

Level 1 Mathematics

Common Assessment Task (MCAT) 91027

Administrative Guidelines for Schools

Assessment Dates:
Tuesday, 15 September or Thursday, 17 September 2020

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SECTION ONE: GENERIC INFORMATION FOR PRINCIPAL'S NOMINEE

1. Key Dates

July 2020	1	<ul style="list-style-type: none"> • Schools must: <ul style="list-style-type: none"> ○ Ensure the 2020 assessment specifications have been read. ○ Inform candidates of the assessment date. ○ Check candidate entries for AS 91027 are included in data file submission to NZQA.
August	1	<ul style="list-style-type: none"> • Deadline for schools to advise NZQA of nominated day for MCAT. • Check all candidate entries for AS 91027 are included in data file submission to NZQA.
September	7 - 9	<ul style="list-style-type: none"> • Printed examination booklets and MCAT administrative instructions arrive in schools. • Check booklets received are for the correct date.
	11	<ul style="list-style-type: none"> • Contact NZQA Logistics, 04 463 3383, if the MCAT booklets have not arrived.
	14	<ul style="list-style-type: none"> • Electronic copy of Day 1 MCAT available on the schools' Provider Login.
	16	<ul style="list-style-type: none"> • Electronic copy of Day 2 MCAT available on the schools' Provider Login. (Your Principal's Nominee will have to contact the Marker Helpline 0800 697 296) to obtain a password for the files.)
	15 or 17	<ul style="list-style-type: none"> • All schools assess MCAT.
	22	<ul style="list-style-type: none"> • (Tuesday) - Day 1 Assessment Schedule available on NZQA schools' secure website (in high security features, "File Downloads") at approximately 2.00 pm.
	25	<ul style="list-style-type: none"> • (Friday) - Day 2 Assessment Schedule available on NZQA schools' secure website (in high security features, "File Downloads") at approximately 2.00 pm.
	22 Sep – 22 Oct	<ul style="list-style-type: none"> • Schools mark MCAT and enter provisional results online.
October	24 Oct	<ul style="list-style-type: none"> • Final deadline for schools to send eight marked booklets to NZQA for verification.
October/November		<ul style="list-style-type: none"> • Verified booklets returned to schools and verification report available on schools' secure web site.
November	2	<ul style="list-style-type: none"> • School verification appeals sent to NZQA.
	16	<ul style="list-style-type: none"> • Schools start entering MCAT final results.
December	2	<ul style="list-style-type: none"> • Deadline for schools to complete final results entry online.
January 2021		<ul style="list-style-type: none"> • Final grades for all candidates are confidential until candidates receive their NCEA results in January 2021.

2. Overview

Level 1 Mathematics Common Assessment Task (MCAT):

- Must be delivered on **Tuesday, 15 September or Thursday, 17 September 2020**.
- Candidates should have 60 minutes to complete the MCAT.
- **No calculators are permitted in the MCAT assessment.**

Schools should administer the MCAT like an examination in terms of security of materials and supervision. As detailed in this booklet, schools must apply their own policies and procedures relating to:

- authentication of candidate work
- breaches of the rules
- special assessment conditions
- missed assessment
- derived grades.

All candidates sit the MCAT at their own school, even if they would normally sit external assessments at an examination centre in another school.

3. Nomination of assessment day (change from 2019)

Schools are required to **nominate either Day 1 or Day 2** for which day they will hold the MCAT, and inform NZQA of the number of booklets, including any Te Reo Māori (translated) versions, they will require for each day. Only one day is to be selected per school.

The process to submit the nominated date has changed to an online process via the [NZQA Schools' Providers Login](#).

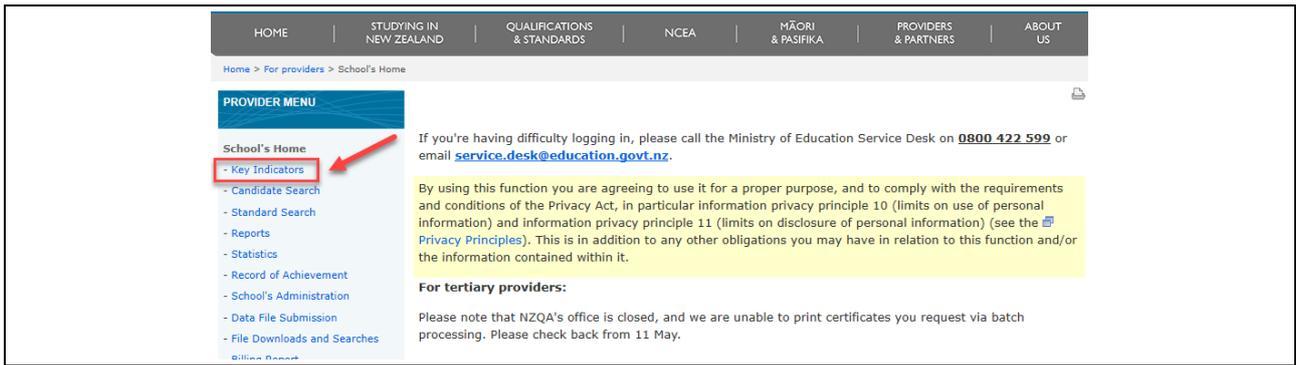
- To submit your nominated date, login through the [NZQA Schools' Provider Login](#).

The screenshot shows the 'Login Options' page. The sidebar on the left lists 'LOGIN OPTIONS' and includes links for 'National Student Number (NSN)', '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 is titled 'Login Options' and includes a breadcrumb trail: 'Students | Education Providers | QRS Applications | NZQA Staff & Contractors'. There are two main sections: 'Student Services' and 'Education Provider Services'. The 'Education Provider Services' section is highlighted with a red box and contains the following text: 'Schools & Tertiary Education Organisations Login', 'Education Sector Provisioning Applications **only**', 'Request Access (with the MoE)', and 'If you are a new user who hasn't logged in before, you must request access.' Below this is the 'Tertiary Education Organisations Applications Login' section.

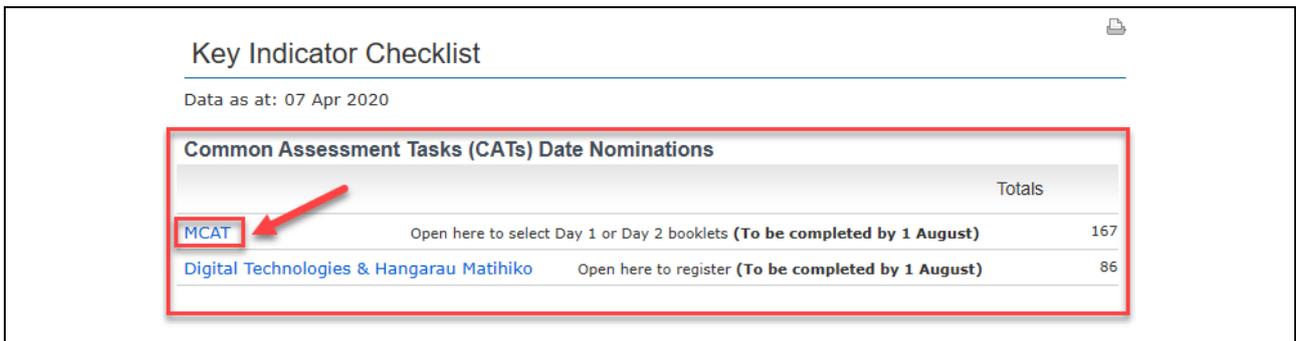
- Enter your *Username* and *Password* and click *Login*.

The screenshot shows the 'Education Sector Logon' form. It has a title bar with the NZQA logo and the text 'Education Sector Logon'. Below the title bar are two input fields: 'Username' and 'Password'. There are two links: 'Forgotten username' and 'Forgotten password'. At the bottom is a large orange 'Login' button. At the very bottom is a link: 'Have feedback about the Education Sector Logon?'.

c. Click on *Key Indicators*.



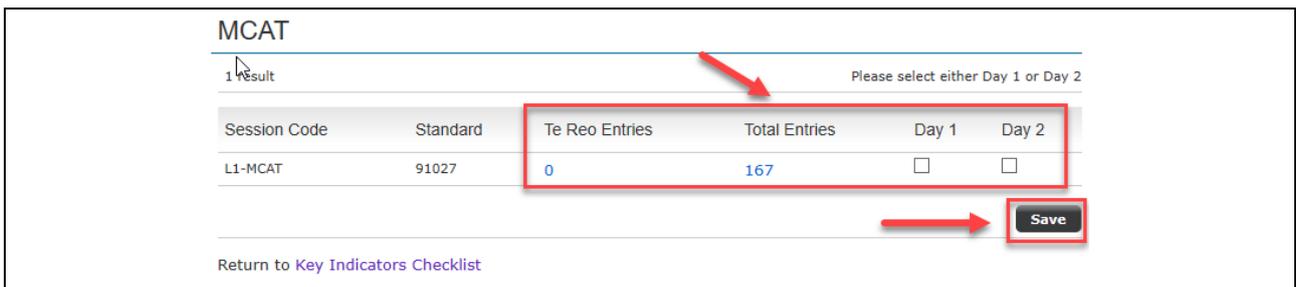
d. Scroll down to the *Common Assessment Tasks (CATs) Date Nominations* section and click on *MCAT*.



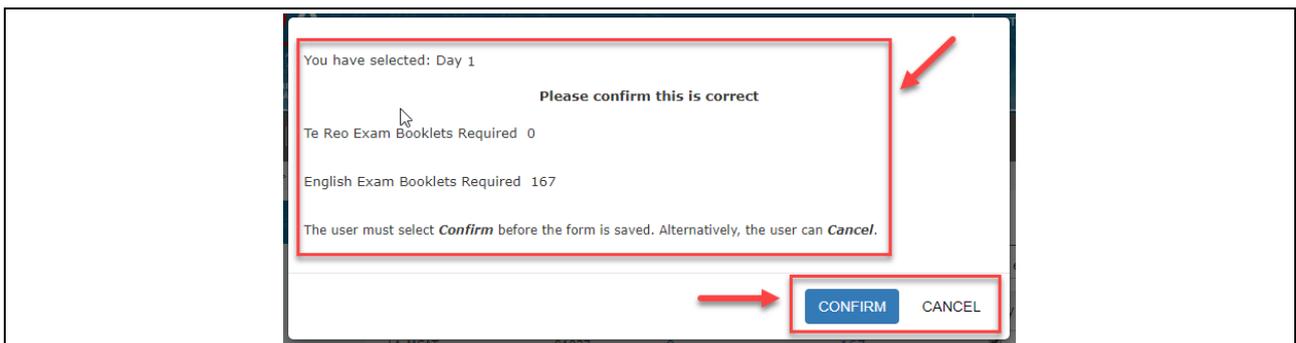
e. Review the candidate entries to ensure accuracy. If Te Reo Māori (translated) booklets are required, you will need to ensure the translated flag is set for the candidate in the entry data files provided to NZQA.

If the entries are correct, click on either *Day 1* or *Day 2* and then *Save*. NB: Only one day is to be selected per school.

If the entries are incorrect, you will need to submit an updated data file.



f. A confirmation message will pop up. Review your Day selection and the number of booklets required. Click *Confirm* if correct or *Cancel* to amend your Day selection.



- g. You will have access to make changes up until **1 August 2020**. After this date, changes are to be requested by email to examinations@nzqa.govt.nz.

MCAT

1 result

Please select either Day 1 or Day 2

Session Code	Standard	Te Reo Entries	Total Entries	Day 1	Day 2
L1-MCAT	91027	0	167	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Return to Key Indicators Checklist](#)

[Edit](#)

4. Assessment materials

Each school will be sent MCAT materials by **9 September**. This will arrive in bags/boxes addressed to the Principal's Nominee and be marked "Private and Confidential". Principal's Nominees should advise office staff to expect the arrival of the booklets to ensure that they are stored securely. If the materials do not arrive by 11 September, contact NZQA Logistics on 0800 697 296.

In the MCAT materials pack you should receive:

- a copy of this *MCAT Administrative Guidelines* booklet – one per school
- MCAT question and answer booklets – one per candidate plus a few spare copies, specific to the assessment day your school has nominated
- one pre-labelled courier bag for sending marked student work to NZQA for verification.

Assessment security

Assessment materials must not be kept in any place that students can access or be opened before the instructions have been read. It is important for the validity of the assessment that schools ensure assessment materials are kept secure at all times.

After the booklets have been marked, they must be kept secure by the school. Any unused booklets also need to be retained securely.

Extra examination papers

If no assessment date has been nominated, or for late entries (after 1 August), the examination papers will be available, in both English and Te Reo Māori versions, on the [NZQA Schools' Provider Login](#), from 2.00 pm on the day before each assessment day (i.e. the assessment for Day 1 will be available from 2.00 pm on 14 September; and for Day 2 on 16 September).

It will be the Principal's Nominee's responsibility to download the examination paper(s), and contact the Business Liaison Officer in the Secondary Examinations team on 0800 697 296 to obtain the password to open the assessment for the day, which the school had originally nominated. Password requests to access the assessment for an alternative day will only be provided under exceptional circumstances and all students must still sit the examination on the same day. Schools will need to complete the [Alternative assessment day request form](#) and email it to examinations@nzqa.govt.nz at least one day before the assessment is due to be held.

Once the assessment has been downloaded and opened, schools may print extra copies as needed. The printed copies must be kept secure at all times.

6. Managing candidate absence process

The school's missed assessment policy and procedures are to be applied to students who **miss** an MCAT assessment session.

The absence or impairment of the candidates must be consistent with the school's missed assessment policy. The reason for the absence or impairment must be unforeseen or unavoidable and does not include the absence being wilful or for convenience.

The final grade reported by the school must be derived from valid, authentic, standard-specific evidence that is gathered before the first MCAT assessment was held.

A candidate who is absent on Day 1 cannot sit the assessment on Day 2.

7. Managing candidate breaches process

Breaches of examination rules

In instances where candidates knowingly, fraudulently or unwittingly breach examination 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 MCAT examination 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
- reporting 'Not Achieved' for the assessment of the standard where a candidate has been found to have breached the rules and there is a risk to the credibility of the result.

Example of behaviours that require a breach investigation include:

- failing to follow instructions
- influencing / assisting / hindering candidates or disrupting the assessment
- 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
- submitting inauthentic material that is not their own
- impersonation, where a person is reported to have impersonated or dishonestly claimed to be another candidate entered for the assessment.

Full details about breaches can be found on the [NZQA website](#).

8. Entering provisional results online

When candidates' work has been marked, schools are required to enter online the results they have awarded candidates. These are the 'provisional results' and must be entered directly from the front of the answer booklet and not from some other results list that you may have compiled. This method avoids transcription errors.

Provisional results for all candidates must be entered into NZQA's online system by 22 October. If any provisional results (including "Absent") for individual candidates are omitted, verification will not be able to proceed.

Instructions about how to enter both provisional and final results online will be available in the [NZQA Schools' Provider Login](#), under the provisional/final results entry link(s).

9. Submitting work for verification

Select papers for verification

Schools are required to send eight marked candidate booklets (if there are eight or fewer candidates, send all of the booklets) to NZQA for verification.

The booklets chosen should:

- Be representative of the general spread of results for all candidates from the school.
- Show typical responses; do not send problematic or unusual booklets, as the verification process is intended to verify the whole of school marking, and not, for example, to adjudicate on borderline decisions.

Do not send booklets that are blank or illegible.

Double-check that the following is written on the booklet cover:

- candidate's name
- **correct NSN**
- school code.

Print the submission schedule

Once provisional results have been entered, schools need to print out their submission schedule from the [NZQA Schools' Provider Login](#). The submission schedule lists the NSNs and provisional results of candidates selected for verification and includes an authenticity statement which is to be signed by the Principal's Nominee. The submission schedule is to be sent with the booklets to NZQA.

Note that NZQA will cover over candidates' names with barcode labels so that candidates are not identified to the verifier.

Do not send any other booklets apart from the sample of eight. It is advisable to make and retain a photocopy of these booklets before sending them to NZQA.

Pack the courier bag

In the NZQA supplied pre-labelled courier bag, place:

- all the booklets selected for verification
- the submission schedule (printed after submission of provisional results online) signed by the Principal's Nominee

Seal the bag and call CourierPost **0800 268 743** and arrange a collection.

Sample booklets must be sent to NZQA for verification between 18 September and 22 October.

Booklets should only be sent once provisional results have been entered for all candidates. Verifiers will be unable to commence verification if any provisional results (including absences) have not been entered online.

10. Entering final results online

Following verification, you will be either required to:

- a. **Enter your final results (when the verifier has not confirmed your provisional results):** The final results for all remaining candidates are to be entered and adjusted in light of the feedback provided in your verification report.

or

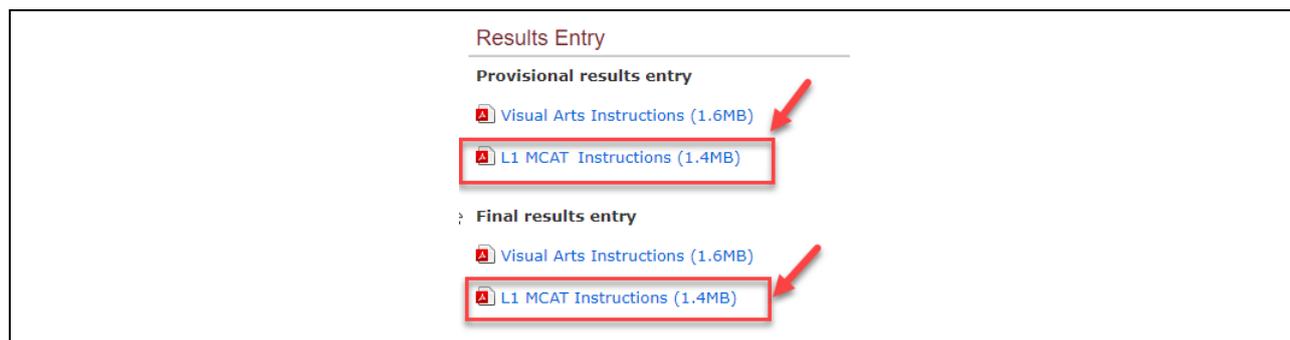
- b. **Review the final results (when the verifier has confirmed your provisional results):** The final results are automatically transferred over from the provisional results. If you need to amend any of these final results, access will be available once the seven-day period has elapsed.

After all the final results are entered, any changes must be made within the 21-day window. A message will appear on the screen to advise you of how much time remains for amendments. Note: If a result needs to be amended, you can only amend the final result. The final result will be transferred to the students record of achievement in January.

All final results must be reviewed/entered online by **2 December 2020**.

Secondary Examinations: 0800 697 296 or examinations@nzqa.govt.nz

Instructions about how to enter both provisional and final results online will be available on the [NZQA Schools' Provider Login](#) page.



11. The verification process

Verifiers will verify the work submitted by the school and enter verified (final) results for those candidates whose work was submitted for verification.

If the verifier confirms the provisional results the school submitted for verification or where there is some minor variation in the verification judgements, but this variation is not seen to be significant, the provisional results should automatically be transferred across to a final results status after the seven-day period post-verification. No further action will be required.

If the verifier disagreed with the provisional results the school submitted for verification, then schools will receive a review report on the NZQA Schools' Provider Login under *Reports*. The report will provide schools with information to assist with the interpretation of the standard.

If the verification process reveals significant problems with school marking, the verifier will include further information to assist with the interpretation of the standard. This section of the report will detail actions the school must take - for example, reconsidering or adjusting unverified grades, where appropriate.

Instructions given in the verification report must be followed, and this will be monitored by NZQA.

12. Appeal of results

Schools may appeal the verification report judgement and the results awarded to the sample candidates, and details of the [appeal process](#) and [form](#) can be found on the Mathematics and Statistics subject resource page. The deadline for submitting a verification appeal is **2 November 2020**.

After NCEA results are released, candidates may request their answer booklets. If they consider that an appeal is justified, candidates should contact their school.

Note that the only MCAT candidates who may submit booklets directly to NZQA for a reconsideration are those whose work was sent to NZQA for verification. For all work that was **not** sent for verification, schools should apply their existing policies and procedures for reconsideration of candidate work that is assessed on site.

13. Administering the MCAT

Timing

The assessment **must be conducted on Tuesday 15 September or Thursday 17 September.**

Allowing any candidate to sit the assessment on a day other than that specified on the examination paper is a breach of NZQA rules. Candidates may not be given more than one assessment opportunity. The examination papers may not be used to provide practice or preparation for students (for example, the Day 1 paper **must not** be used as a practice script for students scheduled to sit the Day 2 MCAT).

Schools determine the best time during the day to hold the assessment session for the MCAT. 60 minutes must be provided for candidates to complete the assessment. Candidates should be advised of the scheduled date and time well beforehand. It is up to schools to manage the provision of this session.

Authenticity

In all cases, ensuring authenticity of candidate work is important, as it would be for any school-based assessment session. Schools should act in accordance with their own policies for authenticity of school-based work. By entering candidates' results online, schools are confirming that this work is authentic. Authenticity will be more easily managed where schools choose, for example, to hold a single assessment session so all candidates sit the assessment at the same time (whether in a single large venue or in several classrooms). Alternatively, schools might decide to run two sessions in consecutive periods.

Special assessment conditions

Only candidates with entitlement for special assessment conditions, as approved by NZQA, can be given special assessment conditions.

Confidentiality

Information about grades awarded must be kept confidential prior to the release of all results by NZQA in January 2021. Candidates will be informed of their grade in January 2021 along with their other NCEA results. After the results have been released, the booklets should be made available for return to candidates who request them.

14. Supervising the MCAT

Each school is responsible for ensuring appropriate conditions are maintained during the assessment session. In summary the school must:

- provide a venue where desks can be separated appropriately
- ensure supervisors invigilate the MCAT to external examination standard (see Appendix 1 for supervision guidelines)
- ensure candidates work individually
- record absentees to avoid later concern over apparently missing booklets.

No calculators are permitted when students complete the MCAT. If a candidate is seen to bring a calculator into the room, it should be confiscated. If a candidate is found to be using a calculator during the assessment, then this would be a breach of examination rules (see below).

Hand out one booklet to each candidate, and have them fill in their name, National Student Number (NSN) and school code on the front cover. (NSN number and school code may be entered later as this information is only needed on the booklets sent to NZQA for verification.)

15. MCAT assessment schedule

The assessment schedules for the MCAT will be available on the [NZQA Schools' Provider Login](#), in the *High Security Features*, "File Downloads" link, from the afternoon of 22 September (for Day 1 MCAT), and 25 September (for Day 2 MCAT).

16. Instructions for marking and recording results

- The assessment schedules will give grades of Not Achieved, Achievement, Achievement with Merit, and Achievement with Excellence.
- If a candidate leaves their booklet entirely blank (apart from their identification details on the cover), their grade is V for 'standard not attempted' or 'void'.
- The final grade is to be indicated on the booklet cover by a single capital letter code: N, A, M or E or V.
- If a candidate is absent from the assessment session, their grade is Y for 'absent'. If a candidate's booklet is unmarked and goes missing, their grade is Y.

Result	Code to record
Not Achieved	N
Achieved	A
Merit	M
Excellence	E
Standard not attempted (blank)	V
Absent	Y

Note that the assessment schedules will **not** use the number-based Grade Score Marking system (GSM) in 2020.

Schools should implement internal moderation procedures to ensure consistent application of the assessment schedule. These procedures should reflect current school moderation procedures for internally-assessed work. For example, samples of marked work could be check-marked by the HOD to ensure all teachers are applying the schedule appropriately. For small schools, it may be feasible for one teacher to mark all candidate work, with check-marking to be carried out by another teacher (perhaps from another school). Where several teachers are involved in marking, they must establish a clear common understanding of the assessment schedule.

The marking process

Throughout the marking process schools will be required to make interpretations based upon teacher professional judgement to decide results. In exercising professional judgement, teachers must ensure that:

- the candidate's performance meets the standard required by the achievement standard
- the candidate's evidence is consistent with the requirements of the schedule
- the evidence provided by the candidate is sufficient for a reliable judgement, and
- other markers would make a comparable decision.

Note that information about grades awarded is confidential until final NCEA results are released to candidates in January 2021.

Marking conventions

As marked booklets may be returned to candidates after NCEA results are released, care must be taken to use formal marking conventions as for any external standards:

- Use a red pen only (unless the candidate has used a red pen for their answers. If this occurs use a different coloured pen for marking and indicate this on the front cover of the booklet).
- Do not use correcting fluid/tape.
- If a result is changed, whether in the assessor's column, or on the front page of the booklet, put an X through the original result, write the new result clearly and initial the change.
- Use the codes given in the assessment schedule to indicate the judgement for each question part, the grade for each question, and the overall grade for the standard on the front cover.
- Indicate clearly that each answer has been marked and not overlooked (for example by drawing a line down the side of all work as it is marked, or by underlining or circling evidence that contributes to each judgement).
- A line (diagonal where practicable) should be drawn through ALL blank spaces. This includes spaces where the candidate did not attempt to answer at all (such as inside the front cover and the last pages of the booklet), and spaces where the candidate did not use all the available space for an answer.
- Double slash // the end of what the candidate has written. Make the double slash as close to the end of the answer as possible. The purpose of this is to prevent the possibility of a candidate adding material to an answer later.

- If a candidate has used correction fluid or tape, or written in pencil, mark the work as normal, indicate where this has occurred (eg, by circling) and write the words 'correction fluid/tape' or 'pencil' adjacent to the work AND on the front cover. Candidates who have used correction fluid/tape or pencil would not be eligible for reconsideration of their work.

17. Frequently asked questions (FAQs)

Q: Where is the Assessment Schedule?

A: Assessment schedules will be put online on Tuesday, 22 September (for Day 1) and Friday 25 September (for Day 2), on the [NZQA Schools' Provider Login](#) in high security features, "File Downloads" link. Your school's Principal's Nominee can access the secure site. They are not password protected.

Q: Can our school have some students sit the MCAT on Tuesday and some on Thursday.

A: No. To minimise the risk of booklets being used on the wrong day, schools may only select one day for the assessment.

Q: Our school is sitting the MCAT on Thursday. Can we use the Tuesday paper for practice or revision?

A: No. The second exam paper must not be used for any other purpose. However, it is perfectly acceptable to use previous years' MCAT papers as revision materials for 2020.

Q: If a candidate is away on Tuesday, can they sit the MCAT on Thursday?

A: No. This would unfairly advantage them over candidates who are sitting the MCAT assessment on the Thursday as they do not have the option of an alternative day. Apply the school's managing candidate absence policy and if appropriate report a grade from pre-existing standard specific evidence.

Q: A candidate uses a cell phone during the MCAT assessment. What steps should we take?

A: Using the school's written procedures for Breach of the Rules – Internal Assessment, investigate the reported possible breach as outlined on page 6 of this booklet.

Where a breach is proven, decide on a fair outcome. As a guide, where a candidate's proven breach affects the credibility of their result, e.g., they used their phone as a calculator to gain answers, reporting a 'Not Achieved' grade is appropriate. Where the credibility of results is not affected by the breach, eg, their friend was texting them to meet up after school, a different action and outcome is appropriate, in accordance with the school's policy and procedures for breaches.

Q: We need to enter a result for a candidate, but they do not appear in our provisional results list online. What should we do?

A: Candidates who do not appear in your school's list for the entry of provisional results have not been entered for standard 91027. The Principal's Nominee will need to submit a new entry file to NZQA as soon as possible containing an entry for the missing candidate.

Q: One of our candidates spent an hour in the exam room but wrote nothing. What result should they be given?

A: Candidates who write nothing in their MCAT answer booklets, but attended the session, are to be given a 'V' (SNA - Standard Not Attempted) grade for both their provisional and final results.

Q: We have mislaid an unmarked MCAT answer booklet for a candidate who attended the session. What result should they be given?

A: This candidate should be given a 'Y' grade as their provisional and final result. The Principal's Nominee is to contact your School Relationship Manager at NZQA as soon as possible to discuss this situation and the missed and late assessment process.

Q: We have lost the courier bag. Can you send us another?

A: Yes. Contact the Business Liaison Officer, Secondary Examinations on 0800 697 296 or email examinations@nzqa.govt.nz for a replacement.

Q: Will NZQA pay teachers to mark the MCAT or pay for relief cover for the time teachers spend in marking?

A: No. Schools must manage the administration and marking of the MCAT as they would for an internal assessment. Schools are not required to offer the MCAT to their students and matters such as workload should be considered in the decision to offer it.

18. Enquiries

Please refer any enquiries relating to the contents of this information to:

Geoff Connell
National Assessment Facilitator for Mathematics
Secondary Examinations
Phone: 04 463 3286
Email: geoff.connell@nzqa.govt.nz

Appendix 1: Supervision guidelines

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 mathematics removed from the walls or covered up.
- there are signs outside the room advising non-candidates that assessments are on and asking for them to be quiet.
- one booklet is set out for each candidate on the desks.

Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step. It may be helpful to have a list outside showing each of the candidates who are in that room.

Remind candidates that:

- Any electronic device that can store, communicate and/or retrieve information and includes all cell phones and watches of any type (digital or analogue) **MUST** be turned off and remain in their bags. All bags are stored away from the desks.
- No calculators are allowed in their possession.
- Only essential or permissible items for the assessment are allowed on the desk, these may be in a see-through pencil case or clear plastic bag.
- Bring candidates into the room in an orderly manner about 10 minutes before the start time.
- Check that each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential or permissible items for the assessment.
- 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 apparently missing booklets.

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 a calculator, watch or cell phone. *(Get them to turn it off and put it into their bag.)*
- 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 a supervisor NOW. Turn off watch alarms. *(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 room 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 booklet is collected.
- The assessment is 60 minutes 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 there are any questions. *(Pause)*
- Write your name and school code *(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 am/pm. You may begin.

The Last 15 Minutes' Announcement

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

Appendix 3: Instructions for collection of answer booklets

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 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.

Appendix 4: Alternative assessment day request form



Alternative assessment day request form NCEA Level 1 91027 Mathematics and Statistics Common Assessment Task (MCAT)

Please complete the following to request access to the alternative day MCAT assessment.

School name:	enter text.	School code:	enter text.
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1. Indicate which day you are requesting access to:

	Check <input checked="" type="checkbox"/>
Day 1: Tuesday, 15 September 2020	<input type="checkbox"/>
Day 2: Thursday, 17 September 2020	<input type="checkbox"/>

2. Indicate which day you had originally requested:

	Check <input checked="" type="checkbox"/>
Day 1: Tuesday, 15 September 2020	<input type="checkbox"/>
Day 2: Thursday, 17 September 2020	<input type="checkbox"/>

3. Reasons for the request:

enter text.

4. Attestation

I attest that all students will complete the MCAT assessment on the alternative day, and for those that are unable to sit the assessment on the alternative day, the school's missed assessment policy will be applied.			
PN Name:	enter text.	Date:	enter text.

5. Save a copy of this form and attach to an email with the subject line ("Alternative Day MCAT Password"), to examinations@nzqa.govt.nz at least one day before the assessment day.

6. Once processed, NZQA will notify you of the outcome.

Appendix 5: Verification appeal form



National Qualifications Framework Level 1 MCAT Verification Appeal Cover Sheet 2020

Use this form when appealing a verification decision for achievement standard 91027 (MCAT).

School Code:	enter text.
School/Provider Name:	enter text.
Date:	enter text.

The following are enclosed with this form (check <input checked="" type="checkbox"/> relevant boxes):					
Candidate answer booklet for the MCAT assessment	<input type="checkbox"/>	Original verification results	<input type="checkbox"/>	Reasons for appeal	<input type="checkbox"/>

Reasons for appealing the verification decision: Please detail reasons below (attach a separate sheet if necessary)
enter text.

Signed by:			
Principal's Nominee:		Name:	enter text.
Principal:		Name:	enter text.