Te Tāhuhu o te Mātauranga
Ministry of Education

SMART

Preparing For Assessments

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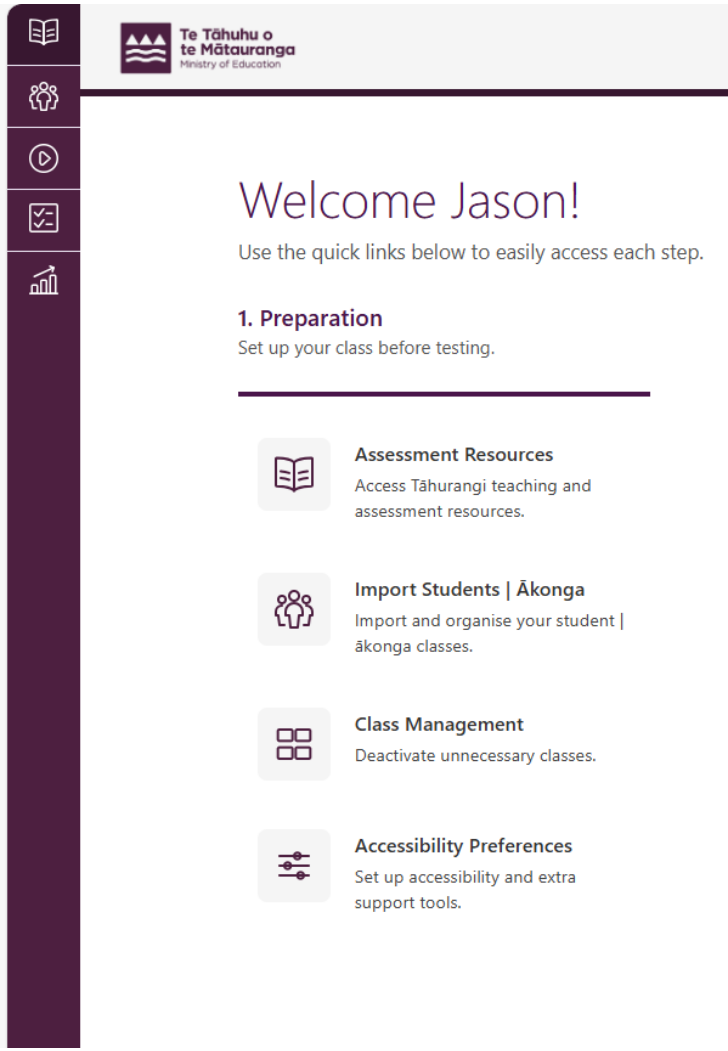
Te Kāwanatanga o Aotearoa
New Zealand Government

SMART Preparing for Assessment

This module is designed to guide you through the preparation tasks required before delivering assessments in SMART — from administration tasks such as ESL logins and paper-based assessment, through to people preparation such as organisation of the 5-week assessment window and student use of the familiarisation site.

You'll understand why an ESL is important and why each person involved in assessment needs their own. You will discover the decisions you need to make before each assessment, including the use of paper-based assessment and student accessibility options, and you will learn the steps required to action your decisions.

Please note this document matches the SMART Preparing for Assessment module available on Education LMS differences for formatting or brevity may occur.



SMART Preparing for Assessment

This module also looks at the activities that occur during the preparation phase that contribute to smooth delivery of assessment.

You will learn how to use the familiarisation site with students and why it is important as well as the process of testing school devices to ensure they can deliver SMART assessments.

You will also learn about the assessment window and how to plan for it.

By the end of this module, you'll have a clear, practical understanding of what you need to do during the preparation phase to deliver assessments efficiently and effectively.

2 Education Sector Login

ESL is an identity management, authentication and authorisation solution that provides secure and seamless access / logon to Education Sector Applications.

Most education applications and systems require users to have an Education Sector Logon (ESL).

Having an ESL account means your identity has been verified, and you have a username and password that you can use to access certain systems.

Why you need an ESL for SMART

The ESL is how you will log in to SMART and is required for anyone who needs to:

- check class and individual assessment entries
- generate one-time student codes
- implement accessibility features
- print paper-based question and answer sheets
- review marking of writing assessments
- Generate and/or print SMART data reports.

There are two roles within ESL. These are ‘delegated authoriser’ and ‘user'

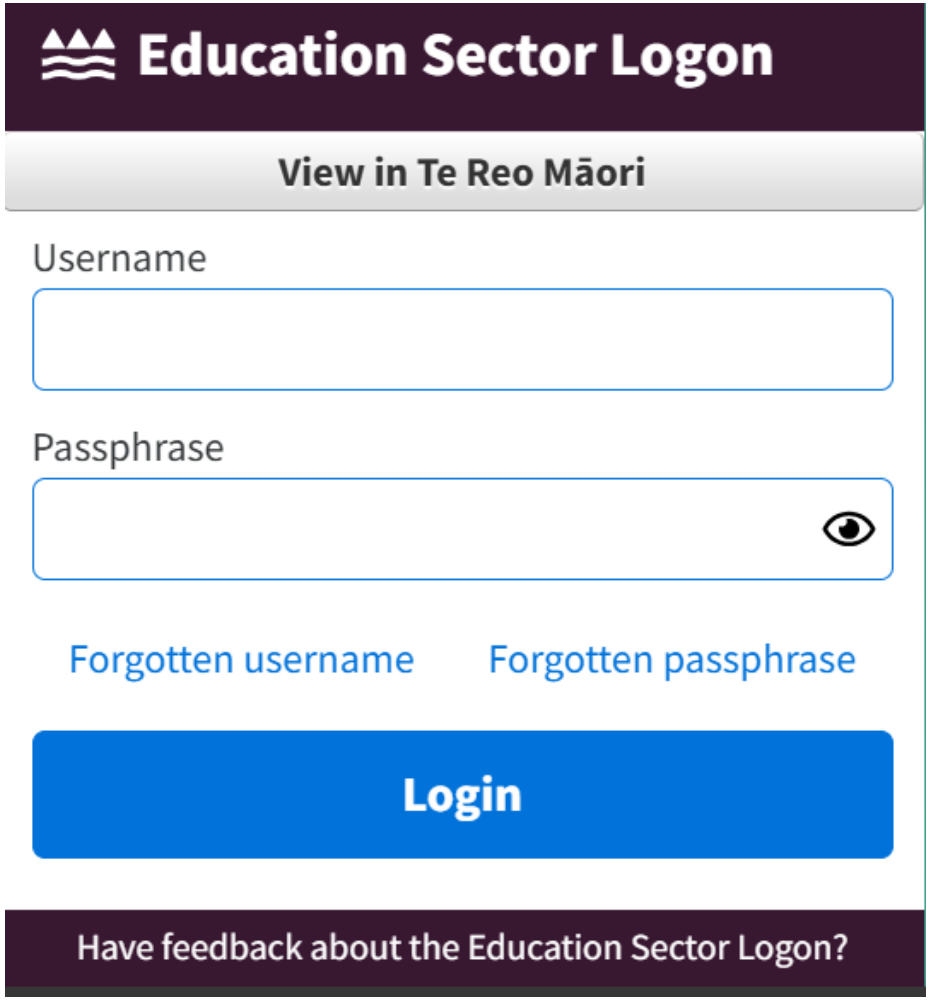
ESL Account Types

ESL delegated authoriser

The delegated authoriser manages ESL accounts for your school and grants access to education applications and services. They can add new users, delete users, and manage all features within the school account. Training is required before someone is granted the role of online delegated authoriser.

ESL User

An ESL user can manage their personal account and login to specific applications and tools. SMART is one of these applications. Your principal will determine who in your school is the “delegated authorizer” and then which members of staff require access to SMART and therefore the role of user within ESL.



Which situation applies to you?

✓ I already have an ESL

Great news — you don't need to do anything. Your delegated authoriser will ensure you have access to SMART. You'll log in using your existing ESL username and passphrase.

✓ I don't have an ESL

Speak to your school's have an ESL delegated authoriser about ESL setup. This will include verifying your identity, accepting an email invitation and creating your ESL passphrase Once completed, you'll be ready to access SMART.

Device testing and readiness

3

Device Testing

In this lesson, you will learn how to check if your school's devices are suitable for SMART assessments. Each device—laptops, desktops, tablets, or mobile phones—must meet certain technical requirements. The quickest way to verify this is to use the official SMART Device Readiness Check

You will explore:

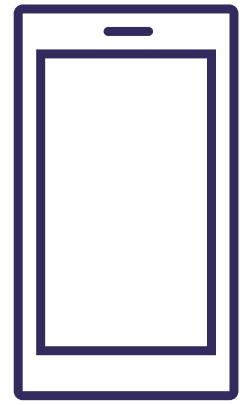
- Why testing devices matters
- Who in your school can complete the testing
- How to run the test on any device
- How to report the results to your school principal
- A short practice activity you can complete during the module

Why Device Testing Matters

SMART assessments rely on stable, compatible devices.

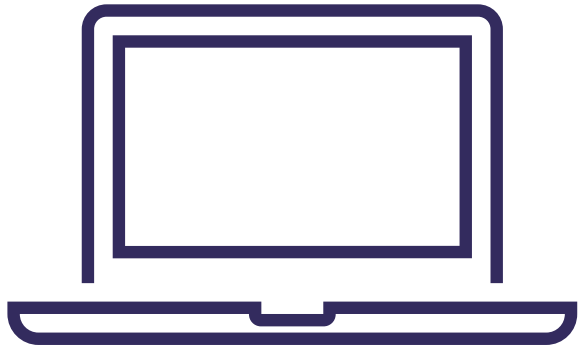
Testing devices ahead of time ensures:

- Students can complete assessments without technical issues
- A school can plan for any required device updates or replacements
- Assessments run smoothly on the day scheduled



Who can perform device testing?

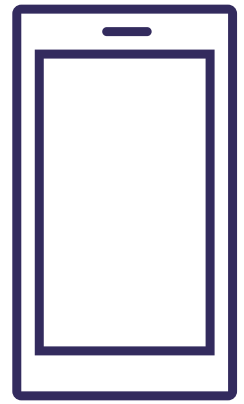
Your school can choose the approach that best fits its size, staffing, and technology setup. You should choose an approach that suits you and your circumstances. Your school needs to develop a process for how you record outcomes from device testing.



Options for device testing

Option A — School Technician / IT Support/ Administration

- For schools with centralised device management
- Can test batches of devices efficiently
- Can troubleshoot or update devices immediately if issues appear

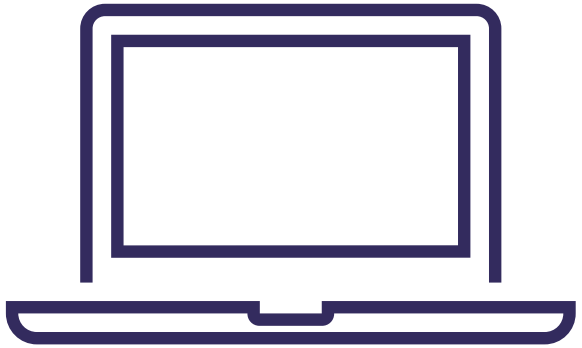


Option B — Syndicate or Faculty

- Ideal for schools where devices are allocated via syndicate, faculty or similar
- Requires allocating someone to check shared devices or those kept in central/admin area

Option C — Class teachers (or named roles)

- Useful for BYOD or personally assigned devices
- Teachers can test devices in class while students are working on them
- Ensures any BYOD is independently verified before the day of assessment



How to test a device

Each type and model of device needs to be tested. For computer rooms or laptop trolleys with one brand (Apple, Microsoft, Lenovo) and one model (Chromebook, ThinkPad, Surface) you need only test one of each type.

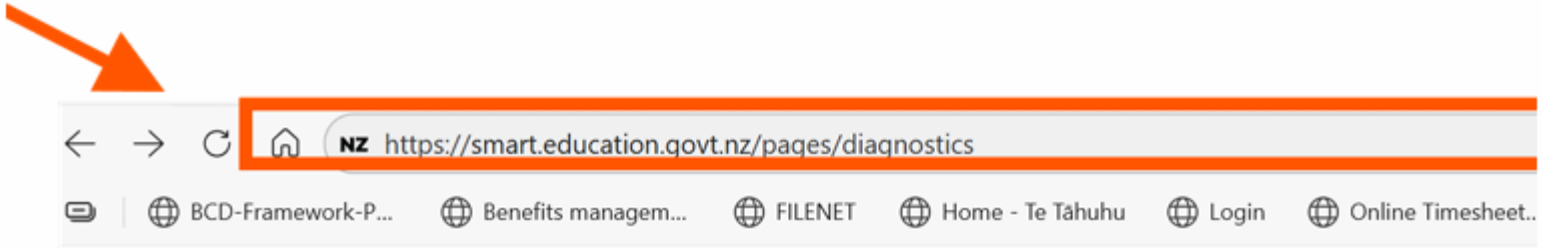
The process to test a device is the same for all:

Step 1

Open a web browser on the device. Enter the following URL into the address bar:

https://smart.education.govt.nz/pages/diagnostics

and press return.



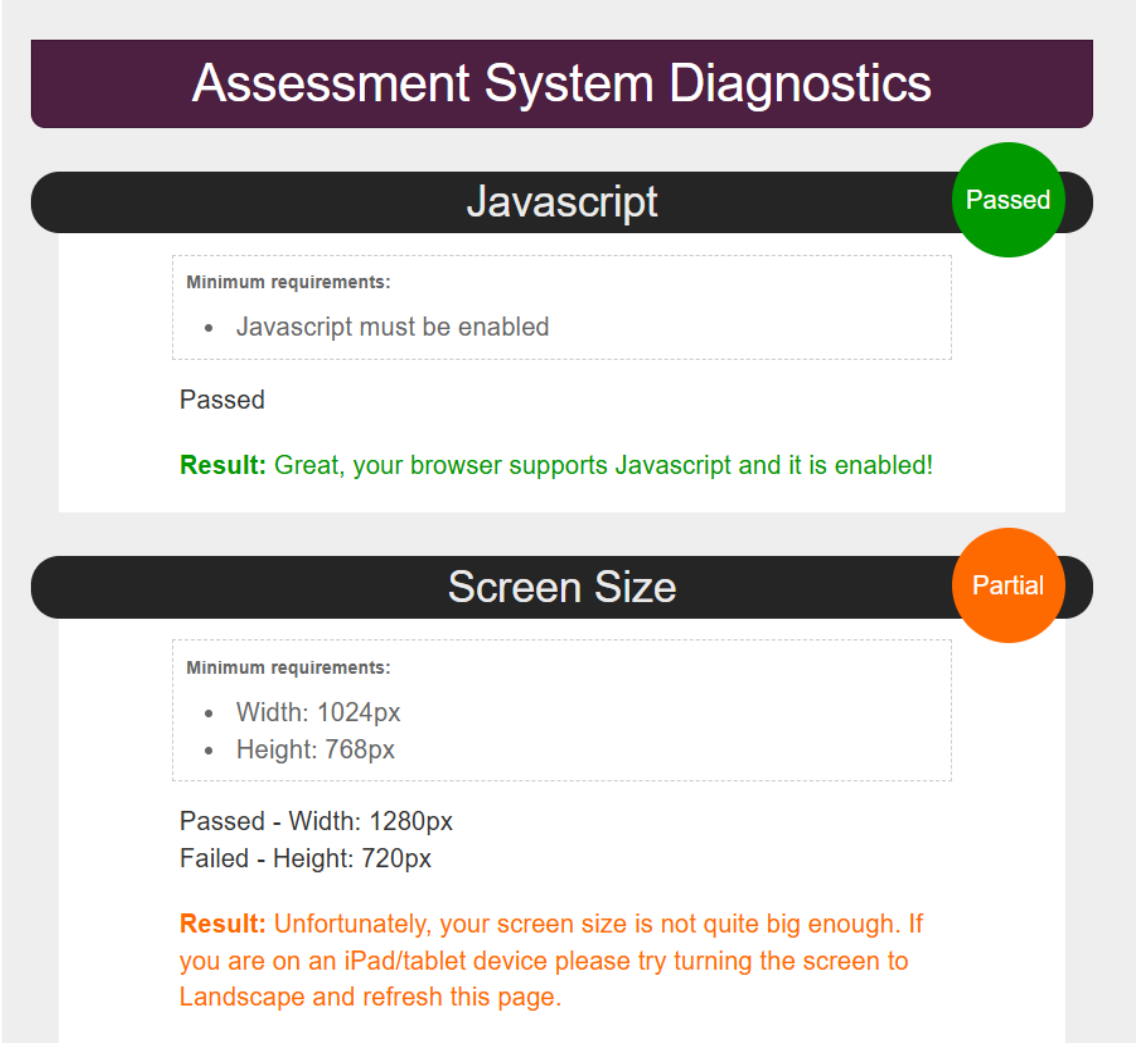
Device testing results

Step 2

- The page will automatically run a compatibility check.
- The results will display on screen and provide Pass, Fail or Partial.

Step 3

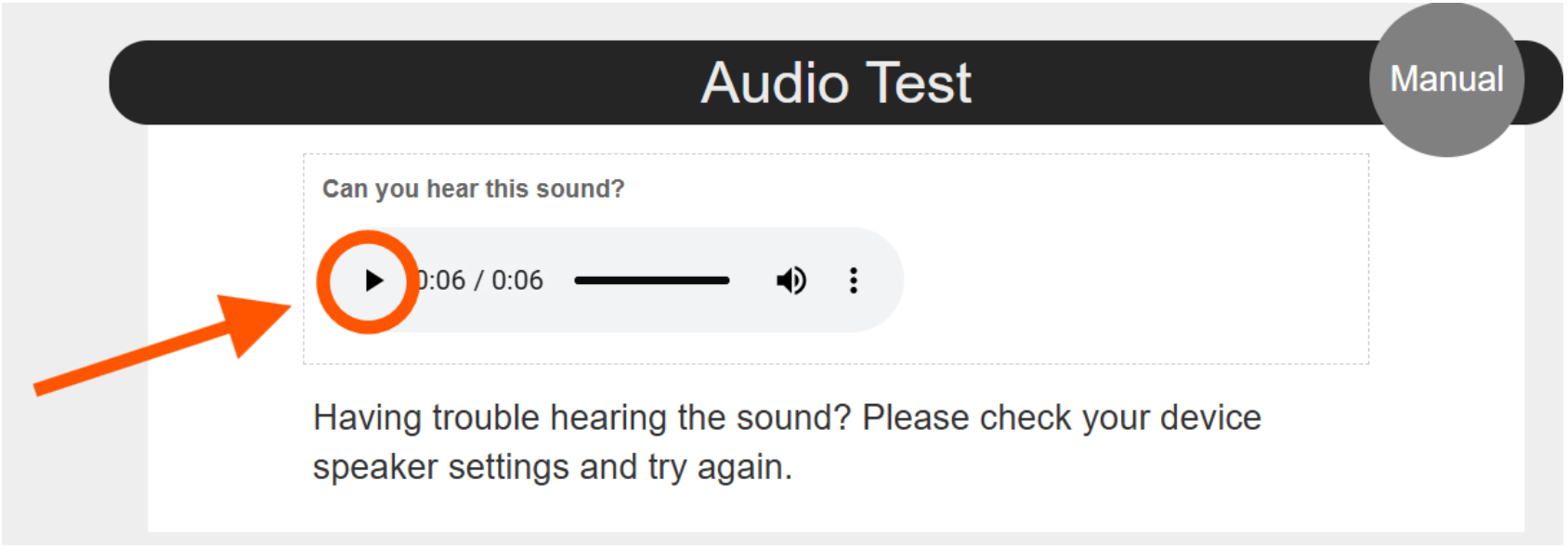
- Areas scored as partial or fail will have explanatory notes explaining the reason.



Device testing results

Final step

- This is a manual step for testing the audio output.
- Click play on the audio track. If you can hear the output your device passes this assessment

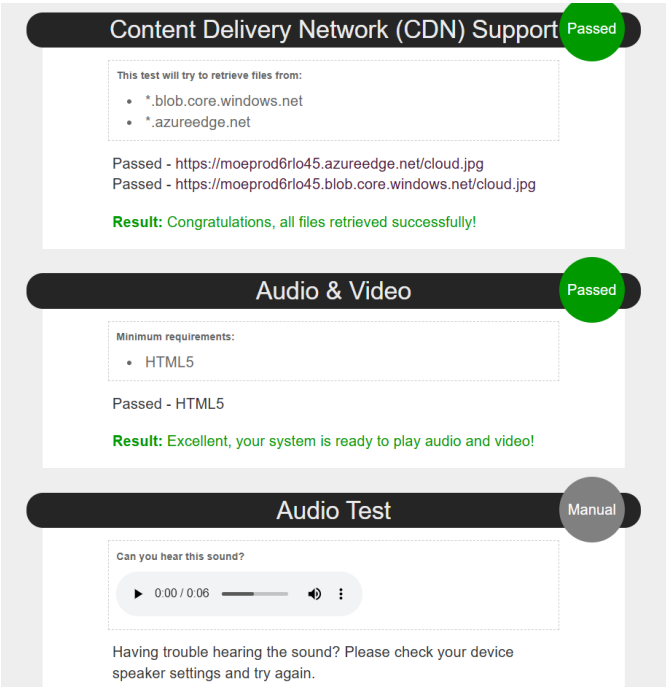


Activity:

Try the device check yourself using the device you're currently on.

Activity steps:

- Open a new browser tab or window (leaving this module open).
- Enter the SMART device testing URL: https://smart.education.govt.nz/pages/diagnostics
- View the result.
- Spend some time reading the diagnostics report. You do not need to submit anything—this is just to give you firsthand experience.



Reflection Questions:

Take some time to consider these questions:

- Which device testing approach would work best in your school and why?
- What would be the best method for reporting the results to your principal and/or board?
- What challenges might your school face in completing device checks?

Module Complete!

Congratulations

You have now successfully completed the SMART – Preparing to use SMART module.

By ensuring that all staff who need them have active ESL logins, and by checking your devices using the steps outlined in this module, you have completed all of the technical preparation required to implement SMART in your school or kura.

We're committed to making SMART as clear and easy to use as possible. If you spot anything in this module that doesn't look right, or if you need further support, please email smart.enquiries@education.govt.nz(opens in a new tab).