

# Digital Practice Exams 2020

## The digital platform overview

The digital platform provided by NZQA is in two parts:

**Part 1: Assessment Master Manager** – used by the administrator and supervisors to set up and carry out the exams

The **administrator** will:

- allocate students to exam rooms
- open the exams to give access to:
  - teachers to view the exam as a student
  - students to take the exam
- double check that the supervisors have submitted a student's exam, and if not, then submit the exam on behalf of the student
- close the exams, so only markers can access the exam (students and teachers wanting to see the exam can't access it)
- release the exam results so students can see their marked exam
- open the exams again after marking is complete, so students have access to their marked exam
- extract the students' digital exam response scores to a spreadsheet.

**Supervisors** will:

- supervise a practice digital exam
- double check that the students have submitted their exam, and if not, then submit the exam on behalf of the student.

**Part 2: Assessment Master Marker** – used by teachers for marking the exams

**Markers** will:

- move the completed practice digital exams from AM Manager to AM Marker
- mark the practice digital exams
- provide feedback to the student