

Dear MAGS Parents,

As most will be aware, 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.

These CAA exams are set and marked by NZQA, however the administration of these is the responsibility of schools, and these must be organised and managed within a set period of time.

Administration of these digital exams requires:

- Specific training for all staff involved regarding digital access and logins.
- TWO supervisors for each room to ensure security and monitoring of the student dashboards.
- Allowance for students to take as much time as they require and, as a result, plan for an unknown number of students who may want to take significantly longer than others to complete the exam(s).

Past experience also suggests NZQA log-on challenges will need to be managed across the administration period of the exams.

At MAGS, we will be providing this opportunity for over 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.

To meet these requirements, **we advise of the following decisions:**

The NZQA Literacy and Numeracy CAA exams will be administered Week 5 across Monday 18th May and Tuesday 19th 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 dismissed and expected to return home to 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 who are 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 dismissed and expected to return home to 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.

Students who will be doing these exams will receive further support information at school. We also encourage you to have your sons or 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 this website: [here](#)

Scroll down to 'Search for a past digital assessment' and select Numeracy or Literacy (Reading) or Literacy (Writing)

Select Level 1

Scroll down and select 'Enter Past Assessment'

You will then be asked to enter an NSN and a Verification Code. Please use the following:

NSN: View2025

Verification code: Tw3nty/25

Once you then have access to the 2025 past exams, you will need to scroll towards the bottom and find the Literacy (Reading), Literacy (Writing) or Numeracy exams.

Once you select the start button for the relevant exam, you will go through the

introduction information and then be asked for an access code. The access code for these particular past papers is 0000.

Warm regards,

Jo Williams
Associate Principal

Nicole Hook
Principal's Nominee