



Checklist for Teachers:

Delivering SMART Writing | Tuhituhi Assessments on the day

Before the session begins (same day)

Online Writing Assessments

- Confirm you have created a dedicated assessment session for Writing (or Tuhituhi) 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.
- Organise the room and any accessibility supports (quiet space, teacher aide, etc.).

Paper-Based Writing 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 know where to write their extended writing response on the answer sheet.

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 Writing (or Tuhituhi).
- 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

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

- 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.

Paper-Based-Specific

- Ensure students write clearly within the designated areas on the Answer Sheets, especially for the extended writing composition.
- Remind students that responses with insufficient content (generally under 100 words) may be flagged for teacher review.

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 writing composition is illegible or has insufficient content, it will be flagged for teacher review and marking.

Marking and reviewing using SMART writing rubrics

Before you begin marking

- Ensure you have access to the student responses.
- Access the relevant rubric: Writing to Inform, Writing to Entertain (Narrative), or Writing to Persuade. Rubrics are available on Tāhūrangi.
- Read the writing prompt for the assessment.
- Read the rubric carefully and familiarise yourself with its five criteria.

Manually marking a writing assessment (if required)

- Read the student's writing all the way through.
- Refer to the rubric one criteria at a time.
- Reread the text closely and identify the description that best matches the evidence in the writing.
- Enter the best-fit score for each criteria using the sliders.

Important Reminder

- ↘ Base your judgement only on the evidence in this piece of writing, not on the student's overall ability.

Reviewing auto-marked scripts or moderating scores

- Carry out a quick review of the writing using the rubric and the suggested score.
- Perform a deeper review only if the suggested score does not match the evidence in the student's response.
- Do not adjust the sliders if you accept the suggested score.
- Adjust the sliders if you see clear evidence that justifies a different score.
- Record your reasoning for any change in the feedback/notes box.
- Check the overall score.
- Click "Submit" and "Next" to move on to the next student's writing,
OR
Click "Save" so that scores can be reviewed by a colleague.