

## Dual MCAT Supervisor Application

for setting up a **special MCAT centre for students** who cannot attend the exam at their **Secondary School but are enrolled at Te Kura for Level 1 maths (MX1000) in 2023.**

Please complete this form if you have students who are dual enrolled with Te Kura in Level 1 maths (MX1000) who want to sit the Maths Common Assessment Task (MCAT) for external standard 91027 on **Tuesday 12 September 2023** but are unable to do so at their school.

- You **must** ensure the students are entered for this standard **with Te Kura's Ministry provider code of 0498.**
- You need to set up a special MCAT centre and use this form to nominate an MCAT dual supervisor who will oversee the MCAT at your centre if the student is not sitting with other mainstream maths NCEA level 1 students.
- Te Kura will use this form to advise NZQA of the number of students taking the MCAT at your Special Centre and NZQA will arrange for the correct number of papers to be sent to the centre plus an attendance register and a courier envelope to send the papers back to Te Kura for marking by our assessor.
- Provision must also be made for any students who have NZQA approval for **Special Assessment Conditions (SAC).**
- Please return this form **no later than 5pm Monday 25 July 2023.**

**Your school's Principal Nominee or School's Co-ordinator will arrange for:**

- Liaison with Te Kura's MCAT coordinator around setting up a special centre and our Senior Qualifications Advisor over any other matters to do with MCAT.
- Creation of a record of all details of the students who have been entered for the MCAT on the form below in section 1 and for TPU adults in section 2.
- Setting up of a suitable space for students to sit the MCAT assessment on **the morning of Tuesday 12 September 2023.** The MCAT assessment session is 1 hour.
- All processes as detailed in NZQA's MCAT administration guidelines which will be sent to you, comply with all NZQA requirements re exam supervision. e.g. **No calculators, cell phones or watches\* allowed;** all students will remain in the session for the whole hour; fully document any incident during the session.
- The candidate's name and Te Kura ID for each student to be written on the exam paper.
- The attendance registers of the MCAT session to be filled in and returned to Te Kura along with the papers
- The completed exam papers and attendance register to be sent in the courier envelope to Tracy Awa c/- Qualifications Section at Te Kura.

\*NZQA have deemed that as watches can be analogue or digital and there is difficulty telling one from another and because of the time involved in checking that students will keep their watches in their emergency exam pack. Therefore, a clock will be required in the exam room or a means of showing when 15 mins have passed.

## Information on MCAT Dual Supervisor Applicant

**Applicant Name:**

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**Name of AE/ Activity Centre/ TPU Centre and Health Centre:**

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**Location of MCAT centre if not held at managing school site:**

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**Street Address (for courier delivery of materials:**

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**Contact Phone Number:**

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**Email:** \_\_\_\_\_

The supervisor must:

- be of good character
- be able to follow NZQA and Te Kura examination requirements
- ensure that examination security is maintained
- declare any direct family relationship or friendship with the applicants or their families to any of the candidates on the conflict-of-interest form
- agree to abide by the rules and regulations of NZQA by signing in the space provided below

### **Declaration by the Supervisor**

I declare that all the above information is correct. I will abide by the Assessment and Certification Rules and Procedures of the New Zealand Qualifications Authority for the conduct of examinations. I will maintain examination security and I agree to sign an additional declaration at the conclusion of each examination attesting to this.

**Signature:** \_\_\_\_\_

**Section: 1**

Name of Managing school \_\_\_\_\_

Please list below the secondary dual students who are taking the MCAT at your school or Special Centre.

**TPUs, that have students who are enrolled as 'adults' rather than secondary duals, must list them on the Section 2 of this form.**

Student First name	Student surname	Te Kura Student ID	National Student Number	SAC student?

**Section: 2**

TPUs please list any students here who are enrolled as adult students rather than secondary duals

First Name of Adult Student	Surname of Adult Student	Te Kura Student ID	National Student Number