Use of a Computer in Examinations – Principal's Nominee Form

This form **MUST** be completed by the Principal's Nominee at the end of the examination period to confirm that the correct procedures for the use of a computer in examinations have been carried out by and for each candidate.

Name:		
School:	School Code:	
Tick in the box to the right of each action that you have completed each of them and then sign at the bottom of the form.		(✔)
Any candidate using a computer or laptop in examinations did **not** have access to: • email, Internet or chat facilities or mobile phones • any files created prior to the examinations.		
There was a technician on site at all times when computers were in use for examinations.		
Each computer/laptop could print to a printer which had adequate paper and sufficient toner.		
I have ensured that all candidates' work for examinations has been copied on to a memory stick or burned on to a CD and is stored securely.		
All candidate examination work was deleted from the computer/laptop once their examination work was copied.		
Signed:		
Date:		

Please fax or mail this form to your School Relationship Manager at NZQA the day after the last examination has been completed.

Fax: 04 463 3113

Principal's Nominee's responsibilities

Before the Examination
The Principal's Nominee has responsibility for ensuring that candidates using a networked computer:
- do not have access to email, Internet or chat facilities or mobile phones
- will not have access to any files created prior to the examination. It is advised that each candidate only has access to a user area created specifically for their examinations.
- are able to print from their computer.

If candidates have used their own laptops throughout the year, it is the Principal's Nominee's responsibility to ensure:
- any laptop used has no files created by the candidate on the hard drive
- there is no access to email, Internet or chat facilities
- candidates are able to link their laptops to a school printer and print from their computer.

In addition, the Principal's Nominee will ensure that:
- a technician is on site at all times when computers are in use for examinations and the technician can be easily contacted by the supervisor in case of mechanical failure.
- any printer used is well-stocked with paper and that any printer's ink or toner cartridge is either new or unlikely to run out during the printing of examination tasks.

At the end of each examination
The Principal's Nominee has responsibility for ensuring that all candidates' work for each exam session is copied onto either a memory stick or burned onto a CD and that this device is stored securely. It may be required if any candidate's print outs are lost. Once a candidate's work has been transferred to another storage device it must be deleted from the computer/user area used for the examination.

At the end of all examinations
The Principal's Nominee is also required to complete the *Use of a Computer in Examinations – Principal's Nominee Form* at the end of the examination period to confirm that the above procedures have been carried out.

Supervisor Responsibilities

Before the exam
- Ensure that you have been told how to contact the technician in the event of any mechanical fault.

During the exam
- At the start of the examination, ask each candidate to type their name on to their computer screen and print this out.
- Check that each candidate has a printout. If they do not, call for the technician.
- At the start of the examination remind candidates that they must print out the work for each standard on separate sheets of paper.
- Candidates may only ask for your assistance if they have problems with their computer hardware or printing. If they ask for any other assistance relating to the examination please say: "I cannot help you with that."
- Return printed work to each candidate as it comes out of the printer. Any work which cannot be identified (i.e. no NSN or exam centre/exam code) should be destroyed at the end of the exam.

At the end of the exam
- If any candidate tells you they do not have one or more printouts, then ask them to check their work has the correct header on it and instruct them to print it again. Return this work to them.
- If they have not saved a printout and it is not printed they cannot do this answer again. The exam is finished.
- Remind candidates that their printouts for each standard must be put inside the correct answer booklet and each answer booklet must be placed in a clear plastic bag and the top folded over.
- Collect in all plastic bags.
- Advise the Exam Centre Manager that the Principal's Nominee (or their delegate) may copy candidate work on to another storage device and delete the original files.