

Assessment (including Examination) Rules for Schools with Consent to Assess 2016 (EXPIRED)

4. Nomination and Role of Principal's Nominee

- a On an annual basis, the Principal of a School with Consent to Assess must nominate a staff member to be the Principal's Nominee (who may be the Principal).
- b The Principal's Nominee must carry out the following duties:
 - i maintaining and monitoring quality assurance practices within the School to ensure the validity and credibility of assessment for qualifications;
 - ii reporting internal assessment results for all qualifications after [internal moderation](#) has been completed;
 - iii ensuring the integrity of assessment data submitted to NZQA, including Candidate eligibility, reported results and Candidate entries for external assessment;
 - iv ensuring that assessment data including Candidate information is forwarded to NZQA to meet published deadlines;
 - v considering and making applications to NZQA on behalf of Candidates for special assessment conditions;
 - vi ensuring the School engages in and complies with the [external moderation](#) process and that issues identified by the external moderation process are addressed in a timely manner;
 - vii developing and managing the school's [Breaches of the Rules for internal assessment](#), and appeals process;
 - viii receiving and reconciling [Candidate fees](#), and forwarding these in full to NZQA to meet published deadlines;
 - ix processing [financial assistance applications](#) on behalf of eligible Candidates;
 - x managing derived grade applications to NZQA on behalf of Candidates;
 - xi liaising with and supporting the School's staff and [examination centre manager](#) to ensure that the integrity of external assessment is not compromised;
 - xii ensuring the availability of suitable accommodation and equipment for the conduct of all external assessments;
 - xiii maintaining the currency of the school's assessment policy and procedures to reflect NZQA requirements and communicating them to staff, students and families;
 - xiv responding to NZQA communications and requests for information; and
 - xv facilitating NZQA visits and reviews.
- c Other School staff may assist the Principal's Nominee with the duties in Rule 4.b. The Principal's Nominee however remains responsible for ensuring those staff members carry out their duties appropriately, and for all communication with NZQA in relation to these duties.