

Friday 9 May, 2025

Dear MAGS Parents,

Many will be already aware that NZQA have devised digital Corequisite Common Assessment Activities, referred to as CAA exams, to be achieved by all students to ensure common standards of literacy and numeracy are reached. The NZQA requirements are that students must gain these specific Literacy and Numeracy credits in order to gain their NCEA Level 1, 2 or 3.

While these CAA exams are set and marked by NZQA, the administration of these exams falls to the responsibility of schools, and these must be organised and managed within a set period of time. Schools are required to identify those days, within this set period, on which they are best able to be managed.

There are also other requirements and recommendations with regards the administration of these digital CAA exams, for example:

- the supervision requires specific training by all staff involved regarding digital access and logins
- it is recommended that TWO supervisors are in each room to ensure security and assist with the monitoring of the student dashboards and internet access during the exam
- because there is no official time limit to these exams, there is also a requirement to plan for an unknown number of students who may want to take significantly longer than others to complete the exam

Plus, given our previous experience, it is also anticipated that there may be numerous NZQA log-on challenges to be managed within the administration period of the exams.

This term, MAGS is required to provide this opportunity for in excess of 1000 students, for each of the two literacy and one numeracy CAA exams. This includes ALL Year 10 students, plus a significant number of Year 11/12/13 students who also need to achieve these Literacy and/or Numeracy CAA exams.

We have given much consideration as to how this can best be managed efficiently to: meet the NZQA requirements and recommendations; mitigate against the challenges faced regarding NZQA individual student log-ons; plus provide the required number of rooms and TWO supervisors for each room for as long as students require to complete the CAA exams.

We advise of the following decisions:

The NZQA Literacy and Numeracy CAA exams will be administered Week 5 across Tuesday 27th May and Wednesday 28th May.

YEAR 9 students: will attend school both days and attend all classes as per normal timetable.

YEAR 10 students: ALL Year 10 students will be required to sit the Literacy and Numeracy CAA exams but will only attend school on these TWO days to sit the NZQA CAA exams.

Each student will receive a separate individual letter advising of the times and rooms in which they will sit these exams. When they are finished, they will be released and will be expected to return home and complete any other work set.

YEAR 11/12/13 students will be working from home across these two days unless they are sitting the NZQA Corequisite Literacy and/or Numeracy CAA Exams. Teachers will provide work to be completed at home.

YEAR 11/12/13 students required to sit the NZQA CAA exams will receive a separate individual letter advising of the times and rooms in which they will sit these exams. When they are finished, they will be released and will be expected to return home and complete any other work set.

NOTE: For any students who are unable to work from home over these two days a space can be provided for them to work at school. Please inform your year level dean if your child will need to be supervised at school during this time.

We thank you all for your support of the organisation of these exams and the provision of this opportunity for our students, required to meet these literacy and numeracy standards. To assist with this, we encourage you to also have your sons and daughters access past papers as below, so as to familiarise themselves with the CAA exam format and questions.

FIND PAST DIGITAL EXAMS: (students can't save their answers in this platform)

Go to: <https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/digital-exams/find-past-digital-exams/>

(scroll down to select Numeracy or Literacy)

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Warm regards,

Jo Williams
Associate Principal

Tanya Rose
Deputy Principal / Principal's Nominee