Principal's Nominee Handbook 2024

Dual Provider Partnership Agreement

When a school enrols ākonga (student/s) with Te Kura via online enrolment, the Dual Provider Partnership Agreement (DPPA) is agreed to as part of the enrolment process. The DPPA outlines responsibilities of both the school and Te Kura including qualification responsibilities. See the DPPA on our website for full details.

Below are the main qualification-related points that home-schools need to be aware of.

The home school must:

- Hold 'consent to assess' with NZQA and be able to report internal results and external entries.

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

- Report external entries and internal results to NZQA for all their ākonga enrolled in Te Kura NCEA courses. This includes secondary dual, fee payer, and adult ākonga.

- Report external entries and internal results to NZQA using Te Kura provider code **498**.

- Collect the NCEA fee associated with any international fee-paying ākonga.

Memorandum of Understanding

Alternative Education providers, Teen Parent Units, or other schools without 'consent to assess' **must** have a home school and a Memorandum of Understanding (MoU) with another school in the community with 'consent to assess' so their ākonga results from Te Kura can be reported to NZQA.

Home schools for Alternative Education providers, Teen Parent Units, or other schools **without 'consent to assess'** must provide entry details to NZQA and submit results on behalf of these providers.

List of achievement and unit standards

Click here for a list of achievement and unit standards offered in the current year by Te Kura that identifies all standards that could possibly be assessed for each course.

- This list is provided to help Principal's Nominees make correct NCEA entries specifically for external standards.

- Additional qualifications information can be found here on our website.

Te Kura provider code

It is important all **internal results** and **external entries** are reported to NZQA using Te Kura provider code **498** for your ākonga Te Kura courses.

This is **especially important** for Languages, Scholarship, Level 2/3 DCAT, or where a portfolio or report is to be submitted for external assessment i.e., ākonga studying Design and Visual Communication, Technology, Visual Arts.

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's criteria, **or** our main subject on TES e.g., ENG1000. If you are **consistent**, the ākonga entries and results will be grouped together under one course code with NZQA.

For more information on course endorsement, check out the NZQA website.

Internal entries

Te Kura recommends 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

Principals' Nominees have a user ID to access and manage NCEA external entries and internal results on Te Kura Enrolment System (TES).

Results for all ākonga with another educational provider (secondary duals, fee-payers and adults) are accessible using Te Kura Online Enrolment System (TES), and will show immediately when the result is entered into our student management system.

These results must be entered in your school management system and reported to NZQA, with the **correct version number** and using **Te Kura provider code 498.**

- The version number 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 TES.

Accessing internal results

Results are available in TES at any time, including past results of withdrawn ākonga, by selecting the appropriate year in the search filter. We recommend **reviewing results at least once a term**.

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

1. **Either** click here, **or** from our website select **Login** then **TES**.

2. **Log in** with your user ID. If you have a query about your user ID contact Student & Whānau Support.

3. **Click on Schools/Corrections Service** on the left side of the screen. Alternatively, you can press the '**+All'** folder in the top left of the screen to view all links.

4. Under the **Class List** folder, **select Results.**

5. **Choose Academic Year.** To see individual ākonga, enter their Student ID or NSN.

6. Click **Search.**

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.

Useful links

- How to access TES
- How to check ākonga results in TES (video)

Queries

- **Access to TES** - Student & Whānau Support / 0800 65 99 88 select option 1.
- **Ākonga missing from TES** - your school's Coordinator or Student & Whānau Support.
- **Result queries** should first be directed to the assigned subject kaiako. The kaiako contact details are available in TES by clicking on the 'Registered Students' list.

Internal assessment deadlines

Work should be uploaded to My Te Kura by **12 November 2024** to guarantee results are available in TES in time for your 1 December file to NZQA.

December 1 is the **final** date ākonga should upload any work into My Te Kura.

Work uploaded to My Te Kura between 12 November and 1 December will be assessed with results appearing in TES under the 2024 **or** 2025 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 2024 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 'home' school / reporting school.

Below is the process for selecting external standards.

1. Your school's Te Kura coordinator should talk with ākonga to confirm which external standards they wish to enter. The coordinator can see all the standards ākonga are enrolled in via the online enrolment system (TES).

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 appropriateness of the entries.

4. Your school's Te Kura coordinator must advise you, as the Principal's Nominee, of the external entry details in time for them to be included in your **1 August file to NZQA.**

> Schools must ensure Te Kura ākonga are entered for internal results and external entries using
> Te Kura provider code 498

Common Assessment Activities

Literacy and Numeracy co-requisites

As the home school, it is your responsibility to manage all aspects of the Literacy and Numeracy co-requisite 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 home school is responsible for:

- identifying readiness
- entering the ākonga with NZQA, against your own provider code
- administering and supervising the assessments

Te Ao Haka

Te Kura offers secondary dual ākonga the opportunity to sit the Common Assessment Tasks for Level 1 Te Ao Haka (Assessment Opportunity 2). This includes ākonga who are dual enrolled with Te Kura via a health school, activity centre, teen parent unit and alternative education provider.

The CAA is timetabled by NZQA on 9 September 2024.

- 91978 – 1.3 Demonstrate understanding of categories within Te Ao Haka
- 91979 – 1.4 Demonstrate understanding of elements within a Te Ao Haka performance

The home school is responsible for:

1. Registering the ākonga with NZQA against provider code 498.
2. Notifying details to Te Kura (e.g., ākonga names, standards, supervisor details and chosen time to sit). A form will be emailed to you to collect this data.
3. Arranging a room for your ākonga to sit.
4. Supervising the assessments.

Te Kura is responsible for:

1. Managing the Assessment Master (NZQA's digital exam platform).

Digital Technologies Common Assessment Tasks (DCAT)

Te Kura offers secondary dual ākonga the opportunity to sit the Common Assessment Tasks for Level 2 and Level 3 Digital Technologies. This includes ākonga enrolled through a health school, alternative education provider, activity centre or teen parent unit.

Level 2
- 91898 – 2.9 Demonstrate understanding of a computer science concept
- 91899 – 2.10 Present a summary of developing a digital outcome

Level 3
- 91908 – 3.9 Analyse an area of computer science
- 91909 – 3.10 Present a reflective analysis of developing a digital outcome

Your ākonga may sit the 2024 DCAT on any day you choose that is within the NZQA timeframe of **9 to 13 Sep (Term 3)** and **14 to 18 Oct (Term 4).**

In early June you will be sent further information. We will also send a form asking you to provide us with a list of ākonga at your school who will be sitting the DCAT, the name of your nominated DCAT supervisor, and your chosen date and time.

Please remember to enter ākonga for the DCATs using Te Kura provider code **498.**

Queries

Please email CAA@tekura.school.nz.

Digital submissions for non-end of year external standards

As the home school, your Principal's Nominee is responsible for registering ākonga and submitting work to NZQA via their portal.

We recommend you supervise ākonga to complete the assessment tasks during Te Kura practice exam period (26 August to 13 September). All submissions must be uploaded to NZQA by 30 October 2024.

Practice exams

Practice exams will be made available to your Te Kura Coordinator in My Te Kura. You will be sent more information about this in the Term 2 Pānui from your Kairuruku Hononga (Relationship Coordinator).

Ākonga must sit practice exams to be eligible for derived grades or unexpected event grades.

Queries

Please email practiceexam@tekura.school.nz

Derived grades

As the home school 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.

A spreadsheet of derived grade results will be provided to Principal Nominees in Week 1 of Term 4.

Special Assessment Conditions (SAC)

As the home school 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 SACs 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 sac@tekura.school.nz.

Queries

Please email sac@tekura.school.nz.

Accommodating Te Kura ākonga for end of year exam sessions

Te Kura is not an end of year exam centre and therefore ākonga enrolled **only** with Te Kura entering for **end of year exams** need to be able to sit these at a secondary school within their community. We thank you for considering any requests from our ākonga to sit their end of year exams at your school.

Te Kura sets up their own venues for CAA (where the ākonga is enrolled only with Te Kura) so you shouldn't receive any requests to sit DCAT or Te Ao Haka at your school.

If a Te Kura ākonga is seeking permission to sit their end of year exams at your school, we have an online system for you to login to, to approve or decline their request.

How the process works

1. Ākonga submits an online application on our website indicating they would like to sit their end of year exams at your school.

2. Ākonga are instructed to contact you (as Principal's Nominee) to discuss their end of year exams and whether they can be accommodated to sit all their exam sessions at your school.

3. You, as the Principal's Nominee will receive an automated email with ākonga details and the external standards they intend to sit as well as a link to our online portal.

4. **The Principal's Nominee logs into our online portal** to approve or decline the request. If the decision is not provided through our online portal, Te Kura will unaware of your decision.

You can view detailed information on how to use the system on our [website](#).

Queries

Please email ncea.registration@tekura.school.nz

Key dates 2024

Practice (derived grade) exams	26 Aug to 13 Sep
Level 1 Te Aho Haka CAA	9 Sep (Assessment Opportunity 2)
Level 2 and Level 3 DCAT	Term 3 – 9 to 13 Sep / Term 4 – 14 to 18 Oct
Internal assessment deadlines	Refer to internal assessment due dates

Portfolio /report due dates to Te Kura	Level 1	Level 2	Level 3	Scholarship
Design and Visual Communication	21 Oct	21 Oct	21 Oct	21 Oct
Technology	16 Oct	16 Oct	16 Oct	16 Oct
Visual Arts	14 Oct	21 Oct	29 Oct	29 Oct
Scholarship Music				19 Oct
Scholarship Physical Education				28 Oct

Useful links

- [Te Kura Information for schools (Qualifications)](#)
- [Te Kura Information for schools (General)](#)

Useful contacts

Phone 0800 65 99 88 / Email firstname.surname@tekura.school.nz

Acting Assessment & Qualifications Lead, Principal's Nominee
- Radhika Pande

Senior Qualifications Advisors – sac@tekura.school.nz
- Jennifer Hardiman
- Nell Mooney

Qualifications Advisor – quals@tekura.school.nz / ncea.registration@tekura.school.nz
- Joanne Parmenter (Jo)

CAA Coordinator
- Kristle Smith – caa@tekura.school.nz

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/dual-providers/relationship-coordinator/