



Checklist for Teachers:

Delivering SMART Assessments on the day

Before the session begins (same day)

Online Assessments

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

Paper-Based Assessments

- Have printed Assessment Question Papers ready (secure until distribution).
- Have individual printed Assessment Answer Sheets for every student, each showing the correct student name and QR code.
- Confirm students have the appropriate equipment (pencil, ruler, compass, protractor, calculator).

Starting the Assessment

Online Delivery

- Distribute student code cards to students.
- Have students enter the URL short link, then their individual student code.
- Instruct students to enter the session code and confirm the assessment is for the correct subject (Reading, Writing, or Mathematics, Pānui, Tuhituhi, or Pāngarau).
- Wait until all students 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.
- Instruct students 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 students 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 students write clearly within the designated areas on the Answer Sheets.
- ❑ Remind students that responses are unclear or illegible may be flagged for teacher review.
- ❑ Remind students 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) students have submitted, check the session dashboard for any postponed students.
- ❑ 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.