**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. |
| **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 |
| **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. |
| **Post Exams:**   * Both Principal's Nominee meet to review processes. This checklist could form the basis of the review. | **Post Exams:**   * Both Principal's Nominees meet to review processes. This checklist could form the basis of the review. |