

Principal's Nominee Handbook 2026

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Te Pou Tautoko Ākonga Paparua (Te Pou)

Te Pou Tautoko Ākonga Paparua (Te Pou) is the online support system for dual providers that has replaced TES (Te Kura Enrolment System). Te Pou is used for enrolling ākonga and viewing their results information.

Principal's Nominee logins are issued by the Pou Whakarite (Lead Coordinator) at your school. If you are unsure who this is, contact the Te Kura Student and Whānau Support team on 0800 65 99 88 option 1, or enrolment@tekura.school.nz.

Dual Provider Partnership Agreement

When a school enrolls ākonga with Te Aho o Te Kura Pounamu via our Dual Providers Tool [Te Pou](#), the Dual Provider Partnership Agreement (DPPA) is agreed to as part of the enrolment process. The DPPA is Te Kura's Memorandum of Understanding.

The DPPA outlines responsibilities for both the school and Te Kura, including qualification responsibilities. Please refer to the [DPPA](#) on our website for full details.

Below are the main **qualification-related** points that schools of enrolment need to be aware of. They must:

- hold 'consent to assess' with NZQA and able to report internal results and external entries
- report internal results and external entries to NZQA for their ākonga enrolled in Te Kura NCEA courses. This includes secondary dual, fee payer, and adult ākonga
- report internal results and external entries to NZQA using Te Kura provider code **498**
- collect the NCEA fee associated with any international fee-paying ākonga

If the school of enrolment does not hold 'consent to assess' please contact our Principal's Nominee (Radhika.pande@tekura.school.nz) to put in place a NZQA Sub-contract and Memorandum of Understanding (MoU).

Memorandum of Understanding – Third Party arrangements

Schools of enrolment are required to provide external entry details and submit internal results to NZQA for ākonga dual enrolled with Te Kura by **Alternative Education providers, Teen Parent Units**, and **schools without consent to assess**.

As a result, **Alternative Education providers, Teen Parent Units**, and **schools without consent to assess** are required to have a Memorandum of Understanding with a local consented school of enrolment (Te Kura is not the school of enrolment for these ākonga).

This process does not require a Memorandum of Understanding with Te Kura because the ākongas are dual-enrolled.

Key dates 2026

Practice (derived grade) exams	24 August to 11 September Refer to Practice exams		
Internal assessments due	12 November Refer to internal assessment deadlines		
Internal assessment drop-boxes close 11.59pm	1 December		
Portfolio Report Kete Manarua due to Te Kura	Level 1		
<ul style="list-style-type: none"> Dance, Design & Visual Communication Materials & Processing Technology Music Physical Education Te Ao Haka Te Reo Māori 	21 Aug to 11 Sep		
<ul style="list-style-type: none"> Visual Arts 	25 Sep		
Portfolio Report Kete Manarua due to Te Kura	Level 2	Level 3	NZ Schl
<ul style="list-style-type: none"> Design and Visual Communication 	21 Oct	21 Oct	21 Oct
<ul style="list-style-type: none"> Health & Physical Education 	-	-	14 Oct
<ul style="list-style-type: none"> Music 	-	-	14 Oct
<ul style="list-style-type: none"> Technology 	14 Oct	14 Oct	14 Oct
<ul style="list-style-type: none"> Visual Arts 	25 Sept	12 Oct	19 Oct

List of achievement and unit standards

[Click here](#) for a list of achievement and unit standards offered by Te Kura this year. It identifies all standards that could be assessed for each course.

Te Kura provides this list to help Principal's Nominees submit correct entries specifically for external standards. Additional qualifications information can be [found here](#).

The version number listed for some internal standards may not be the latest or match the version setting in your school SMS, but is the version being offered by Te Kura this year.

Te Kura provider code 498

It is important that all **internal results** and **external entries** are reported to NZQA using Te Kura provider code **498** for your dual enrolled ākongas. This is **especially important** for Languages, Scholarship, or where a Portfolio, Report, Kete Manarua, is to be submitted for external assessment.

Te Kura provider code 498

Course endorsement

For course endorsement to be awarded by NZQA, all entries (internal and external) must be made using a consistent **course code**.

You can use your own school criteria, **or** our main subject on Te Pou e.g., ENG1000. If you are **consistent**, the ākonga external entries and internal results will be grouped together under one course code with NZQA.

For more information on course endorsement, check out the [NZQA website](#).

Internal assessments

Conditions of assessment are available in the [DPPA](#).

Internal entries

Te Kura recommends that you record only **results** awarded for internally assessed standards. However, if you are required to enter indicative internally assessed entries, please note many ākonga may not be assessed for all standards offered within a course or may be offered additional standards.

Internal results

Principal's Nominees use their email address to access and manage NCEA internal results and external entries on our Dual Providers Tool [Te Pou](#).

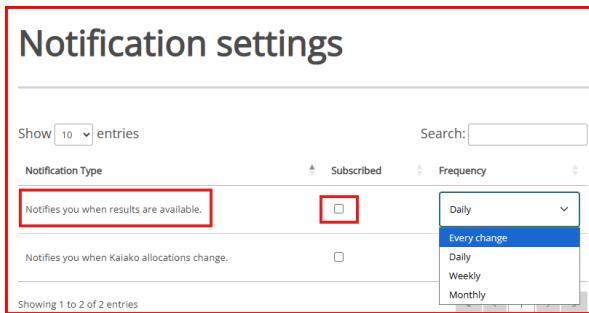
Results for all ākonga enrolled full-time with another educational provider (secondary duals, fee-payers and adults) are available using Te Pou and will show immediately when the result appears in Te Kura's student management system.

The version for some internal standards may not be the latest but is the version being offered by Te Kura. **Please ensure the version you enter is the same as appears in Te Pou.**

Results must be entered into your student management system and reported to NZQA, with the **correct version number AND Te Kura provider code 498**.

Viewing internal results

Results are available in Te Pou at any time, including past results of withdrawn ākonga, by selecting the appropriate year in the search filter. If you wish to be notified when results are available, you can select the frequency in Te Pou Notification Settings.



At the beginning of the school year, you should also check both the current year and previous year to gather all results, including catchups.

Standard components

Some standards may be delivered in several components, for example where evidence is gathered over several assessment tasks, such as or languages writing portfolios. It is not until all components are completed that the standard result is awarded.

Resubmissions and reassessment

At Te Kura, we follow NZQA guidelines shown in this [link](#).

Result queries

These should first be directed to the assigned subject kaiako. The kaiako contact details are available in Te Pou by clicking on the 'Registered Students' list.

Internal assessment deadlines

November 12 is the date internal assessments should be uploaded to My Te Kura to guarantee results are available in Te Pou in time for your 1 December reporting to NZQA. This also allows our kaiako time for feedback, and to mark and moderate before the result is available in Te Pou.

December 1 is the final date ākonga can upload internal assessments into My Te Kura. Drop-boxes will close at 11.59pm.

Work uploaded to My Te Kura between 12 November and 1 December will be assessed with results appearing in Te Pou under the 2026 **or** 2027 academic year as 'catch ups'. You will need to check both academic years to ensure you capture all results for reporting to NZQA for the 2026 school year.

External entries

External entries for secondary dual enrolled ākonga (including any fee payers or adults enrolled by your school or Teen Parent Unit) are managed by you as their school of enrolment. Below is the process for selecting external standards.

1. The Te Kura Pou Whakarite (Lead Coordinator) or the kaimahi responsible for supporting the ākonga at your school should talk with each ākonga to confirm which external standards they wish to enter.
2. You can find the list of externally assessed standards available to your ākonga [here](#).
3. The subject kaiako at Te Kura must be included in the decision-making process to ensure the entries are appropriate.
4. The Te Kura Pou Whakarite at your school must advise you, as the Principal's Nominee, of the external entry details in time to meet NZQA reporting deadlines.
5. A list of ākonga and their external entries should be available to support the practice exam process in August. This will also ensure that you get derived grade results that match the entries.

Literacy and Numeracy CAA

As the school of enrolment, it is your responsibility to manage all aspects of the Literacy and Numeracy CAA. This includes ākonga who are dual enrolled with Te Kura via a health school, activity centre, teen parent unit and alternative education provider.

The school of enrolment is responsible for:

- identifying readiness
- registering ākonga with NZQA, using **your own provider code**
- administering and supervising the digital assessments via Assessment Master

Digital submissions

Digital submissions will run parallel to practice exams and schools have three weeks to complete and submit these.

Key dates are also available on the NCEA tab of any My Te Kura course. Ākonga will need to collaborate with their subject kaiako to ensure they have the information to complete these in a timely manner.

Queries can be directed to radhika.pande@tekura.school.nz

Practice exams

Practice exam week is held from Monday 31 August to Friday 4 September 2026. However, schools may choose to hold the practice exams one week before and one week after our practice exam week (Monday 24 August to Friday 11 September 2026). We cannot provide extensions.

Practice exams will be available to your school's Te Kura Pou Whakarite in the My Te Kura Practice Exam course. Information will be sent in the Term 2 Pānui from your Kairuruku Hononga (Relationship Coordinator).

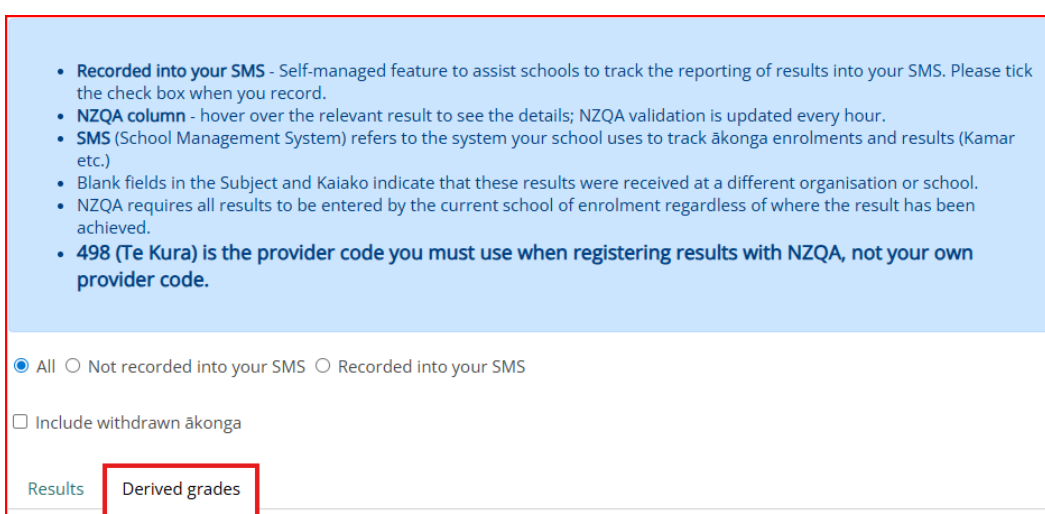
Queries can be directed to practiceexam@tekura.school.nz.

Derived grades

As the school of enrolment, you are responsible for entering all grades for exam sessions covered by a Derived Grade application, including grades for ākonga where Te Kura is the subject provider.

Derived Grade results will be available in Te Pou in Week 1 of Term 4.

1. Log into Te Pou, select Results
2. On the Results page, select the 'Derived grades' tab.



The screenshot shows a light blue header with a list of instructions:

- **Recorded into your SMS** - Self-managed feature to assist schools to track the reporting of results into your SMS. Please tick the check box when you record.
- **NZQA column** - hover over the relevant result to see the details; NZQA validation is updated every hour.
- **SMS** (School Management System) refers to the system your school uses to track ākonga enrolments and results (Kamar etc.)
- Blank fields in the Subject and Kaiako indicate that these results were received at a different organisation or school.
- NZQA requires all results to be entered by the current school of enrolment regardless of where the result has been achieved.
- **498 (Te Kura) is the provider code you must use when registering results with NZQA, not your own provider code.**

Below the header are three radio buttons: All, Not recorded into your SMS, and Recorded into your SMS. There is also a checkbox for Include withdrawn ākonga.

At the bottom, there are two tabs: 'Results' and 'Derived grades'. The 'Derived grades' tab is highlighted with a red border.

Special Assessment Conditions (SAC)

As the school of enrolment, you are responsible for managing all SAC applications for ākonga who are secondary dual enrolled with Te Kura.

- If the ākonga has SAC, please advise the subject kaiako at Te Kura so any SAC can be considered when work is being assessed.
- If a SAC ākonga is transferring from your school to Te Kura, please email the details to our SAC team.

Queries can be directed to sac@tekura.school.nz.

Accommodating Te Kura ākonga for end of year exams

Te Kura is not an end of year exam centre school. As a result, ākonga who are enrolled full-time with Te Kura (e.g., Te Kura is their **only secondary school**), are required to sit **end of year** exams at a secondary school in their community.

From June, our ākonga start registering for their end of year exams, and we have an online system for Principal's Nominees to log into, to approve or decline their request. Our Qualifications Advisor will email you the details in early June.

We thank you for considering any requests from our ākonga.

Queries can be directed to ncea.registration@tekura.school.nz.

Links

- [Te Pou](#)
- [Te Pou User Guide](#)
- [Te Kura Information for schools \(Qualifications\)](#)
- [Te Kura Information for schools \(General\)](#)
- [Kairuruku Hononga \(Relationship Coordinator\)](#)
- [Te Kura glossary](#)

Contacts

Assessment & Qualifications Lead, Principal's Nominee

- Radhika Pande radhika.pande@tekura.school.nz

SAC Advisors – sac@tekura.school.nz

- Jennifer Hardiman | Sumeet Ram | Kistle Smith

Qualifications Advisor – quals@tekura.school.nz | ncea.registration@tekura.school.nz

- Joanne Parmenter (Jo)

Practice (derived grade) exams

- practiceexam@tekura.school.nz

Student & Whānau Support team

- enrolment@tekura.school.nz

Kairuruku Hononga | Relationship Coordinators

- <https://www.tekura.school.nz/learn-with-us/dual-providers/kairuruku-hononga-relationship-coordinators>