



Checklist for Teachers:

Delivering SMART Maths | Pāngarau Assessments on the day

Before the session begins (same day)

Online Maths | Pāngarau Assessments

- Confirm you have created a dedicated assessment session for Maths | Pāngarau and noted the 8-character session code.
- Have printed student | mokopuna codes ready for every participating student | mokopuna.
- Write the session code and/or URL short link clearly on the whiteboard (or pre-enter on devices).
- Ensure every student | mokopuna has their individual student | mokopuna code card.
- Confirm mokopuna have used the familiarisation tool in advance.
- Organise the room and any accessibility supports (quiet space, teacher aide, etc.).

Paper-Based Maths | Pāngarau Assessments

- Have printed Assessment Question Papers ready (secure until distribution).

- Have individual printed Assessment Answer Sheets for every student | mokopuna, each showing the correct name and QR code.
- Confirm student | mokopuna have the appropriate equipment (ruler, compass, protractor, calculator).

Starting the Assessment

Online Delivery

- Distribute student | mokopuna code cards to mokopuna.
- Have student | mokopuna enter the URL short link, then their individual student | mokopuna code.
- Instruct student | mokopuna to enter the session code and confirm the assessment is Maths | Pāngarau.
- Wait until all student | mokopuna appear on your session dashboard and are on the wait screen.
- When ready, select “*Start Session*” and confirm.

Paper-Based Delivery

- Distribute the printed Question Papers and the correct named Answer Sheets to each student | mokopuna.
- Instruct student | mokopuna to write only on the Answer Sheets (not on the Question Papers).

During the Assessment

Common to Both Formats

- Manage timing yourself- SMART does not time the assessment.
- Support mokopuna with accessibility needs or breaks as required.

Online-Specific

- Monitor the session dashboard in real time (joined, not started, in progress, finished).
- Use the *Pause* function if needed, especially after closed questions and before the extended writing task.

Note: Students cannot switch from online to paper once started.

Paper-Based-Specific

- Ensure student | mokopuna write clearly within the designated areas on the Answer Sheets.
- Remind student | mokopuna that responses are unclear or illegible may be flagged for teacher review.
- Remind student | mokopuna not to draw on or deface the QR codes in the corners of their Answer Sheets.

Ending the Assessment

Online Delivery

- When all (or most) student | mokopuna have submitted, check the session dashboard for any postponed student | mokopuna.
- Select "*Finalise Session*" to end the session and trigger marking.

Paper-Based Delivery

- Collect all completed Answer Sheets.
- Scan and upload the Answer Sheets via the Marking column in the dashboard so results integrate with online data.

Important Reminders

- ↘ A single session can include students from multiple year levels if needed for catch-up.
- ↘ All results (online and scanned paper) feed into the same marking and reporting system.
- ↘ If a paper-based answer is unclear or illegible, it will be flagged for teacher review and marking.