Processing requests from Te Kura ākonga to sit their end of year exams at your school

As you may be aware, Te Kura is not an end of year exam centre. This means our ākonga, **where Te Kura is their only secondary school**, are required to sit their **end of year exams** at a local secondary school.   Please note:

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

From June, Te Kura ākonga start registering for their external standards via our online NCEA Registration facility. **If** our ākonga submits their registration nominating your school as their preferred end of year exam centre, you (as the Principal's Nominee) will receive an automated email alerting you to their details, end of year exam subjects, and **an online link for you to approve or decline** their request. Further information is detailed below under the heading 'Here's how it works'.

NZQA requires ākonga sit all their 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 accommodating exam **sessions**.

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

a. accommodate 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, it may be best to decline the request.

It is only after you accept a request via our online facility that Te Kura will include the entries in our weekly NZQA data file submissions with your school as the 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.

Digital and paper-based options

Accepting a request where there is a digital and paper-based option in an exam session

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 the online Exam Centre Permission facility if you will **NOT** be operating a digital exam session.

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

Digital exams

For those sitting digital exams, Te Kura will advise our ākonga:

1. to take their own laptop, charger (and hand headphones for any Language listening standards) to digital exam session/s
2. how to prepare for digital exams, including performing required device checks
3. to contact you prior to the start of the exam period to ask if there are any special instructions you may have for them e.g., do they need to visit you before their first exam day so their laptop can be connected to your school network
4. be at their approved exam centre at least 30 minutes prior to the start of the session.

Special Assessment Conditions

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 questions about SAC for Te Kura ākonga, please contact us by emailing sac@tekura.school.nz.

Here's how it works (in this order)

1. Our ākonga submits their end of year 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 an automated email request 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 via our online system, so Te Kura is aware of your decision.**

Online 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**.

If you have logged into this system before as Principal's Nominee

1. Click **here** to go to the online system
2. Enter your **username** (this will be your **email** address)
3. Select **Principal's Nominee** as the **User Type** from the drop down
4. Enter **next**
5. Enter your **password**
6. Select **Log in**
7. 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.

If this is your first time logging in as Principal's Nominee

1. Click **here** to go to the online system
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**
6. Select **Log in**.
7. 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.

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.

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 be automatically emailed asking that they contact Te Kura to make alternative arrangements. You won't need to do anything further other than decline the request online.

Queries

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