Principal’s Nominee Handbook 2016

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# Service Level Agreement (SLA)

* When a school enrols a student with Te Kura via online enrolment, a Service Level Agreement is agreed to as part of the enrolment process.
* The SLA outlines the responsibilities of both the school and Te Kura including qualifications responsibilities. See the SLA on the Te Kura website for full details <http://www.tekura.school.nz/information-for-schools/service-level-agreement>.
* The main qualifications-related points that schools need to be aware of are:
  + The home school must hold ‘consent to assess’ with NZQA and be able to report results and entries;
    - If the home school does not hold ‘consent to assess’, please contact Cheryl Brownrigg ([cheryl.brownrigg@tekura.school.nz](mailto:cheryl.brownrigg@tekura.school.nz)) for a Memorandum of Understanding (MoU) and NZQA sub-contract.
  + **The student’s home school provides entry and results details to NZQA** for all their students enrolled in Te Kura NCEA courses. This includes Secondary Dual, Fee Payer or Adult students;
  + The home school is required to collect the NCEA fee associated with these entries;
  + NCEA results are available in the Te Kura Online Enrolment System (TES);
  + The home school must submit internal assessment results using the provider code for Te Kura (**0498**);
  + **The home school must enter the students for all the external standards they wish to enter using the provider code for Te Kura (0498)** including;
    - Design and Visual Communication;
    - Digital Technology;
    - Technology;
    - Visual Arts.

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# Memorandum of Understanding (MOU)

* Alternative Education providers, Teen Parent Units or other schools without ‘consent to assess’ **must have a home school and a Memorandum of Understanding** with another school in the community with ‘consent to assess’ so their students’ results from Te Kura can be reported to NZQA.

* Home schools for Alternative Education providers, Teen Parent Units or other schools without ‘consent to assess’ **must provide entry details to NZQA, collect fees and submit results** on behalf of these providers.

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# Accessing NCEA Results

* Principals’ Nominees have a user ID to access and manage NCEA entries and results on Te Kura Enrolment System (TES).
* Results are available in TES at any time, including past results by selecting the appropriate year in the search filter.
* To access the results for your students:

1. **Go to** <https://tes.tekura.school.nz/pls/prod/w99pkg.mi_login> *– or from our website (*[*www.tekura.school.nz*](http://www.tekura.school.nz)*) select* ***Login*** *then* ***Te Kura Enrolment System for Schools.***
2. **Log in** – *With your user ID. If you have a query about your user ID contact* [*Enrolment Services*](mailto:enrolment@tekura.school.nz)*.*
3. **Click on** **Schools/Corrections Service** on the left side of the screen – *alternatively you can press the ‘****+All’*** *folder in the top left of the screen to view all links.*
4. Under the **Class List** folder, **select Results.**
5. **Choose the** **Academic Year** *– To see individual students, also enter their Student ID or NSN.*
6. **Click Search.**

* We recommend reviewing results at least once a term.
* **At the beginning of the school year**, you should check both the current year and the previous year to gather all results, including ‘catch-ups’.
* Videos and guides for TES can be found on our website ([www.tekura.school.nz](http://www.tekura.school.nz)) under **Te Kura Enrolment System (TES)** found under **Dual Tuition**.
* **How to Access TES:** <http://www.tekura.school.nz/assets/media/dual-tuition-resources/TES-Part-1-How-to-access-the-TES_Jan302015.pdf>
* **How to check Student Results in TES – Video:** <http://www.tekura.school.nz/assets/data/assets/video_file/0005/32378/How-to-Check-Student-Results-in-TES-V41680x901.mp4>
* Any queries should be directed as follows:
* **Access to TES** - Enrolment Services ([enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz) or 0800 65 99 88 select menu option 1)
* **Students missing from TES**: Your school’s Co-ordinator or Enrolment Services.
* **Results**: see [Results](#_Results_–_Duals,) section.

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# List of Achievement and Unit Standards

* The list of achievement and unit standards offered in the current year by Te Kura identifies all standards that could possibly be assessed for each course and can be found here: <http://www.tekura.school.nz/assets/Uploads/2016-Te-Kura-standards-list-schools.xlsx>
* This list is provided to help Principal’s Nominees make correct NCEA entries for externally assessed standards.
* Additional Qualifications information can be found on our website here: <http://www.tekura.school.nz/information-for-schools/qualifications-information/>.

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# Versions

* Please note the version number for some internal standards may not be the latest, but is the current version that is being offered by Te Kura.
* It is especially important to note that for 2016
  + **US3488 version 4 (6 credits)** should be reported
  + **US25060** a mix of versions will be assessed in 2016
    - **Version 1 (6 credits)** currently being assessed
    - **Version 2 (2 credits)** later in the year

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# Standard Components

* Some standards may be delivered in several components – for example where evidence is gathered over a number of assessment tasks as in literacy and numeracy unit standards or languages writing portfolios.
* It is not until **ALL components are completed** that the standard result is awarded.

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# Internal Entries

* Te Kura recommends you record **results only** for internally assessed standards but if you are required to enter indicative internally assessed entries, note many students may not be assessed for all standards within a course or may be offered additional standards.
* Results are available in the [Te Kura Online Enrolment System (TES)](https://tes.tekura.school.nz/pls/prod/w99pkg.mi_login).
* These results must then be entered on your school management system and submitted to NZQA, **with the correct version number** and using **our provider code (0498)**.

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# Course Endorsement and Te Kura results

* Results from the same course should be grouped for consideration for a course endorsement.
* For course endorsement to be awarded by NZQA, all entries must be made using a consistent ‘secondary course number’ and ‘secondary course name’.
* You can use your own criteria or our course code (Main Subject) in the ‘secondary course number’ field (e.g. AC1000) and our description (Subject Description) for the course in the ‘secondary course name’ field (e.g. Accounting). As long as you are consistent, the students’ results will all be grouped together under one course with NZQA.
* For more information on course endorsement, check out the NZQA website:

<http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/course-endorsement/>

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# Internal Assessment Deadline

* Work must be at Te Kura no later than **31 October 2016** in order to be assessed and for results to appear in TES (under the 2016 year) in time for your 1 December 2016 file to NZQA.
* **Please note, if Te Kura receives work after 31 October 2016, there is no guarantee that it can be assessed in time for you to view and add results to your 1 December 2016 file to NZQA.**
* Work received between 31 October 2016 and 14 December 2016 (end of Term 4) will be assessed by early 2017 and results will appear in TES under the **2016 or** **2017** academic year as ‘catch-ups’. You will need to check **both** academic years to ensure you capture all results.

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# Results – Secondary Duals, Fee-Payers and Adults

* The results for all students with another educational provider are accessible using the Te Kura Online Enrolment System (TES) at any time of the year and will show results immediately when the result is entered into our student management system.
* Result queries should first be directed to the students assigned subject teacher. The teachers contact details are available in TES by clicking on the ‘Registered Students’ list.
* Queries regarding students at your school who do not show at all in TES should first be directed to Enrolment Services ([enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz) or 0800 65 99 88 select menu option 1)

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# External Entries

Entries in external standards for secondary dual enrolled students (including any fee payers or adults enrolled by your school or Teen Parent Unit) are managed by you as their ‘home’ school / reporting school.

The process for selecting external standards for end of year exams is as follows:

* Your school’s Te Kura Co-ordinator should talk with students to confirm which external standards they want to sit. The Co-ordinator can see all the standards that a dual student is enrolled in via the online enrolment system (TES) accessed here: <https://tes.tekura.school.nz/pls/prod/w99pkg.mi_login>.
* You can view the list of externally assessed standards available to your students here: <http://www.tekura.school.nz/information-for-schools/qualifications-information/>.
* The student’s Te Kura subject teacher must be included in the decision-making process to ensure the appropriateness of the entries.
* Your school’s Te Kura Co-ordinator must advise you as the Principal’s Nominee of the external entry details in time for them to be included in the **1 August file to NZQA.**
* Schools need to ensure that Te Kura students are entered for their externals using the **provider code for Te Kura** **(0498)**. This is especially important for Languages, Scholarship, Maths Common Assessment Task (MCAT) or where a portfolio is to be submitted for external assessment i.e. students studying;
  + - Design and Visual Communication;
    - Digital Technology;
    - Technology;
    - Visual Arts.

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# Maths Common Assessment Task (MCAT)

* Te Kura is offering Secondary Dual students the opportunity to sit the Maths Common Assessment Task (MCAT) for Level 1 Maths (MX1000) external standard **91027 – Mathematics and Statistics 1.2 – Apply algebraic procedures in solving problems.**
* **The MCAT date for Te Kura students is 13 September 2016.**
* **For students who are secondary dual enrolled with Te Kura through a school:**
* You will need to accommodate the student into one of your other Maths classes to sit the MCAT on **13 September 2016**.
* Further information and a form enabling you to provide us with a list of the students at your school who will be sitting the MCAT will be sent to you in early June.
* **For students who are secondary dual enrolled with Te Kura through Alternative Education Centres, Activity Centres or Teen Parent Units:**
* You will need to set up a MCAT venue for the students to sit the MCAT in exam conditions on the morning of **13 September 2016**.
* Further information and a form will be sent to schools in early June. This allows you to nominate an MCAT supervisor and to provide us with a list of your students who will be sitting the MCAT at your MCAT venue.

**IMPORTANT!**

**You must also make sure you enter the students for the standard (91027) with our provider code of 0498. This is vital so that we can enter the provisional and final grades onto the NZQA website.**

* Queries regarding MCAT are managed by Judi Caradus ([judi.caradus@tekura.school.nz](mailto:judi.caradus@tekura.school.nz)).

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# Special Assessment Conditions (SAC)

* As the home school you are responsible for managing all SAC applications for students who are dual enrolled with Te Kura.
* If a student has SAC, please advise the subject teacher(s) at Te Kura so any SACs can be taken into account when work is being assessed.
* If a SAC student is transferring from your school to Te Kura, please advise Jennifer Hardiman ([jennifer.hardiman@tekura.school.nz](file:///C:\Users\nick.trezise\AppData\Roaming\SilentOne\nick.trezise\edrms-vm-prod\Jennifer.Hardiman\AppData\Roaming\SilentOne\jennifer.hardiman\edrms-vm-prod\View\jennifer.hardiman@tekura.school.nz))

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# Practice Exams

* Practice exams are to be made available to your Te Kura Co-ordinator in OTLE. You will be sent more information about this towards the end of August.
* Students need to sit practice exams if they are to be eligible for a derived grade.

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# Derived Grades

* As the home school you are responsible for entering all grades for exam sessions covered by a Derived Grade application, including grades for secondary dual enrolled students where Te Kura is the subject provider.
* Check our Te Kura provider code (**0498**) has been used to enter the standard/s.
* Email your derived grade request where Te Kura is the subject provider – *including the student’s name, NSN, subject and standards being applied for* – to Jo Parmenter ([joanne.parmenter@tekura.school.nz](mailto:joanne.parmenter@tekura.school.nz)).
* Jo Parmenter will notify you by email with a derived grade for each external standard requested so you can make your on-line application.

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# Accommodating Te Kura students for end of year exams

* Te Kura is not an exam centre and therefore non-dual Te Kura students entering for end of year exams need to be able to sit these at a secondary school within their community.
* As part of the registration process, students may approach you as their local secondary school, asking for your permission to sit their end of year exams at your exam centre.
* If you can accommodate our student(s), please
* Check the **Registration Summary** list they should bring with them detailing all their planned entries in external standards with Te Kura;
* Complete and sign the pink **2016 Exam Centre Permission** form for end of year exam students;
* Keep a copy of the ‘pink form’ for your records;
* Follow the instructions for the return of the completed ‘pink form’ to Te Kura who will then enter the student in the standards agreed, noting your provider number as the exam centre.

**Please note**: Te Kura has set up their own MCAT venues for non-dual students.

Te Kura thanks you for accommodating our students for their end of year exams.

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# Useful Dates

* Practice (mock) exams **29 August 2016 – 2 September 2016**
* MCAT exam for Te Kura students **13 September 2016**
* Portfolio due dates **to Te Kura**:
* Scholarship PE **11 October 2016**
* Visual Arts L1 **12 October 2016**
* Visual Arts L2 **19 October 2016**
* Design and Visual Communication **19 October 2016**
* Technology **19 October 2016**
* Digital Technology **25 October 2016**
* Visual Arts L3/Scholarship **26 October 2016**
* Internal Assessment due date (see [Internal Assessment Deadlines](#_Internal_Assessment_Deadline)) **31 October 2016**

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# Useful Links

* Information for schools can be found at the Te Kura website: <http://www.tekura.school.nz/information-for-schools>
* Specific information regarding qualifications can be found here: <http://www.tekura.school.nz/information-for-schools/qualifications-information>
* 2016 NZQF Achievement and Unit standards provided by Te Kura for dual students: <http://www.tekura.school.nz/assets/Uploads/2016-Te-Kura-standards-list-schools.xlsx>
* 2016 Service Level Agreement:   
  <http://www.tekura.school.nz/information-for-schools/service-level-agreement>

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# Contacts at Te Kura

**Jennifer Hardiman, Senior Qualifications Advisor**

* Email 🢂 [jennifer.hardiman@tekura.school.nz](mailto:alexandra.eslor@tekura.school.nz)
* Phone 🢂 0800 65 99 88 extension 8127
* Fax 🢂 04 496 1295

**Cheryl Brownrigg, Qualifications Leader** (Principal’s Nominee)

* Email 🢂 [cheryl.brownrigg@tekura.school.nz](mailto:cheryl.brownrigg@tekura.school.nz)
* Phone 🢂 0800 65 99 88 extension 8484
* Fax 🢂 04 496 1295

**Jo Parmenter, Qualifications Advisor**

* Email 🢂 [joanne.parmenter@tekura.school.nz](mailto:joanne.parmenter@tekura.school.nz)
* Phone 🢂 0800 65 99 88 extension 8850
* Fax 🢂 04 496 1295

**Judi Caradus, MCAT**

* Email 🢂 [judi.caradus@tekura.school.nz](mailto:judi.caradus@tekura.school.nz)
* Phone 🢂 0800 65 99 88 extension 8461
* Fax 🢂 04 471 2406

**Enrolment Advisor Team**

* Email 🢂 [enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz)
* Phone 🢂 0800 65 99 88 select menu option 1
* Fax 🢂 04 471 2406

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