

Processing requests from Te Kura ākongā to sit 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 ākongā, **where Te Kura is their only secondary school**, are required to sit end of year exams at a local secondary school.

NZQA has confirmed an Exam Centre Memorandum of Understanding is **not** required for Te Kura ākongā.

From June, Te Kura ākongā start registering for their intended external standards via our online NCEA Registration system. If our ākongā nominates your school as their intended end of year exam centre, Te Kura will email you the ākongā details, the end of year exam **subjects** they intend to sit, and an online link for you to approve or decline their request. Further information is detailed below.

Your school does not have to be offering the same subjects or the same standards as the request is around accommodating exam **sessions**. An exception to this would be if your school is sitting a **paper-based language** exam session but your ākongā are not sitting the **listening standard**. If our ākongā had registered for the listening standard, you should decline the request.

If you approve a request, Te Kura will submit the entries in our weekly NZQA data file submission with your school provider code as the exam centre. You and your ECM will be able to view these 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.

Please note these requests are for end of year exams only; practice exams for these ākongā are not sat at the exam centre school.

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

Digital exam sessions

NZQA is unable to provide Te Kura with a list of schools that offer paper-based exams at **Level 1**, or digital exams at **Level 2 and 3**. This means we rely on schools to tell us, via our online NCEA Registration system, so we can accurately flag the entries in our NZQA data file submissions and liaise with ākongā.

NCEA Level 1 end of year exams are now flagged by NZQA as **digital by default**, with the exception of Level 1 Maths and Level 1 Physics Earth & Space Science. **If our ākongā has selected a NCEA Level 1 subject that you are offering as a paper-based exam session, please tick the appropriate box once logged into our online system.**

NCEA Level 2 and Level 3 end of year exams can be sat digitally in some subjects. **If our ākongā has selected a Level 2 or Level 3 subject that you are offering as a digital exam session, please tick the appropriate box once logged into our online system.**

Our ākongā sitting digital exams are instructed to:

- take their own laptop
- take headphones for language exams

- perform the required device checks well before the exam period starts
- be at their approved exam centre at least 30 minutes prior to the start of the session

Special Assessment Conditions

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

As Te Kura ākongā 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 ākongā 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 ākongā, please contact us by emailing sac@tekura.school.nz.

Here's how it all works

- Our ākongā submits their external entries via our online NCEA Registration system, indicating they wish to sit at your school.
- As the PN detailed in our SMS, you will receive an automated email request with the ākongā 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.
- Ideally our ākongā are expected to contact you to discuss whether their request can be accommodated (they are required to **sit all their exam sessions at one school**).
- Please log in to our online system to either approve or decline the request. **This must be actioned via our online system, so we are aware of your decision.**

Log in details for the online system

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 the request. This will show the ākonga contact details and the individual external standards they wish to sit.

Approving a request

If you are happy to accommodate our ākonga for all their end of year exam sessions, please also indicate if you are:

- Offering a **paper-based** exam session in any of their listed **Level 1** subjects
- Offering a **digital exam** session in any of their listed **Level 2** or **Level 3** subjects. If you indicate Yes, Te Kura will contact our ākonga to confirm whether they wish to sit the exam session digitally or paper based.

Te Kura will flag the standards either DE (digital exam) or PS (paper submission) in our NZQA data file.

Declining 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