

Assessment Continuity Plan Template - Tūmahi Aromatawai Pātahi (TAPā)

Te Marautanga o Aotearoa (TMoA) | Te Ao Haka | Te Reo Māori

This framework supports kura to plan for unplanned events that could occur during TAPā assessments and help you consider what your responses might be in circumstances outside of your control.

The following template has examples to help you get started with your own backup plan, and:

- Identify possible scenarios and appropriate responses
- Consider who in your kura and wider whānau community needs to be updated, and plan how this will happen.
- Ensure everyone is clear on next steps

Kura-based issues

Options to consider if TAPā assessment sessions are unable to proceed as planned:

- Delay the TAPā assessment until later the same day
- Enter ākonga for the next available TAPā assessment (or Kete Manarua)
- Download and print PDF paper back-ups from the secure site if ākonga are unable to complete the TAPā on the digital assessment platform due to technical issues (available from 3.30pm the working day before the assessment)

Scenarios and Response Actions

Scenario	Example Response Actions	Priority Comms	Last Reviewed
Power outage	<ul style="list-style-type: none">• Remind all ākonga to charge their devices before the TAPā• Move assessment rooms if some areas still have power• Contact power provider to learn when power will be restored		
Internet outage	<ul style="list-style-type: none">• Check local school/kura network with IT support• Check with network providers		
Anticipated kaiako and/or kaimahi shortage e.g. strike, transport disruptions, māuiui, tangihanga	<ul style="list-style-type: none">• Redistribute supervisor logins to additional kaiako/kaimahi• Ensure another person has access to Administrator credentials• Consider delaying assessment for some ākonga		
Device failure e.g. laptop/chromebooks not working	<ul style="list-style-type: none">• Replace with alternate kura devices• Delay assessment for some ākonga if necessary		
Unplanned kura closure e.g. weather event, lockdown, illness outbreak	<ul style="list-style-type: none">• Follow kura safety procedures and Civil Defence advice• Inform NZQA when safe to do so		
Unplanned evacuation	Supervise ākonga under controlled conditions: <ul style="list-style-type: none">• ensure all devices are left in the room• allow no talking about the assessment• resume assessment when safe to do so		

For **NZQA-related scenarios** (e.g. unable to log on, system failure), please refer to the [Guide to preparing for TAPā assessments](#), which includes guidance on the Digital assessment platform, who to contact if you need help, and FAQs if an ākonga is unable to sit their TAPā. Our contact centre is available if you need help any time before or on the day of an assessment. Call us on 0800 222 230.

Important to remember

The safety, health, and wellbeing of every person is the most important thing to consider when deciding on your response.