
To: Secondary School Principals and Principal's Nominees

Reporting assessment results to NZQA

Where students are involved in assessment by external providers, the results of student assessment must be reported to the New Zealand Qualifications Authority (NZQA).

There have been a number of different methods used to report student assessment results to NZQA with some tertiary providers allowing schools to report results.

NZQA, the Ministry of Education and the Tertiary Education Commission have agreed to a single protocol for the reporting of assessment results for programmes such as the Secondary Tertiary Alignment Resource (STAR) and Gateway.

The agreed protocol confirms the accredited provider is responsible for ensuring all information relating to student assessment results is sent to NZQA.

Arrangements for reporting assessment results must be entered into when a school contracts an external provider to provide assessment for their students under programmes such as STAR or Gateway

For each accredited external provider there should be a Memorandum of Understanding (MOU) which formally documents the responsibilities between the two parties; the school where the student is enrolled and the external provider, which may be another school.

The purpose of each MOU is to:

- define the means by which the school ensures that the required standards of teaching, assessment and moderation will be maintained
- ensure that collaborative arrangements are clearly set out and operate smoothly
- ensure that clear channels of authority, accountability and executive action are identified
- clearly identify which party will send assessment results information to NZQA
- clearly identify the mechanism by which the school receives assessment results information so that parental and other reporting requirements can be met.

Some tertiary providers will have an MOU that schools can use. If not, NZQA can provide a sample which includes responsibilities for the moderation process.

Any accredited provider submitting assessment results data to NZQA for secondary school students must report 'Not Achieved'¹ results. Where appropriate this should be clearly outlined in the MOU.

The annual fee paid to NZQA for each student at school covers the reporting of assessment results.²

Support documentation for programmes such as STAR and Gateway will be updated by the relevant agencies and this information will be displayed on the three agencies websites.

Yours sincerely



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¹ TEOs submitting 'Not Achieved' results will incur a separate credit fee charge.

² Where TEOs report results direct to NZQA the current credit fees will apply. This is in interim policy until credit reporting measures can be put in place to accept all results from TEOs at no direct cost to TEOs. This will not change until 2011 at the earliest.