



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

**QUALIFY FOR THE FUTURE WORLD**  
**KIA NOHO TAKATŪ KI TŌ ĀMUA AO!**

# Special Assessment Conditions Online Submission & Processes Guide

2020

- First Time Applications
- Rollover and Change Applications
- Appeals and Reviews
- Attaching SAC Entitlements to Exams

This is a guide on how to input a submission to request special assessment conditions for NZQA approval for students with sensory, physical, medical and/or learning disorders. These notes may be accessed by clicking Help on any screen.

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## User Security

SAC submissions contain information of a personal and private nature. Maintaining security is essential. Users are reminded about the Terms of Use they agreed to when provided with an Education Sector Login (ESL) by the Ministry of Education.

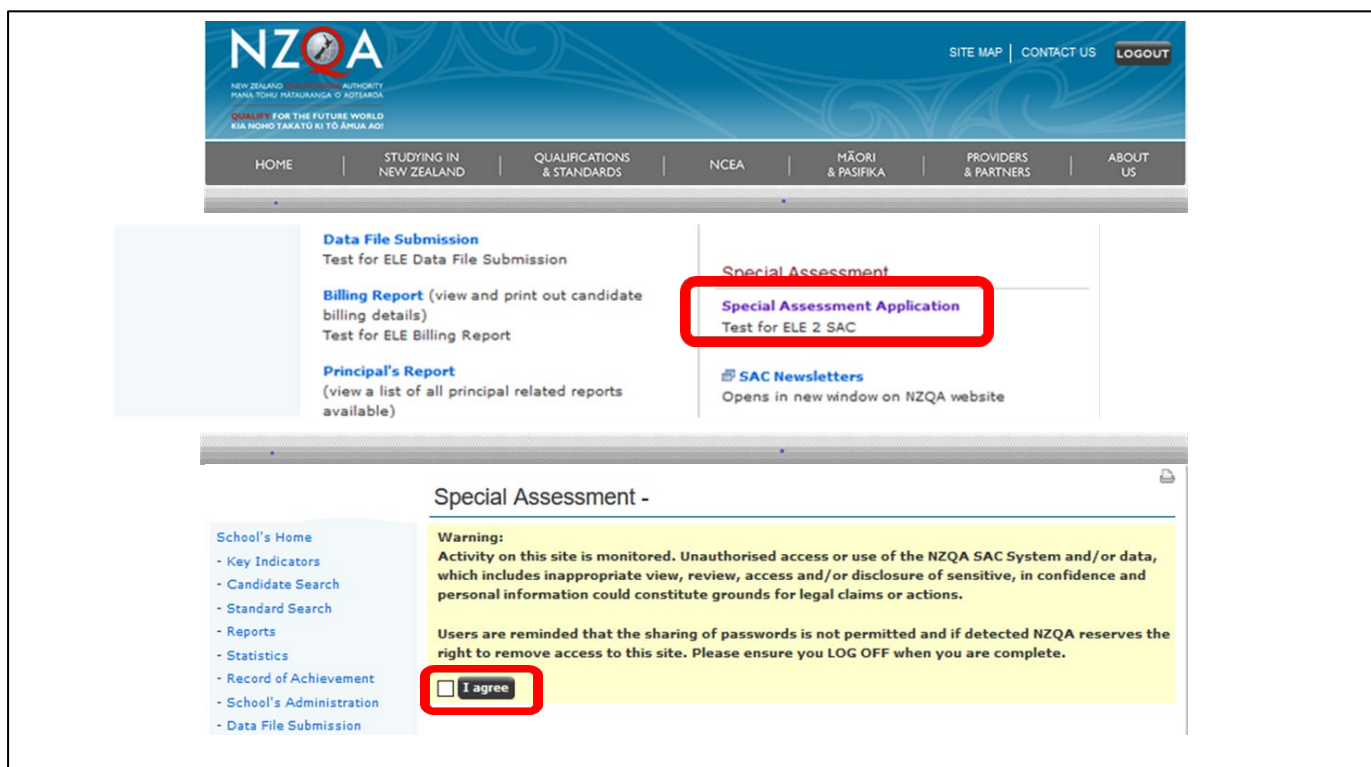
Access to the SAC Online Submission Tool is approved and granted by the school's ESL Delegated Authoriser. NZQA does not manage this process. All login queries must be direct to the Ministry of Education Contact Centre (0800 422 599).

### The following security requirements apply when accessing the SAC Online Submission process:

- Take all reasonable steps to prevent the misuse or unauthorised access to your computer system or resources.
- Ensure your computer system has appropriate anti-virus software installed.
- Do not use publicly shared computers such as those located in public areas.
- Follow good password practice such as not sharing passwords, usernames or accounts .
- When a user no longer has responsibility for SAC, the Delegated Authoriser must disable their access.

## Accessing the SAC Online Submission Tool

The Special Assessment Conditions (SAC) section of your school Provider login is located within the High Security Features section but is available to any users who are given access by the ESL Delegated Authoriser. Click on the link, then tick the box and the Security Confirmation.



The screenshot displays the NZQA website interface. At the top, the NZQA logo is visible alongside navigation links for 'SITE MAP', 'CONTACT US', and 'LOGOUT'. A horizontal menu bar contains links for 'HOME', 'STUDYING IN NEW ZEALAND', 'QUALIFICATIONS & STANDARDS', 'NCEA', 'MĀORI & PASIFIKA', 'PROVIDERS & PARTNERS', and 'ABOUT US'. The main content area features several service tiles: 'Data File Submission', 'Billing Report', 'Principal's Report', 'Special Assessment', 'Special Assessment Application', and 'SAC Newsletters'. The 'Special Assessment Application' tile is highlighted with a red rectangular border. Below this, a 'Special Assessment -' section contains a yellow warning box with the text: 'Warning: Activity on this site is monitored. Unauthorised access or use of the NZQA SAC System and/or data, which includes inappropriate view, review, access and/or disclosure of sensitive, in confidence and personal information could constitute grounds for legal claims or actions. Users are reminded that the sharing of passwords is not permitted and if detected NZQA reserves the right to remove access to this site. Please ensure you LOG OFF when you are complete.' At the bottom of this warning box, there is a checkbox labeled 'I agree', which is also highlighted with a red rectangular border.

# Main SAC Submission Page

[Create First Time Application](#)  
[Rollover Previous Year's Application](#)  
[Special Assessment Exams Processing](#)  
[Special Assessment Candidate Exam Timetables](#)

### Draft Applications

9 draft applications

NSN	Surname	First names	Type	Delete
130	Mc	E	New	
130	Be	I	New	

### Submitted Applications for

Sort By Decision Status : P PR I D A AD CER CED

59 submitted applications Clear

Submitted	NSN	Surname	First name	Type	BP	EP	SP	SS	SR	R	CW	SA	ET	RB	CO	Note
	130	R	Ch	RO							1	1	D			
	129	Ni	So	RO								1	1	1		

Four links are displayed that lead to online processes:

[Create First Time Application:](#)

To create the initial SAC submission for a student.

[Rollover Previous Year's Application:](#)

To roll over a student's previously approved SAC entitlement into the current year. This link is only visible from February to November.

[Special Assessment Exams Processing:](#)

To attach a student's SAC entitlements to exam sessions. This link is only visible from 1 July.

[Special Assessment Candidate Exam Timetables:](#)

To display all students' attached exam SAC entitlements. This is only populated once the Exams Processing has been completed. This link is only visible from 1 July.

## Draft Applications

This is the list of submissions prepared but not yet submitted to NZQA. Click the NSN to open.

## Submitted Applications

This is the list of submissions that have been sent to NZQA with the Decision Status displayed. Click on the NSN to view the submission. A submitted application cannot be amended. If a change is needed, add a message in the Notes & Messages section (see page 5)

By clicking the column name (e.g. Surname) the list can be re-ordered.

If the Note column contains a highlighted yellow triangle, this indicates that NZQA has added a note to the submission. Open the submission to read the note and action accordingly. Once actioned, click on the yellow triangle and then OK to clear the highlight. Only the alert is removed, not the note which is saved in the Messages section. Clicking [Clear](#) and OK removes all yellow triangles from all submissions.

On clicking an NSN in the Submitted Applications list, the following is typical of what may be displayed. It always opens with the Decisions section expanded. Clicking on the blue bars opens or closes each section.

**APPLICATION** +

**DECISIONS** -

Date	BP	EP	SP	SS	SR	R	CW	SA	ET	RB	CO	Note
						D	1	1	1			Reading is a bit <a href="#">More ..</a>

**SAC Key:**  
BP Braille Paper, EP Enlarged Paper, SP Special Paper, SS Signing Supervisor, SR Signing Reader, R Reader, CW Computer or Writer, SA Separate Accommodation, ET Extra time, RB Rest Breaks, CO Computer only Notification

**Decision Status:**  
P = Pending  
PR = Pending Requested Report (See Notes & Messages)  
1 = One year approval  
D = Declined  
A = Appealed  
AD = Appeal Declined  
CER = Chief Executive Review  
CED = Declined by Chief Executive

**APPEAL** +

**NOTES & MESSAGES (3)** +

**DOCUMENTS (1)** +

[Back to Application List](#)

- APPLICATION:** This displays the application data and comments as submitted by the school.
- DECISIONS:** This displays the current decision status of the submission.
- APPEAL:** This opens the portal to submit an appeal. It only becomes visible when a SAC has been declined by NZQA.
- NOTES & MESSAGES:** This displays notes or messages from NZQA for information or action and opens the portal for the school to send a note or message to NZQA.
- DOCUMENTS:** This opens the portal to upload documents and lists the documents and the dates uploaded. Only NZQA assessors can read uploaded documents.

## Create First Time Application

Click on the [Create First Time Application](#) to start a submission.

### Tab1: Applicant

Ensure the correct Academic Year

Help notes are available here

Check this box only if this is a Notification of Computer Use only

**APPLICATION**

\* Mandatory to complete

Academic Year 20XX

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

7. Independent Assessment 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

I. Applicant

NSN

First name Last name

Date of birth Age: ?

Gender

Year level applied for

Transfer from

Is this a Notification of Computer Use only? If yes, click here. If no, proceed with the rest of the application.

**I confirm that this student is working at an age-appropriate curriculum level and that with SAC assistance is likely to achieve an NCEA qualification**

**I understand that NZQA may amend applications, or decline late applications**

Submitter's email

Save as Draft Submit Back to Application List

- The NSN, Last Name and Date of Birth must match the data currently held in ENROL for this student. If not, you will see an error message when you attempt to submit the application.
- The Submitter's email should be the email of the person at the school that NZQA must contact if there are any questions about the application.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the "Save as Draft" button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the "Submit" button when the required data in all tabs has been entered.

## Notification of Computer Use only

- If this submission is for Notification of Computer Use only, tick the checkbox as indicated above.
- This will open a box with the terms and conditions.

Computer Use Only T&Cs ×

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The following conditions apply to Notification of Computer Use:

This Notification is only required for students undertaking external assessments.

This student will only be using a Computer and no other SACs (other than the automatic Small Group Separate Accommodation). Applications on behalf of students wishing to be considered for other entitlements (e.g Writer, Reader, Extra Time, etc.) will need to be made using the current full SAC application process.

The student will have to be accommodated in Small Group Separate Accommodation. Students who need to use a Computer in Isolated Separate Accommodation will have to be approved through the current full SAC application process.

The student will not have the option of using a Writer or Extra Time to replace Computer use. The only options are Computer in Small Group Separate Accommodation, or using pen and paper and being accommodated as for other students.

The student must type for him/herself. Students who need to use a Typist will have to be approved through the current full SAC application process.

If the student enters into a digital external examination, they will be treated in the same way as all other students with regard to accommodation and mitigation processes should there be technical problems during the examination session.

Schools will need to follow the same "attachment to external standards process" as is current for SAC candidates.

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- If you wish to proceed, click the button labelled: "I wish to proceed with the Notification". This will return you to Tab 1: Applicant. Complete the rest of this tab and submit the application. No further data or evidence needs to be supplied.
- If you do not wish to proceed, but would rather continue with a complete SAC submission, click the button labelled: "I do not wish to proceed with the Notification". This will return you to Tab 1: Applicant. You can then continue to complete the SAC submission.

## Tab 2: SAC

APPLICATION

\* Mandatory to complete

Academic Year :

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

7. Independent Assessment 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

2. SAC

Help notes are available here [Help](#)

**Conditions**

<b>Sensory</b>	<b>Medical</b>	<b>Physical</b>	<b>Learning</b>
<input type="checkbox"/> Vision	<input type="checkbox"/> Attention deficit	<input type="checkbox"/> Arm / Hand	<input type="checkbox"/> School Evidence
<input type="checkbox"/> Hearing	<input type="checkbox"/> Autism spectrum	<input type="checkbox"/> Back / Leg	<input type="checkbox"/> Independent Assessment
	<input type="checkbox"/> Mental Health concerns (e.g. anxiety, depression, PTSD, etc.)	<input type="checkbox"/> Head injury	<input type="checkbox"/> Independent Assessment with Declaration
	<input type="checkbox"/> Diabetes	<input type="checkbox"/> DCD (Dyspraxia)	
	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Muscular / Neurological	
	<input type="checkbox"/> Tourette syndrome	<input type="checkbox"/> Cerebral palsy	
	<input type="checkbox"/> Other	<input type="checkbox"/> Pregnancy / Baby care	
		<input type="checkbox"/> Illegible handwriting	

•Describe the Sensory / Medical / Physical conditions, and their ongoing impact:

**SACs Requested**

<b>Vision</b>	<b>Hearing</b>	<b>Other</b>
<input type="checkbox"/> Braille Paper	<input type="checkbox"/> Signing Supervisor	<input type="checkbox"/> Reader
<input type="checkbox"/> Enlarged Paper	<input type="checkbox"/> Signing Reader	<input type="checkbox"/> Computer OR Writer
<input type="checkbox"/> Special Paper		<input type="checkbox"/> Separate Accommodation
		<input type="checkbox"/> Extra Time
		<input type="checkbox"/> Rest Breaks

Any additional requirements or comments:

Save as Draft Submit Back to Application List

- Tick as many of the checkboxes as are relevant for this student. Certain checkboxes are mutually exclusive. Note: applications related to **dyslexia** should be made under the Learning category.
- Indicate any additional requirements in the relevant comment box.
- An Enlarged Paper is one printed on A3. This is the only printed enlargement supplied by NZQA.
- A Special Paper is a pdf of the paper which the school can request on the day of the exam. The pdf can be loaded onto a computer, printed out on coloured paper or enlarged by the school.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.



## Tab 3: Documentation

Help notes are available here

Those showing in black indicate required and useful information to provide in support of the submission. Those in grey are not required.

APPLICATION

\* Mandatory to complete  
Academic Year

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

7. Independent Assessment 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

3. Documentation

Help

Required	Useful supporting information
•Needs analysis	•ACC file notes
•Teacher comments	•BLENNZ report
•Psychometric assessment report + score sheets	•Hearing report
•Psychometric assessment report + Declaration	•Appropriate report
	•Physiotherapist report
	•Occupational therapist report
	•Psychometric assessment report + score sheets

•Is the documentation highlighted above held at the school?  Yes  No

Further comment

Save as Draft Submit Back to Application List

- A Needs Analysis comprises an investigation by the school of the student’s need for SAC
- Teacher comments should refer specifically to the student’s need for SAC.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary

## Tab 4: Trials

APPLICATION

\* Mandatory to complete

Academic Year

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

7. Independent Assessment 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

4. Trials

Help notes are available here [Help](#)

\*The applicant has been using SAC successfully since

**SACs Trialled**

None

**Vision**

Braille Paper

Enlarged Paper

Special Paper

**Hearing**

Signing Supervisor

Signing Reader

**Other**

Reader

Computer

Writer

Separate Accommodation

Extra Time

Rest Breaks

\*Any comment to make about SAC trials e.g. why no trials were held?

- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.

## Tab 5: Reports

APPLICATION

\* Mandatory to complete

Academic Year

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

7. Independent Assessment 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

5. Reports [Help](#)

Sensory / Medical / Physical only

Report 1	Report 2
<input type="checkbox"/> Not available	<input type="checkbox"/> Not available
<b>Written by</b> <input type="text"/>	<b>Written by</b> <input type="text"/>
<b>Qualifications</b> <input type="text"/>	<b>Qualifications</b> <input type="text"/>
<b>Date</b> <input type="text"/>	<b>Date</b> <input type="text"/>

Help notes are available here

- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered

## Tab 6: School Evidence

Help notes are available here →

If Lucid Ability scores are entered, the test should have been administered since the student has been attending secondary school. →

The responses to oral and written language, and listening and reading comprehension are based on professional judgement. Specific tests are not required. →

APPLICATION

\* Mandatory to complete

Academic Year [ ]

1. Applicant
2. SAC
3. Documentation
4. Trials
5. Reports
6. School Evidence

7. Independent Assessment
8. Reading
9. Reading Speed
10. Spelling / Written and Oral Expression
11. Writing

6. School Evidence Help

\*If Lucid Ability has been completed, provide scores here:

	Date	Result
Verbal Reasoning	[ ]	[ ] percentile rank
Non Verbal Reasoning	[ ]	[ ] percentile rank
General Conceptual Ability	[ ]	[ ] percentile rank

\*Compared to an average student of the same age, at the same level (use professional judgement):

Oral language	[ ]	Listening comprehension	[ ]
Written language	[ ]	Reading comprehension	[ ]

\*Current and previous support offered:

<input type="checkbox"/> None	<input type="checkbox"/> Reading Recovery	<input type="checkbox"/> Private tutoring	<input type="checkbox"/> RTLB
	<input type="checkbox"/> Teacher aide time	<input type="checkbox"/> Speech / Language Therapy	<input type="checkbox"/> RTLit
	<input type="checkbox"/> Reader	<input type="checkbox"/> Computer OR Writer	<input type="checkbox"/> Extra Time

\*How do you know that SAC is needed and will be helpful?

Save as Draft
Submit
Back to Application List

- In the comment box briefly indicate how you reached the view that SAC is needed and how you know SAC will be helpful.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.

## Tab 7: Independent Assessment

**APPLICATION**

\* Mandatory to complete

Academic Year

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

**7. Independent Assessment** 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

7. Independent Assessment [Help](#)

Help notes are available here [→](#)

If the assessment report contains a Declaration from the assessor, only this data needs to be completed. Completion of the other fields is optional.

The responses to oral and written language, and listening and reading comprehension are based on professional judgement. Specific tests are not required.

Reports that are dated prior to the student attending secondary school may need to be supported by current school testing data (e.g for reading or writing). If so, this additional data will be requested by NZQA assessors.

Report written by

Registered as

Date

Psychometric test battery:

WAIS IV  WIAT II/III  WISC IV/V  Woodcock-Johnson III/IV Ach (Australian Adaption)  Woodcock-Johnson III/IV Cog

SLD:  SLD Reading  SLD Number  SLD Written Expression  Other

Diagnosed Comorbid Conditions (e.g. ADHD, ASD):

Compared to an average student of the same age, at the same level:

Oral language  Listening comprehension

Written language  Reading comprehension

Cognitive Profile	Test	Date	Result
Verbal ability	<input type="text"/>	<input type="text"/>	<input type="text"/> percentile rank
Non-verbal ability	<input type="text"/>	<input type="text"/>	<input type="text"/> percentile rank
General cognitive ability	<input type="text"/>	<input type="text"/>	<input type="text"/> standard score
Processing speed	<input type="text"/>	<input type="text"/>	<input type="text"/> percentile rank
Working memory	<input type="text"/>	<input type="text"/>	<input type="text"/> percentile rank

Is there a statistically significant difference between cognitive and academic performance in some areas?  
 Yes  No

What SACs do the Independent Report recommend? If you requested different SACs, explain why:

Save as Draft Submit Back to Application List

- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary

## Tab 8: Reading

APPLICATION
▾

\* Mandatory to complete

Academic Year   ▾

1. Applicant
2. SAC
3. Documentation
4. Trials
5. Reports
6. School Evidence

7. Independent Assessment
8. Reading
9. Reading Speed
10. Spelling / Written and Oral Expression
11. Writing

8. Reading [Help](#)

Help notes are available here →

Comprehension (at least 1)	Test	Date	Result
<input type="checkbox"/>	Test unavailable (please explain in the comment box below)		
<input type="checkbox"/>	Assessment report	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	PAT (comprehension)	<input type="text"/>	<input type="text"/> stanine
<input type="checkbox"/>	YARC Comprehension	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	YARC Fluency	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	Lucid Reading Comprehension Accuracy	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	Lucid Comprehension Speed	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	DRA	<input type="text"/>	<input type="text"/> age
<input type="checkbox"/>	Other	<input type="text"/>	<input type="text"/> score / description

Accuracy (at least 1)	Test	Date	Result
<input type="checkbox"/>	Test unavailable (please explain in the comment box below)		
<input type="checkbox"/>	Assessment report	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	PAT (vocabulary)	<input type="text"/>	<input type="text"/> stanine
<input type="checkbox"/>	YARC Single Word Reading	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	Lucid Word Recognition	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	DRA	<input type="text"/>	<input type="text"/> age
<input type="checkbox"/>	Other	<input type="text"/>	<input type="text"/> score / description

•Comment on reading comprehension and accuracy:

Save as Draft
Submit
Back to Application List

- For any test data entered, the test should have been administered since the student has been attending secondary school.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.

## Tab 9: Reading Speed

Help notes are available here [→ Help](#)

**APPLICATION**

\* Mandatory to complete  
Academic Year

1. Applicant | 2. SAC | 3. Documentation | 4. Trials | 5. Reports | 6. School Evidence

7. Independent Assessment | 8. Reading | **9. Reading Speed** | 10. Spelling / Written and Oral Expression | 11. Writing

9. Reading Speed

Complete at least 1	Test	Date	Result
<input type="checkbox"/>	Test unavailable (please explain in the comment box below)		
<input type="checkbox"/>	Assessment report	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	YARC Reading rate	<input type="text"/>	<input type="text"/> percentile rank
<input type="checkbox"/>	DRA	<input type="text"/>	<input type="text"/> age
<input type="checkbox"/>	Other	<input type="text"/>	<input type="text"/> score / description

\*Comment on reading speed and fluency:

[Save as Draft](#) [Submit](#) [Back to Application List](#)

- For any test data entered, the test should have been administered since the student has been attending secondary school.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.

## Tab 10: Spelling/Written and Oral Expression

APPLICATION

\* Mandatory to complete

Academic Year

1. Applicant
2. SAC
3. Documentation
4. Trials
5. Reports
6. School Evidence

7. Independent Assessment
8. Reading
9. Reading Speed
10. Spelling / Written and Oral Expression
11. Writing

10. Spelling / Written and Oral Expression

Help notes are available here [→ Help](#)

Spelling (at least 1)

Test	Date	Result	
<input type="checkbox"/> Test unavailable (please explain in the comment box below)			
<input type="checkbox"/> Assessment report	<input type="text"/>	<input type="text"/>	percentile rank
<input type="checkbox"/> SAST	<input type="text"/>	<input type="text"/>	spelling age
<input type="checkbox"/> Lucid Spelling	<input type="text"/>	<input type="text"/>	percentile rank
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	score / description

•Comment on spelling:

Written and Oral Expression

Test	Date	Result	
<input type="checkbox"/> Test unavailable (please explain in the comment box below)			
•Oral language	<input type="text"/>	<input type="text"/>	percentile rank

•Comment on the quality of written expression with and without a writer/computer:

•Comment on any discrepancy between oral and written expression:

Save as Draft
Submit
Back to Application List

- For any test data entered, the test should have been administered since the student has been attending secondary school.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.



## Tab 11: Writing

APPLICATION

\* Mandatory to complete

Academic Year

1. Applicant 2. SAC 3. Documentation 4. Trials 5. Reports 6. School Evidence

7. Independent Assessment 8. Reading 9. Reading Speed 10. Spelling / Written and Oral Expression 11. Writing

11. Writing [Help](#)

Test	Administered by	Date	Result
Handwriting PATOSS	<input type="text"/>	<input type="text"/>	<input type="text"/> words per minute
Typing PATOSS	<input type="text"/>	<input type="text"/>	<input type="text"/> words per minute
Dictated PATOSS	<input type="text"/>	<input type="text"/>	<input type="text"/> words per minute

•Comment on handwriting skills (grip, spacing, letter formation, slope, line adherence, size, legibility) and on writing conventions (punctuations, grammar, upper lower/case, sentences, paragraphing):

Help notes are available here [→](#)

- For any test data entered, the test should have been administered since the student has been attending secondary school.
- Words per minute must be rounded to the nearest whole number eg. 12.2 is rounded to 12 but 12.8 is rounded to 13.
- PATOSS tests must be uploaded in support of the application.
- All fields in red must be completed. The application will not be able to be submitted if any of the red fields remain incomplete.
- Click the “Save as Draft” button regularly or the application will time out after 15 minutes and you may lose all the entered data.
- Only click the “Submit” button when the required data in all tabs has been entered.
- Comment boxes have a limit of 1000 characters. Please be succinct – extensive comment is usually unnecessary.

## Completing the submission

### Submitting the application to NZQA

If any of the Tab Headings display in red, this means that some required information in that tab has not yet been entered. Click on the tab and enter the information. The submission can be sent only when there are no red Tab Headings.

Double check that the SAC requested matches the student's original request, amend if necessary, and click the Submit button.

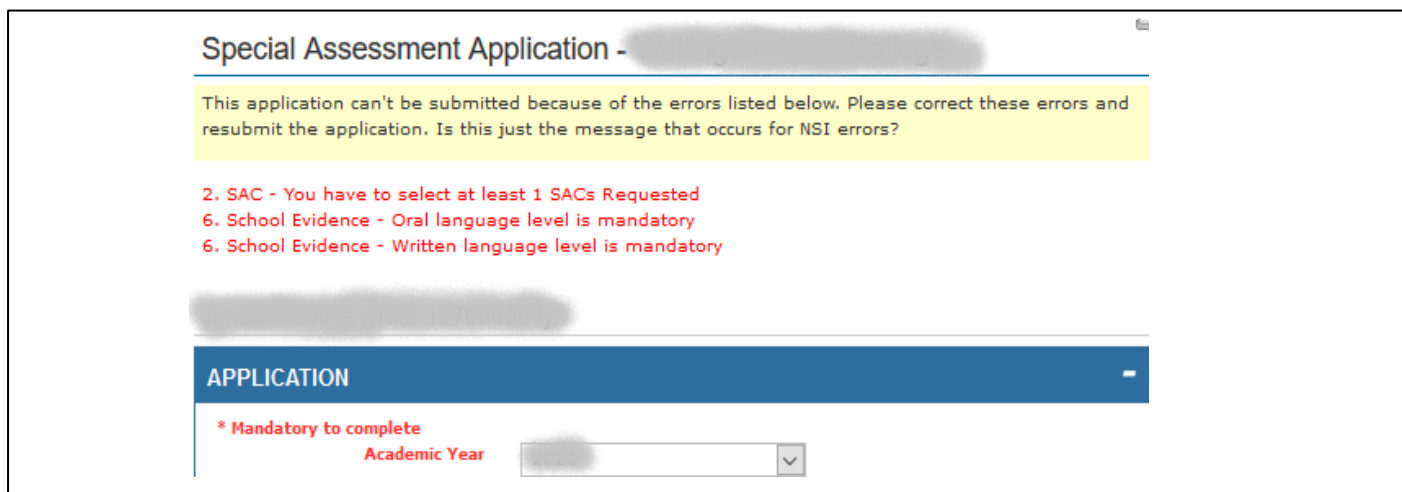
### Failed submissions

A submission will fail:

- if there is a mismatch between the student' NSN, name and date of birth as recorded in ENROL
- if a current SAC application has already been submitted for this student
- if all required information has not been entered.

The reasons for any submission failure appear at the top of the page.

Make corrections and resubmit.



The screenshot shows a web interface for a 'Special Assessment Application'. At the top, there is a yellow error message box that reads: 'This application can't be submitted because of the errors listed below. Please correct these errors and resubmit the application. Is this just the message that occurs for NSI errors?'. Below this, three error messages are listed in red text: '2. SAC - You have to select at least 1 SACs Requested', '6. School Evidence - Oral language level is mandatory', and '6. School Evidence - Written language level is mandatory'. The interface includes a blue header bar with the word 'APPLICATION' and a dropdown menu. Below the header, there is a red asterisk indicating a mandatory field: '\* Mandatory to complete Academic Year', followed by a text input field and a dropdown arrow.

### Viewing submitted applications

This is detailed on page 4 of this guide.

### Adding supporting documents

Once an application has been submitted to NZQA, upload any supporting documents (e.g. reports or the results of school tests, etc.).

Click on the NSN of the student's application in the Submitted List and click on the Documents bar to open it (see page 5 of this guide). Click [Add Document](#). Documents may be uploaded individually or combined into a single PDF to be uploaded together.

Enter a Document Name, browse to the location of the document in the computer and click [Upload Document](#).

Once uploaded, the document is visible in the document list but can only be opened and viewed by NZQA.

Add Document

**Document Name:**

File:  No file selected.

## Appeals and Reviews

### Appeals

NZQA assessors give a reason in the Notes when they decline part or all of a SAC submission. The school can lodge an appeal against the decision to decline within 15 school days of the date of notification of the decision. The appeal is done online through the SAC application tool and must include information additional to what has already been submitted.

On the Submitted List, click the NSN of the student whose application you wish to appeal and then on the Appeal bar.

Submitted Applications for [redacted]

Sort By Decision Status ▾ : P PR 1 D A AD CER CED

54 submitted applications Clear

Submitted	NSN	Surname↑	First name	Type	BP	EP	SP	SS	SR	R	CW	SA	ET	RB	CO	Note
[redacted]	XXXXXXXX	[redacted]	[redacted]	New						D	D	D				⚠
[redacted]	[redacted]	[redacted]	[redacted]	RO						1	1					⚠

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APPLICATION
+

DECISIONS
+

APPEAL
-

From the drop down box select “A” for the condition(s) you wish to appeal.

Write the reason for the appeal.

Tick box to add documents. Only one document can be uploaded. Any additional documents can be uploaded through the normal document upload process. The assessors will see them all.

Click “Appeal” to submit.

Once an appeal has been submitted the student may use the requested SAC until you hear otherwise from NZQA.

### Chief Executive Review

When an Appeal is declined, a school can seek a Chief Executive’s Review by applying online within 15 school days of the date of notification of the decision. This must include additional, relevant information. This process is the same as the above Appeal process but the code CER is selected from the drop down box rather than A.

### Rollover and Change Applications

The school, in consultation with the student, makes the decision whether to roll the previous year’s SAC entitlement over into the subsequent year. Complete a needs analysis to decide whether the Rollover status is to roll over, change or delete.

On the main SAC page, click [Rollover Previous Year’s Application](#) to access the rollover list (see page 3)

Select the appropriate SAC rollover status for each student by ticking the relevant checkbox:

- (i) Special Assessment Conditions confirmed as for previous year. This will roll over existing SAC entitlements with no changes.
- (ii) Changes required to Special Assessment Conditions from previous year. This creates a new draft application for the current year and contains previously submitted evidence and entitlements. Amend the draft with the changes required and submit to NZQA for consideration.
- (iii) Student has left school or does not require Special Assessment Conditions anymore. SAC entitlements will not roll over to the current year.

Once submitted, the Rollovers with no changes will appear in the current year's Submitted Applications list and those requiring changes will appear in the Draft Applications list to be amended and re-submitted.

The screenshot shows the 'Special Assessment Rollover' page. It includes a 'Roll-over Selection' section with three radio button options: 'Special Assessment Conditions confirmed as for previous year.' (checked), 'Changes required to Special Assessment Conditions from previous year.', and 'Learner has left school. Learner does not require Special Assessment Conditions any more.' Below this is a 'Declaration' section with a red warning message. At the bottom is a 'Submit Rollover' button.

**Select the appropriate rollover status for each student** → [Points to the 'Roll-over Selection' radio buttons]

**Tick the relevant checkbox for each student** → [Points to the 'RB' column in the 'Applications' table]

**Click the Submit Rollover button at the bottom of the page to complete the process** → [Points to the 'Submit Rollover' button]

NSN	Surname	First name	BP	EP	SP	SS	SR	R	CW	SA	ET	RB	✓	+	X
												<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
												<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Attaching SAC Entitlements to Exams

Entries in external standards for exams must be sent to NZQA in a data file before SAC entitlements can be attached to exam sessions.

A student's SAC entitlements are not automatically attached to exam sessions. This is a process that the school must complete in consultation with each student.

Only after this process is completed will the Exam Centre Manager be able to provide the required SAC in each exam session and certain entitlements (e.g. the printing of enlarged exam papers) can proceed.

Please check the NZQA website for further advice, including timelines.

On the main SAC page, click [Special Assessment Exams Processing](#) (see page 3). This link is only visible from 1 July.


The screenshot shows the 'Special Assessment Exams Processing' page. It features a summary table at the top and a list of applications below.

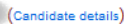
Number of Candidates	Completed Candidates	Incomplete Candidates
71	0	71

**Click here to see SAC timetables after attaching SAC entitlements to exams** → [Points to the 'Special Assessment Candidate Exam Timetables' link]

**Click NSN to start attaching entitlements to exams** → [Points to the 'XXXXXXXX' NSN in the table]

NSN	Surname	First names		
XXXXXXXX			*No Conditions Attached*	<a href="#">Show details</a>
			*No Conditions Attached*	<a href="#">Show details</a>

Click here to print the page 

Application for Special Assessment - 

(Candidate details)

**Add Special Assessment Conditions**

Select special assessment conditions (SAC) under each exam session and press the "Save" button. If SAC is not required, use the "SAC not required" checkbox.

**NCEA L3 Drama**

Standard	Title
91514	Drama - Interpret a text from a prescribed playwright to demonstrate knowledge of a theatre form or period
91518	Drama - Demonstrate understanding of live drama performance

\* Select to add condition(s)



CU - Use of a computer     IS - Isolated Separate Accommodation     R - Reader  
 SM - Small Group Separate Accommodation  
 WR - Writer assistance     NR - SAC not required

**NCEA L3 Media Studies**

Standard	Title
91493	Media Studies - Demonstrate understanding of a relationship between a media genre and society

\* Select to add condition(s)

CU - Use of a computer     IS - Isolated Separate Accommodation     R - Reader  
 SM - Small Group Separate Accommodation  
 WR - Writer assistance     NR - SAC not required

Click Save to save the selection and Back to List to return to the list of students  

## Late external entries

If a late entry in an external standard is submitted to NZQA, the SAC entitlement for that exam session will need to be updated. This does not happen automatically.

## Editing existing SAC attachments

Entitlements can be edited if an error has been made or if changes are needed.

Click on the student's NSN to open the processing page. At the bottom of the page, click Edit All Entitlements to edit one or more exam sessions.

If no changes are made, the original attachments will remain saved.

## Considerations when attaching SAC entitlements to exam sessions

Contact [sac@nzqa.govt.nz](mailto:sac@nzqa.govt.nz) with any queries.

### Separate Accommodation

The entitlement to Separate Accommodation (SA) is modified for exam sessions into a choice between Small Group Separate Accommodation (SM) and Isolated Separate Accommodation (IS). These cannot be selected together.

IS is appropriate when a student must be alone (e.g. for medical reasons) or has an exam assistant (Reader or Writer).

SM is appropriate for students using a computer (in most cases) and for some students with medical or similar difficulties who are comfortable in a small group.

A SAC student using a computer will automatically have SM ticked. This can be changed to IS if appropriate.

A student using a computer as a result of a Computer Only Notification cannot be allocated IS but must use SM.

If a student does not wish to use a Reader, Writer or Computer, then (in most cases) they may not continue to use Separate Accommodation. To discuss exceptions, email [sac@naga.govt.nz](mailto:sac@naga.govt.nz)

### **Writer/Typist**

A Writer may choose to type rather than to write if this can be accommodated.

In this case, continue to tick the Writer (WR) option to ensure that IS is available. The PN and ECM must be informed that a computer and printing facility will need to be available.

The setup of the computer is the same as if the student is typing for themselves.

### **Extra Writing Time (ET)**

The option to attach ET of 30 minutes becomes available only if the student is doing three NCEA standards in that exam session or NZ Scholarship.

For certain exam sessions (e.g. Mathematics and Science), ET may be selected to replace CW or WR. In this case, the ET checkbox will be visible but cannot be selected in addition to CW or WR. The list of subjects this applies to can be found on the SAC landing page of the NZQA website under Information for Schools.

### **Rest Breaks (RB)**

RB can be attached to any exam session for which this entitlement has been approved.

If the student is doing three NCEA standards or NZ Scholarship in an exam session, the code RB30 displays when RB is selected. This is to inform the ECM that an additional 30 minutes of rest break time must be allowed for in the three hour exam.

### **Computer Only Notification**

A student using a computer as a result of a Computer Only Notification cannot be allocated IS but must use SM.

### **SAC Not Required (NR)**

Click the NR checkbox in all situations where a student will not be using SAC entitlements for those exam sessions.