

How to submit your international Code self-review attestation

If you do not have an Education Sector Login (ESL) with the appropriate level of access, please contact your ESL Delegated Authoriser to arrange access. Alternatively, contact the Education Service Desk on 0800 422599 or service.desk@education.govt.nz.

1. Confirm access and documentation

Before you start, check that you have the following. You might ask your organisation's Education Sector Login (ESL) Delegated Authoriser to access ESL and upload your attestation.

- A signed Code of Practice attestation form (in PDF format)
- An ESL user account
- An NZQA account in ESL (check this with your ESL delegated authoriser)
- ESL High Security access (check this with your ESL delegated authoriser)

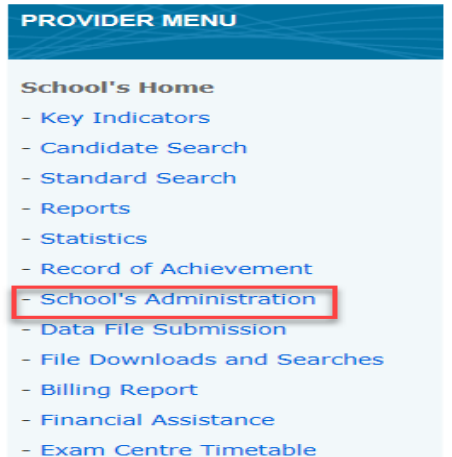
2. Log into your account

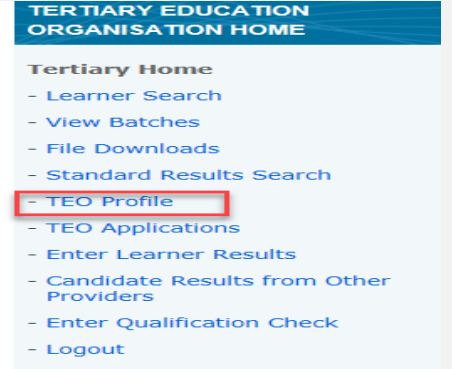
Go to www.nzqa.govt.nz and click log-in

- Select login (1)
- Select Schools & Tertiary Education Organisations (TEOs) login (2)
- Log in using your ESL username and password

The screenshot shows the NZQA website's login interface. At the top right, a navigation bar contains 'SITE MAP', 'CONTACT US', and a 'LOGIN' button highlighted with a red box and the number '1'. Below this is a search bar. The main navigation menu includes 'HOME', 'STUDYING IN NEW ZEALAND', 'QUALIFICATIONS & STANDARDS', 'NCEA', 'MĀORI & PASIFIKA', 'PROVIDERS & PARTNERS', and 'ABOUT US'. The breadcrumb trail reads 'Home > Login'. The 'LOGIN' page features a sidebar with links for 'TEO online services for registered providers', 'Online access for new providers', 'Online TEO applications', 'Qualifications Recognition Services (QRS) Applications', and 'Online School applications'. The main content area has two tabs: 'Login' and 'Register'. Under the 'Login' tab, there are several options: 'Students & learners Login', 'Schools & Tertiary Education Organisations (TEOs) Login (Education Sector Provisioning Applications only)' (highlighted with a red box and the number '2'), 'Qualifications Recognition Services (QRS) Applications', 'Tertiary entrance verification Login', and 'All other users Login'. Under the 'Register' tab, there are two options: 'New users: Register now' and 'New users: Register (with the MoE)'.

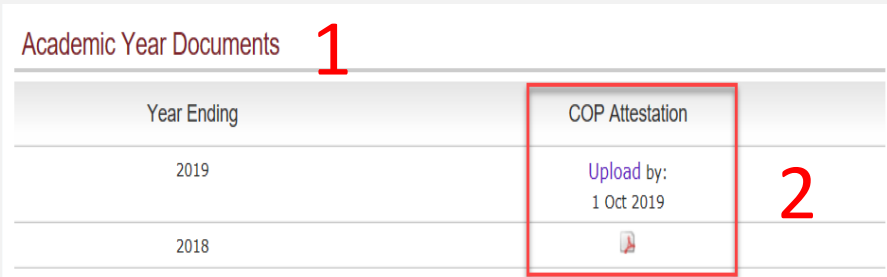
3. Check your Code contact details are current

<p>Schools</p> <p>Go to Provider menu</p> <ul style="list-style-type: none"> - Select School's Administration - Select Profile - Scroll to Organisation Contacts - Click on the Code of Practice contact name - Edit details as required 	 <p>PROVIDER MENU</p> <p>School's Home</p> <ul style="list-style-type: none"> - Key Indicators - Candidate Search - Standard Search - Reports - Statistics - Record of Achievement - School's Administration - Data File Submission - File Downloads and Searches - Billing Report - Financial Assistance - Exam Centre Timetable
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<p>Tertiary Education Organisations</p> <p>Go to TEO Organisation Home</p> <ul style="list-style-type: none"> - Select TEO Profile - Scroll to Organisation Contacts - Click on the Code of Practice contact name - Edit details as required 	 <p>TERTIARY EDUCATION ORGANISATION HOME</p> <p>Tertiary Home</p> <ul style="list-style-type: none"> - Learner Search - View Batches - File Downloads - Standard Results Search - TEO Profile - TEO Applications - Enter Learner Results - Candidate Results from Other Providers - Enter Qualification Check - Logout
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4. Upload your attestation

<p>Schools</p> <p>Go to Schools Administration</p> <ul style="list-style-type: none"> - Select documents - Scroll to Academic Year Documents (1) - Go to COP Attestation and click on the upload hyperlink (2) - Upload your attestation 	<p>Tertiary Education Organisations</p> <p>Go to General Administration</p> <ul style="list-style-type: none"> - Select documents - Scroll to Academic Year Documents (1) - Go to COP Attestation and click on the upload hyperlink (2) - Upload your attestation
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Academic Year Documents **1**

Year Ending	COP Attestation
2019	Upload by: 1 Oct 2019
2018	

2

Please ensure that your attestation is uploaded to the **COP Attestations** section of the portal and not the general documents section. If you experience difficulties uploading your attestation, then please email qaadmin@nzqa.govt.nz.

Questions and Answers

What is an Education Sector Logon (ESL) number?

An ESL is the number issued by the Ministry of Education for accessing education sector school applications.

How do I find out my ESL number or who is the ESL delegated authoriser?

Contact the MOE Education Service Desk: <http://services.education.govt.nz/education-sector-logon/contact/education-service-desk/> to find out if you are registered or who the ESL delegated authoriser is at your organisation.

Do I need to complete the attestation if there are no international students currently enrolled?

You need to complete the form and send it to NZQA even if you have no international students enrolled. All signatories are required to carry out on-going review and attest to this annually.

This ensures that your organisations policies and procedures are up to date and you are fully prepared for any international students enrolling in the future.

When can the attestation form be submitted to NZQA?

The form can be submitted when your international self-review cycle has been completed and no later than the due date each year.

This is normally 1 October; in 2020 due to COVID-19 the due date has been deferred to 1 December 2020.

What happens if I do not submit the attestation by the due date?

We will continue to follow up with you, until you attest. This may include the issuing of a compliance notice. Depending on your circumstances, you may be in breach of your obligations as outlined in clause 37(1) of the Code, which could lead to requests for more information, i.e. self-review report and/or policies and procedures, and/or issuing a compliance notice.