

30 August 2021

Guidance for online assessment for NZ Certificates in English Language, English for Academic Purposes and English Language unit standards

In response to the disruptions caused by COVID-19, providers are arranging to deliver and assess by distance, online and/or blended delivery mode, to ensure continuity of learning and mitigate the impact on learners who can't attend class.

Tertiary providers are required to [notify NZQA by email when they are moving to online delivery](#) during COVID-19 restrictions, which prevent face-to-face delivery. For more information go to: [Information regarding COVID-19](#)

The following guidance is designed for providers of the New Zealand Certificates in English Language (NZCEL) Level 4 (Academic) and the mandatory English for Academic Purposes (EAP) unit standards it comprises. It addresses conducting assessments under test conditions and ensuring authenticity of learner performance with online assessment.

Please note that whilst the guidance is focused on the assessment of Level 4 EAP unit standards, it is applicable to Level 3 EAP, English Language unit standards, and assessments within the context of NZCEL.

General Guidance

Assessment against EAP standards is possible in an online delivery mode, although it presents more challenges than face-to-face delivery. This guidance is not intended to be a detailed list of requirements for every assessment in every context. NZQA is aware that some NZCEL providers are already implementing updated assessment conditions and procedures. As a minimum, providers delivering assessments against the EAP standards online must ensure that test conditions for the EAP standards are satisfied, and that the authenticity of the learners' work is safeguarded.

General suggestions on the administration of assessments:

- Make assessments and resources available only during designated periods that reflect any time constraints specified in the standard.
- Electronically monitor that learners are sitting the assessment under test conditions (e.g. using Zoom or a similar tool).
- Require candidates to sign a declaration form to attest that the submitted assessment is their own work.
- Inform the students of the new process prior to the assessment date.
- Make use of technology – for example Learning Management Systems (LMS) have assessment tools that support good assessment practices in a virtual learning environment e.g. use of text fields to provide or write their answers.

GUIDANCE FOR DELIVERING ONLINE ASSESSEMENT
Listening
Unit 22892 Demonstrate understanding of a spoken text and process information in English for an academic purpose
<ul style="list-style-type: none"> ▪ Conduct assessments via live streaming, where the assessor can ensure that the learner hears the text only twice. ▪ Require learners to sit the assessment at the same time. ▪ Monitor the assessments via electronic means e.g. using Zoom or a similar tool. ▪ Require students to upload their responses by a specified time. ▪ Perform practice runs with the students before the actual listening test to minimise technology-related issues.
Reading
Unit 22751 Read and process information in English for academic purposes
<ul style="list-style-type: none"> ▪ For reading done under test conditions: <ul style="list-style-type: none"> - Require all learners to sit the assessment at the same time. - Monitor the assessments via electronic means e.g. using Zoom or a similar tool. - Require students to upload their responses by a specified time.
Writing
Unit 22749 Write a text under test conditions in English for an academic purpose
<ul style="list-style-type: none"> ▪ Conduct the assessment through live streaming to ensure that learners are doing the assessment independently. ▪ Require learners to hand write their responses and be required to take a photo or scan and upload an image of their work within the specified time.
Unit 22750 Write a crafted text for a specified audience using researched material in English for an academic purpose
<ul style="list-style-type: none"> ▪ This assessment is completed outside of test conditions. Teachers are still able to provide (general) feedback on the draft, and the final copy can be submitted as normal. ▪ Any drafts with comments from the teacher should also be retained for moderation purposes.
Speaking
Unit 22891 Deliver an oral presentation in English for an academic purpose
<ul style="list-style-type: none"> ▪ Conduct the assessment through live streaming. A recording of this must be done for moderation purposes. ▪ If there is a large cohort, virtual groups can be created. Having several facilitators would make the process more manageable.

For further enquiries about the online assessment guidance, and interpretation of the qualifications and standards, please contact the NQS team at nqs@nzqa.govt.nz.