ClassRoom Manager Administrator
NZQA Submissions

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Prior to submitting your NCEA data to NZQA, step through the following to ensure your data contains all the information required by NZQA, via CM Admin > NZQA Utilities:

- Check the Providers – to add or change, see 'Notes' below

- Connect Standards to Subjects - ensuring you have downloaded the newest versions (and unzipped into your CM folder). To import the file, open CM Admin > NZQA Utilities > Manage Achievement Standards > Import/Update Standards. (the latest standards file is available from Downloads > Supplementary files on our website)

- Attach standards to markbook columns (Specify Markbook Details (select markbooks and under 'Global Settings' click 'Set Standard Columns')

- Add any other standards to individual students, ie Scholarship, through the 'Students' Standards' or 'Attachment of Other Standards' screen

- Edit any Provider changes (Students' standards > Group tab)

- Identify unattached standards, ie those that were attached to an option a student no longer takes (Global processes > Identify Unattached Standards)

- Step through all Global Processes > 'Global zaps' to prepare the file for [this year's] data. You MUST Set NZQA fees to zero, Remove the Withdrawn from NZQA Settings; and Remove the previous year's Financial Assistance ID's. Other zap choices are at your School's discretion depending on whether you wish to start each year with a clean slate or not.

- Review the standards attached to students through Printing Utilities > Option Class Sheets (distribute to relevant teachers)

- From CMAdmin > NZQA Utilities > Students' Standards – use the printing options to print and distribute attached standards to each student. NB, check how the screen is filtered before printing

- Use CMAdmin > NZQA Utilities > Students' Standards, if adjustments are necessary

- Review the output from CMAdmin > NZQA Utilities > NZQA checklist

- From Global Processes > Update database from markbooks

- In CMAdmin > NZQA Utilities > Submit Results to NZQA, check that 4. and 5. are set as you want them
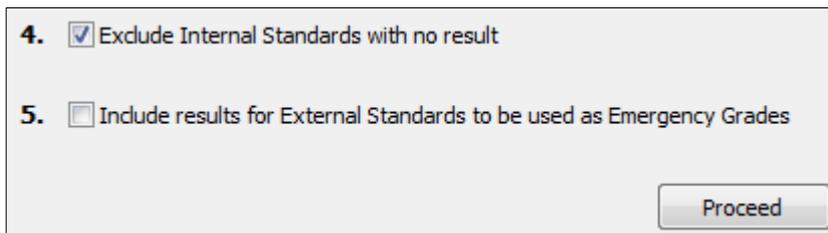
4. ☑ Exclude Internal Standards with no result

5. ☐ Include results for External Standards to be used as Emergency Grades

Proceed

Notes

1 Clearing Previous Year's Data

- To have a clean start to the year, use Global 'zaps' in NZQA Utilities > Global processes. These can be used to clear various items from ALL students' last year data.

Backup Classic before proceeding

2 Printing Financial Applications

- Global Processes > Print Financial Applications prints a blank NZQA Financial Application form with a unique Application Id at the top. This can be given to caregivers for making an application to NZQA.

- To assist with the NCEA billing process use the 'No billing – just print fee summary' available under Student billing > Printout Selection. This provides an overview of each student's fee plus overall totals. A $0.00 amount against a student with standards is probably because their NZQA fee is locked from last year. Navigate to the NZQA financial document and clear the 'Fee lock' column.

3 Changing Providers

- Your school is listed as provider for every Achievement Standard in your database by default. To add or change the provider of a Unit Standard, see NZQA Manage Unit Standards > select from 'Standards currently available' > Insert in the Provider field from dropdown, if not listed click the three dots for further choices; or you can type the details in. Ensure you select the correct version of the standard.

- This change is effective from that point on, which means that for students who already have that standard attached, need to have the standard details updated. Navigate from CM Admin > NZQA Utilities > Students' Standards. Use ALT S to search for a student attached to the standard you wish to change details of. Highlight the standard > Group tab > 'Select all'. Click the Provider field and enter the Provider on all the selected students.

- Alternatively use Global processes > Change a version number

4 Submitting results to NZQA

- To create the file to send to NZQA navigate to NZQA Utilities > Submit Results to NZQA

- Select file creation choices – note additional steps 4 and 5.

- Click Proceed

- Students with details of their standards are listed along with any highlighted errors. Any errors can be printed and critical ones must be fixed before the submission file is created by re-running the above process. By default the file is saved into the \cm\nzqa\submissions folder.

5 Importing your Results File

- Your previous year's NCEA results file can be downloaded from the NZQA secure website, and unzipped into the CM folder.

- To import it, navigate to NZQA Utilities > Imports from NZQA > Import NZQA Results > Import All OR Just Import Highest Attainments.

6 Removing Standards from Students

When students change options, to avoid unattaching existing standards results, step through this process to remove standards as follows:

- Change of option notification received

- In the relevant markbook in CM Teacher, X (withdraw) any unwanted standards leaving any for which you already (or are about to) have results

- Alternatively on the Students Standards screen the W (Withdrawn) column can be ticked alongside the relevant standard(s).

- In Student Manager or TAS, change the student's option

- In Student Manager or CM Admin, run the 'Attach to Subject Markbooks' routine to attach the student to their new option – if several students are being processed, change all their options first.

- If a student is being fully withdrawn from all standards - tick the 'Withdrawn from all 201X standards' at the top of their Student Standards page or select 'Yes' from the 'Withdrawn from ALL standards' drop down on the NZQA Full, or Short documents in CM Teacher.

- To keep the standards and results attached to a student, but not submit them, ie. FFP students or accelerate Y10 students, tick 'No NZQA Enrolment in 201X' at the top of the Student's Standards screen for the relevant students.