

Level 1 Mathematics Common Assessment Task (MCAT) 91027

Tuesday, 17 September or Thursday, 19 September 2019

MCAT Administrative Guidelines for Schools 2019

This booklet contains the following information:

1. MCAT timeline
2. Overview
3. Nomination of assessment day
4. Assessment materials
5. Administering the MCAT
6. Supervising the MCAT
7. School policies required to manage absence and/or breaches
8. MCAT assessment schedule
9. Instructions for marking and recording results
10. Entering provisional results online
11. Submitting work for verification
12. The verification process
13. Entering final results online
14. Appeal of results
15. Frequently asked questions (FAQs)

Appendix 1: Supervision guidelines

Appendix 2: Pre-assessment instructions

Appendix 3: Instructions for collection of answer booklets

1. MCAT Timeline

July 2019	<ul style="list-style-type: none"> • 1 Jul - Candidate entries for AS 91027 included in schools' data submission to NZQA. • Schools inform candidates of the assessment date. • Ensure the 2019 assessment specifications have been read.
August	<ul style="list-style-type: none"> • 1 Aug - Deadline for schools to advise NZQA of nominated day for MCAT and number of booklets required. • 1 Aug - Check all candidate entries for AS 91027 are included in data file submission to NZQA.
September	<ul style="list-style-type: none"> • 9-11 Sep - Printed examination booklets and MCAT administrative instructions arrive in schools. • 12 Sep - Contact NZQA Logistics, 04 463 3299, if your school's MCAT booklets have not arrived. • 16 Sep - Electronic copy of Day 1 MCAT available on schools' secure web site • 18 Sep - Electronic copy of Day 2 MCAT available on schools' secure web site (Your Principal's Nominee will have to contact the Marker Helpline (0800 697 296) to obtain a password for the files.) • 17 or 19 Sep - All schools assess MCAT. • 24 Sep (Tuesday) - Day 1 Assessment Schedule available on NZQA schools' secure website (in high security features, "File Downloads") at approximately 2.00 pm. • 26 Sep (Thursday) - Day 2 Assessment Schedule available on NZQA schools' secure website (in high security features, "File Downloads") at approximately 2.00 pm. • 24 Sep-24 Oct - Schools mark MCAT and enter provisional results online. • 24 Oct - Final deadline for schools to send eight marked booklets to NZQA for verification.
October/November	<ul style="list-style-type: none"> • Verified booklets returned to schools and verification report available on schools' secure web site.
November	<ul style="list-style-type: none"> • 18 Nov - Start entering MCAT final results. • 29 Nov - School verification appeals sent to NZQA.
December	<ul style="list-style-type: none"> • 3 Dec - Deadline for schools to complete final results entry online.
January 2020	<ul style="list-style-type: none"> • Final grades for all candidates are confidential until candidates receive their NCEA results in January 2020.

2. Overview

The Level 1 Mathematics Common Assessment Task (MCAT) must be delivered on **Tuesday, 17 or Thursday, 19 September 2019.**

Candidates should have 60 minutes to complete the MCAT.

No calculators are permitted in the MCAT assessment.

Schools should administer the MCAT like an examination in terms of security of materials and supervision. As detailed in this booklet, schools must apply their own policies and procedures relating to:

- authentication of candidate work
- breaches of the rules (except for unauthenticated or unverified student work)
- special assessment conditions
- missed and late assessment
- derived grades.

All candidates sit the MCAT at their home school, even if they would normally sit external assessments at an examination centre in another school.

3. Nomination of assessment day

Schools are required to **nominate which day(s)** they will hold the MCAT, and inform NZQA of the number of booklets, including any te reo Māori versions, they will require for each day.

Email this information to examinations@nzqa.govt.nz by **Thursday 1 August.**

4. Assessment materials

Each school will be sent an MCAT materials pack out by **11 September**. This will arrive in bags/boxes addressed to the Principal's Nominee and be marked "Private and Confidential". Principal's Nominees should advise office staff to expect the arrival of the booklets to ensure that they are stored securely. If the materials pack does not arrive by 12 September, contact NZQA Logistics.

In the MCAT materials pack you should receive:

- a copy of this *MCAT Administrative Guidelines* booklet – one per school
- MCAT question and answer booklets – one per candidate plus a few spare copies, specific to the assessment day(s) your school has nominated
- one pre-labelled courier bag for sending marked student work to NZQA for verification.

Extra examination papers

If no assessment date has been nominated, or for entries made after schools have sent entry details to NZQA, the examination papers will also be available, in both English and te reo Māori versions, on the NZQA schools' secure website, from 2.00 pm on the day before each assessment day (i.e. the assessment for Day 1 will be available from 2.00 pm on 16 September; and for Day 2 on 18 September).

It will be the Principal's Nominee's responsibility to download the examination paper(s), and contact the Secondary Examinations team on 0800 697 296 to obtain the password to open the files.

Once the file has been downloaded and opened, schools may print extra copies as needed.

5. Administering the MCAT

Timing

The assessment **must be conducted on Tuesday 17 or Thursday 19 September**.

Allowing any candidate to sit the assessment on a day other than that specified on the examination paper is a breach of NZQA rules. Candidates may not be given more than one assessment opportunity. The examination papers may not be used to provide practice or preparation for students (for example, the Day 1 paper **must not** be used as a practice script for students scheduled to sit the Day 2 MCAT).

You may determine the best time during the day to hold the assessment session for the MCAT. 60 minutes must be provided for candidates to complete the assessment. Candidates should be advised of the scheduled date and time well beforehand. It is up to schools to manage the provision of this session.

Authenticity

In all cases, ensuring authenticity of candidate work is important, as it would be for any school-based assessment session. Schools should act in accordance with their own policies for authenticity of school-based work. By entering candidates' results online, schools are confirming that this work is authentic. Authenticity will be more easily managed where schools choose, for example, to hold a single assessment session so all candidates sit the assessment at the same time (whether in a single large venue or in several classrooms). Alternatively, schools might decide to run two sessions in consecutive periods.

Special assessment conditions

Only students with entitlement for special assessment conditions, as approved by NZQA, can be given special assessment conditions.

Assessment security

Assessment materials must not be kept in any place that students can access, or be opened before the instructions have been read. It is important for the validity of the assessment that schools ensure assessment materials are kept secure at all times.

After the booklets have been marked, they must be kept secure by the school. Any unused booklets also need to be retained securely.

Confidentiality

Information about grades awarded must be kept confidential prior to the release of all results by NZQA in January 2020. Candidates will be informed of their grade in January 2020 along with their other NCEA results. After the results have been released, the booklets should be made available for return to candidates who request them.

6. Supervising the MCAT

Each school is responsible for ensuring appropriate conditions are maintained during the assessment session. In summary the school must:

- provide a venue where desks can be separated appropriately
- ensure supervisors invigilate the MCAT to external examination standard (see Appendix 1 for supervision guidelines)
- ensure candidates work individually
- record absentees to avoid later concern over apparently missing booklets.

No calculators are permitted when students complete the MCAT. If a candidate is seen to bring a calculator into the room it should be confiscated. If a candidate is found to be using a calculator during the assessment, then this would be a breach of examination rules (see below).

Hand out one booklet to each candidate, and have them fill in their name, National Student Number (NSN) and school code on the front cover. (NSN number and school code may be entered later as this information is only needed on the booklets sent to NZQA for verification.)

7. School policies required to manage absence and/or breaches

Although the MCAT is an external standard, it is assessed within schools. The school's internal assessment policies must be applied to students who miss an MCAT assessment session, or who breach examination rules.

Missed Assessment

The school's policy for "missed and late assessment" should be applied to students who miss an MCAT assessment session. A candidate who is absent on Day 1 may sit the assessment on Day 2, at the school's discretion. They must be provided with the assessment task specific to the day they sit the assessment (the task to be downloaded from the schools' secure web site and printed by the school).

When grades for the MCAT assessment are submitted, the school can include a grade for any candidate who was impaired during the assessment session, or was unable to attend either MCAT assessment day, if:

- the grade held by the school is derived from authentic standard specific evidence gathered prior to the first MCAT assessment date (i.e. 17 September)
- the absence or impairment is consistent with the school's missed and late assessment policy. This includes the reason for the absence or impairment being unforeseen or unavoidable and does not include the absence being wilful or for convenience.

Breaches of examination rules

In instances where students breach examination rules by:

- failing to follow supervisor instructions
- influencing / assisting / hindering candidates or disrupting the assessment
- demonstrating dishonest practice by a candidate, for example: attempting to access information or materials not permitted (eg, calculators), or accessing help from another candidate
- impersonation, where a person is reported to have impersonated or dishonestly claimed to be another candidate entered for the assessment
- performance-based authenticity by submitting material for assessment that is not their own, whether dishonestly, fraudulently or unwittingly
- the school's written policy and procedures for breaches of the rules in internal assessment must be applied.

These written procedures should include:

- investigation by the Principal's Nominee of any report of a possible breach of the rules during the MCAT examination
- allowing the candidate an opportunity to make an explanation
- deciding on any disciplinary action to be taken in accordance with the school's written procedures
- the candidate having the right to appeal any decision made by the school under the school's documented appeal process
- reporting 'Not Achieved' for the assessment of the standard where a candidate has been found to have breached the rules.

As a guide to schools applying their breaches procedures:

- In external exams where a candidate is proven to be in breach of the rules and the credibility of the candidate's results is in question, NZQA would not award credit.
- In external exams where the credibility of the candidate's results is not in question, NZQA would release the results along with a written warning.

NZQA advises that, as with all breaches investigations and particularly where a proven breach results in the school awarding a grade of 'Not Achieved', the school should keep a record of the investigation until after reviews and reconsiderations close.

Full details about breaches can be found on the [NZQA website](#).

8. MCAT assessment schedule

The assessment schedules for the MCAT will be available on the [NZQA schools' secure website](#) in the High Security Features, "File Downloads" link, from the afternoon of 24 September (for Day 1 MCAT), and 26 September (for Day 2 MCAT).

9. Instructions for marking and recording results

- The assessment schedules will give grades of Not Achieved, Achievement, Achievement with Merit, and Achievement with Excellence.
- If a candidate leaves their booklet entirely blank (apart from their identification details on the cover), their grade is V for 'standard not attempted' or 'void'.
- The final grade is to be indicated on the booklet cover by a single capital letter code: N, A, M or E or V.
- If a candidate is absent from the assessment session, their grade is Y for 'absent'. If a candidate's booklet is unmarked and goes missing, their grade is Y.

Result	Code to record
Not Achieved	N
Achievement	A
Merit	M
Excellence	E
Standard not attempted (blank)	V
Absent	Y

Note that the assessment schedules will **not** use the number-based Grade Score Marking system (GSM) in 2019.

Schools should implement internal moderation procedures to ensure consistent application of the assessment schedule. These procedures should reflect current school moderation procedures for internally-assessed work. For example, samples of marked work could be check-marked by the HOD to ensure all teachers are applying the schedule appropriately. For small schools, it may be feasible for one teacher to mark all candidate work, with check-marking to be carried out by another teacher (perhaps from another school). Where several teachers are involved in marking, they must establish a clear common understanding of the assessment schedule.

The marking process

Throughout the marking process you will be required to make interpretations based upon your professional judgement to decide results. In exercising professional judgement, you must ensure that:

- the candidate's performance meets the standard required by the achievement standard
- the candidate's evidence is consistent with the requirements of the schedule
- the evidence provided by the candidate is sufficient for a reliable judgement, and
- other markers would make a comparable decision.

Note that information about grades awarded is confidential until final NCEA results are released to candidates in January 2020.

Marking conventions

As marked booklets may be returned to candidates after NCEA results are released, care must be taken to use formal marking conventions as for any external standards:

- Use a red pen only (unless the candidate has used a red pen for their answers. If this occurs use a different coloured pen for marking and indicate this on the front cover of the booklet).
- Do not use correcting fluid/tape.
- If you change a result, whether in the assessor's column, or on the front page of the booklet, put an X through the original result, write the new result clearly and initial the change.
- Use the codes given in the assessment schedule to indicate the judgement for each question part, the grade for each question, and the overall grade for the standard on the front cover.
- Indicate clearly that each answer has been marked and not overlooked (for example by drawing a line down the side of all work as it is marked, or by underlining or circling evidence that contributes to each judgement).
- A line (diagonal where practicable) should be drawn through ALL blank spaces. This includes spaces where the candidate did not attempt to answer at all (such as inside the front cover and the last pages of the booklet), and spaces where the candidate did not use all the available space for an answer.
- Double slash // the end of what the candidate has written. Make the double slash as close to the end of the answer as possible. The purpose of this is to prevent the possibility of a candidate adding material to an answer later.
- If a candidate has used correction fluid or tape, or written in pencil, mark the work as normal, indicate where this has occurred (eg, by circling) and write the words 'correction fluid/tape' or 'pencil' adjacent to the work AND on the front cover. Candidates who have used correction fluid/tape or pencil would not be eligible for reconsideration of their work.

10. Entering provisional results online

When candidates' work has been marked, schools are required to enter online the results they have awarded candidates. These are the 'provisional results' and must be entered directly from the front of the answer booklet and not from some other results list that you may have compiled. This method avoids transcription errors.

Provisional results for all candidates must be entered into NZQA's online system by 24 October. If any provisional results (including "Absent") for individual candidates are omitted, verification will not be able to proceed.

Instructions about how to enter both provisional and final results online will be available in schools' ESAA Security area online, below the link for provisional results entry, as well as on the [Mathematics Subject page](#) on the NZQA website.

11. Submitting work for verification

Selecting papers for verification

Schools are required to send eight marked candidate booklets (if there are eight or fewer candidates, send all of the booklets) to NZQA for verification.

The booklets chosen should be representative of the general spread of results for all candidates from the school. If the school has assessed over more than one day, select the sample from the day when most students sat the assessment. Send booklets that show typical responses; do not send problematic or unusual booklets, as the verification process is intended to verify the whole of

school marking, and not, for example, to adjudicate on borderline decisions. Do not send booklets that are blank or illegible.

Double-check that the candidate's name **and correct NSN**, along with the school code, is written on the booklet cover. Once provisional results have been entered schools should print out their submission schedule from the website. This lists the NSNs and provisional results of candidates selected for verification and includes an authenticity statement which is to be signed by the Principal's Nominee. The submission schedule is to be sent with the booklets to NZQA.

Note that NZQA will cover over candidates' names with barcode labels so that candidates are not identified to the verifier.

Do not send any other booklets apart from the sample of eight. It is advisable to make and retain a photocopy of these booklets before sending them to NZQA.

Packing the courier bag

In the courier bag place:

- all the booklets selected for verification
- the submission schedule (printed after submission of provisional results online) signed by the Principal's Nominee

and, if relevant,

- a report on any breaches.

Seal the bag and call CourierPost **0800 268 743** and arrange a pickup (contact details will be included with courier bags).

Sample booklets must be sent to NZQA for verification between 20 September and 24 October.

Booklets should only be sent once provisional results have been entered for all candidates. Verifiers will be unable to commence verification if any provisional results (including absences) have not been entered online.

12. The verification process

Verifiers will verify the work submitted by your school and enter verified (final) results for those candidates whose work was submitted for verification.

An online report will be created and verifiers may provide further information within this to assist with the interpretation of the standard.

The verification report

An online report is created for each school which shows the provisional and verified (final) results for those candidates whose work was submitted for verification. This report will be available within seven days of answer booklets being returned to school, following completion of verification. The verification report may be found under 'Reports'/ 'Verification Reports' in the in the General Security Features of your NZQA schools' secure web site.

If the verification process reveals significant problems with school marking, the verifier will include further information to assist with the interpretation of the standard. This section of the report will detail actions the school must take - for example, reconsidering or adjusting unverified grades, where appropriate.

Instructions given in the verification report must be followed, and this will be monitored by NZQA.

13. Entering final results online

Schools will be able to enter final results, if required, within **seven days** of answer booklets being returned by the verifier. Note that final results entry is unavailable until 7 days after the verification report has been written as during this period check-verification may take place.

Schools will:

Either

- automatically have provisional results transferred across to final results status if the verifier concurs with the provisional results submitted for verification.

Or

- be required to manually enter final results for all remaining candidates whose work was not submitted for verification. In this case, final results will need to be reviewed in light of the verification report and then entered by the school.

All final results must be entered online by **3 December 2019**.

Instructions about how to enter both provisional and final results online will be available in schools' ESAA Security area online, below the link for provisional results entry, as well as on the [Mathematics Subject page](#) on the NZQA website.

14. Appeal of results

Schools may appeal the verification report judgement and the results awarded to the sample candidates, and details of the [appeal process](#) can be found online. The deadline for submitting a verification appeal is **29 November 2019**.

After NCEA results are released, candidates may request their answer booklets. If they consider that an appeal is justified, candidates should contact their school.

Note that the only MCAT candidates who may submit booklets directly to NZQA for a reconsideration are those whose work was sent to NZQA for verification. For all work that was **not** sent for verification, schools should apply their existing policies and procedures for reconsideration of candidate work that is assessed on site.

15. Frequently asked questions (FAQs)

Q: Where is the Assessment Schedule?

A: Assessment schedules will be put online on Tuesday, 24 September (for Day 1) and Thursday 26 September (for Day 2), on the [NZQA Schools' secure website](#) in high security features, "File Downloads" link. Your school's Principal's Nominee can access the secure site. They are not password protected.

Q: Our school is sitting the MCAT on Thursday. Can we use the Tuesday paper for practice or revision?

A: No. The second exam paper must not be used for any other purpose. However, it is perfectly acceptable to use previous MCAT papers as revision materials for 2019.

Q: If a candidate is away on Tuesday, can they sit the MCAT on Thursday?

A: Yes, but they must be given the Day 2 (Thursday) paper. This can be downloaded from the NZQA secure web site if needed. Your Principal's Nominee will have to contact the Secondary Examinations team on 0800 697 296 to obtain a password for the file.

Q: A candidate uses a mobile phone during the MCAT assessment. What steps should we take?

A: Using your written procedures for Breach of the Rules – Internal assessment, investigate the reported possible breach. Allow the candidate the opportunity to make an explanation, preferably in writing.

Where a breach is proven, decide on the outcome; disciplinary action or reporting 'Not Achieved'. As a guide, where a candidate's proven breach affects the credibility of results in external exams, eg, they were using the phone as a calculator, NZQA usually does not award credit. Where the credibility of results in external exams is not affected by the breach, eg, their friend was texting them to meet up after school, NZQA usually disciplines the candidate by issuing them with a written warning. Whatever the outcome, ensure that the candidate has the right to appeal any decision under the school's documented appeal process.

Q: We need to enter a result for a candidate but they do not appear in our provisional results list online. What should we do?

A: Candidates who do not appear in your schools' list for the entry of provisional results have not been entered for standard 91027. Ask your Principal's Nominee to submit a new entry file to NZQA as soon as possible containing an entry for the missing candidate.

Q: One of our candidates spent an hour in the exam room but wrote nothing. What result should they be given?

A: Candidates who write nothing in their MCAT answer booklets, but attended the session, are to be given a 'V' (SNA - Standard Not Attempted) grade for both their provisional and final results.

Q: We have mislaid an unmarked MCAT answer booklet for a candidate who attended the session. What result should they be given?

A: This candidate should be given a 'Y' grade as their provisional and final result. Ask your Principal's Nominee to contact your School Relationship Manager at NZQA as soon as possible to discuss this situation and the missed and late assessment process.

Q: We have lost the courier bag. Can you send us another?

A: Yes. Contact Secondary Examinations on 0800 697 296 or email examinations@nzqa.govt.nz for a replacement.

Q: Will NZQA pay teachers to mark the MCAT or pay for relief cover for the time teachers spend in marking?

A: No. Schools must manage the administration and marking of the MCAT as they would for an internal assessment. Schools are not required to offer the MCAT to their students and matters such as workload should be considered in the decision to offer it.

Please refer any enquiries relating to the contents of this information to:

Geoff Connell
National Assessment Facilitator for Mathematics
Secondary Examinations
Phone: 04 463 3286
Fax 04 463 3113
Email: geoff.connell@nzqa.govt.nz

Appendix 1: Supervision guidelines

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 mathematics removed from the walls or covered up.
- there are signs outside the room advising non-candidates that assessments are on and asking for them to be quiet.
- one booklet is set out for each candidate on the desks.

Effective supervision of candidates

- Supervision of candidates starts before they enter the room.
- Assembling candidates outside the room is a first step. It may be helpful to have a list outside showing each of the candidates who are in that room.

Remind candidates that:

- Any electronic device that can store, communicate and/or retrieve information and includes all cell phones and watches of any type (digital or analogue) **MUST** be turned off and remain in their bags. All bags are stored away from the desks.
- no calculators are allowed in their possession.
- Bring candidates into the room in an orderly manner about 10 minutes before the start time.
- Check that each candidate has a clear plastic bag or a 'see-through' pencil case containing only essential or permissible items for the assessment.
- 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 apparently missing booklets.

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 a calculator, watch or cell phone. *(Get them to turn it off and put it into their bag.)*
- 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 a supervisor NOW. Turn off watch alarms. *(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 room 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 booklet is collected.
- The assessment is 60 minutes 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 16 minutes. The official time is taken from this clock. *(Point)*
- Put your hand up if there any questions. *(Pause)*
- Write your name and school code *(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 am/pm. You may begin.

The Last 15 Minutes' Announcement

Say, "You have 15 minutes left. No one may leave the exam room".

Appendix 3: Instructions for collection of answer booklets

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 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.