

Summary of Important Co-requisite information for Parents & Students

1. [Whānau Co-Requisite Information \(July 2024\)](#)
2. [What can you do to support your child in preparing for the Co-requisite CAAs?](#)
3. [Student Preparation for the Co-Requisites](#)
4. [Student Co-Requisite DIGITAL Preparedness](#)
5. [Example Practice Co-requisites](#)
6. School WIFI and Revision Books
7. [Te Mana o Kupe Trust - Device deal](#)

Week 8 - Senior NCEA Practice Exams week

Monday 9th September- Normal school day & 9am start.

Tuesday 10th September - Reading. 10am start

Wednesday 11th September - Numeracy. 10am start

Thursday 12th September - Writing. 10am start.

Friday 13th September - Normal school day & 9am start.

NB: Te Pāngarau (TP) & Te Reo Matatini (TRM), exams in the morning - selected students only. (Te Reo Māori equivalent)

Week 9 - Mon 16 & Tues 17- Catch ups & Te Pāngarau & Te Reo Matatini exams

Co-Requisite Exam Schedule Term 3 2024

Week 8	Mon 9th September	Tues 10th September	Weds 11th September	Thurs 12th September	Fri 13th September
Morning	Normal school day and timetable.	Literacy - Reading	Numeracy	Literacy - Writing	Normal school day and timetable. TRM & TP in morning TBC
After- noon		Preparation for Numeracy	Preparation for Writing	TBC	
Week 9	Te Reo Matatini & Te Pāngarau. Mon 16th & Tues 17th. Times TBC (selected students only)				

Note: The time period for the Co-Requisite exams are set by NZQA and are being held by other secondary schools across New Zealand during the same time period. We are still to confirm the exact timing of each exam.

Whānau Information for the Literacy/Te Reo Matatini and Numeracy/Te Pāngarau Co-requisites

(modified from Ao Tawhiti Unlimited Discovery)

This year, Mana College will be conducting the Literacy/Te Reo Matatini and Numeracy/Te Pāngarau co-requisites exams. These co-requisites will help ensure that students have the skills to support them in further studies, work, and life. They are part of the changes to the numeracy and literacy requirements that have become a **mandatory part of NCEA this year.**

The co-requisites, listed below are designed for learners who are already at Curriculum Level 4 and are ready to work at Level 5.

- Literacy | Reading - Read written texts to understand ideas and information
- Literacy | Writing - Write texts to communicate ideas and information
- Te Reo Matatini - Read, write, speak and listen to texts to understand and communicate ideas and information
- Te Pāngarau / Numeracy - Use mathematics and statistics to meet the numeracy demands of a range of situations

What you need to know

- There will be a Common Assessment Activity (CAA) for each co-requisite, i.e. nationally all students do the same three tests.
 1. Literacy- Reading or Te Reo Matatini.
 2. Literacy- Writing or Te Reo Matatini.
 3. Numeracy or Te Pāngarau.
- The Literacy and Numeracy CAAs are worth 10 credits each and are required alongside the 60 credits needed to achieve at Levels 1, 2 & 3. For example to achieve NCEA Level 1 a student requires 10 Literacy credits, 10 Numeracy credits AND 60 credits from their Level 1 NCEA subjects and courses for the year.
- The CAAs will be sat at school, online in a classroom with students **preferably using their own device** or one organised by the school. (See information sheet about obtaining personal devices from Te Mana o Kupe Trust).
- For **Year 11-13 students** the three assessments took place during Term 2.
- For **Year 10 students** the three assessments will take place on three separate days in **Term 3**. That is during Week 8 on Tuesday 10th September- Reading, Wednesday 11th September- Numeracy & Thursday 12th September- Writing. During Week 9 there will be catch ups for the Te Pāngarau & Te Reo Matatini exams. Times TBC
- Each assessment should take approximately 60 minutes. However, if more time is needed, that is fine, but each assessment must be within one sitting and the student will be supervised continuously.
- There is no financial cost to sit these co-requisites.

What happens if my child does not pass the co-requisites?

- It is anticipated that some students will not necessarily achieve the co-requisites in May &/or September, however, there will be the opportunity for all students to sit these CAAs again in terms 2 & 3 every year until they finish school.
- The school will establish plans to support students in achieving the CAAs.

What can you do to support your child prepare for the Co-requisite CAAs?

General

- ★ Encourage your child to ask for help from their subject teachers when they need it.
- ★ Familiarise yourself with this [‘NCEA Literacy and Numeracy for Students and Whānau’](#) information from the Ministry of Education.
- ★ Purchase Literacy and Numeracy revision books & encourage your child to use them daily/ weekly. To purchase please contact cheryl@mana.school.nz

Revision - Please encourage your child to take advantage of the face-to-face revision sessions as below.

- Every Wednesday after school there are revision classes happening for General English & Literacy in T1. These run from 3.30 pm until 5 pm with specialist teachers helping out. There is also kai available as an incentive to come along.
- Every Thursday after school there are revision classes happening for General Mathematics, Science & Numeracy in E2. These run from 3.30 pm until 5 pm with specialist teachers helping out. Again kai will be available.
- If there is a device that your child will use for the assessment, it needs to be brought in and connected to the school network as soon as possible (if it hasn't already). It would also be worthwhile bringing this to school every day, as many classes will be using devices in preparation for exams.

Here are some examples where you might use literacy:

Literacy

Encourage your child to read and write at home or in their day-to-day activities.



Figuring out whether you can trust health advice that you found online



Writing a CV for a part time job



Reading books to your younger cousins or siblings



Reading a recipe and following the sequence of instructions



Understanding what customers want you to do (or make)



Writing song lyrics, speeches, and stories

What can you do to support your child prepare for the Co-requisite CAAs?

Numeracy

Recognise when mathematics and statistics is used. For example calculating prices; interpreting tables, maps, bank statements, timetables, graphs, and diagrams; using a degree of precision appropriate to the situation (estimating); and explaining the reasonableness of answers.

Here are some examples where you might use numeracy:



IMPORTANT student preparatory steps

For students to take part in the co-requisite CAAs they need to be able to...

1. Login into the NZQA website using their NZQA student login.
2. Have their device/ laptop checked
3. Be able to access practice exams and assessments
4. Be able to access the School Wifi.

Please check this [Student Co-Requisite DIGITAL Preparedness](#) doc to explain how to do the above.

Student Preparation for the Co-Requisites

Sort your own device - Having your own device will make the exams easier & less stressful for you because ...

- a) you know your way around your own device
- b) you can easily access the school wifi, as this can be set up well before the exams
- c) you can make sure that your device will be charged and ready to go

Note: the other advantage of having your own device is that you can use your device in everyday class and in other digital exams that are becoming more common.

What you can do at home

- a) weekly revision activities on Education Perfect
- b) practice past exams through your NZQA student login
- c) practice literacy and numeracy skills in everyday activities (e.g. writing songs or keeping a budget)
- d) Use the Literacy & Numeracy workbooks

What you can do at school

- a) workbooks and activities based around the co-requisites in class
- b) attend afterschool preparation and practice sessions
- c) ask your teachers for help and advice as much as you can
- d) make sure you get your device connected to the school Wifi asap

Here are some examples where you might use numeracy:



Here are some examples where you might use literacy:



IMPORTANT student preparatory steps

For you to take part in the co-requisite exams you need to be able to...

1. Login into the NZQA website using your NZQA student login.
2. Have your device/ laptop checked
3. Be able to access practice exams and assessments
4. Be able to access the school Wifi.

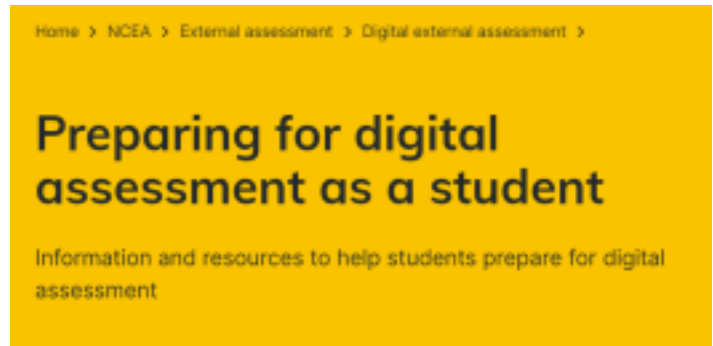
Please check this [Student Co-Requisite DIGITAL Preparedness](#) doc to explain how to do the above.

Student Co-Requisite DIGITAL Preparedness

General

All of the Co-Requisite exams are digital assessments therefore students need to have their device ready and be familiar with the digital formats.

See [Digital exam preparation for students](#). . This link covers past exams, device checks, familiarisation activities and has videos showing how the Assessment Master platform works for all digital exams.



Five IMPORTANT student preparatory steps

1. Know your NSN (National Student Number)- Mana College

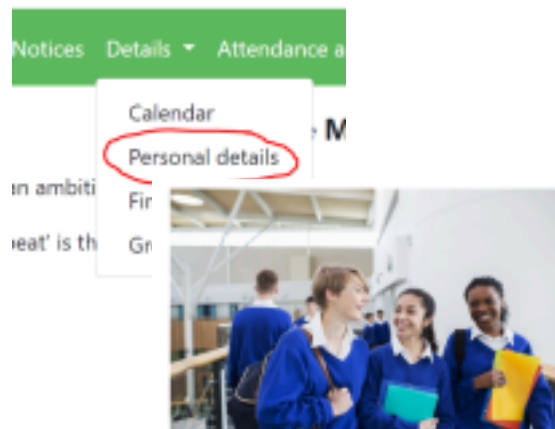
Portal To access- Click on the link provided then insert your personal login details and password. <https://portal.mana.school.nz/index.php>



To find your NSN (once on your page)

Click on the "Details" dropdown arrow followed by the "Personal Details" link.

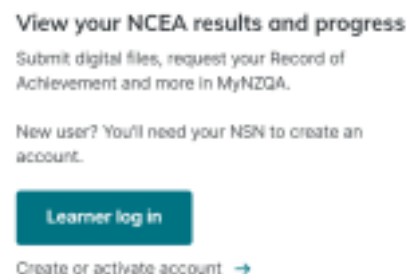
You'll need your NSN to verify your identity if creating a new student NZQA login account.



2. Make sure you have a Student NZQA Login

To sit a digital exam all Ākonga need to have **created** and **activated** a student NZQA login account. This should be done **well before** sitting an assessment and NOT on the day of the exam.

See [NZQA Login Options page](#). Check out this [Link "How to create a new learner account"](#)



Student Co-Requisite DIGITAL Preparedness

3. Make sure your Device is ready to go & is fully charged

Here is the link to do the device check [Digital exams device check » NZQA](#)

You need to go into the page on the device in question if you are intending on **using your own device, which is preferable and highly recommended.**



Digital exams device check

On this page

- [Device check table](#)
- [Device set up](#)
- [Headphones for Te Reo Kōwhiri and digital language exams](#)
- [Language keyboards for language exams and responding in Te Reo Māori](#)
- [Device and browser specific set up instructions](#)
- [Shortcut keys in digital exams](#)
- [School information](#)

Device set up is an important part of getting ready for a digital exam.

Use the device check table below to see if your operating system, screen resolution and browser meet the specifications for a digital exam.

You need:	You have:
Browser Use one of the following: <ul style="list-style-type: none">Google Chrome, version 95+ Notifications, screenavers and automatic updates must be disabled	Your browser is: Chrome, version 116  Supported
Screen / monitor resolution Screen resolution must be at least: 1366 x 768 pixels	Your resolution is: 1280 x 720 

4. Have a go at Past/ Practice exams

Here is the page to look at and practice past exams. [Find past digital external assessments » NZQA](#). However, you do need to have created your student NZQA login to be able to do this.

You need to choose the exam you want to look at (i.e. Literacy Reading, Literacy Writing & Numeracy at Level 1). If you want to look at and practice the **Te Reo Matatini or Te Pāngarau** co-requisite exams please email ngahuia@mana.school.nz for more information.


Find past digital external assessments

Students can access all past digital external assessments, including those with copyright content, from their [student login](#) under 'Find past digital exams'.

- Have your NIN number handy
You need your NIN number to activate your account.
- Log in
Use your email and password you created the first time.
- Verify your identity
Wait and for your National Student Number (NSN) to verify your identity.

Started creating your account but got distracted?

[Activate your account](#)



Find past digital external assessments

Email or Username

Password

Forgot Password?

Sign In

New user? Create account

Help

Home > Students > Learner Tools

RECORD OF ACHIEVEMENT

Learner Tools

- [Return to MyNZQA \(new portal\)](#)
- [My Record of Achievement](#)
- [National Pathways](#)
- [NZQA Progress Calculator](#)
- [Find past digital exams](#)
- [Find past](#)
- [Special Assessment Conditions Enrolment](#)
- [Order Documents](#)
- [My Orders](#)
- [My Account Details](#)

Use the tabs to generate an official copy of your New Zealand Record. You can generate a full or partial record. You can also order a hard copy Documents menu in the left-hand menu.

Record of Achievement | Check contact details | Save a copy

Qualifications

Sort by | Show provider

[See next steps to access past digital exams](#)

5. Make sure you can login into the School Wifi. See your Toka Āhuru for instructions on how to do this.

Example Practice Co-requisites

To access past and practice Co-Requisite Exams.

- Click on this link to [Find past digital external assessments » NZQA.](#)
- Use your NZQA student login and follow the introductory pages as below
- Make sure to enter 0000 when asked for a 4-digit access code.

The image displays two screenshots of the NZQA Literacy (Reading) assessment interface. The top screenshot shows the 'Kia ora' welcome screen with instructions and a 'Next' button. The bottom screenshot shows the 'Enter your access code' screen with a 4-digit code input field and a 'Next' button.

Top Screenshot: Kia ora

NCEA - Literacy (Reading), Term 2 2022

Kia ora

- You **must** use the Chrome or Safari browser.
- Look at your own screen only.
- If you click outside this browser window, you will be locked out.
- If you get locked out, put your hand up and ask the supervisor to help you.
- If you need to go to the toilet, click **Blank screen** (at the bottom of every screen). Then put up your hand to tell the supervisor.
- We save your login times and answers.

Click **Next** to continue.

Right Sidebar:

- NEER Progress Calculator
- Find past digital exams
- Find Price
- Special Assessment Conditions (Information)
- Order Documents
- My Orders
- My Account Details

Main Content:

Literacy Reading

Select a level

Level 1

Literacy Reading, Level 1 2022

This is a **sample assessment** designed to help you prepare for assessments. Your work will not be saved.

This assessment contains copyrighted material. By entering this assessment you are agreeing to the [conditions of use](#). To begin the sample assessment:

- Click **Enter Sample Assessment** below.
- Enter **0000** when asked for a 4-digit access code.

ENTER SAMPLE ASSESSMENT

Bottom Screenshot: Enter your access code

NCEA - Literacy (Reading), Term 2 2022

Enter your access code

When the supervisor is ready for the assessment to start, they will provide you with a 4-digit access code. Once you enter the code, you can begin the assessment.

ACCESS CODE

X X X X

Back **Next**

Right Sidebar:

Your data

We will collect data when you do this assessment. You can see the kinds of data we collect over here → → →

We will use the data to:

- see how we can design better assessments
- look for possible rule breaches.

We will keep your data for 5 years. We will keep it safe. If we share your data, no one will know it is yours.

You can ask for your session settings and

Top Right Panel:

- Your mouse movements and clicks
- Screen and device information
- Times you are locked out

Page 1 example from Literacy (Reading), Term 2, 2022

Connecting to the Mana Student Wifi on your Device

1. Authentication method is **PEAP** (don't use LEAP)
2. Check certificate - choose **Do not check**
3. Identify - this is the student's network login written as **MANACOL\John.doe** - be careful with the slash that is used - it is \ not /
4. Password - this is their login password
5. Then click the **Connect** button

Purchasing Literacy and Numeracy revision books

Purchase Literacy and Numeracy revision books & encourage your child to use them daily/ weekly.

Sigma - Literacy Co-Requisite \$10

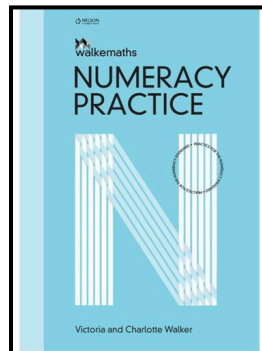
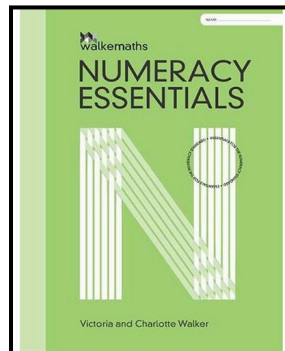
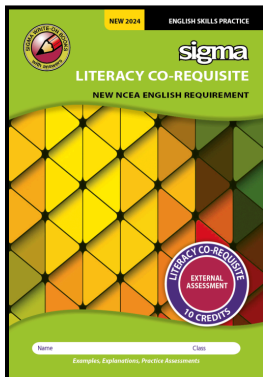
Walker - Recommended for Numeracy

- Green Essential skills \$15
- Blue Exam Practice \$10

These can be purchased and paid at the front office or by emailing

cheryl@mana.school.nz and paying online with reference

“Student name” and “Numeracy” or “Literacy”



Te Mana o Kupe Trust - Device deal

[Te Mana o Kupe Trust](#) is a registered charitable trust established in December 2013 committed to bridging the digital equity gap in low decile schools. The trust offers an opportunity for whānau to purchase a:

- Chromebook with a 3-year Warranty
- Chromebook bag
- 36 months (3 years) insurance (no excess)

This package is on offer for **\$475** and can be paid off for as little as \$4.13 a week over a 2 year period. There are other payment options available too. See the contract for further details.

Other Funding/ Grant Options - to pay the \$430, or part of the balance, if eligible.

- **Pasifika Whānau Ora grant** through Whānau Manaaki (Te Mana o Kupe has the forms and will facilitate the purchase). Conditions for this application are that you have at least three people living in your home and at least one person is Pacifica.
- Sources of funding for ākonga Māori through **Whānau Ora (Whānau Direct)**
<https://www.ngatitoa.iwi.nz/social-services>
- **First generation refugee children** of school age- free device entitlement
<https://www.education.govt.nz/our-work/our-role-and-our-people/contact-us/regional-ministry-contacts/ministry-of-education-refugee-education-coordinators/>
<https://www.redcross.org.nz/about-us/what-we-do/in-new-zealand/supporting-refugees/>
- Ministry of Education **Learning Support criteria for students** who may be eligible.
<https://www.education.govt.nz/school/student-support/special-education/assistive-technology/applying-for-assistive-technology/>

Other Subsidies available

There are three categories of subsidies for Chromebooks- (i.e. for whānau who do not meet the Whānau Ora or Whānau Direct criteria for a free device). A family may be entitled to more than one of the subsidies.

1. For whānau who are purchasing a Chromebook for a second child or to replace a device that was purchased three or more years ago. (\$100 subsidy)
2. For whānau who are purchasing a third device (that is, there are three children who require a device). The third device costs 50% of the price.
3. For students who meet the criteria for learning support and have been declined for a MOE funded device - 50% off the cost of a device.

Next Steps

- Please use the appropriate application forms for either:
 - a) the \$475 deal with a payment plan
 - b) extra funding or grant options (please contact the school if assistance is required)
 - c) subsidy options
- Once the Trust receives your **\$45 deposit** and starts receiving payments they will arrange drop off of your child's Chromebook to Mana College for your collection.