

6 June 2008

S2008/016
1 of 1 page

TO: **Principal**
Principal's Nominee

2008 National School Qualifications – Examination Centre Manager Nominations

NZQA is seeking nominations for the positions of Examination Centre Manager (ECM) for the coordination and supervision of national secondary school examinations in 2008.

From 9 June 2008, schools that are approved as exam centres will have a facility available through their high-security website that will allow them to submit their nominations online. This online nomination process is similar to that used in 2007.

Instructions on how to nominate an ECM are also available through your school's high-security website. Once your nomination has been accepted, NZQA will send an invitation and documentation to the ECM.

To help ensure accurate data is provided to New Zealand Qualifications Authority (NZQA) and to enable a faster response time, **before** you nominate an ECM please ensure that you have confirmed both their availability for the exam period and their data.

Nominations for ECMs close on 25 July 2008. Please contact your School Relationship Manager if you cannot meet this date.

Enquiries

Please refer any enquiries relating to this circular to your School Relationship Manager.

School Relationship Manager Secondary Assessment and Liaison Telephone: 04 463 3000 Fax: 04 463 3113 Email: firstname.lastname@nzqa.govt.nz
--

Circulars are available from the New Zealand Qualifications Authority website (www.nzqa.govt.nz/publications/circulars).