Special Assessment Conditions Online Application User Guide

- **First Time Applications**
- **Rollover and Change Applications**
- **Appeals and Reviews**

This is a guide to how to input an application to request special assessment conditions for NZQA approval for learners with sensory, physical, medical and/or learning disorders. These notes may be accessed by clicking Help on any screen. Details of drop-down choices are given on the SAC Data Summary Sheet, available from the SAC Forms and Guides link on www.nzqa.govt.nz/sac

SAC Online Application User Guide

(Help link available on each screen. Details of drop - down choices are given on the SAC Data Summary Sheet for Assessors and Schools, available using the link: www.nzqa.govt.nz/sac *)*

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Special Assessment Conditions Application Requirements

User Security

The SAC application is assessed as containing and processing personal and private information up to and including medical and police in-confidence. This information is of a sensitive nature and requires additional access controls and handling requirements.

Users are reminded that when they enrolled for an ESAA user account with the Ministry of Education, they signed and agreed with the Acceptance of Conditions for the ESAA system.

This explicitly advised that users must not look at, change, delete or tamper with files or programmes that they are not authorised to access. Access to the SAC application is restricted only to those who have authorisation to do so.

Users are also reminded of the following security requirements when accessing the SAC application

- Users shall take all reasonable steps to prevent the misuse or unauthorised access to their computer system or resources;
- Users must ensure their computer system has appropriate anti-virus software installed; and
- Users must not use publicly shared computers such as those located in internet cafes.

Password Protection

- Sharing of SAC application passwords, usernames or accounts is prohibited;
- Users must not reveal their SAC application username or password to any other person;
- Users should note that a legitimate ESAA or NZQA Administrator will never ask for a user's password;
- SAC application passwords must not be written on sticky notes, desk pads and calendars; and
- SAC users/ managers must not store their username/password in a file on their computer.

User Violation

The ESAA and SAC business owners reserve the right to monitor IT resources, including individual login sessions particularly where:

- There are reasonable grounds to suspect a user is abusing their ESAA login and /or NZQA Special Assessment Condition (SAC) application resources.

When access to SAC is no longer required
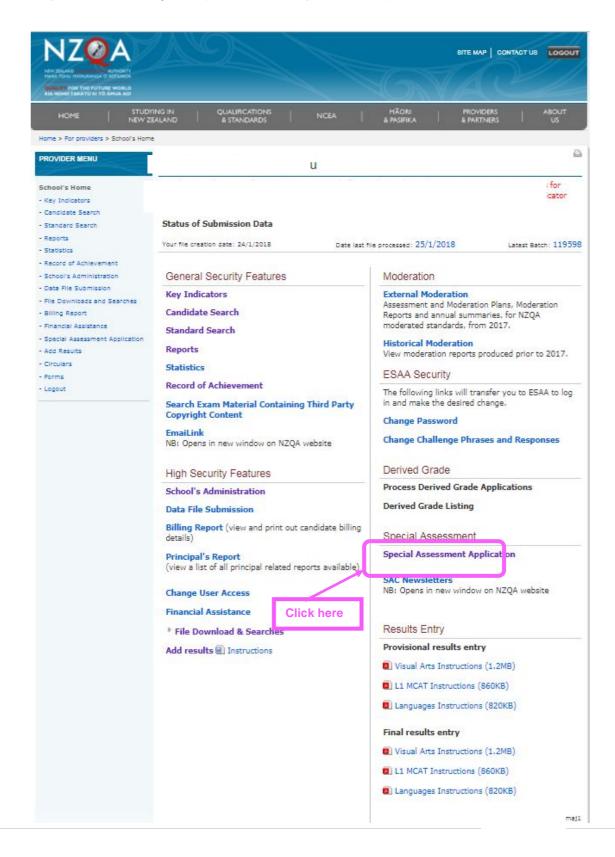
Users are to ensure that, when they have finished in their role as a SAC manager/user, they inform their EPA co-ordinator as soon as possible.

SAC Online Application User Guide

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Applying for Special Assessment Conditions

Finding your way into the system

The Special Assessment Conditions (SAC) section of your school login is located within the High Security Features section but is available to any users who are given special access by the EPA representative at their school.

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Within the Special Assessment Application section, you can:

- create a First Time Application for a student for whom you have no existing application; or
- rollover a previous application with or without additional information which may be required based on the nature of the student's disability or existing entitlement(s) requested; and
- view your lists of Draft and Submitted applications in the SAC Applications List.

Remember to both tick the "I agree" box and then click on the "I agree" link to progress.

SAC Online Application User Guide

Before making an application

- Gather all the documents together.

- Check the Last Name, NSN and Date of Birth is correct for each candidate. The system will not allow you to submit an application if the NZQA validation process indicates that these three pieces of information do not match or if there is already an application with this NSN.

- Know the curriculum level (level 3-8) that the candidate achieves at in English and Mathematics with SAC.

- Know what Special Assessment Conditions you are applying for and for which you have the supporting data.

- Save comments in the SAC Data Sheet for copying and pasting into the online application form.

- Check you have the candidate's agreement.

- Check you know how to log on and have the correct passwords. Speak with your PN if necessary.

- Don't start until you are fully ready.

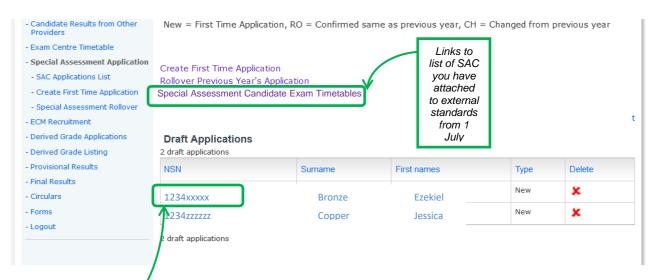## Getting started on creating a first time application

A list of your draft applications (which you can still work on) and your submitted applications (with decisions) will eventually appear on the bottom of this page.

After 1 July once you start making allocations to examination sessions, a link to an Excel spreadsheet will also appear on this page showing what has been attached for each student for their externals.

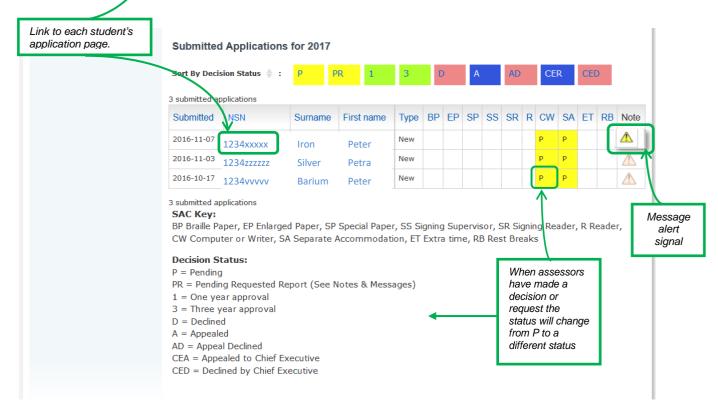# SAC Online Application User Guide

Help link available on each screen. Details of drop - down choices are given on the SAC Data Summary Sheet for Assessors and Schools, available using the link: www.nzqa.govt.nz/sac)

Screenshot

These are how your draft applications will appear, which you can continue to work on until ready to submit.

These are your submitted applications showing current status in the decision-making process. Applicants may now start using these SACs until you hear otherwise (i.e. the application has been declined).

Assessors will message you when requesting specific reports and documents. Click on the NSN to read the message in the Notes & Messages tab. Upload the documents in the Documents tab - see pages 20-21.

Remove the alert when you have dealt with it by clicking on it. This does not remove the message.

You can send a note or documents for any candidate at any time through the Notes & Messages and the Documents tabs, such as when an updated report is available. Use this system for all discussions about specific students so that you are connecting directly to the assessor, not through emails to the SAC mailbox.

General enquiries or information for the School Relationship Manager for SAC may be emailed to sac@nzqa.govt.nz or ring 0800 697 296.

SAC Online Application User Guide

Tab 1 - Applicant

Complete every field in red on all enabled screens. 'Save as Draft' will save everything entered, and the application may be edited until it is submitted. It cannot be submitted until all the mandatory fields are completed.

It is vital that the NSN is correct. Almost all NSNs are 9 digits (or 10 digits if you start with zero). Only mature students are likely to have an NSN of less than 9 digits.

The First name and Last name must be the same as those entered in the student management system. Do not use informal names.

For First Time Ever candidates, select the Year level for which they are requesting SAC.

If a student has transferred from another school, email sac@nzqa.govt.nz to request their transfer to your list.

Enter NZ Curriculum levels (3-8) that the candidate is achieving at with SAC assistance, not NCEA levels.

Applicants in year 11 are generally learning at NZ Curriculum level 6.

First time applicants may have zero Internal or External credits.

Submitter's email: enter the email address of the person who will reply to questions asked by the NZQA assessors. This might not be the person making the applications.

Remember to *Save as Draft* within every 15 minutes to avoid being timed out.

SAC Online Application User Guide

Tab 2 – SAC

All checkboxes can be ticked, except for the choice of **Independent Assessment/Independent Assessment with Declaration/School Evidence** and the SACs of **Extra Time/Rest Breaks**. They are mutually exclusive.

Each text box on screen 2 and elsewhere is limited to 1000 characters.

For an applicant with Specific Learning Disorder, the report must be less than 4 years old to be valid for an **Independent Assessment**. A report is valid for the rest of the year after testing, and for all of the next 3 years.

Select **School Evidence** for any applicant with an invalid date.

If you are waiting for a new report, choose **School Evidence** in order to have an application submitted before the closing date, and complete the application with school testing data.

In the lower comment box, enter the date of testing, or when you expect to receive the report.

When you have the report, you are able to request changes to your original application if you have already submitted it, through the Notes/Messages section for that applicant.

Vision, Hearing and **Other** checkboxes are enabled depending on which Conditions are selected at the top of screen 2.

Special Papers (e.g. coloured) are produced by the school, but must be requested.

Any additional requirements: include assistive technology requests, and enter a reason for any special requirements not covered by the existing categories or for something that needs emphasis, for example:

- a SAC which is normally disabled (**if Extra Time** is needed, tick it in Other, and request **Rest Breaks** as an additional requirement);
- **Enlarged Paper** for an applicant with cerebral palsy;
- **Separate Accommodation** being essential for an applicant with severe anxiety diagnosis, and not sharing their computer space with any others.

Independent Assessment with Declaration checkbox

If the independent assessor has supplied a Declaration Form, this checkbox can be ticked. This form (and completion instructions) can be found under SAC Forms and Guides.

In this case, tab 3 does not have to be completed and data can be entered into tabs 8 – 11 to support the application but this is optional if the data supplied in the independent assessor's report is sufficient.

If the report dates from before the student started in year 9, data from current tests must be included in tabs 8 – 11 as appropriate.

For tab 7, the name of the assessor, their registration details and the report date must be completed. Completion of all other items on tab 7 is optional.

The Declaration Form and the independent assessor's report must be uploaded.

SAC Online Application User Guide

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Tab 2 – SAC (continued)

Select the conditions for which you are applying and click the boxes. A tick will appear.

You can only pick *School Evidence* or *Independent Assessment*, not both.

You cannot pick the SACs Requested until you have picked the Conditions in the correct place. For example, a *Braille Paper* can only be picked once you have selected *Vision*.

You can only pick *Extra Time* or *Rest Breaks,* not both.

Make sure you describe fully the impact of the Sensory, Medical or Physical Conditions on the ability of the applicant to be fairly assessed.

The *Any additional requirements or comments* box is used if there is an unusual combination of SACs Requested with supporting evidence or Rest Breaks are needed as well as Extra Time.

Remember to *Save as Draft.* Do not *Submit* until the application is finished and ready to go.

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Tab 3 – Documentation

Needs Analysis: search for 'annual needs analysis' on the NZQA website www.nzqa.govt.nz for instructions on how to do this for Special Assessment Conditions.

Teacher Comments: must mention the amount of use and effectiveness of SAC for internal assessment.

The SAC Data Summary Sheet for Assessors and schools is located on the SAC *Forms and Guides* page on the SAC home page: www.nzqa.govt.nz/sac .Check for the latest version which aligns with this tool.

The **Reason** box is to be completed if documentation is not held at the school.

In the **'Plus at least one of'** section, all reports (except Psychometric assessment), must be the latest current report.

APPLICATION

* Mandatory to complete

1. Applicant	2. SAC	3. Documentation	4. Trials	5. Reports	6. School Evidence

7. Independent Assessment	8. Reading	9. Reading Speed	10. Spelling/Expression	11. Writing

3. Documentation

Help

Required
- Needs analysis
- Teacher comments
- Occupational therapist / Medical report
- Psychometric assessment report + score sheets

Plus at least one of
- ACC file notes
- BLENNZ report
- Hearing report
- Medical report
- Physiotherapist report
- Occupational therapist report
- Psychometric assessment report + score sheets

•Is the documentation highlighted above held at the school? If not, explain why:

[Save as Draft] [Submit] [Back to Application List]

The *Needs analysis* is a determination by school staff from observation and testing that indicates that the applicant cannot perform to the NCEA Year level without the requested SACs.

Teacher comments would show that SAC has helped them in internal assessment in comparison with poorer performance without SAC.

The other reports are required to be the most recent.

A *Psychometric assessment report* must be within the last four years and directly comment on their need for assistance for assessment.

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Tab 4 - Trials

Tick everything trialled, whether recommended by assessors or not.

The requested SAC should be supported by school findings of what works best for the applicant, (e.g. **Extra Time** as an alternative to **Writer** for Maths and Science subjects).

Also describe assistive technology variants used by the applicant, e.g. magnifiers or PDFs for visual impairment.

APPLICATION

* Mandatory to complete

1. Applicant	2. SAC	3. Documentation	4. Trials	5. Reports	6. School Evidence
7. Independent Assessment		8. Reading	9. Reading Speed	10. Spelling/Expression	11. Writing

4. Trials

Help

• The applicant has been using SAC successfully since [▼]

SACs Trialled	Vision	Hearing	Other
☐ None	☐ Braille Paper	☐ Signing Supervisor	☐ Reader
	☐ Enlarged Paper	☐ Signing Reader	☐ Computer
	☐ Special Paper		☐ Writer
			☐ Separate Accommodation
			☐ Extra Time
			☐ Rest Breaks

• How will the requested SACs remove barriers to achieving NCEA?

Should be answered in detail not just with a comment that "the barriers will be removed". Show differences in expected outcomes.
For example:
Computer/Writer – improved legibility, sentence structure, punctuation, richer language, speed.
Reader – speed, improved comprehension.

[Save as Draft] [Submit] [Back to Application List]

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Tab 5 - Reports

This screen is only enabled when any **Sensory, Medical or Physical** checkbox is ticked on Tab 2 - *SAC*.

Some applicants have more than one **Sensory, Medical or Physical** disability, hence room for two names.

Click 'Not available' if the second one is not needed.

Qualifications: e.g. GP, Endocrinologist, Audiologist, BLENNZ Resource Teacher.

Ministry of Education - tick if the applicant is funded for:

- a laptop, or
- through the Ongoing Resourcing Scheme (ORS), or
- through the School High Health Needs Fund (SHHNF).

Confirm the appropriate SAC at the annual review.

This screen can be accessed only when you have ticked *Sensory* or *Medical* or *Physical* on Tab 2 – *SAC.*

If you do not have two reports, tick *Not available* for *Report 2*.

Qualifications should be more detailed than "Doctor". Specify Psychiatrist, GP, etc.

Add "BLENNZ" to the qualifications box for students with impaired vision helped by BLENNZ Resource Teachers of Vision.

Tick if they are Ministry of Education funded.

SAC Online Application User Guide

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Tab 6 - School Evidence

This screen is only enabled when **School Evidence** is ticked on screen 2.

Screening may be from screening tests (e.g. DST-S) or software (e.g. Lucid) or an expired report (provide assessor's name and the date) or from various school tests.

Students with global learning difficulty do not qualify for special assessment conditions under Specific Learning Disorder (SLD).

To evaluate **Extra Time**, consider whether the applicant takes significantly longer than the average student his age/level to:

- read and or write;
- copy work from the board;
- consider and formulate a response to a question posed;
- think what to write, to sequence ideas and to formulate sentences;
- fluently perform easy tasks.

Does the student have significant difficulty in

- completing tests in the required time;
- carrying out multi-step instructions.

Does the use of a **Computer** or **Writer** improve the speed and quality of work? If so**, Extra Time** is not the appropriate accommodation.

This screen can only be accessed when you have ticked *School Evidence* in Tab 2 – *SAC*.

Note: Candidates with global learning difficulties do not qualify for SAC as an SLD.

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Tab 7 - Independent Assessment

This screen is only enabled when **Independent Assessment** is ticked on screen 2

For **Independent Assessment with Declaration** applications, see notes on pages 8 and 9.

To be valid, **Independent Assessment** reports must be less than 4 years old at the date of application.

Request the SAC Data Summary Sheet for Assessors and Schools from the report's author to help you complete this screen and others relevant to the application.

Do not ask an assessor to create a Data sheet for old reports.

Extract relevant information from the report if you receive a version of the SAC Data Sheet with different fields for completion.

Students with global learning difficulty do not qualify for special assessment conditions under Specific Learning Disorder (SLD).

This screen can be accessed only when you have ticked *Independent Assessment* on Tab 2 – SAC.

The text boxes open if you tick *Other* and if you tick *Diagnosed Comorbid Conditions.*

The comparison to an average student could be described as below average, average, etc, or as expressed by the assessor.

An assessor should be able to provide you with all the data to complete the table.

Remember to *Save as Draft* within every 15 minutes to avoid being timed out.

Explain in detail if you have requested SACs different from the assessor. Explain any differences.

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Tab 8 - Reading

Data from an expired report may be added as historical information supporting a *School Evidence* application.

Check tests must be done by the school when any assessment report is over two years old and included in the data provided.

This screen can be accessed only when you have ticked Reader in Tab 2 – SAC.

Data should be as recent as possible. Assessment report data older than two years must be supplemented by school testing.

Comments on reading comprehension and reading accuracy may come from a report and/or observation.

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Tab 9 - Reading Speed

> Reading Speed may be termed 'Reading fluency' in a report.
>
> Check tests must be done by the school when the assessment report is over 2 years old and included in the data provided.

APPLICATION

* Mandatory to complete

1. Applicant	2. SAC	3. Documentation	4. Trials	5. Reports	6. School Evidence

7. Independent Assessment	8. Reading	9. Reading Speed	10. Spelling/Expression	11. Writing

9. Reading Speed

Help

Complete at least 1 | **Test** | **Date** | **Result**

☐ Assessment report   [____] [____] [____] percentile rank

☐ YARC   [____] [____] percentile rank

☐ Other   [____] [____] [____] score / description

•**Comment on reading speed and fluency:**

> Comments might include: speed, hesitations, omissions, self-corrections, effect on ability to retain meaning, etc. Observational comments may be required to explain scores. Note if the reading speed/fluency was assessed reading aloud or as a silent reading assessment. Reading aloud is not part of NCEA assessments.

Remember to *Save as Draft* within every 15 minutes to avoid being timed out.

[Save as Draft] [Submit] [Back to Application List]

This screen can be accessed only when you have ticked *Reader* in Tab 2 – *SAC*.

Data should be as recent as possible. Assessment report data older than two years must be supplemented by school testing.

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Tab 10 - Spelling / Expression

Check tests must be done by the school when the assessment report is over 2 years old and included in the data provided.

Note that phonetic spelling is readable. An **Oral Language** test is not available for school testing or in some older reports.

Comments: include spelling or choice of language that may affect the reader's understanding. When writing, does the student substitute a word of choice for a word he/she can spell? Is oral language richer and are explanations fuller?

This screen can be accessed only when you have ticked *Computer OR Writer* in Tab 2 – *SAC*.

Data should be as recent as possible. Assessment report data older than two years must be supplemented by school testing.

APPLICATION

* Mandatory to complete

| 1. Applicant | 2. SAC | 3. Documentation | 4. Trials | 5. Reports | 6. School Evidence |

| 7. Independent Assessment | 8. Reading | 9. Reading Speed | 10. Spelling/Expression | 11. Writing |

10. Spelling / Expression

Help

Spelling (at least 1)	Test	Date	Result	
☐ Assessment report				percentile rank
☐ Schonell				spelling age
☐ SAST				spelling age
☐ Other				score / description

•Comment on spelling:

> For example: consistency, accuracy (phonetic?) comprehensibility issues, readability of work. If the words can be understood, then spelling is not a major issue.

Written and Oral Expression

☐ Not available	Test	Date	Result	
•Oral language				percentile rank
•Oral expression				
•Written expression				

> Comments on Oral and Written expression should be in terms of the average candidate at this level.

•Comment on the quality of written expression:

> Comments on the quality with and without a Writer and with and without a Computer (1,000 characters). Consider: knowledge of topic, organisation of thought, development of ideas, richness of language.

•Comment on any discrepancy between oral and written expression:

> Best demonstrated by having the applicant dictate an answer to a writer and comparing it to work the applicant wrote themselves. Add teacher comments if a difference between talking about a project or activity and writing it up. Check if they are better with a computer.

| Save as Draft | Submit | Back to Application List |

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Tab 11 - Writing

Words per minute: round to the nearest whole number (e.g. 12.2 = 12, but round up for .5 and higher e.g. 12.5 = 13)

Make observations of writing skills and save with the samples for supporting evidence if requested.

PATOSS tests must be done by the school if applying for Computer/Writer or if the assessment report is over two years old.

Handwriting skills should include grip, spacing, letter formation, slope, line adherence, size and legibility.

Writing conventions should include punctuation, grammar, upper/lower case, sentences and paragraphing.

This screen can be accessed only when you have ticked *Computer OR Writer* in Tab 2 – *SAC*.

Data should be as recent as possible. Assessment report data older than two years must be supplemented by school testing.

PATOSS writing and computer tests should be very recent. Comment on legibility, etc.

SAC Online Application User Guide

The completed application

Submitting a complete application

After the final *Save as Draft*, check that all the Tabs are blue.

Go back to Tab *1. Applicant* and check that you have the correct NSN, Last Name, and Date of Birth and to Tab *2. SAC* to check that you have the correct SACs for the student.

When complete, click on *Submit* at the bottom of the screen.

Failed submission

Any NSN, Date of Birth and Last Name mismatch will prevent submission and this error will show in red at the top of the screen. This validation process is a check against data in ENROL.

Any sections not completed in the application will be listed in red at the top of the screen. Click on the Tab(s) listed and add missing information.

Once corrections have been made, click on *Submit.*

Viewing Submitted Applications

When you start making applications you will build lists. Once an application has been submitted, the applicant's name will move from your *Draft Applications* list to the *Submitted Applications* list. (**See page 6**).

Clicking on an NSN in the *Submitted Applications* list (see page 6) will bring up the applicant's screen. Application pages for each individual application will display four separate sections: **Application, Decisions, Notes & Messages,** and **Documents**. To view the data for any of these sections, you expand the selection by clicking the blue header bar. Click on the bar again to close it.

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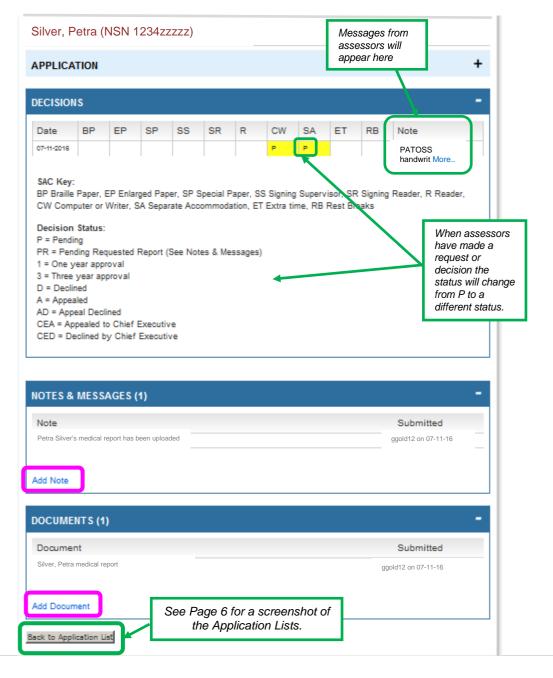
Clicking on **Application** will show the application screens you submitted for the individual you selected.

Decisions will be set at *Pending* to start, and will change as NZQA assessors process the application. Review the progress of the application here.

Notes & Messages will show new notes and any messages for you to respond to such as requests for specific reports and documents, as well as where you send your additional requests or explanations to the assessor. Remove the alert (the yellow triangle as shown on page 6) by clicking on it. This does not remove the message.

Documents is where you upload reports, writing samples, etc, once you have submitted the application (see page 20).

You can send a note or attach documents for any candidate at any time through the **Notes & Messages** and **Documents** sections, such as when an updated report is available. Use this system for all discussions about specific students so that you are connecting directly to the assessor, not through emails to the SAC mailbox.

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Uploading documents

Upon completing and submitting the application online, upload relevant documents for the applicant:

- Applications for a **Computer / Writer** require a Patoss sample of the student's writing. Add a sample of student assessment trialled with a Writer if the student wishes to work with a Writer. Add a Patoss computer sample if the student wishes to use a computer.
  If in doubt, upload all three.

- the Psychologist or Level C Assessor's report if *Tab 7 – Independent Assessment* was completed.

How to upload documents:

Scan and save the sample with the student name and what it is (e.g. Peter Iron Writing Patoss) somewhere on your computer, preferably as a PDF as PDFs are more reliably uploaded in the online tool than other documents. Don't use anything in the title except letters and numbers - no dashes, no punctuation.

- Click the applicant's NSN on the submitted list, scroll down and click on the Documents bar.

- Write "Peter Iron Writing Patoss" in the Document name box.

- Click Browse.

- Find the relevant document on your computer.

- Click Upload.

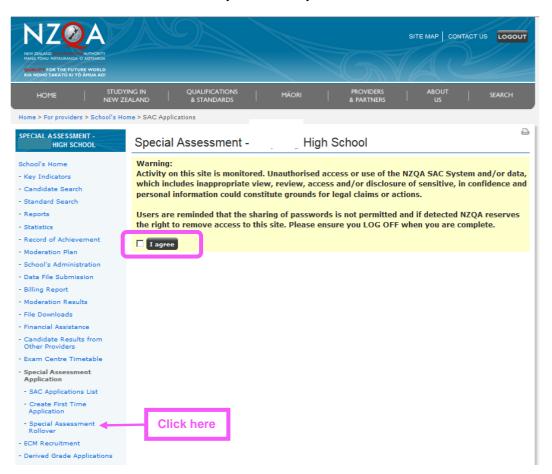When successfully loaded, you will see, for example:

Repeat for each additional document if needed.

Note: Once an application is submitted, the student may now start using the requested SACs for internals until you hear otherwise (i.e. the application has been declined).

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Rollover Previous Application

The process for rolling over the entitlements for previous year's applications is open from 1 February.
Note: candidates have no entitlement for the year until they have been rolled over.

SAC Online Application User Guide

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Special Assessment Rollover list

The list shows entitlements of the students who applied the previous year. Students with entitlements who transferred to your school will not appear on this list until your first file is submitted or you have requested it via sac@nzqa.govt.nz

Confirming the entitlement: select the green tick for all students for whom the SAC entitlement is to be renewed unchanged. This includes those items that were approved for one year only. The student may decide to not use all the entitlement, but that is their decision.

Changes required to the entitlement: select the yellow plus for all students who wish to apply for a new or different SAC item. Examples: extra time instead of a reader (student wishing to be more independent); Braille papers instead of enlarged papers (deterioration in sight); extra time on top of existing computer/writer entitlement (new independent assessor report).

Remove: select the red X if the student has left school, moved to another school or no longer requires the entitlement (e.g. may now wish to work independently, physical injury now healed).

Submit Rollover button: this may be pressed at any time.
• Confirmed applicant names will move to your Submitted SAC Applications List for the current year.
• Changes Required applicant names will move to a set of application screens similar to the First Time application screens. These will be pre-populated with the previous application data for you to edit (update Year level, credits achieved etc.) and add to.
• Remove applicant names will grey out and stay on the list. If the student returns to school or does want to use SAC after all, you must ring 0800 697 296 for the SAC Coordinator at NZQA to re-activate the application for you.

Special Assessment Rollover - High School

Help

Decision Status

1 = One year approval
3 = Three year approval
D = Declined
AD = Appeal Declined
CED = Declined by Chief Executive

Roll-over Selection

✅ Special Assessment Conditions confirmed as for previous year.

➕ Changes required to Special Assessment Conditions from previous year.

❌ Learner has left school.
Learner does not require Special Assessment Conditions any more.

SAC Key:
BP Braille Paper, EP Enlarged Paper, SP Special Paper, SS Signing Supervisor, SR Signing Reader, R Reader, CW Computer or Writer, SA Separate Accommodation, ET Extra time, RB Rest Breaks

Declaration:
By submitting the selected application(s) for rollover below, I confirm that a Needs Analysis has been completed for each rolled-over student application and is held on file at the school.

Note Declaration. Keep completed Needs Analysis on file.

Click here for no change to SAC for this year. When you click Submit, the candidate will move to the Submitted Applications List *for the current year.*

Red X removes candidates who have finished their schooling or don't need SAC any more. Names will grey out but stay there. NZQA can reactivate them if necessary.

2016 Applications
32 of 32 applications require action, displaying 1 to 20

[<<] [<] 1, 2 [>] [>>]

NSN	Surname	First name	BP	EP	SP	SS	SR	R	CW	SA	ET	RB	✅	➕	❌
		er							1	1			○	○	○
		ıa								1			○	○	○
		ın		3	3			3	3	3	3		○	○	○
		nnor						1	1	1	1		○	○	○
		hael							1	1	D		○	○	○
		llip							1	1			○	○	○
		nes							1	1	1	D	○	○	○

Click yellow ➕ column if you need to make changes to SAC for this year. Changes applicants will be moved to an application screen similar to First Time Applicants. You must edit data for current values to prove the need for the Change.

SAC Online Application User Guide

Help link available on each screen. Details of drop - down choices are given on the SAC Data Summary Sheet for Assessors and Schools, available using the link: www.nzqa.govt.nz/sac)

When you return to the *SAC Applications List*, you will see how to:

- Rollover Previous Applications – Counter shows number of students remaining on Rollover list
- Draft Applications – Lists applications yet to be submitted and considered for approval
- Submitted Applications for Current Year – Lists your submitted applications, including Rollovers, and will progressively display the NZQA assessor decisions.

SAC Online Application User Guide

Help link available on each screen. Details of drop - down choices are given on the SAC Data Summary Sheet for Assessors and Schools, available using the link: www.nzqa.govt.nz/sac)

Appeals and Reviews

Appeals

The Principal's Nominee can lodge an appeal against a decision to decline an application or against the conditions approved within 15 school days of the date of notification of the decision. This is done online through the SAC application tool and must include additional, relevant information.

On your *Submitted Applications* list you will see where applications have been declined.

Click on the student's NSN to open their application file. There will now be an Appeal bar.

Click on the blue bar to open the Appeal window.

SAC Online Application User Guide

Help link available on each screen. Details of drop - down choices are given on the SAC Data Summary Sheet for Assessors and Schools, available using the link: www.nzqa.govt.nz/sac)

- From the drop down box select "A" for the condition(s) you wish to appeal.
- Write the reason for the appeal.
- Tick box to add documents.

- A document upload section will appear.
- Complete the upload process. Only ONE document can be uploaded. Any additional documents can be uploaded through the normal document upload process
- Click "Appeal" to submit.

Chief Executive Review

The Principal's Nominee can seek a Chief Executive's Review of a declined appeal decision by applying online within 15 school days of the date of notification of the decision. This is done through the SAC application tool and must include additional, relevant information. This process is similar to the above Appeal process and must include sufficient cogent information and reasoning as to the basis for the review.