

Exam Centre Manager Recruitment – School Guide

Overview Note: this guide is only intended for schools that are exam centres. If your school is not an exam centre, this functionality will not be available to you.

This User Guide is intended for schools' Principal's Nominees (PN) who are nominating Exam Centre Managers (ECM) via the high security area of their school's website.

The guide steps through the online process involved in:

- Re-nominating last year's ECM, OR
- Nominating a new ECM.

Need further help? Please contact:

The Exam Centre Management Team on

0800 697 296

or

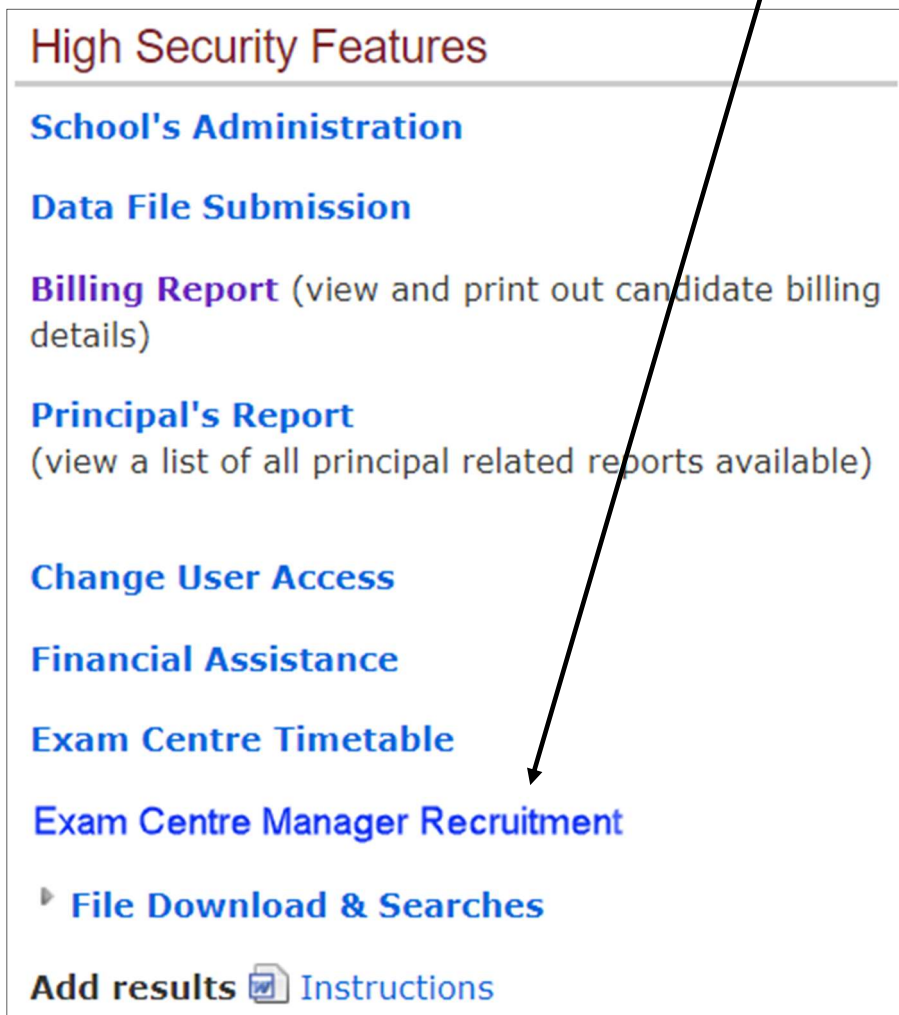
examcentremangement@nzqa.govt.nz

for assistance or enquiries.

Step 1: Log in and navigate to the Exam Centre Manager Recruitment page

1.0 Log in to the school's website high security area.

1.1 Under the High Security Features section, click on the link to Exam Centre Manager Recruitment.



The image shows a screenshot of a website's 'High Security Features' menu. The menu items are listed vertically, with 'Exam Centre Manager Recruitment' highlighted in blue. A black arrow points from the top right of the menu area down to the 'Exam Centre Manager Recruitment' link. Below the menu items is a section for 'Add results' with a document icon and the word 'Instructions'.

High Security Features

School's Administration

Data File Submission

Billing Report (view and print out candidate billing details)

Principal's Report
(view a list of all principal related reports available)


Change User Access

Financial Assistance

Exam Centre Timetable

Exam Centre Manager Recruitment

▸ **File Download & Searches**

Add results  **Instructions**

Step 2: Downloading ECM Role Description

2.1 Download the document entitled ECM Role Description. The ECM must read and understand the information in this document which outlines the job description, remuneration and other relevant information pertaining to the role.

Step 3: Re-nominating last year's ECM

The name of last year's ECM will be displayed, by default, on this page, unless you are a brand new exam centre this year.

3.1 Schools wishing to re-nominate last year's ECM must verify that the contact details for the ECM are still correct, including their email address, which is mandatory.

3.2 Ensure you have all the ECM's contact details (full, legal name, address, at least one phone number and email address) before you begin this process.

3.3 To re-nominate last year's ECM click on the Verify details link.



Exam Centre Manager - St Jude's College

By default, the Exam centre manager (ECM) on record from last year will be listed as the not verified ECM for this year.
If you wish to re-nominate the existing ECM from last year, you must verify the ECM's details.

First Name	Surname	Status
Ken	Kennedy	Not verified

[Verify details](#)

[Nominate a New ECM](#)

3.4 This will take you to the Exam Centre Manager Details Page which contains last year's Exam Centre Manager's details.

3.5 If your Exam Centre Manager has changed addresses from the one listed, start typing their new address in the Address Search box.

3.6 Once you see their address appear, click on it and all address fields will be populated automatically.

Exam Centre Manager - St Jude's College

Exam Centre Manager details

* indicates mandatory fields. At least one phone number is required

Title

First Name

Middle Name

Surname

Date of Birth

Address Search:

* Street Address 1

Street Address 2

Suburb / Rural Delivery

* City / Town

* Post Code

Home Phone

Work Phone Ext

Mobile Phone

* Email Address

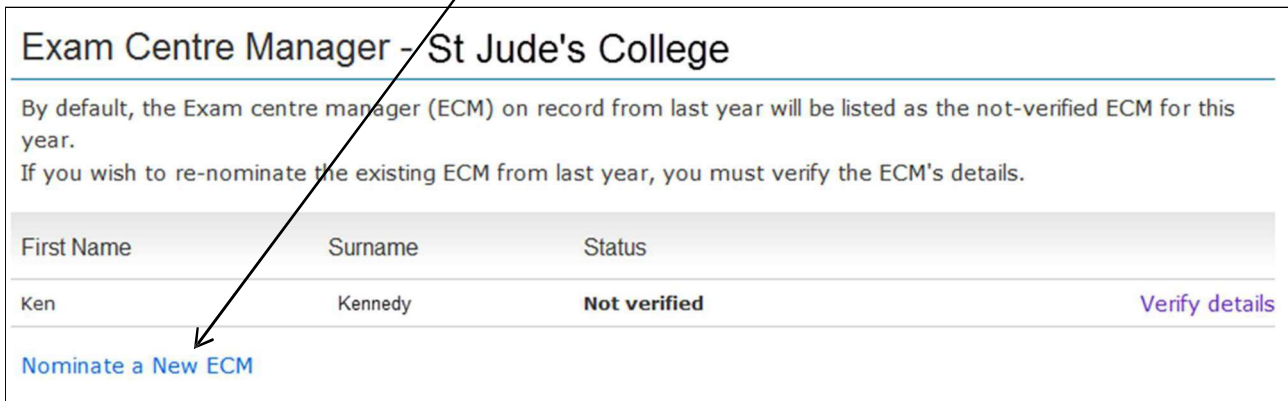
[Back to ECM Recruitment Home](#)

3.7 Ensure the correct phone numbers and email address are entered.

3.8 If you amend any details, ensure you click Submit Details at the bottom of the screen.

Step 4: Nominating a new Exam Centre Manager:

4.1 If you are nominating a new ECM, click on the Nominate a New ECM link



Exam Centre Manager - St Jude's College

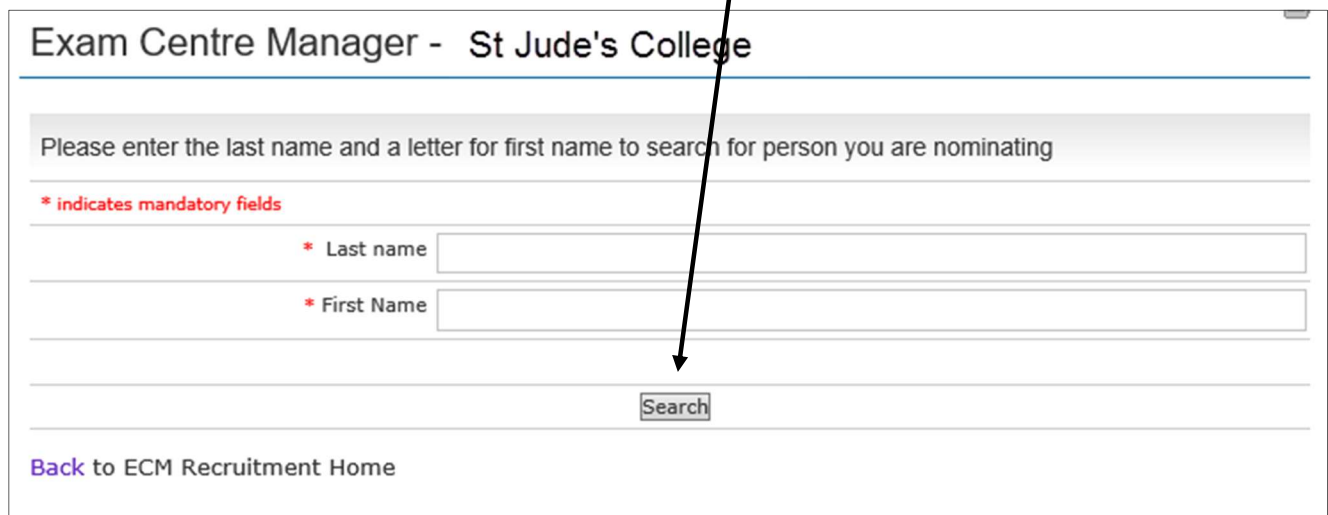
By default, the Exam centre manager (ECM) on record from last year will be listed as the not-verified ECM for this year.
If you wish to re-nominate the existing ECM from last year, you must verify the ECM's details.

First Name	Surname	Status	
Ken	Kennedy	Not verified	Verify details

[Nominate a New ECM](#)

4.2 This will take you to the name search page.

4.3 Enter the Last name and First name of the person you wish to appoint. Click on the Search button. If the person you are nominating is already in the NZQA database, their name will be returned.



Exam Centre Manager - St Jude's College

Please enter the last name and a letter for first name to search for person you are nominating

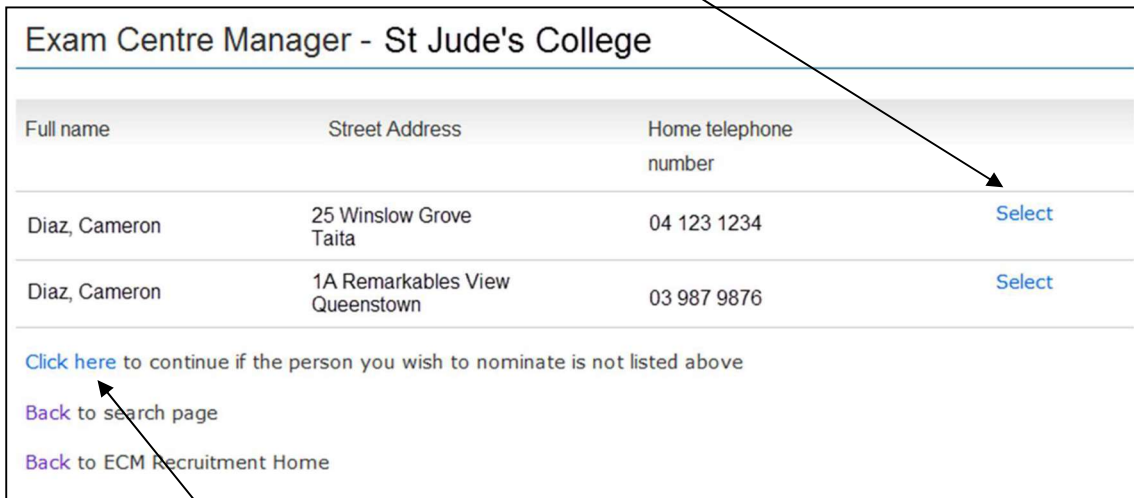
** indicates mandatory fields*

* Last name

* First Name

[Back to ECM Recruitment Home](#)

4.4 If your search returns more than one person, and one of them is the person you are nominating, you can select the correct person from the list by click on Select.



Full name	Street Address	Home telephone number	
Diaz, Cameron	25 Winslow Grove Taita	04 123 1234	Select
Diaz, Cameron	1A Remarkables View Queenstown	03 987 9876	Select

[Click here](#) to continue if the person you wish to nominate is not listed above

[Back](#) to search page

[Back](#) to ECM Recruitment Home

4.5 OR, if the person's name is not returned ...

4.6 select [Click here](#) to continue.

4.7 This will open the screen below and allow you to enter a new person's details.

4.8 The following details are mandatory for your nominee:

- Date of Birth
- Street Address 1
- City/Town
- Post Code
- Email address
- In addition, you must enter at least one phone number

Exam Centre Manager - St Jude's College

Exam Centre Manager details

* indicates mandatory fields. At least one phone number is required

Title

* First Name

Middle Name

* Surname

* Date of Birth
(dd/mm/yyyy)

Address Search:

* Street Address 1

Street Address 2

Suburb / Rural Delivery

* City / Town

* Post Code

Home Phone 64

Work Phone 64 Ext

Mobile Phone 64

* Email Address

[Back](#) to ECM Recruitment Home

4.9 To enter a person's address, start to type their address in the Address Search.

When the correct address appears, click on it and all address fields will be automatically populated. It is essential you use the Address Search tool to ensure that your ECM's address is compliant with NZ Post.

When all details have been entered, click on Submit Details.

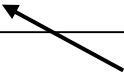
Step 5: Review Confirmation Screen and Navigate to Main ECM Page

5.1 Once details have been submitted you will see the screen below. Your nomination is Under Consideration and has been submitted to NZQA for approval.

Exam Centre Manager - St Jude's College

The nomination status for **Cameron Diaz** : **Under consideration**

[Return](#) to ECM Recruitment Home



5.2 To return to the ECM Recruitment Home page click on Return or select Logout from the bottom on the menu bar on the left-hand side of your screen.

5.3 Once NZQA has approved the nomination, the status will change to Approved. This may take a few days.

Exam Centre Manager - St Jude's College

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First Name	Surname	Status	
Cameron	Diaz	Approved	View details