

To be read in conjunction with Employment Agreement and Role Definition

EXAMINATION CENTRE MANAGER RESPONSIBILITIES 2009

1 Introduction

As Examination Centre Manager, you will be responsible for the management of all processes relating to the conduct of secondary examinations at your examination centre according to NZQA procedures. Secondary examinations comprise those for NCEA, and those for New Zealand Scholarship at some examination centres.

2 Remuneration

All Examination Centre Managers and Supervisors will be paid inclusive of holiday pay at 8% and taxed on a PAYE basis at the applicable rate, and will also be subject to the ACC earner premium levy of 1.7%. The Qualifications Authority will be liable for the ACC employer premium.

Exam Centre Managers whose details are held within our contacts and payment systems need only verify that their tax and bank account details are correct. A new IR330 will only have to be completed if you have **altered** any IRD number or your tax code. Similarly with bank account details, only supply new bank account details if there has been a **change**.

ECMs new to NZQA systems will have to supply an IR330 and verified bank account details.

You must complete a separate IR330 form for each source of income. Choose only one tax code on this form.

Please phone IRD if you have any queries on which tax code you should be using.

Where NZQA does not hold a valid tax code declaration for an individual we are required to deduct tax at the 'No Declaration' rate of 45%.

Examination Centre Managers

The rate of remuneration for Examination Centre Managers will be determined by the highest total entries for each examination centre. At the time you are contracted the payment grade will be based on entries received at that time, however entry counts can and do change and the payment grade may alter as a consequence. The payment grade for your examination centre may go up as a result of these changes. It will NOT go down from the rate established by 1 September entries.

Additional payments will be made for the preparation time involved in tasks such as planning, checking papers, engaging Supervisors and forwarding completed examination papers to markers. There is no need to claim for these additional payments on the claim schedule as they are generated automatically when payments are processed at the Qualifications Authority.

No travel or meal costs or other expenses are paid, although the Qualifications Authority will reimburse Examination Centre Managers for the cost of approved examination materials, if receipts are forwarded with the claim schedule.

Please note that payments to Examination Centre Managers can only be paid once all details are confirmed and accurate. NZQA pays its employees on a fortnightly basis and requires accurate information before payment can be processed. Inaccurate information will delay processing time and sometimes this may mean delays of up to three weeks or longer.

(See Clause 7 in the Contract)

The schedule of payments for Examination Centre Managers is as follows:

Payment Grade	Total Entries	Weekday Session (\$)	Number of Preparatory Sessions 2009	Weekend sessions
1	1 – 500	59.15	3	88.70
2	500 - 1000	64.50	5	96.75
3	1001 - 2000	75.25	7	112.90
4	2001 - 3000	94.60	9	141.90
5	3001 - 4000	102.15	11	153.20
6	4001 - 6000	118.25	15	177.40
7	6001 – 10000	139.75	18	209.60
8	10001 - 20000	145.15	24	217.70
9	20000 +	145.15	24 2 x Asst Mngr	217.70

Note: An additional payment of \$100.00 is made to each Examination Centre Manager for attending a regional training seminar. The seminars will be conducted from mid September to early October 2009. Details will be provided during August.

The Examination Centre Manager will be paid an extra weekday session if they conduct a training session for their Supervisor staff.

Supervisors

All persons engaged by Examination Centre Managers to assist with the supervision of the examinations will be paid in accordance with the following rates:

Position	Payment per Exam Session (\$)	Payment per Weekend Exam Session (\$)
Supervisor	53.75	69.90
Examination Assistant, eg Reader/Writer	56.45	72.50
Home Supervisor	56.45	72.50
Assistant Manager	59.15	75.25

Note: Assistant Managers are approved for grade 4,5,6,7,8 and 9 centres when:

- the number of candidates per session exceeds 200
- more than 10 Supervisors per session are employed.

Assistant Managers are to serve in an auxiliary roving (non-supervision) role.

An Assistant Manager may be employed at the rate of \$59.15 per exam session to assist Examination Centre Managers of payment grade 4 and above schools with pre-examination preparation according to the following schedule.

Payment Grade	Number of Preparation Sessions
4	3
5	4
6	6
7	8
8	9
9	10

3 Planning

A paper copy of an *Examination Centre Manager's Planner* will be sent to each Examination Centre Manager by late September after final entries have been made. This planner and /or the On Line Planner will enable the Examination Centre Manager to complete several initial but crucial planning activities. The planning process will allow the centre manager to:

- a. confirm the number of entries with the Principal's Nominee at the examination centre
- b. confirm the number of candidates requiring special assessment conditions such as reader/writers or extra time
- c. determine the number of examination rooms that need to be booked
- d. determine the number of Supervisors to be employed.

The completed examination plan must be approved by NZQA to confirm that appropriate resources have been allocated to each exam session. The online plan is submitted electronically and those ECMs who complete a paper planner must mail these for approval.

The planners (plans?) should be submitted to NZQA for approval 17 October at the latest. **This will be the last year that paper planners will be provided by NZQA.**

4 Duties of the Examination Centre Manager

As Examination Centre Manager, you will:

- a. be directly responsible to the New Zealand Qualifications Authority for the conduct of the examinations held at your centre in November/December 2009
- b. link with the school to confirm the accommodation required for the examinations
- c. in consultation with the Principal's Nominee, prepare the Examination Centre Manager's planner on paper or online prior to the various examinations being held

- d. complete a schedule either on paper or online advising names and details of Supervisors who will be employed to assist in examination supervision
- e. be responsible for the receipt, checking and secure storage of examination papers and materials
- f. in the event that you are unable to work, delegate another person as Centre Manager to administer the examinations. In such a situation you will be paid preparatory session payments for receiving the exam papers and materials, booking rooms etc. The person delegated by you will be paid at the centre manager rate for the days worked
- g. if you are unable to carry out your duties, alert another Supervisor who must know where papers are stored and what preparatory work remains to be done, and have a knowledge of the processes that are carried out in the administration of examination supervision
- h. instruct **all** Supervisors and Examination Assistants regarding their responsibilities
- i. supervise examinations where necessary
- j. report all examination irregularities to the Qualifications Authority
- k. prepare all candidate answer booklets for collection
- l. complete and return the Supervisor's Claim Schedule
- m. complete and return (where appropriate) the Special Assessment Schedule
- n. complete and return the Exam Centre Managers Survey

5 Confidentiality

All work in connection with examinations is strictly confidential to Centre Managers, Principals' Nominees and the Qualifications Authority. Examination Centre Managers are to ensure the confidentiality of examination question papers at all times.

Neither Examination Centre Managers nor Supervisors have authority to discuss any matter relating to examinations with the media or any person other than Qualifications Authority staff or the Principal's Nominee.

All examination question papers are confidential to Supervisors and candidates and no other persons are permitted to see them during the applicable examination session.

6 Security Check

On extremely rare occasions a security check may be instituted by the New Zealand Qualifications Authority with the New Zealand Police to determine if you have any convictions of any kind which the New Zealand Qualifications may regard as indicative of the possibility of there being breaches of the examination procedures.

A police check may take up to a month and will require the completion of a form. This will be sent to you if it is ever required.