

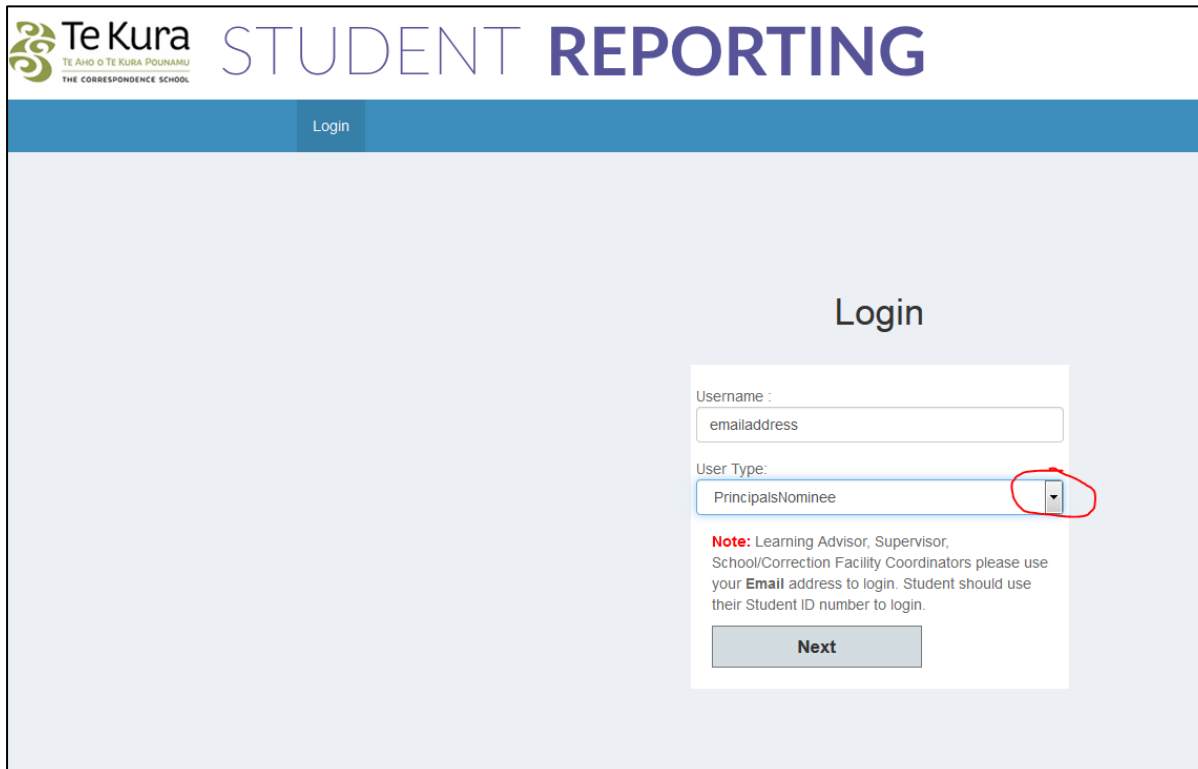
End of Year Exam Students

How to process requests from Te Kura students to sit their end of year exams at your school

Login to our reporting database:

<https://osr.tekura.school.nz/Account/Login?ReturnUrl=%2f>

Your **username** is your email address and you will need to select **Principal's Nominee** as your user type using the drop down box circled:



Te Kura
TE AHO O TE KURA POUNAMU
THE CORRESPONDENCE SCHOOL

STUDENT REPORTING

Login

Username :
emailaddress

User Type:
PrincipalsNominee

Note: Learning Advisor, Supervisor,
School/Correction Facility Coordinators please use
your **Email** address to login. Student should use
their Student ID number to login.

Next

Enter those details and click on **next**:

Login

Username :
emailaddress

User Type:
PrincipalsNominee

Note: Learning Advisor, Supervisor, School/Correction Facility Coordinators please use your **Email** address to login. Student should use their Student ID number to login.

Next

When you select **next** your password will be emailed to you, enter this **password** and select **login**:

Password

User Name : rebecca.taylor@tekura.school.nz

Password
Password

[Forgot Password](#)

Log in

For support please send an email to OSR.Help@tekura.school.nz

When you login you will see any requests awaiting approval, this will list the student's national student number, their name and the subjects they want to sit end of year exams for. Any special assessment conditions the student has indicated will also display on this screen:

NCEA Exam Centre permission

One or more of our students would like permission to sit their end of year exams at your school. Listed below is the Registration Summary for each student and the subjects they have registered for.

Please determine if you can accommodate **all** end of year exam sessions the student wishes to sit.

In particular, please check: Science as this may involve Biology, Chemistry, Physics or Science exams timetabled on different days, and Language exams at all levels to ensure any listening standard is being offered by your school.

If you cannot offer an exam session, please click the Decline button in the student details page. This will notify the student that they will need to select a different Exam Centre. (NZQA will not authorize an additional exam session for a Te Kura student that will not already be taking place at your school).

Te Kura will enter the student for exams using their our provider code. You and your ECM will be able to view the exam registration on the NZQA website under the Key Indicator Checklist once Te Kura has submitted the relevant data.

Te Kura will confirm any Special Assessment Conditions approved by NZQA. Please ask the student for details (if they have indicated below they have applied for Special Assessment Conditions) before accepting the student's application.

Te Kura students will bring their own reader and/or writer to each exam. Te Kura will advise you of their contact details once everything is finalised.

Te Kura Students requesting permission to use Whakatane High School as their end of year Exam Centre

Approved	NSN	Student	Subjects	Special Assessment Conditions
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	AC1000 - Accounting NCEA Level 1 EN2000 - English NCEA Level 2 HP2000 - Health Education NCEA Level 2 MX2000 - Mathematics NCEA Level 2	Details
<input type="checkbox"/>	[REDACTED]	[REDACTED]	AC1000 - Accounting NCEA Level 1 BS1000 - Business Studies NCEA Level 1 EN1000 - English NCEA Level 1 MX1000 - Mathematics NCEA Level 1	Details
<input type="checkbox"/>	[REDACTED]	[REDACTED]	EN2000 - English NCEA Level 2 GY2000 - Geography NCEA Level 2 HE2000 - Home Economics NCEA Level 2	Reader Details
<input type="checkbox"/>	[REDACTED]	[REDACTED]	AC1000 - Accounting NCEA Level 1 HE1000 - Home Economics NCEA Level 1 MP1000 - Music NCEA Level 1 MX1000 - Mathematics NCEA Level 1	Details
<input type="checkbox"/>	[REDACTED]	[REDACTED]	EN1000 - English NCEA Level 1 MX1000 - Mathematics NCEA Level 1	Details

Showing 1 to 5 of 5 entries

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To view the standards the student requires, select **details** on the right hand side

Approved	NSN	Student	Subjects	Special Assessment Conditions
			AC1000 - Accounting NCEA Level 1 EN2000 - English NCEA Level 2 HE2000 - Health Education NCEA Level 2 MQ2000 - Mathematics NCEA Level 2	Details

The details will show the student's contact details along with the standards they want to enter for their end of year exams, once you have viewed the standards the student requires, either **accept** or **decline** the request at the bottom of the page:

Registration Detail

Name of Student: [Redacted] NSN No: [Redacted]
Address: [Redacted] Date of Birth: [Redacted]
Email: [Redacted]

Externally Assessed Subjects and Standards

- EN2000 - English NCEA Level 2**
 - 91098 - English 2.1 - Analyse specified aspect(s) of studied written text(s), supported by evidence
 - 91099 - English 2.2 - Analyse specified aspect(s) of studied visual or oral text(s), supported by evidence
 - 91100 - English 2.3 - Analyse significant aspects of unfamiliar written text(s) through close reading, supported by evidence
- GY2000 - Geography NCEA Level 2**
 - 91240 - Geography 2.1 - Demonstrate geographic understanding of a large natural environment
 - 91242 - Geography 2.3 - Demonstrate geographic understanding of differences in development
 - 91243 - Geography 2.4 - Apply geography concepts and skills to demonstrate understanding of a given environment
- HE2000 - Home Economics NCEA Level 2**
 - 91300 - Home Economics 2.2 - Analyse the relationship between well-being, food choices and determinants of health

Special Assessment Conditions

Olivia has requested the following special assessment conditions

Reader

[Decline](#) [Accept](#) [Back](#) Please Decline or Accept the request as soon as possible. Thank you for accommodating our student.

If you **decline** the request the student will be advised to contact Te Kura to make alternative arrangements, you do not need to do anything further.