

## Changes to TES for Secondary Dual Automation

### Changes to the system

The following outline the important changes that have been made to the system to facilitate secondary dual automation. In the brackets for each change is the page of the system that the change applies to.

#### Removal of Unnecessary Fields (Enrolment Eligibility)

Fields that are not required for applications to be processed have been removed from TES. Step 1 now looks like this:

**Step 1 of 5 - Enrolment eligibility**

There are two parts to this section. This section requires you to answer questions about the student's eligibility to enrol. For more information refer to Te Kura Conditions of Enrolment.

Select the study year for which you are enrolling:  \*

Intl. Foreign Fee Paying Student:  No  Yes

Special School:  No  Yes

Enrolment Reason:  \*

Enrolment Start Date:

#### Programme

Please select a student year level followed by a programme. If only one programme exists for the year level it will be pre-selected for you.

Student year level:  \*

Select a programme:  \*

The fields that have been removed as they are no longer required are:

- The ESOL Student radio button
- The Alternative Education Student radio button
- The Enrolment Start Date field still appears but it will now pre-fill for you and it cannot be edited
- The enrolment period field (the system will determine this automatically)

#### Year Level Validation (Student system search)

The student's year level will be validated against the date of birth entered. The validation is based on the rules that determine the student's current year level in ENROL (<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/ENROLAndEnrolment/InformationSchoolUsers/SchoolUserFAQs/YearLevelsFAQs.aspx>). If they year level does not match you will receive an error message in the system warning you of the mismatch:

First names:  \*

Last name:  \*

Have you ever been known by any other name?

**WARNING:** The year level derived from the birthdate (E) is not equal to the year level entered on previous page (B). Correct year level if applicable else continue onto next page.

**Please note** you will be able to continue with the application, but it will not be completed automatically as an Enrolment Advisor will have to check the application.

### ENROL Match (Student system search)

The student's biographical information will be validated against the biographical information held on ENROL i.e. name, gender, date of birth, NSN, school. Please ensure that the information you are entering matches ENROL data with correct name capitalisation. If it does not match you will be able to continue with the application, but it will not be completed automatically as an Enrolment Advisor will have to check the application.

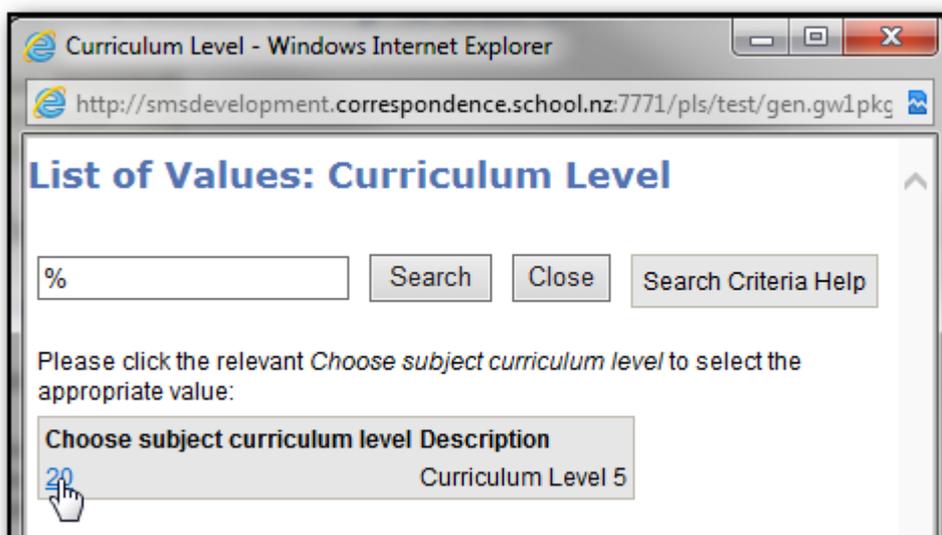
**Please note** that if a health school, activity centre, teen parent unit or alternative education provider is submitting an application the ENROL check will not include the school, just the biographical information.

### Curriculum Levels (Subject Selection)

To ensure that students are provided with the correct work on enrolment, for some subjects you will now have to indicate the curriculum level the student is working on. If this is the case for the subject you have selected, a new drop box will appear after you have selected the main subject:

1. Choose subject category:	60	Arts	 *
2. Choose main subject:	AR000	AR000 Visual Arts, NCEA level 0, Curriculum L	 *
3. Choose subject curriculum level:			 *

You will need to click the radio button on the right and select the level the student is working on, before you add the subject to your subject list:



Choose subject curriculum level	Description
<input type="radio"/> 20	Curriculum Level 5

The curriculum level can then be seen against the subject:

Subject category	Main subject	Main subject curriculum level	Remove
Arts	AR000 Visual Arts, NCEA level 0, Curriculum Level 4-5	Curriculum Level 5	<input type="checkbox"/>

### Attaching an IEP (Assessment Information)

You can now attach an IEP to the application before submitting it (if you are submitting an application for an enrolment reason that requires an IEP i.e. health school, gifted, special school). There is a link on the last page of the application that you can select to attach the document:

I understand that copies of the student's IEP must be sent to Te Kura within 5 working days or alternatively [Upload IEP Certificate now.](#)

**Please note** that if you do not attach the IEP here you will be able to submit the application, but it will not be completed automatically as an Enrolment Advisor will have to check the application.

### Tick Box for Additional Work Requirements (Assessment Information)

If your student requires specific standards from an NCEA subject, or you would like to add notes about the work the student requires (remembering that for all NCEA subjects all of the subject material is available to students via OTLE), you can include them in the text box on the last page of the application:

Tick if you are requesting specific booklets

Extra information.

You must tick the box to the left, and include any specific requests/notes in the text box. If the tick box is not selected, and text is still entered, it will not be actioned.

### Submission

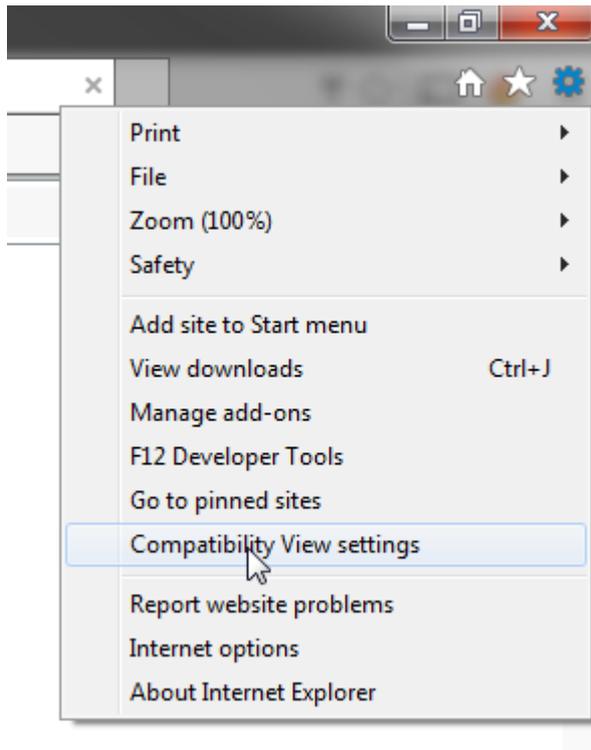
With automated applications, you may notice a small delay between submission and the application confirmation page.

## Set up required (for Internet Explorer)

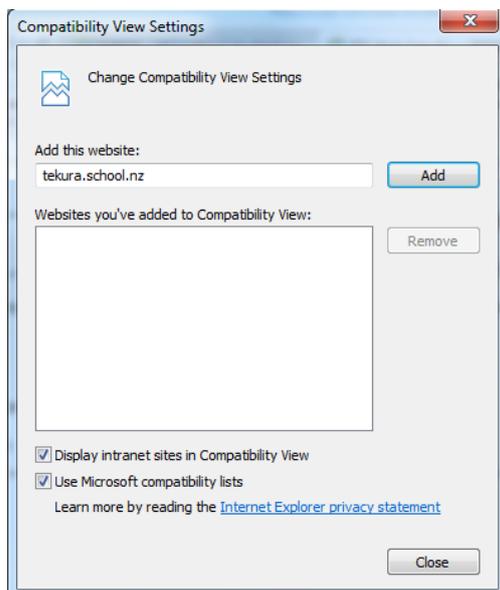
*This step only needs to be completed once*

Please note that we recommend all applications submitted via TES to be made using Internet Explorer (IE) version 10 or greater. You will also need to have IE in compatibility mode to display the system correctly. To do this, follow these steps:

1. On the TES login page click on settings (or tool for Version 10), and compatibility view settings



2. Add tekura.school.nz and click on add



3. You will now see the site in the box below, and you can click on close

