



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Level 1 Information Management, 2009

Monday 2 to Friday 13 November 2009

ADMINISTRATIVE INFORMATION FOR SCHOOLS

This booklet contains the following items:

1. The background to the Common Assessment Tasks (CATs).
2. Details about the content of the pack.
3. Directions for downloading the retrieval passage for AS 90035.
4. Recommendations for managing the delivery of CATs during class time.
5. Details about the school *Authenticity Form*.
6. Information on packing the completed CATs for despatch.
7. Suggestions for dealing with unused materials.

Check that this booklet has pages 2–4 in the correct order and that none of these pages are blank.

1. Background

Common Assessment Tasks (CATs) are to be delivered during normal school time during the fortnight of 2–13 November 2009.

Candidates who would normally sit their external assessment at another centre will complete their Information Management CATs at their home school, and all other examinations at their other allocated examination centre.

Candidates should be allowed a minimum of four hours to complete all three CATs. If fewer CATs have been entered, the time allowance may be reduced.

Schools should administer the CATs as they would an internal Information Management assessment activity and apply their own policies and procedures relating to authentication of candidate work.

There are no requirements to restrict Internet access or create separate user log-ins, but recommendations have been provided in this booklet on the way in which the delivery of the CATs might be managed in a school.

2. In the CAT materials pack you should receive:

- This copy of the CAT Administrative Information for Schools – one per school.
- *CAT Question Booklets* – one per candidate per standard plus one spare, per standard.
- *Candidate Answer Cover Pages* – one per candidate per standard.
- *An Attendance Roll* – one per school.
- Clear plastic bags for the return of answer booklets to Printlink – one per standard per candidate, plus one spare, per standard.
- Yellow plastic bags – one per school for return of the *Attendance Roll*.
- *An Authenticity Form* – one per school.
- Green courier bags for the return of answer booklets in plastic bags to Printlink.

Note: the *Attendance Roll* consists of three copies:

- **white** – this must be completed and returned intact to Printlink when all CATs are complete
- **yellow** – this should be used by the school to check off *Answer Cover Pages* on arrival (do not return this copy to Printlink)
- **blue** – may be used for any other purpose by the school (do not return this copy to Printlink).

Opening and checking the CAT materials pack

The Principal's Nominee and/or HOD Information Management should open the CAT materials pack and:

- Check that all materials have been received.
- Check *Answer Cover Pages* against the **yellow** copy of the *Attendance Roll*.

Is anyone missing from the *Attendance Roll*? If so, this pack will not contain any examination material for them and you should:

- advise the Principal's Nominee and send a new entry file with additions to NZQA **as soon as possible**.
- photocopy *CAT Question Booklets*. Download *Answer Cover Pages* from the High Security Features section of your school's NZQA secure extranet. Click on "File Downloads" and these documents will appear in the list. Print the number of extra pages you need for the candidates missing from the *Attendance Roll*.
- write clearly in the top left-hand corner of each *Answer Cover Page*: the candidate's NSN, their name, and your exam centre number.
- proceed as for all other candidates.

3. Retrieval passage for AS 90035

Download the retrieval passage for AS 90035 from the High Security Features section of your school's NZQA secure extranet. Save it to a site that the candidates can access during the delivery of the CATs, eg the school's intranet or a CD.

4. Recommendations for managing delivery of CATs during class time

(Schools may vary these processes to suit individual needs)

You may determine the best times, between Monday 2 and Friday 13 November, to deliver the CATs to your candidates. Candidates should be advised of the times you have determined.

- Deliver one standard at a time.
- It is recommended you retain all *Answer Cover Pages* until candidates have completed the work for each standard. These are candidate-specific. Check that each candidate receives the Answer Cover Pages printed with their NSN.
- Hand out one *CAT Question Booklet* and one clear plastic bag to each candidate. Candidates should write their names on the *CAT Question Booklets*; these are theirs to keep at the end of the assessment period.
- Candidates may insert their initials after their NSN and the achievement standard number in the header of their work. This will aid identification of the candidate to the supervising teacher when work is printed. They must NOT include full names, as this will identify the candidate too widely.
- Candidates should store the *CAT Question Booklet* and any draft work printed out that needs to be retained from one session to another in their plastic bag.
- At the end of a session, all plastic bags should be handed in and retained securely by the teacher for distribution back to candidates at the start of the next allocated session.

When the CAT for one standard has been completed:

- Ask candidates to check their printed work is labelled with their NSN, standard number and task number. If not, ask them to add these and print the tasks out again (no handwritten NSNs on any material except *Answer Cover Pages* will be accepted for marking).
- Ensure candidates sign the Authenticity Statement on each *Answer Cover Page*.
- Tasks should be assembled in task order, ie Task One, Task Two.
- Each candidate should staple their *Answer Cover Pages* to their tasks in the top left hand corner. Ensure that candidates check they have attached all the work to be marked for each standard to the correct *Answer Cover Pages*.
- The tasks should then be placed back in the plastic bag for despatch. Ensure the top of the plastic bag is folded over correctly to secure the work.
- Check that the NSN on the *Answer Cover Page* matches the candidate's NSN on the *Attendance Roll*. Part of a sample page from the *Attendance Roll* is shown below.
- Do not send any draft work for marking – only final copies. Draft material should be destroyed.
- Repeat the above process for all other standards being assessed.

Exam Code		NSN	Candidate Name					Standard					Number			
			90053	90054	90055	90056	90057	Absent (A)	Booklets Collected	Time Left	Extra Paper					
A102			90053	90054	90055	90056	90057		5	10:33						
A111			90053	90054	90055	90056	90057	A								
A125			90053	90054	90055	90056	90057	A								

When all CATs are complete:

- Complete the white copy of the *Attendance Roll*.
- Mark "A" in the "Absent (A)" column for any candidate who did not attend any CAT assessment period AT ALL during the fortnight. If they attended for a short period of time but did not submit any work, do not mark them "A".
- Write the number of booklets/standards completed and handed in for marking against each candidate's name in the "Number Booklets Completed" column (ie 1, 2 or 3). If a candidate attended for a short period of time but did not submit any work, enter "0" for the number of standards/booklets they completed.
- Ignore the "Time left" and "Extra paper" columns (for use in exams only).
- Place the completed *Attendance Roll* in the **yellow** plastic bag for despatch.

5. Complete the *Authenticity Form*, if required

- If you CAN authenticate all work your candidates have completed whilst under supervision, you should NOT complete or return this form.
- If you CANNOT authenticate the work of any candidate whilst under supervision, complete the form with as much detail as possible.
- Place the completed *Authenticity Form* in the yellow plastic bag with the *Attendance Roll*. If you forget to include this form with the *Attendance Roll*, the form may be faxed to NZQA on (04) 463 3113 marked: Attention Operations Officer, Information Management.
- The results for any candidate whose work you cannot authenticate (eg you suspect they may have accessed the work of someone else during class time and submitted this as their own) will be withheld and the situation investigated by NZQA.

6. Packing materials for despatch

- Place all **clear** plastic bags containing completed work (in any order) in the green courier bag(s).
- Put the **yellow** plastic bag containing the *Attendance Roll* and the completed *Authenticity Form* inside one of the green courier bags.
- Check that all necessary materials have been included in the green courier bag before sealing.
- Seal the bag(s) and peel off the "Sender Tracking Label" portion from each bag. Keep this label safe until results are released. Hand the bag(s) to your Principal's Nominee for delivery to your Exam Centre Manager on **Monday 16 November 2009**. The green courier bags containing Information Management CATs will be despatched with all other exam materials on that day.
- **Alternatively**, you may call NZ Couriers, using the freephone number on the back of the green courier bags (0800 692 463), and arrange a pickup no earlier than Friday 13 November 2009.

7. Unused materials

All unused materials or *Answer Cover Pages* for absentee candidates may be kept by the school or destroyed.

NZQA contact details

For further information or clarification of any of these instructions please contact:

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