

# Attaching SAC Entitlements to Exams

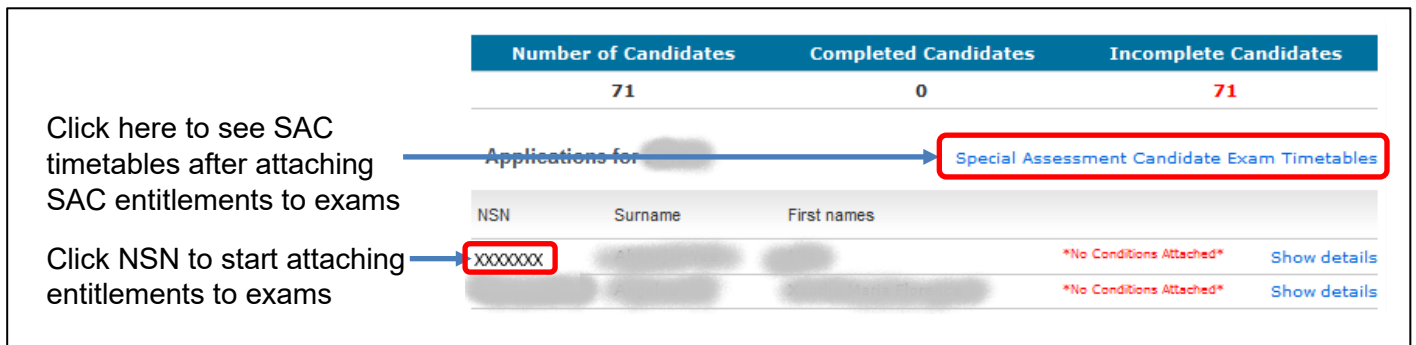
Entries in external standards for exams must be sent to NZQA in a data file before SAC entitlements can be attached to exam sessions.

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](#). This link is only visible from 1 July.

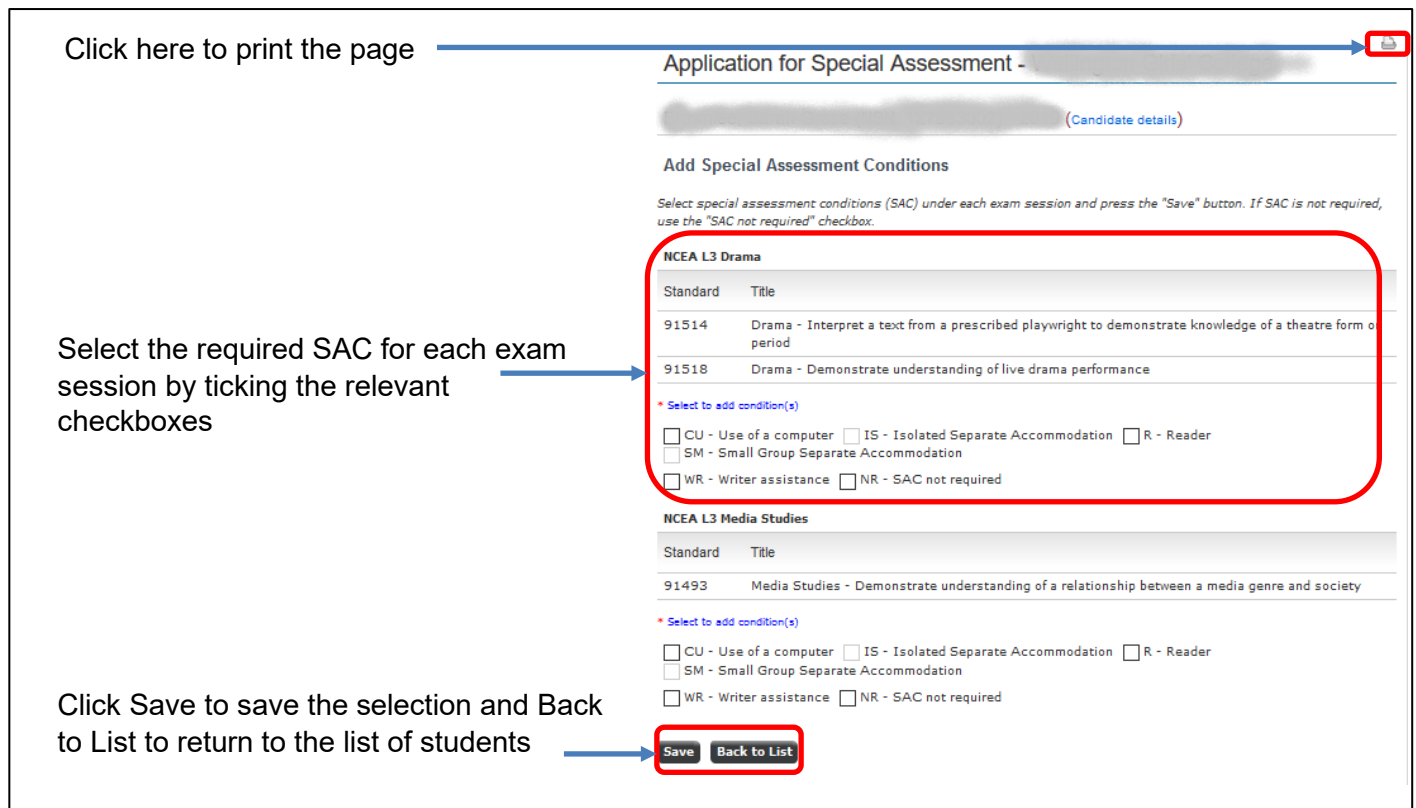



Number of Candidates: 71  
 Completed Candidates: 0  
 Incomplete Candidates: 71

Click here to see SAC timetables after attaching SAC entitlements to exams → [Special Assessment Candidate Exam Timetables](#)

Click NSN to start attaching entitlements to exams → XXXXXXXX

NSN	Surname	First names		
XXXXXXXX			*No Conditions Attached*	Show details
			*No Conditions Attached*	Show details



Click here to print the page → 

Application for Special Assessment - [Candidate Name] (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.

Select the required SAC for each exam session by ticking the relevant checkboxes →

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 → [Save](#) [Back to List](#)

## **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@nzqa.govt.nz](mailto:sac@nzqa.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.