

Appendix 1: Guidelines to assist schools to update their contact information with NZQA online

High Security ESL users can update their school's key contact details in their provider login page. The contact details are used by NZQA to send important messages to schools, so it is important to keep them up-to-date to ensure your school keeps well informed. Please review your key contacts' details in High Security on a regular basis and amend the information online as soon as changes occur.

How to access your school's profile page

You can access the **Profile** page through your secure provider login. You will need to log into the NZQA website using your ESL High Security account. If you do not have a High Security ESL account, contact your school's delegated Authoriser.

Under **High Security Features** there is a link to the **School's Administration** page:

General Security Features

[Key Indicators](#)

[Candidate Search](#)

[Standard Search](#)

[Reports](#)

[Statistics](#)

[Record of Achievement](#)

[Search Exam Material Containing Third Party Copyright Content](#)

[EmailLink](#)

NB: Opens in new window on NZQA website

High Security Features

[School's Administration](#)

[Data File Submission](#)

[Billing Report](#) (view and print out candidate billing details)

[Principal's Report](#)
(view a list of all principal related reports available)

Moderation

[External Moderation](#)

Assessment and Moderation Plans, Moderation Reports and annual summaries, for NZQA moderated standards, from 2017.

[Historical Moderation](#)

View moderation reports produced prior to 2017.

Education Sector Login (ESL)

The following link will transfer you to ESL to log in.

[Education Sector Login](#)

Derived Grade

[Process Derived Grade Applications](#)

[Derived Grade Listing](#)

Special Assessment

[Special Assessment Application](#)

[SAC Newsletters](#)

NB: Opens in new window on NZQA website

There you will find the link to the **Profile** page.

School's Administration - NZQA College

Principal's Nominee List

Find Principal's Nominees, contact details and school codes

Profile

Maintain organisation and contact details, including emergency contact

Memorandum of Agreement

For data, fees and examinations

Applications

Prepare and submit applications

Documents

Upload documents, including code attestations

How to add a new contact

New contacts can be added through the **Profile** page. This page displays a range of information on your school:

Profile: NZQA College

This page shows the following information:

[Organisation Details](#)

[Organisation Contacts](#)

[NZQA Contacts](#)

[Organisation Status](#)

View your information on the NZQA public website:

[Other information available](#)

[School Details](#)

[General Information](#)

[Code of Practice](#)

[NZQA Website - Organisation Details](#)

[Programmes](#)

[Documents](#)

[QA Activity](#)

Organisation Details

Organisation Name	NZQA College		
Phone	0800 697 296	Email	school@NZQA.govt.nz
Fax		Website	
Street Address	125 The Terrace Wellington 6011	Postal Address	PO Box 160 Wellington 6140

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Organisation Contacts

Organisation Role	Name	Position/Function	Phone	Email
Code of Practice Contact	Code Contact			codecontact@nzqa.govt.nz
Emergency Contact	Emergency Contact			emergencycontact@nzqa.govt.nz
Principal	Principal		0800 697 296	principal@nzqa.govt.nz
Principal's Nominee	Principal's Nominee		0800 697 296	principalsnominee@nzqa.govt.nz
Special Assessment Conditions (SAC) Contact	SAC Contact			SACcontact@nzqa.govt.nz
Special Education and Needs Co-ordinator (SENCO)	SENCO Contact			sencocontact@nzqa.govt.nz

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You can add a new contact to your school through the **Add a New Organisation Contact** link.

Organisation Contacts

Organisation Role	Name	Position/Function	Phone	Email
Code of Practice Contact	Code Contact			codecontact@nzqa.govt.nz
Emergency Contact	Emergency Contact			emergencycontact@nzqa.govt.nz
Principal	Principal		0800 697 296	principal@nzqa.govt.nz
Principal's Nominee	Principal's Nominee		0800 697 296	principalsnominee@nzqa.govt.nz
Special Assessment Conditions (SAC) Contact	SAC Contact			SACcontact@nzqa.govt.nz
Special Education and Needs Co-ordinator (SENCO)	SENCO Contact			sencocontact@nzqa.govt.nz

[Add a New Organisation Contact](#)

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This link will take you to the **Add Contact Details** page, where new contacts can be added to NZQA roles.

Add Contact Details

For NZQA College

Organisation Role *

Name *
Title First Name Middle Name Surname

Position Title

Date of Birth (dd/mm/yyyy) *

Previous Role & School Name

Phone *
Country Area Number Extension

Fax

Cell Phone
Country Number

Email *

Notes

Please provide additional details here. For example start, end date etc.

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Users may be assigned the following roles:

- **Principal**
- **Principal's Nominee**
- **Data Manager**
- **Code of Practice Contact**
- **Code of Practice Contact (Other)**
- **Emergency Contact**
- **Special Assessment Conditions (SAC) Contact**
- **Special Education and Special Needs Co-ordinator (SENCO)**

Schools may only assign one contact to the Principal, Principal's Nominee and Data Manager roles at a time. A contact assigned to the Principal's Nominee role cannot also be assigned the Data Manager role. All other roles may have multiple users assigned to them.

To add a new contact simply enter the information into the appropriate fields, check the accuracy of the information and click Submit. When you submit this information, NZQA will add the new user within three working days.

How to edit/update an existing contact

If a contact has recently changed any of their contact details, such as their email address, you can edit that information by clicking on the name of the contact you wish to edit:

Organisation Contacts

Organisation Role	Name	Position/Function	Phone	Email
Code of Practice Contact	Code Contact			codecontact@nzqa.govt.nz
Emergency Contact	Emergency Contact			emergencycontact@nzqa.govt.nz
Principal	Principal		0800 697 296	principal@nzqa.govt.nz
Principal's Nominee	Principal's Nominee		0800 697 296	principalsnominee@nzqa.govt.nz
Special Assessment Conditions (SAC) Contact	SAC Contact			SACcontact@nzqa.govt.nz
Special Education and Needs Co-ordinator (SENCO)	SENCO Contact			sencocontact@nzqa.govt.nz

[Add a New Organisation Contact](#)

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You will be taken to the **Edit Contact Details** page, where you can enter any new information into the appropriate fields or edit existing information. Please note that the cellphone field will not be visible on the public website, only to NZQA and staff within your school with a ESL High Security account.

Edit Contact Details

NZQA College

Organisation Role *

Name *

Position Title

Phone *

Please enter a preferred work phone number. Information provided will be displayed on the website.

Fax

Email

Reason for change

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You can change any of these details except for the name of the contact. If you need to make changes to the name of the contact (e.g. if that user changes their surname) then you can put that request in the Reason for Change field and click Save, or email the Schools Liaison team at schoolsliaison@nzqa.govt.nz with your request.