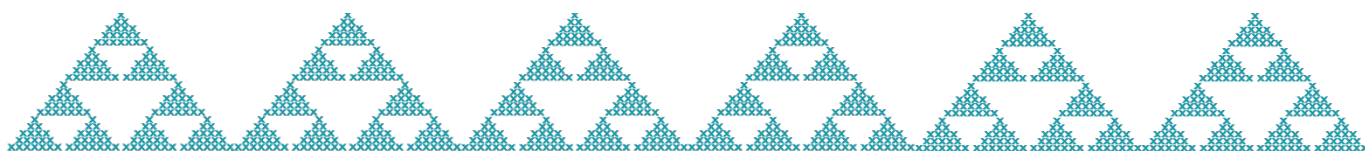


EXAM CENTRE & SUPERVISOR INSTRUCTIONS

AUDIO RECORDING TRIAL TE HIRANGA TE REO MĀORI



TRIAL INSTRUCTIONS

TRIAL OVERVIEW

The audio-recording tool has been designed to support a smooth, intuitive experience for ākonga as they complete their assessments in a digital setting. This trial marks an important step forward in strengthening the digital delivery of Te Reo Māori and Te Reo Rangatira Scholarship examinations. We are aiming to test the new audio-recording feature and gather valuable feedback from you and ākonga (students/candidates).

During the trial, we ask that you:

1. Test trial the audio-recording functionality in a live assessment environment.
2. Observe how easily ākonga can access and use the tool.
3. Identify any technical issues, usability concerns, or barriers.
4. Ensure every ākonga who partakes in the trial completes the [Ākonga Survey](#)
5. As an Exam Centre Manager and/or Supervisor, you must ensure you complete the [ECM Survey](#)

ROOMS REQUIRED

NZ Scholarship Te Hiranga Te Reo Māori exams must have a;

1. writing/listening room, and a
2. recording room.

The rooms must be near to one another but not immediately next to each other, to ensure ākonga cannot communicate with one another in any way when moving between the rooms. Any communication is regarded as a possible breach of the rules and must be reported as such.

Ākonga may use the same writing/listening room.

The recording room(s) must be free of any distracting noise and movement from the outside and be lockable to maintain security.

Only two ākonga may be examined in any one recording room because of time constraints. If there are more than two ākonga, more recording room(s) must be provided.

PERSONNEL REQUIRED

The school will provide supervisory staff at the same ratio(s) as for all other exam subjects and a technician to set up and operate/advise on the use of the equipment.

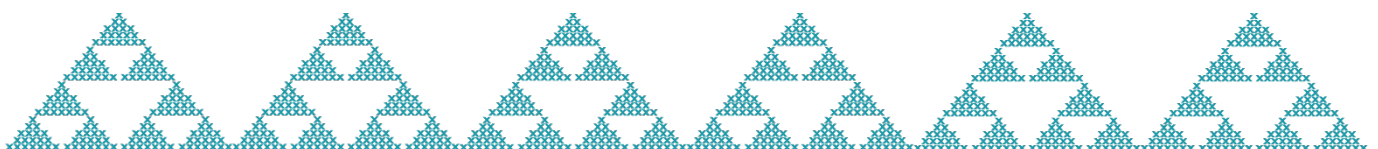
The school will provide:

- a supervisor for the writing room
- a relief supervisor for each recording room(s)
- a technician to set up and operate/advise on the use of the equipment.

MATERIAL AND EQUIPMENT REQUIRED

Schools are required to provide:

- a previously tested computer/laptop and external speakers
- a hand bell and electronic timer (which can be seen by candidate at all times) for each recording room
- pens and blank paper for candidates to use



- previously tested back up equipment must be available and ready in case of equipment failure during an exam.

ECMs are required to produce a schedule of recording times in exam code order.

Te Hiranga (Scholarship) Te Reo Māori example:

Recording room one	Recording room two
Candidate 1: 12.10 – 12.20	Candidate 3: 12.10 – 12.20
Candidate 2: 12.20 – 12.30	Candidate 4: 12.20 – 12.30

AUDIO FILES

DIGITAL EXAMS

The audio files for digital exams are embedded within the digital exam.

ākonga will require;

- a device to use to sit their digital exam (unless using school provided device)
- headphones to use to listen to the embedded audio (unless provided by school).

AUDIOVISUAL REQUIREMENTS

Ākonga are required to listen (whakarongo) to an audio recording and to have a spoken (Kōrero) performance recorded.

This exam will be digital first and paper by exception.

PRE-TRIAL EXAM CHECK

Ensure the following materials and equipment are available, in addition to the normal materials for exams:

- a laptop for playback with microphone capability
- headphones
- a backup recording device for each recording room
- pens and blank paper
- please ensure that your screen saver on your device is turned off.

THE TRIAL EXAM

Students must:

1. Log in to the assessment platform (Assessment Master)
2. Complete introduction and test pages
3. Listen to an audio piece (20 minutes)
4. Prepare for their kōrero response (15 minutes)
5. Deliver and record their kōrero response

Digital Supervisor Responsibilities:

The Digital Supervisor is responsible for actively monitoring the assessment platform for candidate lockouts throughout the exam.



Attention should be given to the following situations:

- During the introduction screens, candidates may be locked out if microphone permissions have not been enabled on their device.
- When candidates transition from the exam room to the kōrero room.
- Refresh the digital dashboard frequently to ensure any candidate lockouts are identified and addressed promptly.

Writing/listening room:

1. Provide all ākonga with their login details and passwords.
2. Give each ākonga a blank sheet of paper and a pen. Say: "The pen and paper are available to help you prepare for your speech."
3. Allow time for ākonga to log in and complete the introduction and testing pages. Say: "Please raise your hand when you are ready to receive the access code for the trial assessment."
4. Once all ākonga have completed the introduction and testing pages, provide the access code.
5. Say: "When you are ready to record your speech, please raise your hand."
6. Transfer the first ākonga to the recording room. The ākonga must take their laptop with them. No notes or preparation materials may be taken into the recording room.

The listening and planning components are carried out in the writing/listening room until the last ākonga has completed their recording. The speaking component is carried out in another room, unless there is only one ākonga.

Ākonga are required to test their audio recording tool on the introduction page prior to the assessment. Once testing is complete, they must raise their hand to confirm it is working. If there are any issues with recording or playback, they should keep their hand down. The supervisor will need to provide any technical support that is required.

Candidates waiting their turn to go to the recording room must remain in the writing/listening room.

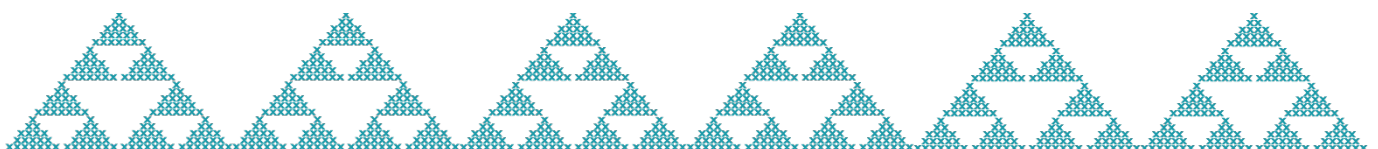
Recording room

Phase one:

1. Collect the first ākonga from the writing room and take them to the recording room.
2. The recording supervisor should provide the following instructions to the ākonga, say:
 - "When you are ready, begin recording your kōrero."
 - "Please let me know once the recording has started. I will read your NSN twice before you begin speaking."
 - "When you have finished your kōrero, say, I have finished my speech"
3. The recording supervisor will provide the access code to the ākonga.

Phase two:

4. The ākonga must follow the instructions provided to complete their kōrero response.
5. When the ākonga has notified you that they have started recording, recite their NSN twice.
6. Once finished, the ākonga will say, "I have finished my speech".
7. Before progressing to the next page, the recording supervisor must play a short extract back to the candidate so they can confirm their voice has been recorded. Say "can you confirm this is your voice"
8. Once recording has been verified. Say to the ākonga "you may progress to the end of the assessment"



9. Say to the ākonga; “you have finished your kōrero recording, you need to head back to the writing/listening room to complete the survey”

Please note:

- *Ākonga may not re-record their speech unless a technical issue has affected the original recording.*
- *Up to three recording attempts are available to allow for any technical difficulties ONLY.*
- *Ākonga cannot choose **which** recording is submitted. The final recording attempt will be automatically submitted for assessment.*
- *During the time in recording room – the Digital Supervisor must ensure that ākonga do not navigate back to the previous “Whakarongo”.*

SURVEY

1. In the writing room, the exam supervisor needs to provide ākonga the link to the survey. Say “you need to complete this survey and complete all questions before leaving, please raise your hand when you are finished”
2. The ākonga completes the survey and raises their hand.
3. The exam supervisor checks that the survey has been submitted successfully before the ākonga can leave.

