

Managing students with special assessment conditions in external exams

Early communication between the Examination Centre Manager and the Principal's Nominee and/or SENCO about individual student needs is good practice.

- The school has the responsibility for recruiting, training and scheduling the exam assistants. Exam assistants engage with the students in the examination – eg as a reader and/or writer. Any new Exam assistants will need to be police vetted by the school.
 - the exam assistant is paid by the school if they are working in their normal scheduled hours. They complete a memorandum of understanding with NZQA. This is to be returned to the Examination Centre Manager by 4 October.
 - if the exam assistant is not being paid by the school during the exam period, they complete an exam assistant agreement and are paid by NZQA.
- The Principal's Nominee / SENCO determines if an entitled student is allocated to a small group or isolated separate accommodation. This needs to be attached to each session so it shows on the Examination Centre Manager's planner.
- The Examination Centre Manager is responsible for managing exam supervisors including those supervising students entitled to use special assessment conditions – eg for students using a computer, having separate accommodation.

Before the exams, the Principal's Nominee and/or SENCO:

- facilitates a meeting with the Examination Centre Manager
- ensures the Examination Centre Manager is aware of individual needs. Some students may need to take medication, walk about or otherwise self-manage. NOTE rest breaks and extra time will only show on the Examination Centre Manager's planner if a student is entered for three standards.
- ensures that students know their entitlement
- manages computer provision – more information [here](#)
- ensures that there are sufficient and suitable exam assistants for all students entitled to have special assessment conditions. The Examination Centre Manager is provided with details along with signed memoranda of understanding or agreements
- liaises with the Examination Centre Manager to confirm the suitability of the rooms available, including accessibility if needed.

During the exams, the Principal's Nominee and/or SENCO:

- checks that SAC students and exam assistants know the entitlements and where to go
- checks on the exam assistants and provides a break if necessary (generally between standards)
- should be available if required (cell phone).

The Examination Centre Manager:

- is responsible for the distribution and collection of papers
- Liaises with the Principal's Nominee and/or SENCO to arrange allocation of exam to ensure a good match).

Managing SAC students from other schools:

- If you are the exam centre for another school, confirm with their Principal's Nominee which students have SAC entitlements.
 - The student's home school is responsible for recruiting, training and scheduling exam assistants. The two schools should work together to ensure that there are suitable and sufficient rooms and computer facilities as required.
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