Cook Islands Māori
Common Assessment Tasks (CATs)

Cook Islands Māori External Standards Assessment Process for Schools 2019

This booklet contains the following information:

1. Cook Islands Māori CATs timeline
2. Overview
3. Candidate entries
4. Assessment materials
5. Conducting assessment
6. Marking assessments
7. Provisional results entry
8. Verification samples
9. Verification reports
10. Managing student absence
11. Final results and verified materials
12. Appeal process

Appendix 1: Supervision guidelines
Appendix 2: Pre-assessment instructions
Appendix 3: Instructions for collection of assessment booklets
1. **Cook Islands Māori CATs timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2018</td>
<td>Assessment Specifications for all external standards available on subject pages on NZQA website.</td>
</tr>
</tbody>
</table>
| 1 Sep 2019 | Candidate entries for Cook Islands Māori included in schools’ data file submission to NZQA.  
(Note: With 1 September falling on a Sunday, we strongly recommend that schools submit their datafiles by 29 or 30 August after checking that entries are accurate). |
| 9 Sep      | The provisional results entry page will open for use.  
Courier bags with further instructions sent to NZ schools. |
| 13 Sep     | NZQA-developed assessment materials available to individual schools. |
| 17-19 Sep  | NZQA-developed CATs are sat in NZ schools on 17 (Level 2), 18 (Level 1) and 19 (Level 3) September 2019.  
NZQA-developed CATs are sat in Cook Islands schools on 16 (Level 2), 17 (Level 1) and 18 (Level 3) September 2019. |
| 4 Oct      | Schools mark assessments and enter provisional results online.  
Cook Islands schools send verification samples to reach Cook Islands Ministry of Education |
| 16 October | NZ schools send verification samples to reach NZQA. |
| 18 Nov     | Verification reports and candidate samples sent to schools this week. Schools review verification reports and re-mark remaining candidate work as required. |
| 3 Dec      | Schools complete final results entry. |
| 6 Dec      | Appeals due to NZQA. |
| 17 Dec     | Appeals completed and schools informed of decisions. |
| Jan 2020   | NZQA notifies results to candidates. |
| Feb        | Schools return assessed work to candidates. |

2. **Overview**

NZQA develops Common Assessment Tasks (CATs) to assess candidates against NCEA external standards for Cook Islands Māori.

Schools administer the assessments and mark the responses.

NZQA verifies a sample of this marking.
3. Candidate entries
Candidate entries for Cook Islands Māori included in schools' data file submission to NZQA.

(Note: With 1 September falling on a Sunday, we strongly recommend that schools submit their datafiles by 29 or 30 August after checking that entries are accurate)

4. Assessment materials
All assessment materials must be downloaded and printed by schools prior to the assessment days.

Electronic files will be available via schools’ secure logins on Friday 13 September.

The password to allow access to these files will be sent to the Principal’s Nominee of schools with entries by 9.00 am that day.

Each reading task will contain:
- Assessment booklet
- Resource booklet
- Assessment Schedule.

Each listening task will contain:
- Assessment booklet
- Transcript
- Audio file in Mp3 format
- Assessment schedule.

Schools need to load the audio files onto a computer and test they can be played in the examination room before the assessment day(s).

5. Conducting assessment
Schools must ensure the assessment takes place at the prescribed times below:

<table>
<thead>
<tr>
<th></th>
<th>New Zealand Schools</th>
<th>Cook Islands Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 2</strong></td>
<td>9.30am Tuesday 17 September 2019</td>
<td>11.30am Monday 16 September 2019</td>
</tr>
<tr>
<td><strong>Level 1</strong></td>
<td>9.30am Wednesday 18 September 2019</td>
<td>11.30am Tuesday 17 September 2019</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>9.30am Thursday 19 September 2019</td>
<td>11.30am Wednesday 18 September 2019</td>
</tr>
</tbody>
</table>

Each school is responsible for ensuring appropriate examination conditions are maintained during the assessment sessions. Refer to Appendix 1, 2 and 3.

There are two assessments at each level. It is preferable to start with the reading task to avoid latecomers missing out on hearing the listening texts.

6. Marking assessments
Schools will mark their own candidates’ work themselves.

All marking must use the common assessment schedule and be moderated. All schools must follow a documented process that mirrors their schools’ internal moderation process for confirming marking decisions.

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7. Provisional results entry

Schools will enter provisional results online using the Results Entry facility or provider login, prior to submitting materials for verification.

Instructions for entering provisional results are available in the school’s secure login. If you are unable to access the online instructions, please contact examinations@nzqa.govt.nz.

The Results Entry facility will be open for use from **Monday 9 September 2019**. Provisional results must be entered before sending verification samples.

8. Verification samples

After the assessment, ensure that the candidate’s name and NSN (National Student Number) are written on their assessment booklet.

Each school will send eight marked samples of the candidate work for each standard, and the assessment schedule (if altered in any way) to NZQA for verification.

The candidate work that is selected should best represent the spread of results awarded in the school for each standard assessed. Schools with fewer than eight entries for any one standard will submit all candidate work for that standard.

Please note, work from candidates applying for a derived grade should NOT be sent for verification.

Verification samples should be submitted as soon as marking is complete.

Materials for packing verification submissions to NZQA and details of the submission process will be sent to NZ schools with Cook Islands Maori entries in the week of 9 September 2019.

Cook Island schools must dispatch their materials to the Cook Islands Ministry of Education by **Friday 4 October 2019**.

New Zealand schools’ verification submissions **must** reach NZQA on, or before, **Wednesday 16 October 2019**.

9. Verification reports

Verification reports by standard will be available from 18 November 2019. They will be emailed to Principal Nominees and be available in each school’s NZQA secure login.

Instructions on accessing verification reports are available in the school’s secure login.

You need to save a copy of each report for your records.

Schools will be able to see verified results for those candidates whose work was submitted to NZQA.

If the verifier has not agreed with all assessment decisions made by the school, their decisions will be explained in the verification report. The school must review the report and re-mark all other candidates’ work in the light of verifier feedback before entering final results.

10. Managing student absence

The school’s missed assessment policy is to be applied for students who are absent or impaired for the language assessment. The reason for the absence or impairment must be unforeseen or unavoidable and does not include the absence being wilful or for convenience.

The final grade reported by the school must be from pre-existing evidence gathered before the language assessment was held and be valid, authentic and standard-specific evidence.
11. Final results and verified materials

Final results must be entered by all schools no later than **Tuesday 3 December 2019**. Instructions on entering final results are available in the school’s secure login.

Candidate work will be returned to schools from 18 November 2019. Candidates’ results must remain under embargo until results release in January 2020. Schools must not return assessment booklets to candidates until after this date.

12. Appeal process

The NZQA appeal process applies only to candidate work submitted for verification. Schools will continue to manage their own policies and procedures for work that has not been sent for verification.

An appeal should be lodged where it appears that an assessment or processing error may have occurred. Schools seeking to appeal should download and complete the Languages Verification Appeal Form on the subject page.

All appeals should be with NZQA by **Friday 6 December 2019**.
Appendix 1: Supervision guidelines

Before the assessment days, the supervisor should:

- Talk to the Principal’s Nominee and check that all assessments, resource booklets and audio files are downloaded.
- Print off and staple assessment and resource booklets.
- Organise a computer for each examination room and copy the audio file onto it.
- Check that the audio file plays on the computer and can be clearly heard in the room. If you are unable to play the audio file, the school will need to arrange a speaker to read the transcript to the candidates.
- Decide whether you will hold the reading or the listening task first. If you start with the reading task, then the listening task must start at the start of the second hour.
- Print off individual candidate names with NSNs to provide to candidates in the examination room.

Start of the assessment

Check that:

- The room has enough desks for the assessment. Arrange desks to ensure that supervisor(s) can move easily down and along rows but not easily allow candidates to view one another’s work. There should also be space at the back of the room for supervisors to move behind candidates.
- The room has a whiteboard/blackboard to record the time elapsed (and whiteboard pens or chalk) and a working clock.
- The room has all posters and charts relating to the language being assessed covered up or removed from the walls.
- There are signs outside the room advising non-candidates that assessments are on and asking for them to be quiet.
- Booklets are set out for each candidate on the desks together with candidate name and NSN information.

Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step.
- Bring candidates into the room in an orderly manner about 10 minutes before the start time.
- Be alert to candidates arriving late.
- When all candidates are seated and silent, begin reading the Pre-assessment Instructions aloud.
- Keep a close eye on candidates from the BACK of the room and by moving along rows from time to time.
- Mark the ‘time remaining’ off the whiteboard/blackboard every 15 minutes.
- Record absentees to avoid later concerns over possible missing booklets.

Remind candidates that:

- They must hand in any electronic device that can store, communicate and/or retrieve information, including all cell phones or translation devices. No watches of any type (digital or analogue) are to be worn in the room. They should be handed in to the supervisor. All bags are stored away from the desks.
- Each candidate has a clear plastic bag or a ‘see-through’ pencil case containing only essential items for the assessment.
Appendix 2: Pre-assessment instructions

Read the following so that everyone can hear:
Welcome. Please listen carefully.
DO NOT open your papers or write anything until you are told to begin.
• Calculators, watches, and cell phones are not allowed in this exam. Put up your hand if you still have one of these with you. Turn off watch alarms. (Get them to turn it off and put it into their bag or hand it to you.)
• If you have any other unauthorised material with you such as written notes, blank or refill paper, correcting fluid, books, iPods, MP3 players and electronic translators, hand these to me NOW. (Pause)
• Do not talk to or communicate in any way with anyone except the supervisor(s). If you need anything or have a question, raise your hand. Supervisors cannot answer any questions about what is in the assessment.
• Write your answers in blue or black pen ONLY. Answers in pencil will be marked but cannot be accepted for reconsideration.
• If you run out of space in your answer booklet put your hand up for extra paper.
• If you have an emergency, such as feeling ill or needing the toilet, put your hand up.
• At the end of the exam remain seated and silent while the exam booklets are collected.
• The assessment is 3 hours long. No one can leave the room without permission. You will be told when there are 15 minutes left. No one can leave in the last 15 minutes. The official time is taken from this clock. (Point)
• Put your hand up if you have any questions. (Pause)
• Write your name, school code and NSN (supervisor to provide this) on the cover of your booklet now.
(At the start time say)
• Open your booklet. If you find any errors in the printing of your booklet put up your hand. It is now .... am. You may begin.

Listening task
At the start of the listening task (either at the start of the first or second hour of the examination), say: Please listen carefully.

• I am going to play the audio file and you will start your listening task.
• The file will play until you hear the phrase, ‘This is the end of the recording’.
• Start the audio file. Do not stop it until you hear the phrase, ‘This is the end of the recording’.
• Stop the audio file playing.
• Say, You now have ... hours left to complete any answers.

The Last 15 Minutes’ Announcement
Say, “You have 15 minutes left. No one may leave the exam room”.

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Appendix 3: Instructions for collection of assessment booklets

At the end of the assessment, read the following:

- Put down your pens. Close your booklets. The assessment has ended. Please listen carefully.
- DO NOT talk to other candidates. Sit silently until all the booklets have been collected. Check that your booklet has your name, NSN and school code on it.
- If you have used extra paper for an answer, check that you have put your name, at the top of each sheet and the extra paper is placed inside your booklet.
- The booklets are now going to be collected. Remain seated until everybody’s papers have been collected and you are told that you can leave. *(Collect booklets).*
- Put up your hand if your booklet has not been collected.

*(Once all the booklets have been collected):*

All the booklets have been collected; you may now leave quietly.

**Note for supervisors:**

If any candidate has used extra paper, this must be secured with the booklet it relates to, e.g. stapled inside or put into a clear plastic bag.