Te Tāhuhu o te Mātauranga
Ministry of Education

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. You can adjust the space between the lines on the extended writing answer page by changing the size of the font before printing.
- ❑ 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.