

29 September 2009

A2009/028
1 of 2 pages

**TO: Principal
Principal's Nominee
HOD Information Management
Teachers of Information Management
HOD ICT**

Instructions for the Administration of the Common Assessment Tasks for Information Management 2009

Administrative information for the Common Assessment Tasks (CATs) for Information Management achievement standards 90034, 90035 and 90036 is now available. A copy of the booklet *Administrative Information for Schools* can be found at:

<http://www.nzqa.govt.nz/ncea/resources/infomgmt/index.html>

It is important that teachers familiarise themselves and their students with the procedures and expectations for administration of the CATs.

The attached documentation contains a copy of *Administrative Information for Schools* detailing:

- the background to the Common Assessment Tasks (CATs)
- details about the content of the pack of assessment materials
- recommendations for managing the delivery of CATs during class time
- how to manage the retrieval passage that candidates for AS 90035 will need to access
- details about the school *Authenticity Form*
- information on packing the completed CATs for dispatch
- suggestions for dealing with unused materials.

Schools will deliver the CATs, during school time, between Monday, 2 November and Friday, 13 November 2009. Candidates will have a minimum of four hours to complete all three CATs. If fewer CATs have been entered, the time allowance may be reduced.

Schools should administer the CATs as they would an internal Information Management assessment activity and apply their own policies and procedures to ensure the authentication of student work.

Schools are reminded that the answer cover pages are personalised with the candidate's NSN and are student specific.

There are no requirements to restrict internet access or create separate logins.

Recommendations for the management of the CATs are provided in the *Administrative Information for Schools* booklet.

The CATs administration information contained in Assessment Matters circular A2008/032 - 10 October 2008 still stands.

As outlined in the *Administrative Information for Schools*, please note that schools are required to dispatch all student CAT material for marking by Monday, 16 November 2009.

Enquiries

Please refer any enquiries relating to this circular to:

<p>Judith Catton National Assessment Facilitator Secondary Examinations Telephone: 04 463 3028 Fax: 04 463 3113 Email: judith.catton@nzqa.govt.nz</p>

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