

End of Year Exam Centre requests from Te Kura ākongā

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As you may be aware, Te Kura is not an end-of-year exam centre. As a result, ākonga where **Te Kura is their only secondary school**, are required to sit their end-of-year exams at a secondary school in their local community.

- This process does **not** apply to your ākonga who are dual enrolled with us.
- These requests are for **end of year exams** only; practice exams are not sat at the exam centre.
- NZQA confirms an Exam Centre Memorandum of Understanding is **not** required for this process.

From June, full time Te Kura ākonga start registering for their external standards via our online NCEA Registration facility.

If an ākonga submits their NCEA Registration form nominating your school as their preferred end of year exam centre, you (as the Principal's Nominee) will receive a system generated email alerting you to their details, as well as **a link for you to approve or decline** the request.

It is only after you accept a request via our online facility that Te Kura will include the entries in our NZQA data submissions with your school as the listed exam centre. You and your ECM will be able to view the entries on the NZQA website under the **Key Indicator Checklist** (Entries / Standards Reported by Another Organisation).

These entries are not included in any of your school statistics, as Te Kura is recorded as the school of enrolment.

We thank you for your consideration of any requests you may receive to support our ākonga sitting their end of year exams.

Requests from Te Kura ākonga

1. Our ākonga submits their end-of-year exam entries via our online NCEA Registration facility, indicating their preference to sit at your school.
2. As the PN detailed in our SMS, you will receive a system generated email with the ākonga details, end of year exam subjects they intend to sit (**individual standards are available once you log in**), any required SAC, and a link for you to provide your decision to Te Kura.
3. Ideally our ākonga are expected to contact you to discuss whether their request can be accommodated.
4. Please log in to our online system to either approve or decline the request. **This must be actioned in our online system, so Te Kura is aware of your decision.**

Logging into our exam centre permissions facility

You will need to be the Principal's Nominee to access this part of the system. A copy of this document is also available on [our website](#).

First time logging into this facility

1. Click [here](#) to go to our facility
2. Enter your **username** (this will be your **email** address)
3. Select **Principal's Nominee** as the User Type from the drop down
4. Click **next**. A password will be emailed to you
5. Enter this **password** and select **Log in**
6. If you have any issues logging in, please email ncea.registration@tekura.school.nz or call our Qualifications Advisor on 0800 65 99 88 option 3 and ask for Jo.

If you've logged into this facility before

1. Click [here](#) to go to our facility
2. Enter your **username** (this will be your **email** address)
3. Select **Principal's Nominee** as the **User Type** from the drop down
4. Click **next**
5. Enter your **password** and select **Log in**
6. If you can't remember your password, select 'Reset my Password', or email ncea.registration@tekura.school.nz or call our Qualifications Advisor on 0800 65 99 88 option 3 and ask for Jo.

Once logged in

You'll see any requests awaiting your decision. The NSN, name and end of year exam subjects will be listed, and any SAC our ākonga has indicated will be displayed. **Select the blue Details button** on the left-hand side to approve or decline requests.

NZQA requires ākonga sit **all** end of year exam sessions at the same exam centre. The exam centre does not have to be offering the same subjects or all the same standards, as these requests are around hosting exam **sessions**.

If you are not hosting an exam session in one of the subjects our ākonga wishes to sit, but are happy to:

- a. host them in another exam session operating on the **same date and time**, please accept the request **or**
- b. open an exam session (NZQA has confirmed they will fund this), please accept the request.

An exception to (a) above may be if your school is operating a **paper-based Language** exam session but your ākonga are not sitting the **listening standard**. If our ākonga has registered for the listening standard, and you are not operating any digital exam session on the same day/time, it may be best to decline the request.

Digital and paper-based options

Where NZQA offers a digital and paper-based option, Te Kura will automatically register our ākonga for the digital option as this is the default setting in the NZQA standards file.

However, Te Kura is guided by you, as the exam centre, to indicate in our facility if you will **NOT** be operating a digital exam session.

This is critical so Te Kura can accurately flag the entries in our NZQA data submission as 'Paper' as well as advise our ākonga they will be hand-writing the exam.

Special Assessment Conditions

We realise separate accommodation is becoming difficult to accommodate for all schools, so we are grateful for your consideration of these requests.

- Te Kura will provide any reader/writer/typists unless you advise us otherwise.
- Ākonga with Computer Use will bring their own device and charging cable unless you advise them otherwise.
- If an ākonga requests SAC after you have already approved their request to sit at your school, we will contact you to request any changes before proceeding with exam linking.

If your school has approved Te Kura ākonga with an existing NZQA-approved SAC entitlement, they will begin to appear on your planner from late June.

- As Te Kura ākonga sometimes make late SAC requests as part of their exam registration, we need to arrange a transfer of SAC via NZQA or obtain evidence to support a SAC application. There may be a delay between you being advised of a SAC need through the exam registration process and the SAC being approved by NZQA.

When Te Kura ākonga have an assessment assistant allocated to them, we will email you the assessment assistant contact details as soon as possible.

If you have any concerns or queries about our SAC ākonga, please contact our us at sac@tekura.school.nz with 'Exam ākonga', ākonga name and NSN in the subject line.

Approving a request

If you are happy to accommodate our ākonga for all their end of year exam sessions, please also tick the box if you are **NOT** offering a digital exam session where there is both a digital and paper option.

Te Kura will flag the standards in our NZQA data file depending on the tick you provide in the online system.

Declining a request

If you decline a request, our ākonga will receive a system generated email asking them to contact our Qualifications team to make alternative arrangements. You won't need to do anything further other than decline the request online.

Exam days

Te Kura ākonga are expected to contact their approved exam centre if they cannot attend an exam session.

They are also expected to arrive fully prepared on each exam day.

- Our ākonga will bring **photo ID** and their **exam admission slip** to each session.
 - Te Kura provides the slip. If an ākonga arrives without it, please call Jo on 0800 65 99 88 option 3 for a signed replacement to be emailed to you.
- For **digital exams**, our ākonga are instructed to:
 - Contact you before the exam period to discuss network access.
 - Follow our digital exam checklist to prepare.
 - Bring a **fully charged device**, charging cable, as well as **headphones** for Language listening standards.
 - Bring **black or blue pens** in case they need to switch to paper.
 - Arrive **at least 30 minutes** before the session starts.
- For **paper-based exams**, our ākonga are instructed to arrive at least **20 minutes** before the session begins.

Please send any queries or concerns to ncea.registration@tekura.school.nz.

Queries

- Exam centre approval requests – ncea.registration@tekura.school.nz
- SAC queries – SAC@tekura.school.nz