

Roles and responsibilities of the Principal's Nominee and Exam Centre Manager

The development of a strong working relationship between the Principal's Nominee (PN) and Exam Centre Manager (ECM) forms the basis of smooth running of exams. Ideally the PN & ECM will have met by the start of Term 4 to prepare for external exams. Below is a summary of the roles and responsibilities of PNs and ECMs.

More detailed information can be found on the Resources for Principal's Nominees of the NZQA website, under [Examination centre management](#)

School/Kura PN, SENCO or School Technician	Exam Centre Exam Centre Manager, Assistant Manager, Supervisors or Exam Assistants
Pre-Exam Planning	
Principal's Nominee (PN)	Exam Centre Manager (ECM)
Applies or confirms intention to be an Exam Centre for the current year.	
- Nominates and sends nomination to NZQA - Provides agreed resources to ECM. - Sends ECM Nomination to NZQA - Sets up ECM with a laptop connected to the internet. - Provides ECM with access to required areas of the school/kura, including a photocopier/printer.	- Signs contract with NZQA and begins onboarding process. - Schedules initial planning session with PN and SENCO (if applicable) to go over expected exam requirements (as per Exam Centre Manager Instruction manual).
- Submits candidate entries, including candidates from other kura/schools. - Applies for Special Assessment Conditions on candidates' behalf by deadline to submit entries for externally assessed standards. - Notifies NZQA of Special Assessment Conditions (SAC) provisions.	- Uses entries to populate Planner requirements. - Communicates any shortfalls in room and exam assistant needs (reader/writer) to the PN.
Confirms the SAC requirements for candidates with identified health or other needs and communicates available resources to ECM. <i>(can be confirmed by PN or SENCO)</i>	Plans and records notes for candidates with health needs to ensure their care or requirements are clear and available during exams.
- Works with candidates and their families to create a plan for 2-way exam clashes, 3-way clashes are arranged by School Relationship Manager with the school Arrangements shared with the ECM. - Adheres to the parameters applied by NZQA for 2-way and 3-way digital exam clashes.	- Uses the NZQA approved clash plans to arrange suitable supervision and support for candidates. - Adheres to the parameters applied by NZQA for 2-way and 3-way digital exam clashes.

Distribute admission slips to candidates.	
Meet with candidates before they go on exam leave, to brief them on NZQA's rules and expectations.	
Compare the total number of candidate exam entries in School Management System (PN) and ECM Planner (ECM) to ensure accuracy.	
- Provides ECM with a list of Exam Assistants (EAs) for SAC candidates requiring Reader/Writer - Organises and conducts EA training. - Separates EA list into two categories: - EAs in paid employment with the school/kura at the time of the exams (along with their start/finish times). - EAs not in paid employment with the school/kura at the time of the exams. <i>(can be completed by PN or SENCO)</i>	- Facilitates onboarding of exam centre staff. - Nominates and recruits supervisors. - Nominates and recruits NZQA paid Exam Assistants - Conducts training for supervisors. - Conducts supervision procedure training for EAs. - Identifies EAs as NZQA paid or School paid in the NZQA system.
- Arranges secure and restricted access storage and sorting spaces for exam booklets which align with NZQA security requirements. - Sign for secure exam booklets if ECM is unavailable.	- Receives, checks and secures exam booklets and materials. - Sorts exam booklets and materials into room packs for each session. - Prepares individual exam materials and booklets packs for each SAC candidate. - Prepares individual exam booklets and materials packs for clash candidates. <i>(can also be completed by Assistant Managers, if applicable)</i>
- Prepares rooms for exams ensuring: - appropriate rooms are provided for SAC students - layouts meet the requirements for exam conditions - laptops for digital exams are provided for supervisors - any additional equipment required is available e.g. recording equipment - digital connectivity is adequate - exam related signage is available to be posted - rooms are adequately ventilated/heated/cooled - Arrange laptops for each digital exam room for digital supervisors. - Organises and tests laptops, audio and visual and recording equipment for exam sessions which require files to be played aloud. - Plans for digital connectivity and IT support during digital exams - Posts exam related signage outside exam areas.	- Completes candidate room allocation and materials planning. - Allocates candidates to rooms based on needs and availability. - Assign reader/writers according to PN/SENCO information.

- Supplies ECM with school processes and procedures for: - School evacuation/lockdown procedure - Event management of candidates, to maintain exam security.	Familiarises themselves with, and trains all exam centre staff in, school processes and procedures as provided by the PN.
Ensures candidates are briefed and prepared for exams, as well as introduces ECM to candidates.	Attends candidate assembly to be introduced by PN.
Works with the ECM to establish communication methods for live exams and determine support strategies for various scenarios.	Works with the PN to establish communication methods for live exams and determine support strategies for various scenarios.
During Exams	
Principal's Nominee (PN)	Exam Centre Manager (ECM)
- Informs ECM of candidates sitting exams from a different school. - Meets and supports candidates sitting exams from a different school.	Records attendance of candidates sitting exams from a different school.
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- Provides support to ECM during sessions for, but not limited to: - Possible Breaches - Walk in students (not on attendance rolls) - Medical or other emergencies inside exam room - Relieve the ECM for a break if they are the sole supervisor in an exam room.	Contacts PN (using agreed communication methods), where assistance is required for different situations. Example listed under the PN section. <i>(can also be completed by Assistant Managers, if applicable)</i>
After Exams	
Principal's Nominee (PN)	Exam Centre Manager (ECM)
- Answers queries from NZQA in relation to: - Derived Grade applications - Missing digital submissions or computer printouts of candidate work - Missing booklets - Possible Breaches.	- Answers queries from NZQA in relation to: - Student attendance information - Incident reporting, including possible Breaches. - Missing booklets or computer printouts of candidate work.
	Verifies their exam centre staff's payments.