1 July	Used to display all students' attached exam SAC entitlements. This is only populated once exams processing has been completed.

Main SAC application page, *continued*

Draft applications

Underneath the four links is the **Draft Applications** section.

Draft Applications				
5 draft applications				
NSN	Surname	First names	Type	Delete
██████████	██████	████	New	✘
██████████	██████	████	New	✘

This is the list of applications prepared but not yet submitted to NZQA.

To open a draft application, click the NSN.

Submitted applications

Underneath Draft Applications is the **Submitted Applications for** section.

Submitted Applications for																			
Sort By Decision Status ▾ :																			
P PR 1 D A AD CER CED																			
117 submitted applications Clear																			
Submitted	NSN	Surname	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note	
██████████	██████████	██████	██████	AP	RO							1	1	1	1				⚠
██████████	██████████	██████	██████	AP	RO							1	1	1	1	1			⚠

This is the list of applications that have been sent to NZQA with the Decision Status displayed.

To view an application, click on the NSN.

A submitted application cannot be amended. If a change is needed, add a message in the Notes & Messages section.

See: [Notes & Messages](#), on page 7.

You can reorder the list by clicking the column name, for example the **Surname** column.

Main SAC application page, *continued*

Submitted applications – *continued*

If the **Note** column contains a highlighted yellow triangle, it means that NZQA has added a note to the application.

Submitted Applications for

Sort By Decision Status ▾ : P PR 1 D A AD CER CED

45 submitted applications

Submitted	NSN	Surname	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CC	Note
2022-03-16	██████	██████	██████	AP	RO							1	1	1				⚠
2022-04-06	██████	██████	██████	AP	RO									1		1		⚠

Clear

Open the application to read the note and action accordingly.

Once actioned, click on the yellow triangle and then **OK** to clear the highlight.

Only the alert is removed, not the note. The note is saved in the Messages section.

Clicking **Clear** and **OK** removes all yellow triangles from all applications.

Printing applications

Print options appear at the top right of the page



Print Current Tab will print information appearing on the current page.

Print All will print all information contained in the application.

Main SAC application page, *continued*

Clicking on NSN in the Submitted Applications list

If you click on the NSN in the Submitted Applications list, you will see this screen.

APPLICATION +

DECISIONS -

Date	BP	EP	SP	SS	SR	R	CW	SA	ET	RB	CO	Note
						D	1	1	1			Reading is a bi More ..

SAC Key:
 BP Braille Paper, EP Enlarged Paper, SP Special Paper, SS Signing Supervisor, SR Signing Reader, R Reader, CW Computer or Writer, SA Separate Accommodation, ET Extra time, RB Rest Breaks, CO Computer only Notification

Decision Status:
 P = Pending
 PR = Pending Requested Report (See Notes & Messages)
 1 = One year approval
 D = Declined
 A = Appealed
 AD = Appeal Declined
 CER = Chief Executive Review
 CED = Declined by Chief Executive

APPEAL +

NOTES & MESSAGES (3) +

DOCUMENTS (1) +

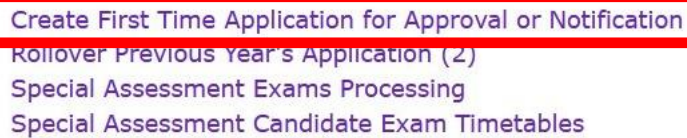
[Back to Application List](#)

Section	What is it for?
Application for Approval or Notification	Shows the application data and comments, as submitted by the school.
Decisions	Shows the current decision status of the application.
Appeal	Opens the portal to submit an appeal. It only becomes visible when a SAC has been declined by NZQA.
Notes & Messages	Shows notes or messages from NZQA for information or action. It opens the portal for the school to send a note or message to NZQA.
Documents	Opens the portal to upload documents. It lists the documents and the dates uploaded. Only NZQA assessors can read uploaded documents.

Create a first time draft application

Start application

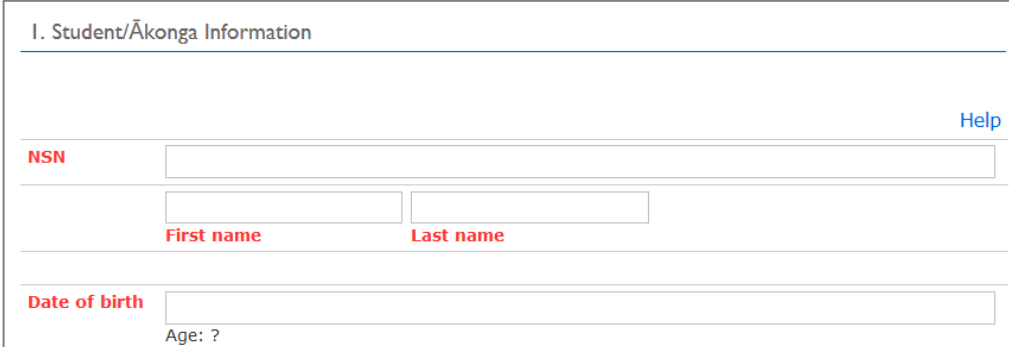
On the main SAC application page, click the **Create First Time Application for Approval or Notification** link.



Create First Time Application for Approval or Notification
Rollover Previous Year's Application (2)
Special Assessment Exams Processing
Special Assessment Candidate Exam Timetables

Minimum data to save a draft

The minimum data that must be entered to save a draft application is the NSN, name and date of birth.



I. Student/Ākonga Information

NSN

First name Last name

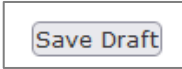
Date of birth

Age: ?

Help

Save draft application

You can save an application (whether for approval or notification) as a draft at any time by clicking the **Save Draft** button at the bottom of the page. You should click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.



Save Draft

The application will then appear in the Draft Applications list on the main SA application page (see [Draft applications](#), on page 5) and you can access it by clicking the NSN. In this way you can prepare applications over time.

Help function

You can access help for the specific page by clicking the help function at the top right of the page.



Help

Approval application: Tab 1 (Student/Ākonga Information)

Tab 1: Student/ Ākonga Information

APPLICATION FOR APPROVAL OR NOTIFICATION

*** Mandatory to complete**

Academic Year 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

I. Student/Ākonga Information [Help](#)

NSN

First name **Last name**

Date of birth

Age: ?

Year level applied for

• I confirm that this student is working at an age-appropriate curriculum level and that with SAC assistance is likely to achieve an NCEA qualification

Conditions

Sensory <input type="checkbox"/> Vision <input type="checkbox"/> Hearing	Medical <input type="checkbox"/> Attention deficit <input type="checkbox"/> Autism spectrum <input type="checkbox"/> Mental Health concerns (e.g. anxiety, depression, PTSD, etc.) <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Tourette syndrome <input type="checkbox"/> Other	Physical <input type="checkbox"/> Arm / Hand <input type="checkbox"/> Back / Leg <input type="checkbox"/> Head injury <input type="checkbox"/> DCD (Dyspraxia) <input type="checkbox"/> Muscular / Neurological <input type="checkbox"/> Cerebral palsy <input type="checkbox"/> Pregnancy / Baby care <input type="checkbox"/> Illegible handwriting	Learning <input type="checkbox"/> School Evidence <input type="checkbox"/> Independent Assessment <input type="checkbox"/> Independent Assessment with Declaration
---	--	--	--

SACs Requested	Computer Only <input type="checkbox"/> Computer Only	Vision <input type="checkbox"/> Braille Paper <input type="checkbox"/> Enlarged Paper <input type="checkbox"/> Special Paper	Hearing <input type="checkbox"/> Signing Supervisor <input type="checkbox"/> Signing Reader	Other <input type="checkbox"/> Reader <input type="checkbox"/> Computer Writer <input type="checkbox"/> Separate Accommodation <input type="checkbox"/> Extra Time <input type="checkbox"/> Rest Breaks
-----------------------	--	--	--	---

Contact email for queries

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Approval application: Tab 1 (Student/Ākonga Information), *continued*

About this tab

Tab 1 Student/Ākonga information, contains essential basic information for the completion of a SAC application.

Ensure you select the correct **Academic Year**.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

Details must match data in ENROL

The NSN, Last Name and Date of Birth must match the information data currently held in ENROL for this student. If not, you will see an error message when you attempt to submit the application.

Other tabs will become available

As you click checkboxes under **Conditions** and **SACs Requested**, other tabs will open to direct you to additional information that is required.

Click as many of the checkboxes as are relevant for the student. Certain checkboxes are mutually exclusive.

Dyslexia

Applications related to dyslexia should be made under the **Learning** category.

Contact email queries

The **Contact email for queries** should be the email of the person at the school that NZQA must contact if there are any questions about the application.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access **Help** by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 2 (SAC)

Tab 2: SAC

APPLICATION FOR APPROVAL OR NOTIFICATION

* Mandatory to complete

Academic Year: 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

2. SAC [Help](#)

Further Information required for a SAC Application

• Describe the Sensory / Medical / Physical conditions, and their ongoing impact:

Trialling SAC

• The applicant has been using SAC successfully since

SACs Trialled

<input type="checkbox"/> None	Vision	Hearing	Other
	<input type="checkbox"/> Braille Paper	<input type="checkbox"/> Signing Supervisor	<input type="checkbox"/> Reader
	<input type="checkbox"/> Enlarged Paper	<input type="checkbox"/> Signing Reader	<input type="checkbox"/> Computer
	<input type="checkbox"/> Special Paper		<input type="checkbox"/> Writer
			<input type="checkbox"/> Separate Accommodation
			<input type="checkbox"/> Extra Time
			<input type="checkbox"/> Rest Breaks

Any additional requirements or comments:

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Save Draft **Submit for Approval by NZQA** Submit as a Notification Submit Computer Only Notification

Back to Application List

Approval application: Tab 2 (SAC), *continued*

Notes on tab 2

Tab 2 SAC, contains further information for the completion of a SAC application.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

Comment boxes

Comment boxes have a limit of 1,000 characters.

Please be succinct – extensive comment is usually unnecessary.

Specific fields

Completion of the *Describe the Sensory/Medical/Physical conditions and their ongoing impact* comment box is only required if it is in **bold red**.

Complete the *Any additional requirements or comments* checkbox if you are requesting further SACs or wish to make a further comment. Please be succinct.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access **Help** by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 3 (Reports)

Tab 3: Reports

APPLICATION FOR APPROVAL OR NOTIFICATION

* Mandatory to complete

Academic Year: 2023

1. Student/Ākonga Information | 2. SAC | **3. Reports** | 4. School Evidence | 5. Independent Assessment

6. Reading | 7. Reading Speed | 8. Spelling / Written and Oral Expression | 9. Writing

3. Reports [Help](#)

Sensory / Medical / Physical only

Report 1: Not available

Report 2: Not available

Written by: **Written by**:

Qualifications: **Qualifications**:

Date: **Date**:

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Save Draft | **Submit for Approval by NZQA** | Submit as a Notification | Submit Computer Only Notification

[Back to Application List](#)

About this tab

Tab 3 Reports contains information on reports submitted in support of sensory, medical, or physical category applications only.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

If no reports

Click the **Not available** checkbox if one or both reports are not available.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access [Help](#) by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 4 (School Evidence)

Tab 4: School Evidence

APPLICATION FOR APPROVAL OR NOTIFICATION
▾

*** Mandatory to complete**

Academic Year 2023 ▾

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

4. School Evidence

Upload any test scoresheets relating to cognitive ability (e.g. CAT 4) if available [Help](#)
(not mandatory)

• Compared to an average student of the same age, at the same level (use professional judgement):

Oral language	<input type="text"/>	Listening comprehension	<input type="text"/>
Written language	<input type="text"/>	Reading comprehension	<input type="text"/>

• **Current and previous support offered:**

<input type="checkbox"/> None	<input type="checkbox"/> Reading Recovery	<input type="checkbox"/> Private tutoring	<input type="checkbox"/> RTLB
	<input type="checkbox"/> Teacher aide time	<input type="checkbox"/> Speech / Language Therapy	<input type="checkbox"/> RTLit
	<input type="checkbox"/> Reader	<input type="checkbox"/> Computer OR Writer	<input type="checkbox"/> Extra Time

• **How do you know that SAC is needed and will be helpful?**

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Approval application: Tab 4 (School Evidence), *continued*

About this tab

Tab 4 School Evidence, contains the information required if you are making a learning category application using school evidence.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

Cognitive ability tests

Tests of cognitive ability are not mandatory, but you can upload these if they are available.

Professional judgement

The responses to oral and written language, and listening and reading comprehension are based on professional judgement.

Specific tests are not required.

Comment box

In the comment box briefly indicate how you reached the view that SAC is needed and how you know SAC will be helpful.

Comment boxes have a limit of 1,000 characters.

Please be succinct – extensive comment is usually unnecessary.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access [Help](#) by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 5 (Independent Assessment)

Tab 5: Independent Assessment

APPLICATION FOR APPROVAL OR NOTIFICATION

* Mandatory to complete

Academic Year 2023

1. Student/Ākonga Information
2. SAC
3. Reports
4. School Evidence
5. Independent Assessment

6. Reading
7. Reading Speed
8. Spelling / Written and Oral Expression
9. Writing

5. Independent Assessment Help

Report written by

Registered as

Date

•Psychometric test battery: WAIS WIAT Woodcock-Johnson Ach (Australian Adaption) WISC Woodcock-Johnson Cog

•SLD: SLD Reading SLD Number SLD Written Expression Other

•Diagnosed Comorbid Conditions (e.g. ADHD, ASD):

•Compared to an average student of the same age, at the same level:

Oral language Listening comprehension

Written language Reading comprehension

Cognitive Profile	Test	Date	Result
Verbal ability	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> percentile rank
Non-verbal ability	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> percentile rank
General cognitive ability	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> standard score <input style="width: 50px;" type="text"/>
Processing speed	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> percentile rank
Working memory	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> percentile rank

•Is there a statistically significant difference between cognitive and academic performance in some areas?
 Yes No

•What SACs do the Independent Report recommend? If you requested different SACs, explain why:

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.
To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Save Draft
Submit for Approval by NZQA
Submit as a Notification
Submit Computer Only Notification

Back to Application List

Approval application: Tab 5 (Independent Assessment), *continued*

About this tab Tab 5 Independent Assessment, contains the information required if you are making a learning category application using a report from an independent assessor.

All fields in **bold red** must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.

Declaration from the assessor If the assessment report contains a Declaration from the assessor, you only need to provide the assessor's details and the report date. Completion of the other fields is optional.

Professional judgement The responses to oral and written language, and listening and reading comprehension are based on professional judgement. Specific tests are not required.

Reports Reports that are dated **prior** to the student attending secondary school, may need to be supported by current school testing data (for example for reading or writing).
If so, this additional data will be requested by NZQA assessors.

Comment boxes Comment boxes have a limit of 1,000 characters.
Please be succinct – extensive comment is usually unnecessary.

Reminders Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.
You can access **Help** by clicking the help function at the top right of the page.
Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 6 (Reading)

Tab 6: Reading

APPLICATION FOR APPROVAL OR NOTIFICATION

* Mandatory to complete

Academic Year 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

6. Reading

Upload a 20 minute handwriting sample [Help](#)
 Upload the scoresheets of any tests used

Comprehension (at least 1)	Test	Date
<input type="checkbox"/> Test unavailable (please explain in the comment box below)		
<input type="checkbox"/> Assessment report	<input style="width: 150px;" type="text"/>	<input type="text" value=""/>
<input type="checkbox"/> PAT (comprehension)		<input type="text" value=""/>
<input type="checkbox"/> YARC Comprehension		<input type="text" value=""/>
<input type="checkbox"/> YARC Fluency		<input type="text" value=""/>
<input type="checkbox"/> Lucid Reading Comprehension Accuracy		<input type="text" value=""/>
<input type="checkbox"/> Lucid Comprehension Speed		<input type="text" value=""/>
<input type="checkbox"/> DRA		<input type="text" value=""/>
<input type="checkbox"/> Other	<input style="width: 150px;" type="text"/>	<input type="text" value=""/>

Accuracy (at least 1)	Test	Date
<input type="checkbox"/> Test unavailable (please explain in the comment box below)		
<input type="checkbox"/> Assessment report	<input style="width: 150px;" type="text"/>	<input type="text" value=""/>
<input type="checkbox"/> PAT (vocabulary)		<input type="text" value=""/>
<input type="checkbox"/> YARC Single Word Reading		<input type="text" value=""/>
<input type="checkbox"/> Lucid Word Recognition		<input type="text" value=""/>
<input type="checkbox"/> DRA		<input type="text" value=""/>
<input type="checkbox"/> Other	<input style="width: 150px;" type="text"/>	<input type="text" value=""/>

•Comment on reading comprehension and accuracy:

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Back to Application List

Approval application: Tab 6 (Reading), *continued*

About this tab

Tab 6 Reading, contains the information required if you are requesting a reader.

Upload sample

After you have submitted the application, upload a 20-minute handwriting sample and the scoresheets of any tests used.

These steps are explained in the topic [Upload supporting documents](#), on page 34.

Test data

For any test data entered, the test should have been administered since the student has been attending secondary school.

If test data is unavailable, please explain in the comment box.

Comment boxes

Comment boxes have a limit of 1000 characters.

Please be succinct – extensive comment is usually unnecessary.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access [Help](#) by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 7 (Reading Speed)

Tab 7: Reading Speed

APPLICATION FOR APPROVAL OR NOTIFICATION
▾

*** Mandatory to complete**

Academic Year 2023 ▾

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression	9. Writing	

7. Reading Speed

Upload a 20 minute handwriting sample [Help](#)
 Upload the scoresheets of any tests used

Complete at least 1	Test	Date
<input type="checkbox"/>	Test unavailable (please explain in the comment box below)	
<input type="checkbox"/>	Assessment report 	▾
<input type="checkbox"/>	YARC Reading rate	▾
<input type="checkbox"/>	DRA	▾
<input type="checkbox"/>	Other 	▾

•Comment on reading speed and fluency:

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Save Draft
Submit for Approval by NZQA
Submit as a Notification
Submit Computer Only Notification

Back to Application List

Approval application: Tab 7 (Reading Speed), *continued*

About this tab

Tab 7 Reading Speed, contains further information required if you are requesting a reader.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

Upload sample

After you have submitted the application, upload a 20-minute handwriting sample and the scoresheets of any tests used.

These steps are explained in the topic [Upload supporting documents](#), on page 34.

Test data

For any test data entered, the test should have been administered since the student has been attending secondary school.

If test data is unavailable, please explain in the comment box.

Comment boxes

Comment boxes have a limit of 1,000 characters.

Please be succinct – extensive comment is usually unnecessary.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access [Help](#) by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 8 (Spelling / Written and Oral Expression)

Tab 8: Spelling / Written and Oral Expression

APPLICATION FOR APPROVAL OR NOTIFICATION

*** Mandatory to complete**

Academic Year 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

8. Spelling / Written and Oral Expression

Upload a 20 minute handwriting sample [Help](#)
 Upload the scoresheets of any tests used

Spelling (at least 1)

Test	Date
<input type="checkbox"/> Test unavailable (please explain in the comment box below)	
<input type="checkbox"/> Assessment report <input style="width: 100px;" type="text"/>	<input type="text"/>
<input type="checkbox"/> SAST <input style="width: 100px;" type="text"/>	<input type="text"/>
<input type="checkbox"/> Lucid Spelling <input style="width: 100px;" type="text"/>	<input type="text"/>
<input type="checkbox"/> Other <input style="width: 100px;" type="text"/>	<input type="text"/>

•Comment on spelling:

Written and Oral Expression

Test	Date
<input type="checkbox"/> Test unavailable (please explain in the comment box below)	
•Oral language <input style="width: 100px;" type="text"/>	<input type="text"/>

•Comment on the quality of written expression with and without a writer/computer:

•Comment on any discrepancy between oral and written expression:

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Approval application: Tab 8 (Spelling / Written and Oral Expression), *continued*

About this tab

Tab 8 Spelling/Written and Oral Expression contains information required on spelling and written expression if you are requesting a writer or computer use.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

Upload sample

After you have submitted the application, upload a 20-minute handwriting sample and the scoresheets of any tests used.

These steps are explained in the topic [Upload supporting documents](#), on page 34.

Test data

For any test data entered, the test should have been administered since the student has been attending secondary school.

If test data is unavailable, please explain in the comment box.

Comment boxes

Comment boxes have a limit of 1,000 characters.

Please be succinct – extensive comment is usually unnecessary.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access [Help](#) by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Approval application: Tab 9 (Writing)

Tab 9: Writing

APPLICATION FOR APPROVAL OR NOTIFICATION

*** Mandatory to complete**

Academic Year 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression	9. Writing	

9. Writing

Upload a 20 minute handwriting sample [Help](#)

Test	Date	Result	
20 minute handwriting sample	▼	▼	words per minute
20 minute typing sample	▼	▼	words per minute
20 minute sample using a writer	▼	▼	words per minute

•Comment on handwriting skills (grip, spacing, letter formation, slope, line adherence, size, legibility) and on writing conventions (punctuations, grammar, upper lower/case, sentences, paragraphing):

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Approval application: Tab 9 (Writing), *continued*

About this tab

Tab 9 Writing, contains information required on writing if you are requesting a writer or computer use.

All fields in **bold red** must be completed. The application cannot be submitted if any of the red fields remain incomplete.

Upload sample

After you have submitted the application, upload the 20-minute handwriting sample.

A typed sample and a sample using a writer are not compulsory, but you can upload these if available.

NZQA assessors may request these.

How to upload is explained in the topic [Upload supporting documents](#), on page 34.

Test data

For any test data entered, the test should have been administered since the student has been attending secondary school.

Comment boxes

Comment boxes have a limit of 1,000 characters.

Please be succinct – extensive comment is usually unnecessary.

Reminders

Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access **Help** by clicking the help function at the top right of the page.

Only click the **Submit for Approval by NZQA** button when the required information in all tabs has been entered.

Notification application: Tab 1 (Student/Ākonga Information)

Tab 1: Student/ Ākonga Information

APPLICATION FOR APPROVAL OR NOTIFICATION

*** Mandatory to complete**

Academic Year 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

I. Student/Ākonga Information [Help](#)

NSN

First name Last name

Date of birth

Age: ?

Year level applied for ▼

• I confirm that this student is working at an age-appropriate curriculum level and that with SAC assistance is likely to achieve an NCEA qualification

Conditions

Sensory <input type="checkbox"/> Vision <input type="checkbox"/> Hearing	Medical <input type="checkbox"/> Attention deficit <input type="checkbox"/> Autism spectrum <input type="checkbox"/> Mental Health concerns (e.g. anxiety, depression, PTSD, etc.) <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Tourette syndrome <input type="checkbox"/> Other	Physical <input type="checkbox"/> Arm / Hand <input type="checkbox"/> Back / Leg <input type="checkbox"/> Head injury <input type="checkbox"/> DCD (Dyspraxia) <input type="checkbox"/> Muscular / Neurological <input type="checkbox"/> Cerebral palsy <input type="checkbox"/> Pregnancy / Baby care <input type="checkbox"/> Illegible handwriting	Learning <input type="checkbox"/> School Evidence <input type="checkbox"/> Independent Assessment <input type="checkbox"/> Independent Assessment with Declaration
---	--	--	--

SACs Requested <input type="checkbox"/> Computer Only	Computer Only <input type="checkbox"/> Computer Only	Vision <input type="checkbox"/> Braille Paper <input type="checkbox"/> Enlarged Paper <input type="checkbox"/> Special Paper	Hearing <input type="checkbox"/> Signing Supervisor <input type="checkbox"/> Signing Reader	Other <input type="checkbox"/> Reader <input type="checkbox"/> Computer <input type="checkbox"/> Writer <input type="checkbox"/> Separate Accommodation <input type="checkbox"/> Extra Time <input type="checkbox"/> Rest Breaks
---	--	--	--	---

Contact email for queries

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

Save Draft
Submit for Approval by NZQA
Submit as a Notification
Submit Computer Only Notification

Back to Application List

Notification application: Tab 1 (Student/Ākonga Information), *continued*

About this tab for a notification

Tab 1 Student/Ākonga Information, contains the essential information for the completion of a SAC notification.

Only information in tab 1 needs to be completed.

No information needs to be completed in any other tabs, even if these are indicated in **bold red**.

Ensure that you select the correct **Academic Year**.

No evidence required

You do not need to upload evidence in support of a notification application.

Certain SAC Approvals gateway only

Requests for certain SAC may only be submitted through the approvals gateway.

A warning will appear if you attempt to submit these as a notification.

Notifications for years 9, 10 and 11 only

In 2024, notifications may only be submitted for students in years 9, 10 and 11.

You must use the approvals process for students in years 12, 13 and 14.

No information in the Comment box

Do not add information in any comment box in any tab as these will not be read by NZQA staff for a notification.

If this is needed, either use the approvals process or submit as a notification and then add a Note to the application after it has been submitted.

See: Notes & Messages, on page 7.

Notification application: Tab 1 (Student/Ākonga Information), *continued*

Details must match data in ENROL The NSN, Last Name and Date of Birth must match the information data currently held in ENROL for this student. If not, you will see an error message when you attempt to submit the application.

Complete bold red fields All fields in **bold red** in this tab must be completed.
The application cannot be submitted if any of the red fields remain incomplete.

Check boxes Click as many of the checkboxes as are relevant for the student.
Certain checkboxes are mutually exclusive.

Contact email queries The **Contact email for queries** should be the email of the person at the school that NZQA must contact if there are any questions about the application.

Reminders Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.
You can access **Help** by clicking the help function at the top right of the page.
Only click the **Submit as a Notification** button when the required information has been entered.

Computer only notification: Tab 1 (Student/Ākonga Information)

Tab 1: Student/ Ākonga Information

APPLICATION FOR APPROVAL OR NOTIFICATION

* Mandatory to complete

Academic Year 2023

1. Student/Ākonga Information	2. SAC	3. Reports	4. School Evidence	5. Independent Assessment
6. Reading	7. Reading Speed	8. Spelling / Written and Oral Expression		9. Writing

I. Student/Ākonga Information Help

NSN

First name **Last name**

Date of birth
Age: ?

Year level applied for

*I confirm that this student is working at an age-appropriate curriculum level and that with SAC assistance is likely to achieve an NCEA qualification

Conditions

Sensory <input type="checkbox"/> vision <input type="checkbox"/> Hearing	Medical <input type="checkbox"/> Attention deficit <input type="checkbox"/> Autism spectrum <input type="checkbox"/> Mental Health concerns (e.g. anxiety, depression, PTSD, etc.) <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Tourette syndrome <input type="checkbox"/> Other	Physical <input type="checkbox"/> Arm / Hand <input type="checkbox"/> Back / Leg <input type="checkbox"/> Head injury <input type="checkbox"/> DCD (Dyspraxia) <input type="checkbox"/> Muscular / Neurological <input type="checkbox"/> Cerebral palsy <input type="checkbox"/> Pregnancy / Baby care <input type="checkbox"/> Illegible handwriting	Learning <input type="checkbox"/> School Evidence <input type="checkbox"/> Independent Assessment <input type="checkbox"/> Independent Assessment with Declaration
---	--	--	--

SACs Requested

Computer Only <input checked="" type="checkbox"/> Computer Only	Vision <input type="checkbox"/> Braille Paper <input type="checkbox"/> Enlarged Paper <input type="checkbox"/> Special Paper	Hearing <input type="checkbox"/> Signing Supervisor <input type="checkbox"/> Signing Reader	Other <input type="checkbox"/> Reader <input type="checkbox"/> Computer <input type="checkbox"/> Writer <input type="checkbox"/> Separate Accommodation <input type="checkbox"/> Extra Time <input type="checkbox"/> Rest Breaks
---	--	--	---

Contact email for queries

To Submit as a Notification or Submit Computer Only Notification, all information in red must be completed in tab 1 (Student/Ākonga Information) only. No data needs to be completed in other tabs.

To Submit for Approval by NZQA, complete all information in red in all relevant tabs.

[Back to Application List](#)

Computer only notification: Tab 1 (Student/Ākonga Information, *continued*)

About this tab for a computer only notification

Tab 1 Student/Ākonga Information contains the essential information for the completion of a computer only notification.

Only information in tab 1 needs to be completed.

No information needs to be completed in any other tabs, even if these are indicated in **bold red**.

Ensure that you select the correct **Academic Year**.

Note: All other fields in **bold red** except **Conditions** must be completed on this tab. The application cannot be submitted if any of these red fields remain incomplete.

Conditions

Do not tick any checkbox under the **Conditions** heading even though this is indicated in **bold red**.

No evidence required

You do not need to upload evidence in support of a computer only notification application.

Comment box

Do not add information in any comment box in any tab as these will not be read by NZQA staff for a notification.

No other SAC

No other SAC can be approved other than use of a computer for a computer only notification.

When attached to external exams

When the computer only notification is attached to external exams at the end of the year, separate accommodation will also be available.

Computer only notification: Tab 1 (Student/Ākonga Information, *continued*)

Details must match data in ENROL The NSN, Last Name and Date of Birth must match the information data currently held in ENROL for this student. If not, you will see an error message when you attempt to submit the application.

Contact email queries The **Contact email for queries** should be the email of the person at the school that NZQA must contact if there are any questions about the application.

Reminders Click the **Save Draft** button regularly or the application will time out after 15 minutes and you may lose all the entered information.

You can access [Help](#) by clicking the help function at the top right of the page.

Only click the **Submit Computer Only Notification** button when the required information has been entered.

Submit an application to NZQA

Introduction This topic explains how to submit an application for:

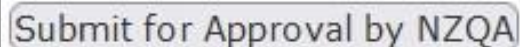
- an approval
 - a notification
 - a computer only notification
-

Submit for approval

Ensure that all tab headings do not display in **red**. If they do, it means some required information has not been entered.

The application for approval cannot be submitted until all required information has been entered.

When complete, click the **Submit for Approval by NZQA** button to submit the application to NZQA.



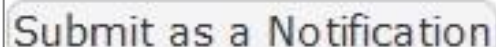
Submit for Approval by NZQA

Submit a notification

Ensure that you have completed all information in tab 1.

You do not need to complete any information in any other tabs even if these are indicated in **bold red**.

When complete, click the **Submit as a Notification** button to submit the application to NZQA.



Submit as a Notification

Submit a computer only notification

Ensure that you have completed all required information in tab 1.

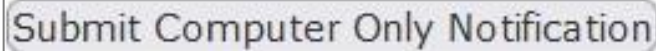
Do not tick any checkbox under the **Conditions** heading, even though this is indicated in **bold red**.

You do not need to complete any information in any other tabs, even if these are indicated in **bold red**.

Submit an application to NZQA, *continued*

Submit a computer only notification – *continued*

When complete, click the **Submit Computer Only Notification** button to submit the application to NZQA.

A rectangular button with a light grey background and a thin border, containing the text "Submit Computer Only Notification" in a dark grey font.

A pop up message will display the conditions applying to computer only notifications.

To complete the computer only notification, click **I wish to proceed with the notification** and the application will be submitted.

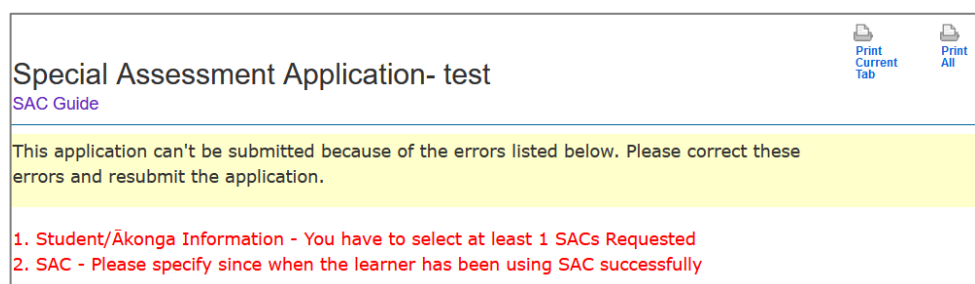
If you click **I do not wish to proceed with the notification**, you will return to the application.

Applications that fail to submit

A submission will fail if:

- there is a mismatch between the student's NSN, name and date of birth as recorded in ENROL
- a current SAC application has already been submitted for this student
- all required information has not been entered.

The reason for any submission failure will appear at the top of the page. Make corrections and resubmit.

A screenshot of a web page showing a submission failure message. The page title is "Special Assessment Application- test" with a "SAC Guide" link below it. In the top right corner, there are two print icons: "Print Current Tab" and "Print All". A yellow highlighted box contains the message: "This application can't be submitted because of the errors listed below. Please correct these errors and resubmit the application." Below this, a list of errors is shown in red text: "1. Student/Ākonga Information - You have to select at least 1 SACs Requested" and "2. SAC - Please specify since when the learner has been using SAC successfully".

Special Assessment Application- test
SAC Guide

This application can't be submitted because of the errors listed below. Please correct these errors and resubmit the application.

1. Student/Ākonga Information - You have to select at least 1 SACs Requested
2. SAC - Please specify since when the learner has been using SAC successfully

Viewing submitted applications

To view a submitted application, click on the NSN.

See: [Submitted applications](#), on page 5.



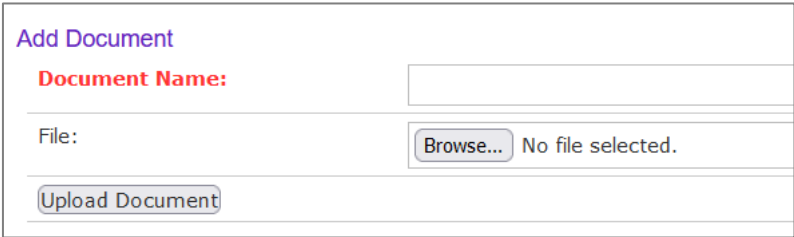
Applications cannot be edited once they have been submitted.

Upload supporting documents

Introduction This topic explains the process for uploading documents in support of an application for approval (for example, reports or the results of school testing).

You can only upload supporting documents **after** you have submitted the application to NZQA.

Steps Follow the steps below to upload supporting documents.

Step	Action																																							
1	<p>In the Submitted List on the main SAC application page, click on the NSN of the student to open the application.</p>  <table border="1"> <thead> <tr> <th>Submitted</th> <th>NSN</th> <th>Surname↑</th> <th>Firstname</th> <th>S</th> <th>T</th> <th>BP</th> <th>EP</th> <th>SP</th> <th>SS</th> <th>SR</th> <th>R</th> <th>CU</th> <th>WR</th> <th>SA</th> <th>ET</th> <th>RB</th> <th>CO</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>AP</td> <td>New</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Submitted	NSN	Surname↑	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note					AP	New														
Submitted	NSN	Surname↑	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note																						
				AP	New																																			
2	<p>Open Documents by clicking on the Documents bar.</p> 																																							
3	<p>Enter a name for the document, browse for it on your computer, and upload.</p>  <p>Note:</p> <ul style="list-style-type: none"> • Documents may be uploaded individually or combined into a single PDF to be uploaded together. • Once uploaded, the document is visible in the document list but can only be opened and viewed by NZQA. 																																							

Appeals and reviews

Introduction This topic shows the steps for appealing any decision to decline an application, either fully or in part, submitted for approval to NZQA.

Declined Applications that have been declined in full or in part are indicated with a **D** in the Submitted List on the main SAC application page.

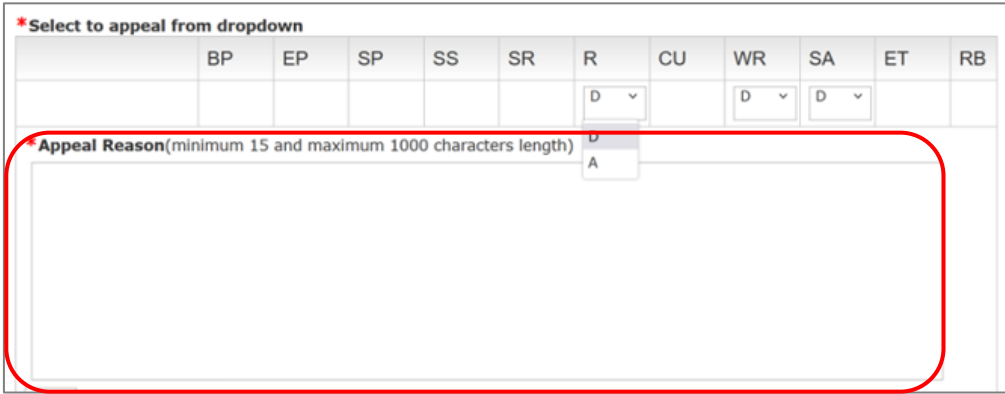


Submitted	NSN	Surname↑	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note	
				AP	New						D		D	D					

Steps Follow the steps below to appeal a declined decision.

Step	Action																																						
1	<p>In the Submitted list on the main SAC page, click on the NSN of the student to open the application.</p> <table border="1"> <thead> <tr> <th>Submitted</th> <th>NSN</th> <th>Surname↑</th> <th>Firstname</th> <th>S</th> <th>T</th> <th>BP</th> <th>EP</th> <th>SP</th> <th>SS</th> <th>SR</th> <th>R</th> <th>CU</th> <th>WR</th> <th>SA</th> <th>ET</th> <th>RB</th> <th>CO</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>AP</td> <td>New</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>D</td> <td></td> <td>D</td> <td>D</td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Submitted	NSN	Surname↑	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note					AP	New						D		D	D	1			
Submitted	NSN	Surname↑	Firstname	S	T	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB	CO	Note																					
				AP	New						D		D	D	1																								
2	<p>Open the appeal by clicking on the Appeal bar.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> APPEAL </div>																																						
3	<p>From the drop down box, select A for the conditions you want to appeal.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p>*Select to appeal from dropdown</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>BP</th> <th>EP</th> <th>SP</th> <th>SS</th> <th>SR</th> <th>R</th> <th>CU</th> <th>WR</th> <th>SA</th> <th>ET</th> <th>RB</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>D</td> <td></td> <td>D</td> <td>D</td> <td></td> <td></td> </tr> </tbody> </table> <p>*Appeal Reason(minimum 15 and maximum 1000 characters length)</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> A </div> </div>		BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB							D		D	D																
	BP	EP	SP	SS	SR	R	CU	WR	SA	ET	RB																												
						D		D	D																														

Appeals and reviews, *continued*

Steps – *continued*

Step	Action
4	<p>In the Appeal Reason box, type the reason for the appeal.</p> 
5	<p>Tick the box to add documents.</p>  <p>Note:</p> <ul style="list-style-type: none"> • Only one document can be uploaded. • Any additional documents can be uploaded through the normal document upload process.
6	<p>Click Appeal to submit.</p> 

Requesting a review by the Chief Executive

When an appeal is declined, you can seek a Chief Executive's Review.

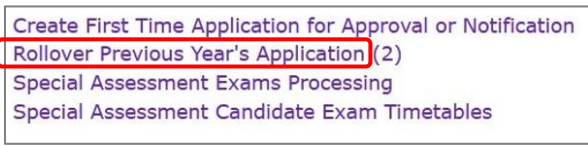




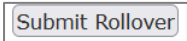
This process is the same as the Appeal process, but the code **CER** is selected from the drop down box rather than **A**.

Rollovers and changes

Introduction This topic explains the steps to roll an application over to a subsequent year, with either existing SAC or a request to change SAC.

The school, in consultation with the student, makes the decision whether to roll the previous year's SAC entitlement over into the subsequent year.

Steps Follow the steps below to rollover or request a change.

Step	Action
1	<p>On the main SAC application page, click Rollover Previous Year's Application to access the rollover list.</p> 
2	<p>Select the appropriate SAC rollover status for each student by ticking the relevant checkbox.</p>  <p>What the tick, plus, and cross mean:</p> <ul style="list-style-type: none">  Special Assessment Conditions confirmed as for previous year. This will roll over existing SAC entitlements with no changes.  Changes required to Special Assessment Conditions from previous year. This creates a new draft application for the current year and contains previously submitted evidence and entitlements. Amend the draft with the changes required and resubmit.  Student has left school or does not require Special Assessment Conditions anymore. SAC entitlements will not roll over to the current year.
3	<p>Once complete, click the Submit Rollover checkbox.</p> 

Attach SAC to exam sessions

Introduction This topic explains how to attach SAC to exam sessions at the end of the year.

Note: This process is available from 1 July.



Entries must be sent first Entries in external standards for exams must be sent to NZQA in a data file **before** SAC entitlements can be attached to exam sessions.

SAC not automatically attached A student's SAC are not automatically attached to exam sessions. This is a process that the school must complete in consultation with each student. Only after this process is completed will the Exam Centre Manager be able to provide the required SAC in each exam session.

Check NZQA website Please check the NZQA website for further advice, including timelines.


Attach SAC to exam sessions, *continued*

Steps Follow the steps below to attach SAC to exam sessions.

Step	Action
1	<p>On the main SAC application page, click Special Assessment Exams Processing.</p> <div data-bbox="571 562 1158 698" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Create First Time Application for Approval or Notification Rollover Previous Year's Application (2) Special Assessment Exams Processing Special Assessment Candidate Exam Timetables</p> </div> <p>Note:</p> <ul style="list-style-type: none"> This link is only visible from 1 July. You can print out the exam details for all students by clicking Conditions All Learners at the top right of the page. <div data-bbox="598 994 1134 1263" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Conditions All Learners </div> <div style="text-align: center;">  Print Current Page </div> </div> </div>

Attach SAC to exam sessions, *continued*

Steps – *continued*

Step	Action									
3	<p>Select the required SAC for each exam session by ticking the relevant checkboxes.</p> <div data-bbox="331 555 1394 943" style="border: 1px solid black; padding: 10px;"> <p>NCEA L1 English</p> <table border="1"> <thead> <tr> <th>Standard</th> <th>Exam Type</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>90849</td> <td>Paper</td> <td>English - Show understanding of specified aspect(s) of studied written text(s), using supporting evidence</td> </tr> <tr> <td>90851</td> <td>Paper</td> <td>English - Show understanding of significant aspects of unfamiliar written text(s) through close reading, using supporting evidence</td> </tr> </tbody> </table> <p>* Select to add condition(s)</p> <p> <input type="checkbox"/> IS - Isolated Separate Accommodation <input type="checkbox"/> R - Reader <input type="checkbox"/> SM - Small Group Separate Accommodation <input type="checkbox"/> WR - Writer assistance <input type="checkbox"/> NR - SAC not required </p> </div>	Standard	Exam Type	Title	90849	Paper	English - Show understanding of specified aspect(s) of studied written text(s), using supporting evidence	90851	Paper	English - Show understanding of significant aspects of unfamiliar written text(s) through close reading, using supporting evidence
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4	<p>When complete, click Save.</p> <div data-bbox="676 1061 1034 1160" style="text-align: center;">  </div>									

Late entries If a late entry in an external standard is submitted to NZQA, the SAC entitlement for that exam session will need to be updated. This does not happen automatically.

Editing attachments Attachments can be edited if an error has been made or if changes are needed.

To edit attachments:

1. Click on the student's NSN to open the processing page.
2. At the bottom of the page, click **Edit All Entitlements** to edit one or more exam sessions.

If no changes are made, the original attachments will remain saved.

You cannot edit an attachment if **SAC Not Required (NR)** has already been attached. In this case, email sac@nzqa.govt.nz to request the change.

Attach SAC to exam sessions, *continued*

Considerations when attaching SAC to exam sessions

Separate Accommodation

Separate Accommodation (SA) is modified for exam sessions into a choice between:

- Small Group Separate Accommodation (SM)
- Isolated Separate Accommodation (IS).

These cannot be selected together.

IS is appropriate when a student must be alone (for example for medical reasons) or has an exam assistant (Reader or Writer).

SM is appropriate for students using a computer (in most cases) and for some students with medical or similar difficulties who are comfortable in a small group.

A SAC student using a computer will automatically have **SM** ticked. This can be changed to IS if appropriate.

A student using a computer as a result of a Computer Only Notification cannot be allocated IS but must use SM.

If a student does not want to use a Reader, Writer, or Computer, then (in most cases) they may not continue to use Separate Accommodation. To discuss exceptions, email sac@nzqa.govt.nz.

Writer/Typist

A Writer may choose to type rather than to write if this can be accommodated.

In this case, continue to tick the Writer (WR) option to ensure that IS is available. The PN and ECM must be informed that a computer and printing facility will need to be available.

The setup of the computer is the same as if the student is typing for themselves.

Attach SAC to exam sessions, *continued*

Considerations when attaching SAC to exam sessions
– *continued*

Extra Writing Time (ET)

The option to attach ET of 30 minutes becomes available only if the student is doing three NCEA standards in that exam session or NZ Scholarship.

For certain exam sessions (for example, Mathematics and Science), ET may be selected to replace CW or WR. In this case, the ET checkbox will be visible but cannot be selected in addition to CW or WR.

The list of subjects this applies to can be found on the SAC landing page of the NZQA website under Information for Schools.

Rest Breaks (RB)

RB can be attached to any exam session for which this entitlement has been approved.

If the student is doing three NCEA standards or NZ Scholarship in an exam session, the code RB30 displays when RB is selected. This is to inform the ECM that an additional 30 minutes of rest break time must be allowed for in the three hour exam.

Computer Only Notification

A student using a computer as a result of a Computer Only Notification cannot be allocated IS but must use SM.

SAC Not Required (NR)

Click the NR checkbox in all situations when a student will not be using SAC entitlements for those exam sessions.
