

01 August 2008

S2008/021
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TO: **Principal**
Principal's Nominee

Memorandum of Agreement and Rebates for National Qualifications

As accredited organisations, schools are required to submit timely and accurate data to the New Zealand Qualifications Authority (NZQA).

This year, the deadline for final entries for qualifications is **1 September**. (See *SecQual S2008/017*.)

Payment of fees to NZQA is due by **19 September**. (See *SecQual S2008/010*.)

NZQA requires schools to submit accurate, external entry data by **1 September** to ensure that:

- the calculation of fees is accurate and that students are charged appropriately by the school
- each student receives personalised examination papers
- schools receive all the materials needed for portfolio submission for Graphics, Technology and Visual Arts
- examination entry slips for students reflect all standards that a student is entered for
- appropriate examination papers are provided and adequate supervision is arranged
- students are aware of their full examination timetable
- full and complete results are recorded
- markers are assigned and scripts do not have to be reallocated
- marking is not delayed
- examination papers are less likely to be misplaced in the sorting process
- marked scripts are returned on time to the correct students
- result notices are sent to correct candidate addresses
- adequate resources are provided and not wasted.

These data entry requirements and processes are discussed each year with the Principal's Nominee for each school and NZQA has provided a *Key Indicators* page on the school login pages which should be checked monthly to ensure that entries for all externally assessed standards are accurate and that all results are reported, including Not Achieved from 2008. (See *SecQual S2008/003*.)

School Data Files

Schools must therefore check and supply correct entry data in the following areas:

- **Addresses for candidates** must have a street address or PO Box, suburb, CITY and must include the new **postcode**.
- **Candidate names** must be formal and must be spelt correctly (check for correct use of upper/lower case).
- **Candidate name changes** must be advised to the NZQA Data Team and changed in the school's entry file. Multiple NSNs can be generated for a candidate when they make changes to their name, and these results in a duplication of entries. Proof of name changes may be required.
- **'Other provider code'** must be correct otherwise candidates' results are withheld.
- **Candidates' year levels** must be correct or inaccuracies may occur in school profiles.
- **Financial assistance applications** must be completed online by 19 September 2008.
- **Internally assessed results** must have been verified through school quality assurance processes prior to reporting to NZQA (due date 21 November 2008).
- **Entries for all externally assessed standards** must be correct and made by 1 September 2008.
- **Entries for candidates dual-enrolled with The Correspondence School** must include 498 as the 'other provider code' against the appropriate entries.
- **The correct contexts for external standards must be entered** for Scholarship Visual Arts, levels 2 and 3 Technology where required, and level 3 History. Processes for the verification and marking of externally assessed portfolios for Visual Arts, Graphics and Technology require schools to follow additional procedures.

Failure to complete these correctly will impact negatively on the payment of the Administration Rebate.

For Visual Arts, schools must ensure that:

- every candidate has been entered for the correct standard(s)
- provisional results for candidates have been entered prior to the commencement of levels 1 and 2 verification
- all materials for verification or marking are correctly labelled
- all submission for levels 1 and 2 are despatched in either a blue (level 1) or red (level 2) bag
- all materials for verification and marking reach the assessment venue on the due date
- final results after levels 1 and 2 verification are entered by schools by the due date
- Scholarship workbooks are no more than eight A3 pages and presented as per the Scholarship assessment specifications.

For Graphics and Technology, schools must ensure that:

- every candidate has been entered for the correct standard(s)
- all materials are labelled correctly
- all materials sent for marking (including administrative documentation) are ready for courier collection by the due date
- only work relevant to the standards is submitted.

For Information Management, assessment will be undertaken during normal hours, and schools must ensure that:

- the stipulated processes for the completion of the Common Assessment Tasks (CATs) are followed
- all materials are assembled correctly for despatch on Monday, 17 November 2008.

For assessment in the medium of Te reo Māori, schools must ensure that:

- NZQA was advised by 16 May of any examination papers for which they are likely to require a translated version and the subjects for which their candidates are likely to submit written answers, wholly or partially, in te reo Māori
- this information is included and updated on the school software system during the year
- all entries for assessment through the medium of te reo Māori were submitted by 1 August 2008. (See *Assessment Matters A2008/009*).

Accurate and Timely Entry and Result Information

NZQA will monitor:

- the number of additional entries for **externally** assessed standards after 1 September
- the number of withdrawals from **internally** assessed standards made after 19 September.

If changes exceed the level set out in the agreement, the total administration rebate relating to data quality may not be paid to schools.

Examination Centre Management

Withdrawal from externally assessed standards is not possible after 1 September, but it is appreciated if you would keep your Examination Centre Manager informed of candidates who will not be attending an examination. This is particularly important for the school, as withdrawals or ‘planned absences’ may affect the follow up of unexpected absentees at the start of the exam

Examination Centre Managers appreciate the support that they receive from schools, and especially from Principals’ Nominees. This helps to reduce the stress on students during the examination period. In particular, each school must:

- have staff on duty or available to keep the areas around the examination rooms quiet
- clear timetabled classes from examination rooms and inform non-examination candidates of room changes
- explain to candidates the behaviour expected in an examination room
- provide all appropriate equipment and resources to enable the examinations to operate smoothly
- check teacher availability for conducting the aural sections of any language examination
- provide “relief breaks” for the Examination Centre Manager when they are the sole supervisor
- ensure that no staff, other than the Principal’s Nominee, enter an examination room without the express prior permission of the Examination Centre Manager for each occasion.
- ensure that any examination room has subject materials on the walls covered up or removed.

Each Principal's Nominee should remain in close contact with their School Relationship Manager in all matters related to data quality and exchange and external assessment processes.

Administration Rebate

NZQA will recognise the contribution of the school through an administration rebate. In 2008/2009 this will be \$6 per candidate:

- for the supply of timely and accurate data for both internal and external standards
- for collecting candidate fees and sending them to NZQA by the due date
- for completing all external assessment processes accurately
- in recognition of the support and assistance provided to candidates and examination centre staff.

Where a school is not an examination centre, the administration rebate for 2008/2009 will be only \$3 per candidate.

A review of the administration rebate will be undertaken in early 2009 with a view to introducing a cost recovery model. Schools will be advised of any changes accordingly.

Memorandum of Agreement

The New Zealand Qualifications Authority

Introduction

The School and NZQA will work together to ensure timely and accurate management of candidate data, the collection and submission of candidate fees and the smooth conduct of examinations.

The Administration Rebate

NZQA will recognise the contribution of the school through an administration rebate. In 2008/2009 this will be \$6 per candidate:

- for the supply of timely and accurate data for both internal and external standards
- for collecting candidate fees and sending them to NZQA by the due date
- for completing all external assessment processes accurately
- in recognition of the support and assistance provided to candidates and examination centre staff.

Where a school is not an examination centre, the administration rebate for 2008/2009 will be only \$3 per candidate.

Agreement

1 NZQA undertakes to:

- (i) provide all practicable advice and assistance to schools through School Relationship Managers in all matters pertaining to the assessment of candidates and the conduct of external examinations
- (ii) provide the school with accurate and timely data processing and checking
- (iii) pay the administration rebate to schools during Term 1 of 2009.

2 The School undertakes to:

- (i) distribute examination-related materials to students
- (ii) check the accuracy of entry and results data on a monthly basis
- (iii) submit data entry files and results as required and by due dates
- (iv) complete all processes relating to external assessment according to NZQA procedures and to send all materials by their due dates
- (v) act as NZQA's agent by collecting fees owed by candidates and forward these to NZQA by 19 September 2008
- (vi) provide a suitable external examination centre environment and suitable facilities (including secure storage for examination papers).

Reduced Administration Rebate

The Administration Rebate due to be paid to a school may not be paid in full as a result of the following:

- failure to follow the required procedures for Visual Arts, Graphics, Technology and Information Management which impact on the verification and marking processes
- changes to more than 5% of total entries, as defined and measured by NZQA*
- any extra supervision in examinations caused by late entries after 1 August
- not meeting the terms of this agreement in whole or part
- any patterns of external results that indicate significant unreported entry problems (such as significant numbers of 'Standard Not Attempted' or absentees in examinations).

***NOTE:** The above criterion has been set based on a review of the volume of changes to last year's externally assessed standards. Last year 5% of schools exceeded this threshold.

Other charges

A charge of \$50 or actual costs, whichever is the greater, will be charged for each of the following:

- each request for assessment through the medium of te reo Māori or translations made after 1 August
- each request for extra examination materials, such as CDs or DVDs, after these materials have been sent to the Exam Centre Manager.

Any special assessment conditions approved by NZQA after 31 July must be arranged and managed by the school who will meet all costs, unless they are newly identified as stipulated in *SecQual S2008/012*.

If the school elects not to sign this agreement, it acknowledges that it will not be entitled to the administration rebate.

Signed:
Principal/Principal's Nominee Date

Please fax the completed form by **15 August 2008** to:

John Pihema, Manager
Secondary Operations and Support
New Zealand Qualifications Authority
Fax: 04 463 3113