

# NZQA

New Zealand Qualifications Authority

Mana Tohu Matauranga O Aotearoa

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## What Needs to be Done When

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There are a number of critical elements to the National Assessment Facilitator role. The calendar below shows what happens, and when it happens, based on 2016/17.

<b>January</b>	<b>February</b>	<b>March</b>
<ul style="list-style-type: none"><li>• Processing Marker Claims (continues into February)</li><li>• Publish Judgement Statements in readiness for answer booklet return</li><li>• Missing answer booklets from the 2016 round are investigated</li><li>• NAFs Conduct 2016 Exam Review Meetings in January and February</li><li>• 2016 Assessment Schedules signed off in readiness for publication in early April</li></ul>	<ul style="list-style-type: none"><li>• Commence the appointment of Independent and Subject Checkers for the 2017 examination material</li><li>• 2016 Panel Leader Reports critiqued and sent to examiners to prepare subject level Assessment reports</li><li>• 2016 Answer booklets submitted from candidates for reviews and reconsiderations</li></ul>	<ul style="list-style-type: none"><li>• Advertise for Panel Leaders for end-year marking leadership roles</li><li>• Final 2017 examination material submitted to National Assessment Facilitators for approval, and then on to editing</li><li>• Secondary Examinations internal reviews conducted</li><li>• 2017 Assessment specifications updated, as required</li><li>• Finalise 2016 Assessment reports for publication</li></ul>
<b>April</b>	<b>May</b>	<b>June</b>
<ul style="list-style-type: none"><li>• Commence the appointment process for 2018 Examiners and Material Developers</li><li>• All 2017 examination Panel Leaders appointed and contracted</li><li>• 2017 Development Guidenotes publication commenced</li><li>• Data collected for the 2017 examination papers likely to be requested to be translated to Te Reo Māori</li></ul>	<ul style="list-style-type: none"><li>• 2018 Examiners and Material Developers contracted</li><li>• Advertise for replacement Examiners and Material Developers</li><li>• Prepare for the training of new Examiners and Material Developers</li><li>• Top Scholar ceremony conducted</li><li>• On-going editing checks of 2017 examination material</li><li>• Panel Leader and Marker 2017 Guidenotes commenced</li></ul>	<ul style="list-style-type: none"><li>• Training for new Examiners / Materials Developers, including sending of contracts</li><li>• Commence advertising for 2017 markers</li><li>• Special conditions for the assessment of NZ Scholarship Drama confirmed and publicised</li><li>• Panel Leader and Marker Guidenotes publication process continues</li></ul>
<b>July</b>	<b>August</b>	<b>September</b>
<ul style="list-style-type: none"><li>• Advertising for markers continues this month.</li></ul>	<ul style="list-style-type: none"><li>• Conduct training for new 2017 Panel Leaders</li><li>• 2017 Markers contracted</li></ul>	<ul style="list-style-type: none"><li>• Training of new Panel Leaders for 2017 NZ Scholarship</li></ul>

- Applications processed as received
- Commence the appointment of Material Critiquers for the 2018 exam cycle
- Process 2017 Marker appointment by the end of the month
- Further training for new 2018 examiners and Material Developers
- 2017 allocations (candidate answer booklets to markers) completed
- 2018 Materials Critiquers positions advertised
- Appointment process for 2017 Marking translators commenced
- 2018 examination planning meetings held with subject levels, with the 2018 production schedule agreed
- Profiles of Expected Performance information for the 2017 marking round collated and agreed
- Process for the translation of requested examination papers into Te Reo Māori starts
- Selecting schools to provide examination answer booklets to be used for benchmarking and at Marker briefing meetings
- Various forms finalised Panel Leaders to use at the 2017 benchmarking and markers meetings
- 2018 Assessment Specifications documents required from Examiners by the end of the month
- Final arrangements made for the assessment of Graphics, Technology and Visual Arts external standards
- Majority of 2017 examination papers approved for printing this month
- Writing of 2018 examination papers commences

<b>October</b>	<b>November</b>	<b>December</b>
<ul style="list-style-type: none"> <li>Printing of translated papers is completed this month</li> <li>Writing of the 2018 examination papers continues</li> <li>A multitude of processes concerned with the marking of the 2017 examination papers continues this month, to be concluded by early November</li> <li>Marking translators are confirmed and contracted by mid-November</li> </ul>	<ul style="list-style-type: none"> <li>2017 examinations commence</li> <li>Visits to benchmarking and / or marking panels during November / December</li> <li>Meetings for the verification of Levels 1 &amp; 2 Visual Arts are completed and schools informed. Marking of L3 portfolios (NCEA, NZ Scholarship) starts this month, and continues through to mid-December</li> <li>The submission of Design and Visual Communications, Technology and PE reports / portfolios to markers occurs</li> <li>Sign off on all marking panel assessment schedules</li> <li>Marking and check marking commences.</li> </ul>	<ul style="list-style-type: none"> <li>Marking continues to be monitored</li> <li>Marking is completed and results entered electronically by Markers before 21 December deadline</li> <li>Marker report templates available for all markers / Panel Leaders</li> <li>Marker performance monitored in consultation with Panel Leaders during the marking period</li> <li>Marking results monitored using the expected profile of performance</li> <li>Completion reports filed by National Assessment Facilitators for every subject and level.</li> </ul>