

# Administrative Instructions for Completing an Exam Centre Change Request

## Exam Centre Change Requests

27 Sept 2022 V1.0



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

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## Section 1: Information for the Principal's Nominee

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### 1. Introduction

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The enrolment information in the 1 September data file establishes the exam centre for candidates. There may be unique circumstances, such as selection for regional representation, that require a candidate to request a change in their exam centre.

**Requests for exam centre changes are processed by NZQA after 15 September, you may submit them earlier.**

Principal's Nominees (PNs) must not ask Examination Centre Managers to send personalised exam papers between exam centres. To do so would put the security of external exams at risk and is considered a breach of the rules. Exam papers for a candidate changing exam centres will not be personalised.

The Change of Exam Centre Request Form can be found on the [NZQA website- Request to change examination centre.](#)

### 2. Principal's Nominee Responsibilities

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#### 2.1 Home School Principal's Nominee - request the change

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The PN of the home school (school of enrolment) and the proposed new exam centre must liaise with their Examination Centre Managers (ECMs) to ensure they are aware of the candidates change of exam centre.

The candidate must be notified of who they will need to contact upon their arrival at the new exam centre well before the exam date. Please ensure the candidate has their admission slip and another form of photo ID with them as the ECM will request this information before they enter the exam room.

#### 2.2 Host School Principal's Nominee - approve the change

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It is the PNs responsibility as the host school to produce a late entry attendance roll for the candidate. Entries for a student changing exam centres will not appear on the late entry attendance rolls available for download for your own candidates' late entries. A late entry attendance template is available [here](#).

Once you have completed the roll, please provide it to your ECM.

If your ECM does not have a buffer paper(s) for this student, you will need to access the PDFs through the NZQA Schools' Provider Login and print copies for the ECM as per the Late Entry Process.

You need to ensure your ECM can manage any SAC and rooming requirements before you approve.

If the proposed change would create a new exam session and/or require additional supervision, please check with your School Relationship Manager before confirming the change.

## Section 2: Completing the request form

### 3. Change Request Form Process Part 1- Home School Principal's Nominee

You initiate the process by completing Part 1 of the [electronic request form](#). All sections marked with a red asterisk (\*) must be completed before the form can be submitted.

**Part 1: Change of Exam Centre Request - School of Enrolment**

Fill out this form when a student needs to sit an exam at a different exam centre from their enrolled school.

Required

**School of Enrolment: Principal's Nominee and Student details**

1. **Principal's Nominee (your name) \***

Abbey Johnsmith

2. **Principal's Nominee email (your email address) \***

The following information is required to complete the form:

- Your name and email address
- Your Exam Centre and Provider Code
- Candidate name and NSN details
- Candidate Exam Session details
- Proposed host school name and provider code
- Proposed host school PN name and email address

When all the details have been completed and the form submitted, the following confirmation message will appear:

**Part 1: Change of Exam Centre Request - School of Enrolment**

Fill out this form when a student needs to sit an exam at a different exam centre from their enrolled school.

**Thanks!**

Your request will be sent to the Principal's Nominee of the Exam Centre you have specified.

You will receive an email once they have filled out the response form.

The request is automatically sent to the PN of the proposed host school with a summary sent to your email address.

Summary email example:

**Change of Exam Centre summary - Request ID: 20 - Student NSN: 11223456789**

Kia ora Abbey Johnsmith,

Thank you for your Change of Exam Centre request.

The Principal's Nominee for the Exam Centre you specified will be notified directly.  
You will be notified of the response when the Principal's Nominee for proposed Exam Centre fills the response form.

**Request ID: 20**

**Student details**

Student Name: Zachery Doeman  
Student NSN: 11223456789  
School of Enrolment: ABC High School  
School of Enrolment - Provider Code: 999  
Current Exam Centre Name (If different from School of Enrolment):  
Current Exam Centre Code:

**Proposed Exam Centre details**

Proposed Exam Centre Name: Learning Collegiate School  
Proposed Exam Centre Code: 887  
Proposed Exam Centre Principal's Nominee Email address: teretaylor@lc.school.nz

**Additional comments about this request (if any)**

**Requested Sessions**

**Session 1**

Subject: English  
Level: L2  
Standard: 90812, 90623  
Date: 2022-09-29  
Time: AM  
Digital? No  
SAC required for this session?

Logistics Team  
NZQA

**Candidate details**

**Host school details**

**Candidate exam session details**

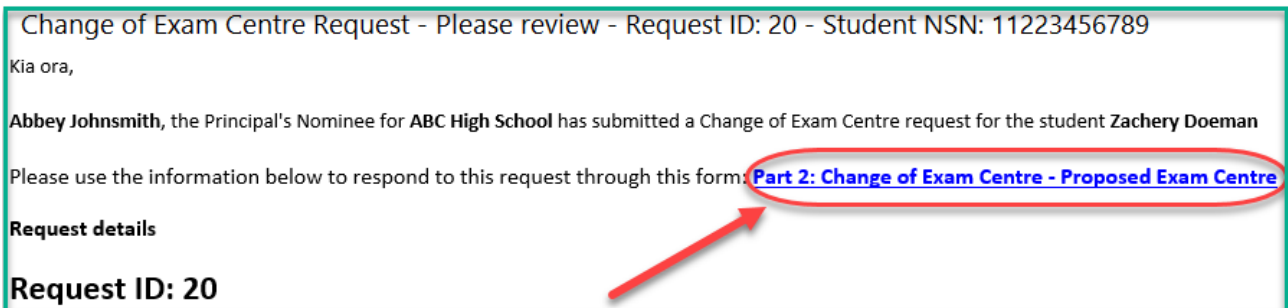
## 4. Change Request Form Process Part 2 - Proposed Host School Principal's Nominee

The PN at the proposed host school will receive an email with Part 2 of the request form. All sections marked with a red asterisk (\*) must be completed before the form can be submitted.

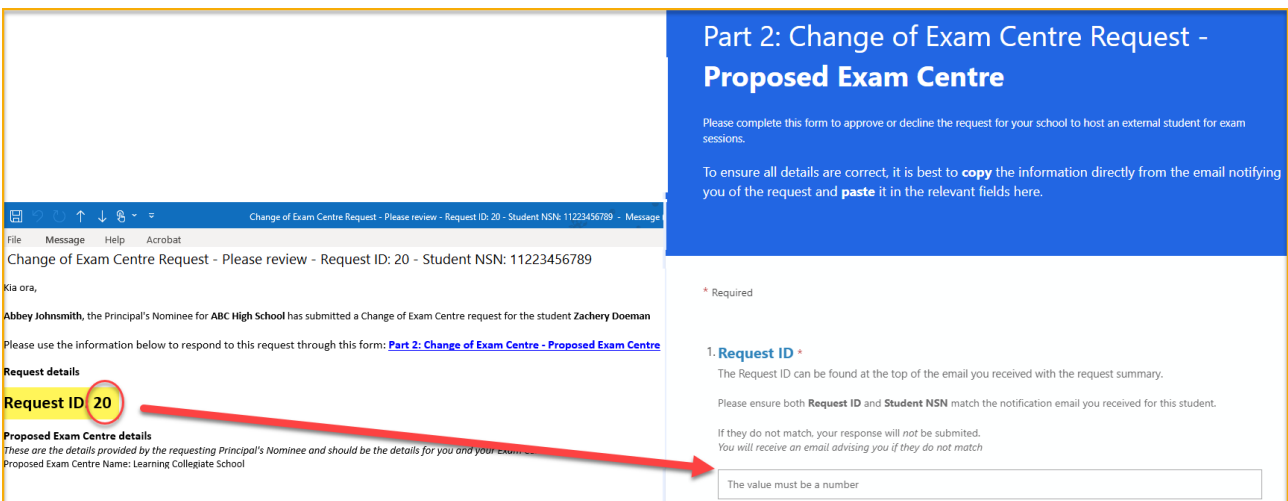
Before agreeing to host the candidate, **you** must check to ensure:

- your exam centre is holding exam sessions at the time of the transferring candidate's exams.
- the exam session(s) can accommodate any special requirements (e.g. audio components of language and music exams, digital sessions or any special assessment conditions) the candidate may be entitled to (check with your ECM).
- space is available in the exam room(s).
- no additional supervisors are required to accommodate the candidate for any session.

Once you have reviewed the request email, click on the hyperlink **Part 2: Change of Exam Centre - Proposed Exam Centre**. This will allow you to either approve or decline the request.



The first step is to enter the Request ID. You will find this number at the top of the email (as shown below):



When entering the Student NSN into the form, it is best to copy and paste this from the email (as shown below):

## Part 2: Change of Exam Centre Request - Proposed Exam Centre

Please complete this form to approve or decline the request for your school to host an external student for exam sessions.

To ensure all details are correct, it is best to **copy** the information directly from the email notifying you of the request and **paste** it in the relevant fields here.

Change of Exam Centre Request - Please review - Request ID: 20 - Student NSN: 11223456789

Kia ora,

Abbey Johnsmith, the Principal's Nominee for ABC High School has submitted a Change of Exam Centre request for the student Zachery Doeman

Please use the information below to respond to this request through this form: [Part 2: Change of Exam Centre - Proposed Exam Centre](#)

**Request details**

**Request ID: 20**

**Proposed Exam Centre details**  
These are the details provided by the requesting Principal's Nominee and should be the details for you and your Exam Centre  
 Proposed Exam Centre Name: Learning Collegiate School  
 Proposed Exam Centre Code: 887  
 Proposed Exam Centre Principal's Nominee Email address: [stephanie.slack@mzqa.govt.nz](mailto:stephanie.slack@mzqa.govt.nz)

**Student details**  
Details of the student requiring the Change of Exam Centre  
 Student Name: Zachery Doeman  
 Student NSN: 11223456789  
 School of Enrolment: ABC High School  
 School of Enrolment - Provider Code: 999  
 Current Exam Centre Name (if different from School of Enrolment):  
 Current Exam Centre Code:

**1. Request ID \***  
 The Request ID can be found at the top of the email you received with the request summary.  
 Please ensure both **Request ID** and **Student NSN** match the notification email you received for this student.  
 If they do not match, your response will not be submitted.  
 You will receive an email advising you if they do not match.

**2. Principal's Nominee (your name) \***

**3. Principal's Nominee Email (your email address) \***

**4. Exam Centre Manager email address (your Exam Centre Manager) \***

**Student NSN \***  
 Please ensure both **Request ID** and **Student NSN** match the notification email you received for this student.  
 If they do not match, your response will not be submitted.  
 You will receive an email advising you if do not match.

When entering the exam session your school can host, it is best to copy and paste the standards from the email (as shown below):

Change of Exam Centre Request - Please review - Request ID: 20 - Student NSN: 11223456789

Kia ora,

Abbey Johnsmith, the Principal's Nominee for ABC High School has submitted a Change of Exam Centre request for the student Zachery Doeman

Please use the information below to respond to this request through this form: [Part 2: Change of Exam Centre - Proposed Exam Centre](#)

**Request details**

**Request ID: 20**

**Proposed Exam Centre details**  
These are the details provided by the requesting Principal's Nominee and should be the details for you and your Exam Centre  
 Proposed Exam Centre Name: Learning Collegiate School  
 Proposed Exam Centre Code: 887  
 Proposed Exam Centre Principal's Nominee Email address:

**Student details**  
Details of the student requiring the Change of Exam Centre  
 Student Name: Zachery Doeman  
 Student NSN: 11223456789  
 School of Enrolment: ABC High School  
 School of Enrolment - Provider Code: 999  
 Current Exam Centre Name (if different from School of Enrolment):  
 Current Exam Centre Code:

**Additional comments about this request (if any)**

**6. Proposed Exam Centre Name (your school's name) \***

**7. Proposed Exam Centre Code (your provider code) \***

**8. Approved Exams.** Please list the standards for the student's session you are able to host at your school (these can be copied from the email and pasted in the box below) \*

**9. Additional comments.** Including any SAC or digital conditions that cannot be met

**10. Sessions(s) being run at our exam centre can accommodate the student, including digital sessions and SAC entitlements. \***

Yes

No

**Requested Sessions**  
Details of each requested session.  
 Only requested sessions will have information beside each field name.

**Session 1**  
 Subject: English  
 Level: L2  
 Standard: 90812, 90623  
 Date: 2022-09-29  
 Time: AM  
 Digital? No  
 SAC required for this session?

When all the details have been completed and the form submitted, the following confirmation message will appear:

## Part 2: Change of Exam Centre Request - Proposed Exam Centre

Please complete this form to approve or decline the request for your school to host an external student for exam sessions.

To ensure all details are correct, it is best to **copy** the information directly from the email notifying you of the request and **paste** it in the relevant fields here.

### Thanks!

The requesting school and the NZQA Logistics team will be notified of your response. You will receive an email summary of the change request with steps to advise your ECM.

## Section 3: Request Form Approval/Decline Status

### 5. Change Request Form - submission approved

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If the host school **approves** the exam centre change request, an email notification will automatically be sent to the following:

- Principal's Nominee of the **home** school.
- Principal's Nominee of the **host** school.
- ECM of the **host** school.
- NZQA Logistics ([logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz)) .
- NZQA Digital Assessment team (for any approved digital exam sessions).

The email will include a summary of the initial request and the proposed host school's approval.

Change of Exam Centre - Proposed Exam Centre response - Request ID: 20 - Student NSN: 11223456789

Kia ora Abbey Johnsmith,

The host school has **approved** this change of exam centre request for Zachery Doeman, NSN: 11223456789

The email notification to the **host** school PN and ECM will include a reminder checklist of responsibilities to action such as:

- Advise the ECM of the candidate exam centre change.
- complete the late entry attendance roll(s) for the appropriate exam sessions using the template available
- Provide the ECM with the completed late entry attendance roll(s).
- If there are not enough buffer papers, **on the day** of the exam you will need to access the PDFs and print for your ECM



The email notification to the **home** school PN will include a reminder checklist. It is the PNs responsibility to:

- Advise the ECM of the candidate exam centre change (booklets should be labelled absent).
- Advise the candidate who to contact/meet at the host school.
- Advise the candidate to take their admission slip and photo ID to the host examination centre.

## 6. Change Request Form - submission declined

If the PN of the host school **declines** the exam centre change request, an email notification will automatically be sent to the following:

- Principal's Nominee of the **home** school.
- Principal's Nominee of the **host** school.
- NZQA Logistics ([logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz)).

Kia ora

The host school has **declined** this change of exam centre request for Alice Candidate , NSN: 123456789. Please review their comments in the summary below. If you need to discuss this further, please contact them using their email address below.

If an agreement is reached for the school to host your student, please ask them to complete Part 2 of the form again (this will overwrite the details).

Jane Smith (Principal's Nominee) from ABC High School (Exam Centre) has responded to your Change of Exam Centre request.

**Important!**  
 If any of the details of the response don't match your original request, please contact Jane Smith at ABC High School directly. [jane.smith@pn.abchigh.school.nz](mailto:jane.smith@pn.abchigh.school.nz)  
 A summary of your original request can be found below the response details.

The PN at the **home** school will need to review the host school's comments on why the request was declined. If further discussions between the schools are required, PNs can communicate via the email address in the summary email.

If, after further discussion, the proposed host school **can** host the candidate, Part 2 of the request form will need to be completed again (with the original Request ID used). The form can be accessed through the original request email from the home school.

- All mandatory fields in the form will need to be re-entered
- Question 11 needs to have the **yes** option selected

Once submitted, the new information will overwrite the previously submitted data (as long as the Request ID is the same as the original request). Confirmation notifications will be sent as indicated in the [Change Request Form - submission approved](#) section above.

You may need to re-start the process with another exam centre if the proposed school cannot accommodate your candidate(s).

If you have any issues with your student changing exam centres, please contact your School Relationship Manager.

## 7. Change of Exam Centre Request Form

Information on the change of exam centre process can be found on the [NZQA website](#).

[Change of Exam Centre Request Form](#)

## 8. Searching for a PNs contact details

You can locate a PNs name and email addresses from the [NZQA Schools' Provider Login](#), under School's Administration – *Principal's Nominee List*.

Home > For providers > School's Home > School's Administration

**SCHOOL'S ADMINISTRATION -**

- School's Home
- Key Indicators
- Candidate Search
- Standard Search
- Digital Submission Upload
- Reports
- Statistics
- Record of Achievement
- School's Administration
  - **Principal's Nominee List**
  - Profile
  - Memorandum of Agreement
  - Applications
  - Documents

School's Administration -

**Principal's Nominee List**  
Find Principal's Nominees, contact details and school codes

**Profile**  
Maintain organisation and contact details, including emergency

**Memorandum of Agreement**  
For data, fees and examinations

**Applications**  
Prepare and submit applications

**Documents**  
Uploaded documents, including code attestations, and view and

**Kaiako Tutorials**  
These short videos in Te Reo Māori walk through important proc quality assurance.

Search for the exam centre by name or school code. A list of schools that match your criteria will show below the search bar.

Find By School Name:

Find By School Code:

**Search**

Find By School Name:

Find By School Code:

**Search**

Provider	School Name	PN Name	Phone Number	Extn	E-Mail Address
000	ABC School	Teresa Tayler	64 01 234 567		pn@abc.school.nz

## 9. Queries

If you have any queries regarding the process and liaison with a proposed host school, please contact your School Relationship Manger.

If you have queries regarding the electronic form or notifications, please email the Logistics team ([logistics@nzqa.govt.nz](mailto:logistics@nzqa.govt.nz))