

Language Common Assessment Tasks (LCAT)

Cook Islands Māori, Korean and Lea-Faka Tonga

External Assessment 2020

Administrative Guidelines for Schools

Assessment dates and times:

NCEA Level	NZ schools	Cook Islands schools
Level 1	9.30am Wednesday 21 October	10.30am Tuesday 20 October
Level 2	9.30am Tuesday 20 October	10.30am Monday 19 October
Level 3	9.30am Thursday 22 October	10.30am Wednesday 21 October

Principal's Nominees and teachers should read these instructions prior to delivering the LCAT assessments.

SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

1. Key dates
2. Overview
3. Candidate entries
4. Assessment materials
5. Managing candidate absence process – Derived Grades
6. Managing possible authenticity breaches
7. Marking assessments and results entry
8. Reviews and reconsiderations

SECTION TWO: SUBJECT SPECIFIC INFORMATION FOR TEACHERS

9. Submission materials provided by NZQA
10. Administering the LCAT
11. Completing attendance rolls
12. Packing into courier bags
13. Enquiries

APPENDICIES

- Appendix 1: Supervision guidelines
- Appendix 2: Pre-assessment instructions
- Appendix 3: Instructions for collection of assessment booklets

SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

1. Key Dates

December 2019	Assessment Specifications for all external standards available on 'Subjects' page on NZQA website.
1 August	Check candidate entries are correct in data file submission to NZQA.
9 September	Final entry data file submission with LCAT entries sent to NZQA.
12 – 16 October	<p>Receive administrative packs for:</p> <ul style="list-style-type: none"> • NZ schools - submission instructions, pre-addressed courier bags and attendance rolls • Cook Islands schools – submission instructions, attendance rolls and personalised candidate labels. <p>Please contact the Languages Business Liaison Officer on 0800 697 296 or email: examinations@nzqa.govt.nz if packs have not arrived or if there are insufficient/missing materials.</p>
16 October	Assessment materials for all levels available to download from NZQA's schools' provider login.
20 – 22 October	<p>All schools conduct LCAT assessments.</p> <ul style="list-style-type: none"> • NZ schools assess on Tues 20 Oct (L2), Wed 21 Oct (L1) and Thurs 22 Oct (L3) • Cook Islands schools assess on Mon 19 Oct (L2), Tues 20 Oct (L1) and Wed 21 Oct (L3).
	<p>Send candidate assessment booklets to NZQA for marking.</p> <ul style="list-style-type: none"> • NZ schools send booklets to NZQA • Cook Islands schools send candidate assessment booklets to the Cook Islands Ministry of Education.
Mid to late January 2021	NCEA results release.
	Marked candidate assessment booklets returned to schools.
	NCEA Review and Reconsideration links open.

2. Overview

Cook Islands Māori, Korean and Lea-Faka Tonga Common Assessment Tasks must be assessed on:

NCEA Level	NZ schools	Cook Islands schools
Level 1	9.30am Wednesday 21 October	10.30am Tuesday 20 October
Level 2	9.30am Tuesday 20 October	10.30am Monday 19 October
Level 3	9.30am Thursday 22 October	10.30am Wednesday 21 October

- Candidates should have 3 hours to complete the assessment tasks.
- Schools are required to administer the LCAT under examination conditions.
- All candidate work must be submitted to NZQA for marking.
 - Cook Islands schools must submit all candidate work for Cook Islands Māori to the Cook Islands Ministry of Education.

3. Candidate entries

Principal's Nominees must ensure all candidate entries for Cook Islands Māori, Korean and Lea-Faka Tonga are correct for the 1 August data file submission to NZQA. Final entries must be included in the schools' 9 September data file submission to NZQA. If you have any issues with the submission of the data file, please contact your NZQA Data Management & Learner Records Officer on 0800 697 296 or by email at schools@nzqa.govt.nz.

4. Assessment materials

It is the Principal's Nominee's responsibility to download the electronic files containing the assessment materials from the [NZQA Schools' Provider Login](#) (secure site) which will be available from **Friday 16 October** (*Thursday 15 October for Cook Islands schools*).

The password to allow access to these files will be sent to the Principal's Nominee of schools with entries by **9.00 am Friday 16 October** (*Thursday 15 October for Cook Islands schools*).

The files will contain:

- **Reading Tasks**
 - Assessment booklet
 - Resource Booklet.

- **Listening Tasks:**
 - Assessment booklet
 - Transcript
 - Audio file in Mp3 format.

Schools will need to load the audio files onto a computer and test they can be played in the examination room before the assessment day(s).

5. Managing candidate absence - Derived Grades

A derived grade may be applied for by a candidate who has suffered a temporary illness or impairment including a physical injury or an emotional trauma, which has impaired the candidate's preparation for or prevented their attendance at the assessment.

The absence or impairment for the candidate must comply with NZQA's Derived Grade [guidelines](#).

A candidate seeking a derived grade applies to NZQA through the school by completing the relevant sections of the [derived grade application form](#).

The derived grade reported by the school must be from pre-existing evidence gathered before the Common Assessment Task (LCAT) was held and be valid, authentic and standard-specific

6. Managing possible authenticity breaches

Breaches of the rules

Schools must have written procedures, based on the principles of natural justice, and fairness, for receiving, investigating and making decisions on reported conduct by a candidate that might constitute a breach of its assessment rules.

The school must inform candidates that by saving an assessment response at the end of the assessment session, they verify the work is their own. NZQA may digitally sample the candidate's work to test its authenticity.

In instances where candidates knowingly, fraudulently or unwittingly breach the school's assessment rules the school's written policy and procedures for breaches of the rules in internal assessment must be applied.

These written procedures should include:

- investigation by the Principal's Nominee of any report of a possible breach of the rules during the assessment session using clear and fair timeframes
- allowing the candidate the opportunity to provide an explanation
- the candidate having the right to appeal any decision made by the school under the school's documented appeal process
- the candidate having the right to privacy about the breach investigation and outcome of the breach process
- deciding on any further action to be taken in accordance with the school's written procedures
- making a written record of the breach investigation which is kept on file *until after reviews and reconsiderations close*

Where a candidate is found to have breached the rules and the credibility of the result is compromised:

- inform NZQA by emailing breaches@nzqa.govt.nz
- attach a completed copy of the [Common Assessment Task Breach of the Rules](#) form
- NZQA will:
 - provide a pro forma letter outlining the withholding of results for the school to inform the student
 - withhold the result for the standard.

NB: student work is not required to be sent but should be retained by the school until results are finalised.

Example of behaviours that require a breach investigation include:

- submitting inauthentic material or work that is not their own
- demonstrating dishonest practice, for example: attempting to access information or materials not permitted (e.g. calculators, cell phones, watches), or accessing help from another candidate
- failing to follow instructions
- influencing / assisting / hindering candidates or disrupting the assessment
- impersonation, where a person is reported to have impersonated or dishonestly claimed to be another candidate entered for the assessment.

7. Marking assessments and results entry

Marking of candidate assessment booklets and results entry for all LCAT external standards will be conducted by NZQA.

Marked booklets will be returned to schools in January 2021 upon the release of all NCEA results.

8. Reviews and reconsiderations

1. If a candidate believes that the score notified to them has been incorrectly entered, they may apply for a review following the [Reviews and reconsiderations](https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/) process online (<https://www.nzqa.govt.nz/ncea/ncea-results/reviews-and-reconsiderations/>).
2. If a candidate believes that the score notified to them is not the correct assessment decision, they may apply for a reconsideration following the [Reviews and reconsiderations](#) process online.
3. The review will be facilitated by the National Assessment Facilitator.
4. The review or reconsideration outcome will be reported to the candidate by letter.

SECTION TWO: SUBJECT SPECIFIC INFORMATION FOR TEACHERS

9. Submission materials provided by NZQA

NZQA will send all schools with LCAT entries a package of submission and packaging materials between 12-16 October 2020. This package will be addressed to the Principal's Nominee and includes:

- Two copies of these instructions.
- **Set of attendance rolls (main and working)** listing candidate entries made by 9 September, arranged by level, standard and exam code. The yellow working copy is to be retained by the school until results are received by candidates.
- **Personalised labels (Cook Islands schools only)** for candidates who have entered (by 9 September) Level 1, 2 and 3 Cook Islands Māori external achievement standards.
- **Pre-addressed courier bag(s)** to send candidate assessment booklets and main copies of the attendance roll to NZQA (applicable to NZ schools only). Cook Islands schools are responsible for arranging delivery of their assessment booklets to the Cook Islands Ministry of Education office for marking.

If these materials have not arrived by Friday 16 October 2020, please contact the Languages Business Liaison Officer on 0800 697 296.

10. Administering the LCAT

Schools must ensure the assessments takes place at the prescribed times below:

NCEA levels	New Zealand Schools	Cook Islands Schools
Level 1	9.30am Wednesday 21 October 2020	10.30am Tuesday 20 October 2020
Level 2	9.30am Tuesday 20 October 2020	10.30am Monday 19 October 2020
Level 3	9.30am Thursday 22 October 2020	10.30am Wednesday 21 October 2020

Candidates must have 3 hours to complete the assessment tasks.

Each school is responsible for ensuring appropriate examination conditions are maintained during the assessment sessions. Refer to Appendix 1, 2 and 3.

There are two assessments at each level for each subject. It is preferable to start with the reading task to avoid latecomers missing out on hearing the listening texts.

11. Completing attendance rolls

Schools will receive two copies of the attendance roll: the main (white) copy must be sent with the completed assessment booklets and the working (yellow) copy is to be retained by the school. The areas indicated in red below are not to be used.

New Zealand Qualifications Authority
Attendance Roll

Centre: **1234 ABC High School**
Session: **NCEA L1 Cook Islands Māori Tuesday 20/10/20 AM**

**COMPLETE BOXES
IN GREY AREA ONLY**

Exam Code	NSN	Candidate Name	Standard	Absent (A)	Number Standards Collected	Time Left	Extra Paper
			90873				
D113	0123456789	Candidate A	90873		1		
P103	0234567891	Candidate B	90873		1		
P116	0345678912	Candidate C	90873	A			
S102	0456789123	Candidate D	90873		1		
T101	0567891234	Candidate E	90873	A			
T106	0678912345	Candidate F	90873	A			
T122	0789123456	Candidate G	90873		1		

Annotations:

- Write a '1' if the candidate attended the assessment
- Please do not use these two columns
- Write an 'A' if the candidate was Absent for the assessment

- The **'Absent (A)'** column is to record any candidates that did not attend the assessment(s). Write an **'A'** in this column. These entries will be marked as absent.
- The **'Number Standards Collected'** is to indicate the candidate attended the assessment. Write a **'1'** in this column.
- Complete the attendance rolls using a black or blue pen. Do not use pencil.
- Teacher/Supervisor to sign-off using the 'Exam Centre Manager' section.
- Accurate completion of the rolls is important for tracking and recording absent candidates. Incorrect data will create issues for results capture.
- Place the main (white) copy in the courier bag with the candidate assessment booklets.

For candidates with entries made after 9 September, record their details in the grey area on the last page of each standard of attendance roll. If there are more than two late entries for the standard, add the candidate's details to a spreadsheet and email to NZQA Logistics, logistics@nzqa.govt.nz.

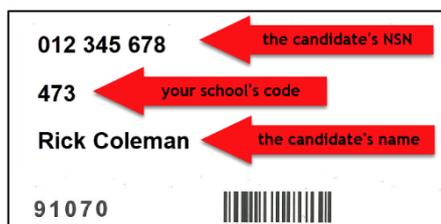
12. Packing into courier bags

The following process of organising the candidate's assessment for submission must be strictly adhered to.

A pre-addressed courier bag for each language and level will be supplied in the package to send candidate assessment booklets to NZQA. Booklets must be sent to NZQA either the afternoon of the assessment date or the following day at the latest.

To prepare the candidate's assessment booklets – instruct candidates to:

- to write their NSN (National Student Number), school code and name on the top right-hand corner of the front page of the assessment booklet.



For Cook Islands schools only - To prepare the Cook Islands Māori candidate's assessment booklets, instruct candidates to:

- (If a label is provided) to check the personalised label supplied matches their NSN before affixing to the top right-hand corner on the front page of the printed assessment booklet.
- (If a label is not provided) to write the school code, their name and NSN on the top-right hand corner of the front page of the assessment booklet.

13. Enquiries

Please refer any enquiries relating to these instructions to:

Languages Business Liaison Officer

Operations and Logistics

Telephone: 0800 697 296

Email: examinations@nzqa.govt.nz

Appendix 1: Supervision guidelines

Before the assessment day(s), the supervisor should:

- Talk to the Principal's Nominee and check that all assessments, resource booklets and audio files are downloaded.
- Print off and staple assessment and resource booklets.
- Organise a computer for each examination room and copy the audio file onto it.
- Check that the audio file plays on the computer and can be clearly heard in the room. If you are unable to play the audio file, the school will need to arrange a speaker to read the transcript to the candidates.
- Decide whether you will hold the reading or the listening task first. If you start with the reading task, then the listening task must start at the start of the second hour.
- Print off individual candidate names with NSNs to provide to candidates in the examination room.

Start of the assessment

Check that:

- The room has enough desks for the assessment. Arrange desks to ensure that supervisor(s) can move easily down and along rows but not easily allow candidates to view one another's work. There should also be space at the back of the room for supervisors to move behind candidates.
- The room has a whiteboard/blackboard to record the time elapsed (and whiteboard pens or chalk) and a working clock.
- The room has all posters and charts relating to the language being assessed covered up or removed from the walls.
- There are signs outside the room advising non-candidates that assessments are on and asking for them to be quiet.
- Booklets are set out for each candidate on the desks together with candidate name and NSN information.

Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step.
- Bring candidates into the room in an orderly manner about 10 minutes before the start time.
- Be alert to candidates arriving late.
- When all candidates are seated and silent, begin reading the Pre-assessment Instructions aloud.
- Keep a close eye on candidates from the BACK of the room and by moving along rows from time to time.
- Mark the 'time remaining' off the whiteboard/blackboard every 15 minutes.
- Record absentees to avoid later concerns over possible missing booklets.

Remind candidates that:

- They must hand in any electronic device that can store, communicate and/or retrieve information, including all cell phones or translation devices.
- No watches of any type (digital or analogue) are to be worn in the room. They should be handed in to the supervisor. All bags are stored away from the desks.
- Each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential items for the assessment.

Appendix 2: Pre-assessment instructions

Read the following so that everyone can hear:

Welcome. Please listen carefully.

DO NOT open your papers or write anything until you are told to begin.

- Calculators, watches, and cell phones are not allowed in this exam. Put up your hand if you still have one of these with you. Turn off watch alarms. (*Get them to turn it off and put it into their bag or hand it to you.*)
- If you have any other unauthorised material with you such as written notes, blank or refill paper, correcting fluid, books, iPods, MP3 players and electronic translators, hand these to me NOW. (*Pause*)
- Do not talk to or communicate in any way with anyone except the supervisor(s). If you need anything or have a question, raise your hand. Supervisors cannot answer any questions about what is in the assessment.
- Write your answers in blue or black pen ONLY. Answers in pencil will be marked but cannot be accepted for reconsideration.
- If you run out of space in your answer booklet put your hand up for extra paper.
- If you have an emergency, such as feeling ill or needing the toilet, put your hand up.
- At the end of the exam remain seated and silent while the exam booklets are collected.
- The assessment is 3 hours long. No one can leave the room without permission. You will be told when there are 15 minutes left. No one can leave in the last 15 minutes. The official time is taken from this clock. (*Point*)
- Put your hand up if you have any questions. (*Pause*)
- Write your name, school code and NSN (supervisor to provide this) on the cover of your booklet now.

(At the start time say)

- Open your booklet. If you find any errors in the printing of your booklet put up your hand. It is now am. You may begin.

Listening task

At the start of the listening task (either at the start of the first or second hour of the examination), say: ***Please listen carefully.***

- I am going to play the audio file and you will start your listening task.
- The file will play until you hear the phrase, 'This is the end of the recording'.
- Start the audio file. Do not stop it until you hear the phrase, '**This is the end of the recording**'.
- Stop the audio file playing.
- Say, You now have ... hours left to complete any answers.

The Last 15 Minutes' Announcement

Say, "You have 15 minutes left. No one may leave the exam room".

Appendix 3: Instructions for collection of assessment booklets

At the end of the assessment, read the following:

- Put down your pens. Close your booklets. The assessment has ended. Please listen carefully.
- DO NOT talk to other candidates. Sit silently until all the booklets have been collected. Check that your booklet has your name, NSN and school code on it.
- If you have used extra paper for an answer, check that you have put your name, at the top of each sheet and the extra paper is placed inside your booklet.
- The booklets are now going to be collected. Remain seated until everybody's papers have been collected and you are told that you can leave. (*Collect booklets*).
- Put up your hand if your booklet has not been collected.

(Once all the booklets have been collected):

All the booklets have been collected; you may now leave quietly.

Note for supervisors:

If any candidate has used extra paper, this must be secured with the booklet it relates to, e.g. stapled inside or put into a clear plastic bag.