**Exam centre expectations: a checklist for Kura Tuakana (Hosts) and Kura Teina (Visitors)**

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| **Kura Tuakana (Host school)** | **Kura Teina (Visiting school)** |
| **Pre-exam Planning:****The Principal’s Nominee should:*** discuss and sign the Exam Centre MOU with the Kura Teina PN
* liaise with the Kura Teina PN to confirm that students with additional resourcing needs will be in place:
	+ Translated papers
	+ Digital entries
	+ SAC provisions
* clarify where the Kura Teina 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 host school 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 Teina 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 Teina students to the pre -exam briefing, which can be combined with the orientation visit
* arrange for the Kura Teina students to access to Kura Tuakana intranet and ensure they can log in if needed for digital exams
* maintain regular communications with the Kura Teina.
 | **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 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 Teina students to attend the host school’s 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 Tuakana
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| **Exam Day:****The Principal’s Nominee will:*** ensure the ECM and supervisors are expecting Kura Teina students and set aside space for them
* ensure the office and other key staff know the arrangements
* ensure Kura Tuakana 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 Teina before travelling to the Kura Tuakana 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 Tuakana 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 Teina.
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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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