**Exam Centre expectations: a checklist for Kura Tuākana (Hosts) and Kura Tēina (Visitors)**

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| **Kura Tuākana (Host school)** | **Kura Tēina (Visiting school)** |
| **Pre-exam Planning:****The Principal’s Nominee should:*** discuss and sign the Exam Centre MOU with the Kura Tēina PN
* liaise with the Kura Tēina PN to confirm that students with additional resourcing needs will be in place:
	+ Translated papers
	+ Digital entries
	+ SAC provisions
* clarify where the Kura Tēina students will meet before each exam and where they can go if they leave the exam early
* use the outcomes from the previous year’s post exam review to inform planning,
 | **Pre-exam Planning:** **The Principal’s Nominee should:*** make early contact with the PN of the Kura Tuākana to request the hosting arrangement
* visit the host Exam Centre and confirm the MOU by the advertised date *(see Key Dates calendar)*
* confirm with the host kura all entries made
	+ by 1 September, plus any late entries
	+ for translated papers and digital entries
	+ for SAC students
* ensure the needs of SAC candidates will be met including arranging readers and/or writers
* use the outcomes from the previous year’s post exam review to inform planning.
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| **Just prior to the exams:****The Principal’s Nominee should:*** invite the Kura Tēina students for an orientation visit at the host school to meet the ECM, find out where and to whom they report, and visit their exam venues
* invite Kura Tēina students to the pre-exam briefing, which can be combined with the orientation visit
* arrange for the Kura Tēina students to access the Kura Tuākana intranet and ensure they can log in if needed for digital exams
* maintain regular communications with the Kura Tēina.
 | **Just prior to the exams:****The Principal’s Nominee should:*** communicate any changes such as late entries, additional special assessment conditions or late translated papers requests as soon as they happen
* arrange an orientation visit for Kura Tēina students to the exam centre to meet the ECM, find out where and to whom they report, and visit their exam venues
* arrange for Kura Tēina students to attend the Kura Tuākana pre-exam briefing, which can be combined with the orientation visit
* help students practise logging onto the exam centre intranet for digital exams *(if appropriate)*
* maintain regular communications with the Kura Tuākana
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| **Exam Day:****The Principal’s Nominee will:*** ensure the ECM and supervisors are expecting Kura Tēina students and set aside space for them
* ensure the office and other key staff know the arrangements
* ensure Kura Tuākana staff and students are friendly and welcoming
* provide manaakitanga to visiting kaiako and candidates, including a place for the PN to wait
* manage the printing of papers for late entries if necessary.
 | **Exam Day:****The Principal’s Nominee will:*** ensure students know when they need to meet at the Kura Tēina before travelling to the Kura Tuākana together
* establish routines e.g. eat together, karakia etc.
* remind students of key expectations
* ensure all students have admission slips, ID, water bottles, pens, sealable plastic bags, cleared calculators, etc.
* nominated Kaiako (often PN) accompanies/drives students to the Kura Tuākana and takes them to the examination room. They must not enter the exam room.
* nominated Kaiako stays for the whole exam to trouble shoot, supervise early leavers if needed and return students to the Kura Tēina.
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| **Post Exams:*** Both Principal's Nominee meet to review processes. This checklist could form the basis of the review.
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