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**TO: Principal  
Principal's Nominee**

## **2009 National School Qualifications – Examination Centre Manager Recruitment**

The New Zealand Qualifications Authority (NZQA) is seeking nominations for Examination Centre Managers (ECMs) to coordinate and supervise national secondary school examinations in 2009.

From 25 June 2009, schools that are approved as examination centres will have an *Exam Centre Management Recruitment* facility available through their high-security website that will allow them to submit nominations online.

### **Background**

The work of ECMs and their supervisors plays an essential part in the success of an examination round. The New Zealand Qualifications Authority (NZQA) relies heavily on the work that ECMs do, and values their involvement. To facilitate this it is important that the ECM has outstanding administrative skills and the ability to communicate effectively with your candidates and you. The job description and employment contract for an ECM provide more detail and can be found on the website where you make your nomination.

Principal's Nominees in an examination centre have a number of responsibilities to assist their ECM. These are outlined in circular *S2008/029, End of Year Examinations*, 24 October 2008. Schools which are examination centres are encouraged to refer to this when making decisions about who would be the right person to undertake the ECM role for your school and students.

### **Submitting a Nomination**

Instructions on how to nominate an ECM are also available through the *Exam Centre Management Recruitment* facility. Once your nomination has been accepted, NZQA will send an invitation and documentation to the nominated ECM.

To help ensure accurate data is provided to NZQA, and to enable a faster response time, please ensure that you have confirmed your nominee's availability for the examination period and their personal details **before** nominations are made.

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Nominations for ECMs should be completed online by 24 July 2009. 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: <a href="mailto:firstname.lastname@nzqa.govt.nz">firstname.lastname@nzqa.govt.nz</a>
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Circulars are available from the New Zealand Qualifications Authority website  
[www.nzqa.govt.nz/publications/circulars](http://www.nzqa.govt.nz/publications/circulars)