

SMART

Administration

April – 2026

SMART Administration

Welcome to the SMART - Administration module.

This module is designed to guide you through the key preparation and setup tasks required to effectively organise students | ākonga, customise the system, generate necessary materials, and establish smooth administration processes within SMART.

You will learn how to import students | ākonga and classes (groups), how to add a colour theme, and how to print student one-time codes. The module also covers how to print paper-based assessment question and answer sheets, how to establish an administration workflow, and how to ensure teachers are coordinated and prepared.

In addition, you'll understand how data privacy and security are maintained throughout the system.

By the end of the module, you'll have a clear, practical understanding of how to prepare your students, materials, and team so that assessment sessions can run efficiently and securely.

Please note this document matches the SMART Administration module available on [Education LMS](#) but some slight differences for formatting or brevity may occur.

SMART Administration

This module will cover:

- How to import students | ākonga and classes (groups),
- How to add colour theme
- How to print student one-time codes
- How to print paper-based assessment question and answer sheets
- How to establish an administration workflow
- How to ensure teachers are coordinated and prepared
- How data privacy and security are maintained

Assessment Resources

Preparing for an Online Assessment- Assessment Resources

Assessment Resources

For each of the assessment phases there are a suite of resources to support you. Most of the resources are designed to be used after you have completed the training modules. However, you can choose how best to use them.

They include content rich summaries, step-by-step guidelines and checklists. You will also find detailed information to support the delivery and marking of Writing, Reading, and Maths assessments.

Assessment Resources

Step 1:

On the dashboard, select 'Assessment Resources'

The screenshot shows the SMART Administration dashboard for a user named Jason. The dashboard is organized into four main sections: 1. Preparation, 2. Delivery, 3. Marking, and 4. Reporting. The 'Assessment Resources' link is highlighted with a red box in the Preparation section.

1. Preparation
Set up your class before testing.

- Assessment Resources**
Access Tāhurangi teaching and assessment resources.
- Import Students | Ākonga**
Import and organise your student | ākonga classes.
- Class Management**
Deactivate unnecessary classes.
- Accessibility Preferences**
Set up accessibility and extra support tools.

2. Delivery
Run assessments with your students | ākonga.

- Print Student | Ākonga Codes**
Print unique login codes for your students | ākonga to start the online assessment.
- Print Paper Assessments**
Print paper assessment packs for paper-based delivery.
- Print Answer Sheets**
Print paper answer sheets for paper-based delivery.
- Deliver Assessment Session**
Create, manage and monitor live assessment sessions.

3. Marking
Mark and review student | ākonga work.

- Upload Printed Answer Sheets**
Scan and upload paper submissions for paper-based delivery.
- Flagged Print Submissions**
Review scanned submissions that need your attention for paper-based delivery.
- Mark Assessments**
Mark and review student | ākonga submissions.

4. Reporting
Understand how your students | ākonga performed.

- Interim Reports**
View early insights on student | ākonga progress.
- Detailed Reports**
In-depth analysis of student | ākonga performance.

Assessment Resources

Step 2:

This will take you to the page on Tāhūrangi where you will find the resources, guidance and information sheets about SMART

New Zealand Curriculum ▾ Implementation Supports ▾ Learning Area Resources ▾ Assessment and Reporting ▾ Teaching Support ▾ Leadership Resources ▾

SMART – Overview and access

SMART (Student Monitoring, Assessment and Reporting Tool) supports the assessment of students in Years 3 to 10.

Assessment and Reporting / Assessment Tools and Resources / SMART – Overview and access

Audience

- Kaiako
- Students

Resource Language

- English

About this resource

This resource provides an overview of SMART (Student Monitoring, Assessment and Reporting Tool), which supports assessment and aromatawai for students and ākonga in Years 3–10.

SMART is designed to:

- Enable twice-yearly assessments in Reading, Writing, Maths, Pānui, Tuhihi, and Pāngarau
- Give teachers and kaiako clear, consistent information to support next learning steps

Importing student records to SMART

Importing student records to SMART

Students must be imported to SMART to be enrolled into assessment sessions, and to be assigned a unique access code.

This information will be most relevant to school leaders and administrators. Teachers can work through this page if they like or may want to skip ahead to the next lesson.

Students | ākonga information can be imported by users who have been assigned the SMART School Administrator role within ESL. They will also have access to school roll records. School administrators can contact the Education Service Desk at service.desk@education.govt.nz if they have any issues importing student information into SMART.

Importing student records to SMART

Ensure that you have downloaded a student records AST file from your SMS, and have stored this in a secure location on your network.

Guidance on how to download from your SMS provider is available on Tāhūrangi or alternatively you can contact your SMS provider directly for support.



Individual student or class information can be imported into SMART if your SMS provider supports this function. Students cannot be manually entered into SMART. Please get in touch with your SMS provider for support.

Importing student records to SMART

Step 1:

Log in to SMART and select 'Import Students | Ākonga'

The screenshot shows the SMART Administration dashboard. At the top, there is a header with the Te Tōhūfu o te Mātauranga logo and the user's name 'Jason TestAcc2' with an email address 'jtestacc2@gmail.com' and initials 'JT'. A 'Privacy Statement' link is also visible.

The main content area is titled 'Welcome Jason!' and includes the instruction: 'Use the quick links below to easily access each step.' The dashboard is organized into four columns representing different stages of the process:

- 1. Preparation**: Set up your class before testing.
 - Assessment Resources: Access Tāhūrangi teaching and assessment resources.
 - Import Students | Ākonga**: Import and organise your student | ākonga classes. (This option is highlighted with a red box.)
 - Class Management: Deactivate unnecessary classes.
 - Accessibility Preferences: Set up accessibility and extra support tools.
- 2. Delivery**: Run assessments with your students | ākonga.
 - Print Student | Ākonga Codes: Print unique login codes for your students | ākonga to start the online assessment.
 - Print Paper Assessments: Print paper assessment packs for paper-based delivery.
 - Print Answer Sheets: Print paper answer sheets for paper-based delivery.
 - Deliver Assessment Session: Create, manage and monitor live assessment sessions.
- 3. Marking**: Mark and review student | ākonga work.
 - Upload Printed Answer Sheets: Scan and upload paper submissions for paper-based delivery.
 - Flagged Print Submissions: Review scanned submissions that need your attention for paper-based delivery.
 - Mark Assessments: Mark and review student | ākonga submissions.
- 4. Reporting**: Understand how your students | ākonga performed.
 - Interim Reports: View early insights on student | ākonga progress.
 - Detailed Reports: In-depth analysis of student | ākonga performance.

Importing student records to SMART

Step 2:

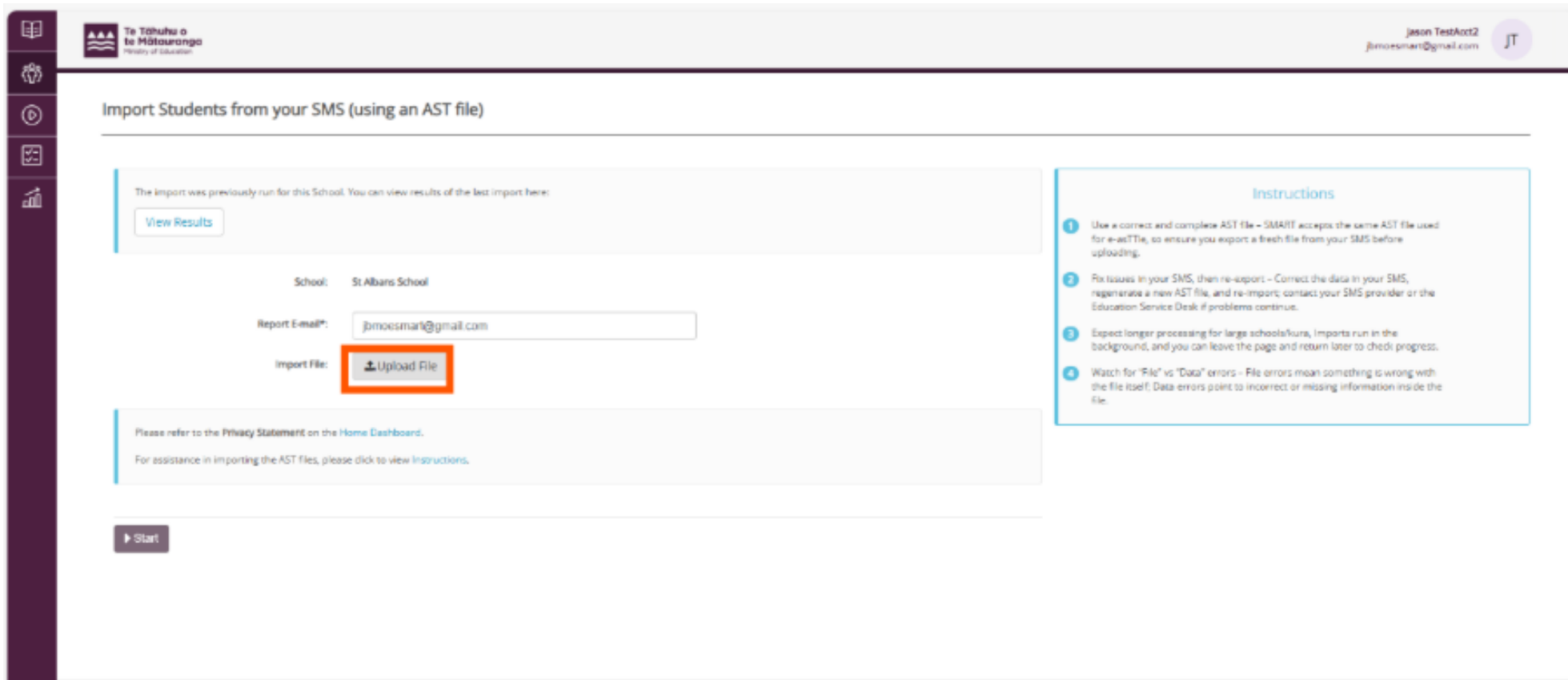
Confirm your email address is correct

The screenshot shows the 'Import Students from your SMS (using an AST file)' page in the SMART Administration system. The page is part of the Te Tōhuhu o te Mātauranga (Ministry of Education) interface. The user is logged in as Jason TestAct2 (jmoesmart@gmail.com). The page title is 'Import Students from your SMS (using an AST file)'. The main content area includes a 'View Results' button, a 'School' dropdown set to 'St Albans School', a 'Report Email' field containing 'jmoesmart@gmail.com' (highlighted with an orange box), and an 'Import File' section with an 'Upload File' button. A 'Start' button is at the bottom. A right-hand sidebar contains 'Instructions' with four numbered steps: 1. Use a correct and complete AST file - SMART accepts the same AST file used for e-astFile, so ensure you export a fresh file from your SMS before uploading. 2. Fix issues in your SMS, then re-export - Correct the data in your SMS, regenerate a new AST file, and re-import; contact your SMS provider or the Education Service Desk if problems continue. 3. Expect longer processing for large schools/kura, Imports run in the background, and you can leave the page and return later to check progress. 4. Watch for 'File' vs 'Data' errors - File errors mean something is wrong with the file itself. Data errors point to incorrect or missing information inside the file. A footer note says 'Please refer to the Privacy Statement on the Home Dashboard. For assistance in importing the AST files, please click to view Instructions.'

Importing student records to SMART

Step 3:

Select 'Upload File'



The screenshot shows the SMART Administration interface for importing student records. The page title is "Import Students from your SMS (using an AST file)". The user is logged in as Jason TestAct2 (jmoesmart@gmail.com). The page displays the following information:

- School: St Albans School
- Report Email*: jmoesmart@gmail.com
- Import File: **Upload File** (highlighted with a red box)

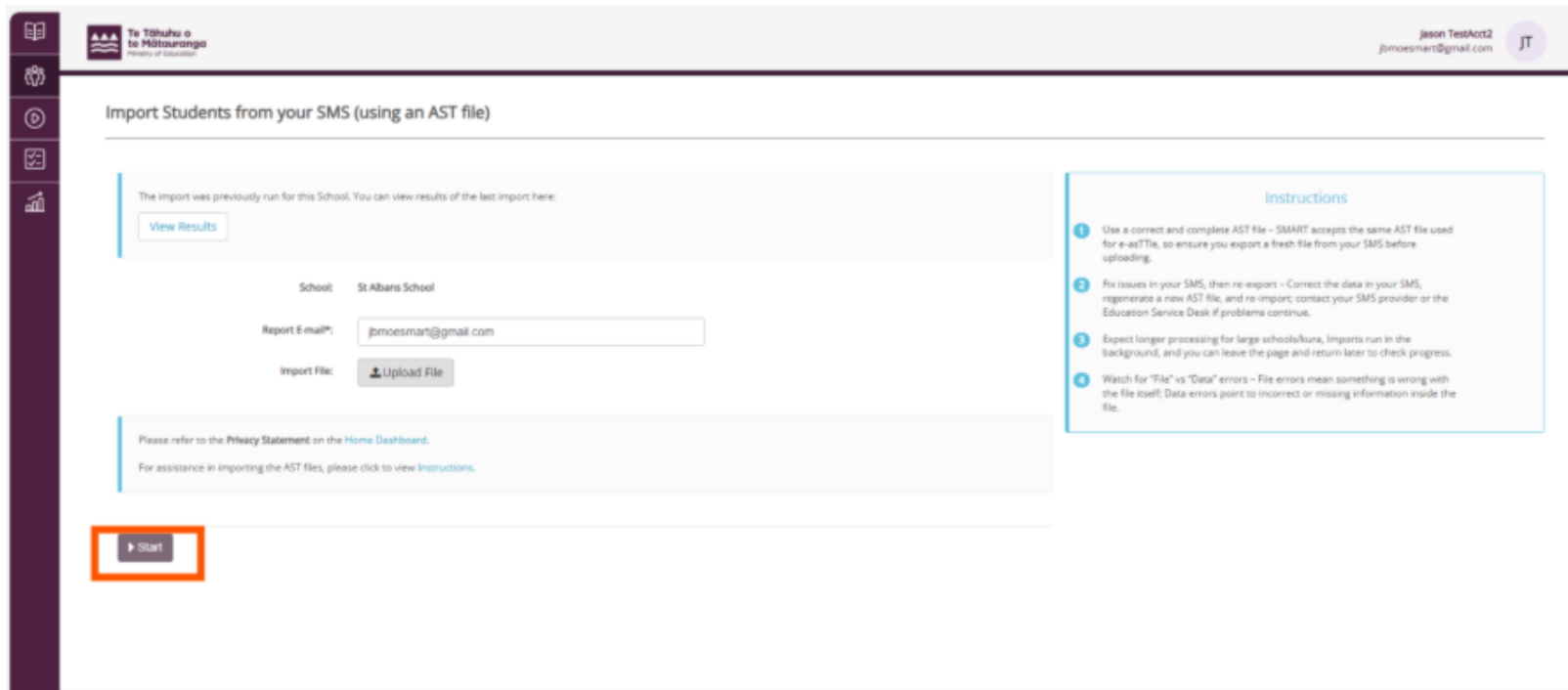
There is a "View Results" button and a "Start" button at the bottom. A "Instructions" box on the right provides the following steps:

- 1 Use a correct and complete AST file - SMART accepts the same AST file used for e-ASTTIE, to ensure you export a fresh file from your SMS before uploading.
- 2 Fix issues in your SMS, then re-export - Correct the data in your SMS, regenerate a new AST file, and re-import; contact your SMS provider or the Education Service Desk if problems continue.
- 3 Expect longer processing for large schools/kura, imports run in the background, and you can leave the page and return later to check progress.
- 4 Watch for "File" vs "Data" errors - File errors mean something is wrong with the file itself; Data errors point to incorrect or missing information inside the file.

Importing student records to SMART

Step 4:

Navigate to the SMS AST extract file and select it, and then select 'Start'



The screenshot shows the SMART web interface for importing student records. The page title is "Import Students from your SMS (using an AST file)". The interface includes a sidebar with navigation icons, a header with the Te Tāhuhu o te Mātauranga logo and user information (Jason TestAcct2, jmoesmart@gmail.com, JT), and a main content area. The main content area contains a "View Results" button, a "School" field (St Albans School), a "Report E-mail*" field (jmoesmart@gmail.com), and an "Import File:" section with an "Upload File" button. A "Start" button is highlighted with a red box. An "Instructions" box on the right provides guidance on using the AST file, fixing issues, and processing times. A "Privacy Statement" link is also visible.

Te Tāhuhu o te Mātauranga
Ministry of Education

Jason TestAcct2
jmoesmart@gmail.com JT

Import Students from your SMS (using an AST file)

The import was previously run for this School. You can view results of the last import here:

[View Results](#)

School: St Albans School

Report E-mail*:

Import File:

Please refer to the [Privacy Statement](#) on the Home Dashboard.
For assistance in importing the AST files, please click to view [Instructions](#).

Instructions

- 1 Use a correct and complete AST file - SMART accepts the same AST file used for e-ast7file, so ensure you export a fresh file from your SMS before uploading.
- 2 Fix issues in your SMS, then re-export - Correct the data in your SMS, regenerate a new AST file, and re-import; contact your SMS provider or the Education Service Desk if problems continue.
- 3 Expect longer processing for large schools/kura, imports run in the background, and you can leave the page and return later to check progress.
- 4 Watch for "File" vs "Data" errors - File errors mean something is wrong with the file itself; Data errors point to incorrect or missing information inside the file.

SMART will upload the file without supervision and update you with an email when the import is complete.

Importing student records to SMART

You will also be able to check the status by selecting 'View Results. The Import Progress' screen will display the details of the import.

If there are records that have failed to upload, you will be informed in the email and on the 'Import Progress' screen.

In this case, correct the records within the SMS and export them again, then upload them to SMART.

Email service.desk@education.govt.nz for support if the student | ākonga upload file fails to load or if errors continue to occur.

Class Management



Class Management

The Class Management screen allows you to control which classes are active within SMART. This is particularly useful for large schools, such as intermediate and secondary schools, as it enables you to deactivate imported classes that are not relevant to the assessment areas of Reading, Writing, Mathematics, Pānui, Tuhituhi, and Pāngarau.

Class Management

Step 1:

Enter Class Management

The screenshot displays the SMART Administration dashboard for a user named Jason. The dashboard is organized into four main sections: Preparation, Delivery, Marking, and Reporting. A vertical sidebar on the left contains navigation icons. The 'Class Management' option under the 'Preparation' section is highlighted with an orange border.

Te Tōhuhu o te Mātauranga
Ministry of Education

Welcome Jason!
Use the quick links below to easily access each step.

1. Preparation
Set up your class before testing.

- Assessment Resources**
Access Tāhurangi teaching and assessment resources.
- Import Students | Ākonga**
Import and organise your student | ākonga classes.
- Class Management**
Deactivate unnecessary classes.
- Accessibility Preferences**
Set up accessibility and extra support tools.

2. Delivery
Run assessments with your students | ākonga.

- Print Student | Ākonga Codes**
Print unique login codes for your students | ākonga to start the online assessment.
- Print Paper Assessments**
Print paper assessment packs for paper-based delivery.
- Print Answer Sheets**
Print paper answer sheets for paper-based delivery.
- Deliver Assessment Session**
Create, manage and monitor live assessments.

3. Marking
Mark and review student | ākonga work.

- Upload Printed Answer Sheets**
Scan and upload paper submissions for paper-based delivery.
- Flagged Print Submissions**
Review scanned submissions that need your attention for paper-based delivery.
- Mark Assessments**
Mark and review student | ākonga submissions.

4. Reporting
Understand how your student work is performed.

- Interim Reports**
View early ākonga performance.
- Detailed Reports**
In-depth ākonga performance analysis.

Class Management

Step 2:

Deactivate any classes not required for SMART assessments

The screenshot shows the 'Class Management' interface. At the top left is the logo for Te Tāhuhu o te Mātauranga (Ministry of Education). The user is logged in as Jason TestAcct2 (JT). The page title is 'Class Management' with a subtitle 'Deactivate any classes not relevant to SMART'. There is a search bar and filter tabs for 'All (4)', 'Active (4)', and 'Inactive (0)'. The table below lists four classes, all currently 'Active'.

<input type="checkbox"/>	Class ▲	Status	Students	
<input type="checkbox"/>	St Albans School Year 10 6 students	Active	6	Deactivate
<input type="checkbox"/>	St Albans School Year 3 7 students	Active	7	Deactivate
<input type="checkbox"/>	St Albans School Year 5 7 students	Active	7	Deactivate
<input type="checkbox"/>	St Albans School Year 8 6 students	Active	6	Deactivate

The checkboxes beside each row are multi-selectable, and the checkbox beside the 'Class' label on the header of the table can be used to select all.

Allocating accessibility colour themes to student profiles

Allocating accessibility colour themes to student profiles

Accessibility adjustments are used during assessment to meet a range of physical, emotional, sensory, medical and learning needs. They provide flexibility in the ways learners are assessed, reducing barriers so that students | ākonga are better able to demonstrate what they know.

When completing an assessment within SMART students have the option of choosing a different screen colour. These colour themes are designed for accessibility to support learners with certain diagnoses such as visual stress, dyslexia and ADHD. There is no specific colour for a specific condition, it is more a matter of personal preference and comfort.

There is a separate module available that goes into further detail on these colour themes and you can explore one of these options through the familiarisation site. However, if you do have a student who requires a colour theme to be applied this is the process to follow.

Allocating accessibility colour themes to student profiles

Step 1

From your smart dashboard click Accessibility preferences.

The screenshot shows the SMART Administration dashboard for a user named Jason. The dashboard is organized into four main sections: 1. Preparation, 2. Delivery, 3. Marking, and 4. Reporting. The 'Preparation' section is highlighted with a red box around the 'Accessibility Preferences' link. The 'Accessibility Preferences' link is located under the 'Preparation' section, which is titled 'Set up your class before testing.' The 'Accessibility Preferences' link is described as 'Set up accessibility and extra support tools.'

Te Tōhuhu o te Mātauranga
Ministry of Education

Welcome Jason!
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Import and organise your student | ākonga classes.
- Class Management
Deactivate unnecessary classes.
- Accessibility Preferences**
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2. Delivery
Run assessments with your students | ākonga.

- Print Student | Ākonga Codes
Print unique login codes for your students | ākonga to start the online assessment.
- Print Paper Assessments
Print paper assessment packs for paper-based delivery.
- Print Answer Sheets
Print paper answer sheets for paper-based delivery.
- Deliver Assessment Session
Create, manage and monitor live assessment sessions.

3. Marking
Mark and review student | ākonga work.

- Upload Printed Answer Sheets
Scan and upload paper submissions for paper-based delivery.
- Flagged Print Submissions
Review scanned submissions that need your attention for paper-based delivery.
- Mark Assessments
Mark and review student | ākonga submissions.

4. Reporting
Understand how your students | ākonga performed.

- Interim Reports
View early insights on student | ākonga progress.
- Detailed Reports
In-depth analysis of student | ākonga performance.

Allocating accessibility colour themes to student profiles

Step 2

Select the student(s) who require an accessibility colour theme.

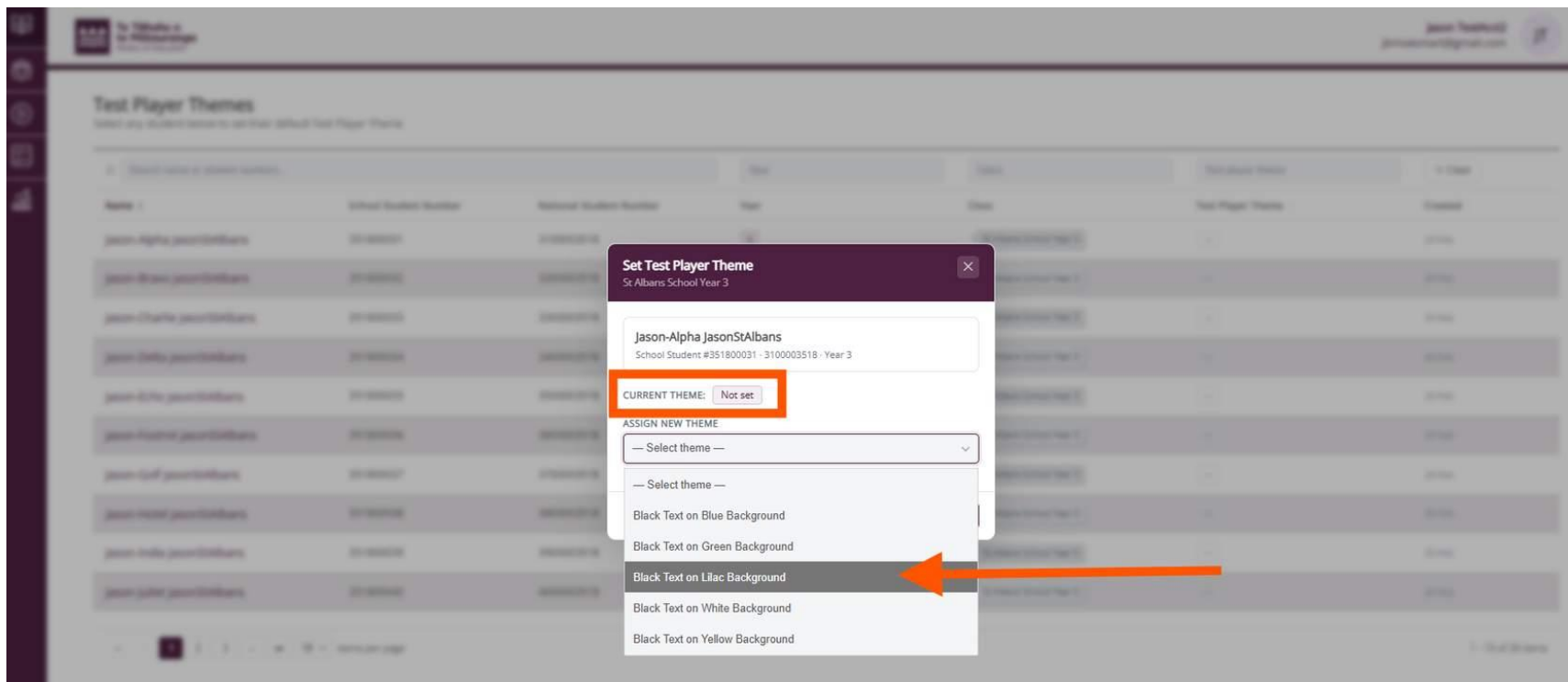
The screenshot displays the 'Test Player Themes' page in the SMART Administration system. The page header shows the Ministry of Education logo and the user 'Jason TestAcct2'. The main content area contains a table of student profiles. The first row is highlighted with an orange border, indicating it is selected. The table columns are: Name, School Student Number, National Student Number, Year, Class, Test Player Theme, and Created. The selected row is 'Jason-Alpha JasonStAlbans' with School Student Number 351800031, National Student Number 3100003518, Year 3, Class St Albans School Year 3, and Created 20 Feb. The interface also includes a search bar, filter buttons, and a pagination control at the bottom.

Name	School Student Number	National Student Number	Year	Class	Test Player Theme	Created
Jason-Alpha JasonStAlbans	351800031	3100003518	3	St Albans School Year 3	---	20 Feb
Jason-Bravo JasonStAlbans	351800032	3200003518	3	St Albans School Year 3	---	20 Feb
Jason-Charlie JasonStAlbans	351800033	3300003518	3	St Albans School Year 3	---	20 Feb
Jason-Delta JasonStAlbans	351800034	3400003518	3	St Albans School Year 3	---	20 Feb
Jason-Echo JasonStAlbans	351800035	3500003518	3	St Albans School Year 3	---	20 Feb
Jason-Foxtrot JasonStAlbans	351800036	3600003518	3	St Albans School Year 3	---	20 Feb
Jason-Golf JasonStAlbans	351800037	3700003518	3	St Albans School Year 3	---	20 Feb
Jason-Hotel JasonStAlbans	351800038	3800003518	5	St Albans School Year 5	---	20 Feb
Jason-India JasonStAlbans	351800039	3900003518	5	St Albans School Year 5	---	20 Feb
Jason-Juliet JasonStAlbans	351800040	4000003518	5	St Albans School Year 5	---	20 Feb

Allocating accessibility colour themes to student profiles

Step 3

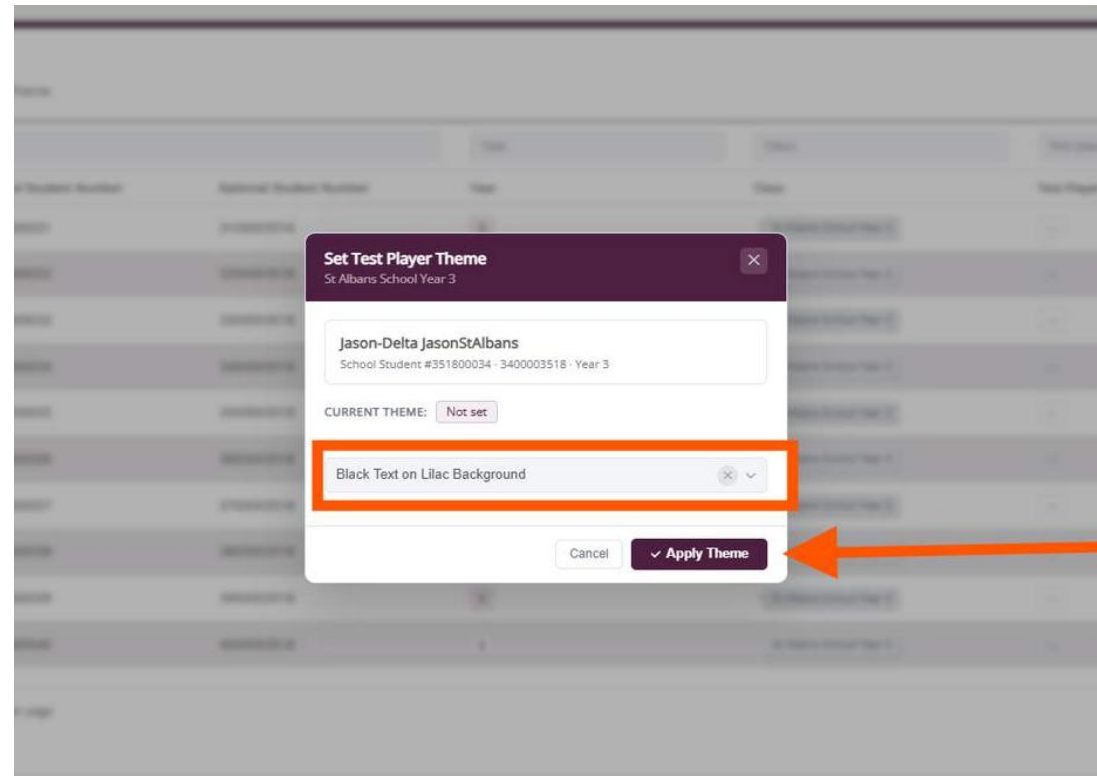
A pop-up will appear. Ensure you have selected the correct student. From the drop-down field choose the colour theme you wish to apply.



Allocating accessibility colour themes to student profiles

Step 4

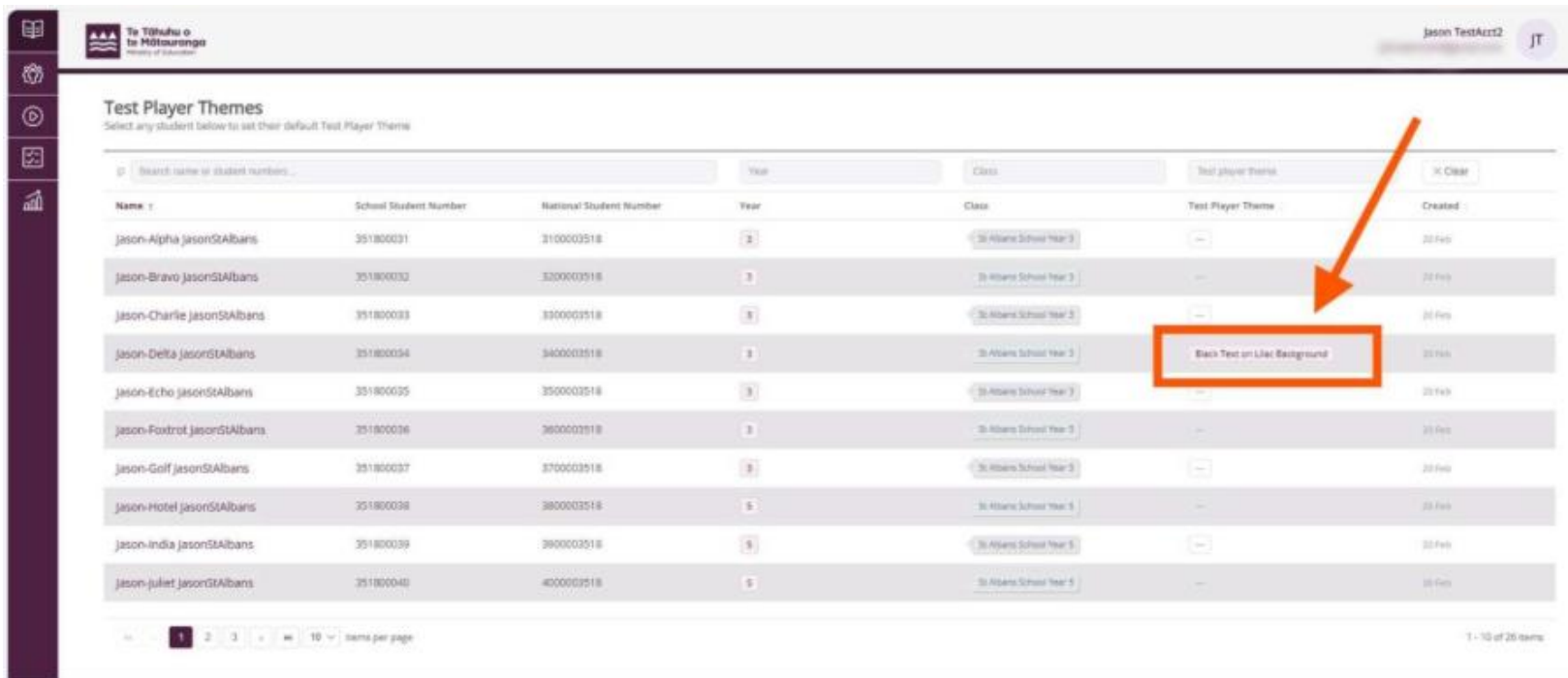
Check you have selected the correct colour theme and press the “Apply Theme” button.



Allocating accessibility colour themes to student profiles

Step 5

You can see the student's profile now reflects the colour theme that will be used for each of their assessments.



The screenshot shows the 'Test Player Themes' page in SMART Administration. The page title is 'Test Player Themes' and it includes a sub-header 'Select any student below to set their default Test Player Theme'. There is a search bar and a 'Clear' button. The table below lists 10 student profiles. The 'Test Player Theme' column for 'Jason-Delta' is highlighted with an orange box, and an orange arrow points to it from the right. The theme is 'Black Text on Light Background'.

Name	School Student Number	National Student Number	Year	Class	Test Player Theme	Created
Jason-Alpha JasonStAlbans	351800031	3100003518	2	St Albans School Year 2	---	20 Feb
Jason-Bravo JasonStAlbans	351800032	3200003518	3	St Albans School Year 3	---	20 Feb
Jason-Charlie JasonStAlbans	351800033	3300003518	3	St Albans School Year 3	---	20 Feb
Jason-Delta JasonStAlbans	351800034	3400003518	3	St Albans School Year 3	Black Text on Light Background	20 Feb
Jason-Echo JasonStAlbans	351800035	3500003518	3	St Albans School Year 3	---	20 Feb
Jason-Foxtrot JasonStAlbans	351800036	3600003518	3	St Albans School Year 3	---	20 Feb
Jason-Golf JasonStAlbans	351800037	3700003518	3	St Albans School Year 3	---	20 Feb
Jason-Hotel JasonStAlbans	351800038	3800003518	5	St Albans School Year 5	---	20 Feb
Jason-India JasonStAlbans	351800039	3900003518	5	St Albans School Year 5	---	20 Feb
Jason-Juliet JasonStAlbans	351800040	4000003518	5	St Albans School Year 5	---	20 Feb

You can remove the colour theme or change the colour theme following the same process.

Administration Planning for SMART Assessments

Administration Planning for SMART Assessments

This section is designed to deliver information about SMART processes. It will also identify methods and systems so that you can plan to implement them in the way that best suits your school.

In this section you will learn how to print student answer sheets for paper-based assessments. You will also be shown how these processes could be done by individuals or a dedicated team.

Administration Planning for SMART Assessments

If you have completed the “***SMART - Delivering Assessment***” module, you will know some of this already. They are covered again in this module for two reasons:

- Your school may choose to have a centralised system for printing and preparation of paper-based question sheets, answer sheets and student one-time codes.
- It provides school leaders with the information needed when you consider the approach that best suits your school.

The *SMART - Delivering Assessment* module shows the printing and preparation functions being owned and completed by classroom teachers. This module allows you to explore other options for the preparation and delivery phases.

Student | Ākonga One-Time Codes

Student | Ākonga One-Time Codes

Each student | ākonga is issued a unique one-time code for every assessment. Understanding what these codes do, and how your school manages them, is an important part of preparation.



What is a one-time code?

A one-time code is a unique identifier generated for each student for each assessment. The code:

- Is linked to the individual student and their enrolment
- Allows the student to access SMART and complete their specific assessment
- Connects the student to your session for that assessment
- Works from any location with internet access, students do not need to be in the same room

Because one-time codes work from any location, they are particularly useful for dual-enrolled students or those with differing accessibility requirements, for example, students working with a teacher aide or SENCO in a separate space.

Student | Ākonga One-Time Codes

Who generates the codes?

The decision of printing the student one-time codes lies with each school.

Option 1: Teachers generate the codes for their own class (this process was explained in Delivering SMART assessments).

Option 2: An administrator or member of the senior team prints the codes and provides them to teachers (covered in this module).

Option 3: A combination of both, the school decides what works best.

Generating and printing student codes

Generating and printing student codes

Once your school has decided who is responsible for generating codes, the process involves selecting the curriculum, assessment type, and year group, then locating the class and exporting the codes.

The exported file comes as a pdf and is formatted as individual cards. These can be printed and cut. Each card contains the student's name, class, one-time code, and the URL for accessing SMART. Students will use these cards on assessment day.

The following steps walk you through the process of preparing the codes before the assessment.

How to print student codes

Step 1

Select 'Print student and ākonga codes' from the SMART dashboard.

The screenshot shows the SMART dashboard interface. At the top, there is a header with the Te Tāhuhu o te Mātauranga logo and the user's name 'Jason TestAcct2' with initials 'JT'. A 'Privacy Statement' link is also visible. The main content area is titled 'Welcome Jason!' and includes a sub-header 'Use the quick links below to easily access each step.' The dashboard is organized into four columns representing different stages: 1. Preparation, 2. Delivery, 3. Marking, and 4. Reporting. Each column contains several quick links with icons and brief descriptions. The 'Print Student | Ākonga Codes' link in the 'Delivery' column is highlighted with an orange border. This link includes an icon of a grid and the text: 'Print Student | Ākonga Codes. Print unique login codes for your students | ākonga to start the online assessment.'

Te Tāhuhu o te Mātauranga
Ministry of Education

Jason TestAcct2
JT

Privacy Statement

Welcome Jason!
Use the quick links below to easily access each step.

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In-depth analysis of student | ākonga performance.

How to print student codes

Step 2

This screen will display all students in your school.

The Student Code column (shown by the orange arrows) displays the onetime code allocated to each student for every assessment they are enrolled in.

25 of 25 records

Print Selected (3) Print All

Search name or student numbers... Year Class Assessment Event X Clear

<input type="checkbox"/>	Name ↑	School Student Number	National Student Number	Year	Class	Assessment	Event	Student Code
<input type="checkbox"/>	Jason-Bravo JasonStAlbans	351800032	3200003518	3	St Albans School Year 3	Jaxs -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	FXCCNVGC
<input checked="" type="checkbox"/>	Jason-Charlie JasonStAlbans	351800033	3300003518	3	St Albans School Year 3	Jaxs -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	PZFSYHZV
<input type="checkbox"/>	Jason-Delta JasonStAlbans	351800034	3400003518	3	St Albans School Year 3	Jaxs -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	MTFLWPKD
<input checked="" type="checkbox"/>	Jason-Echo JasonStAlbans	351800035	3500003518	3	St Albans School Year 3	Jaxs -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DRXGYHPG
<input type="checkbox"/>	Jason-Foxtrot JasonStAlbans	351800036	3600003518	3	St Albans School Year 3	Jaxs -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	TCVDLTCQ
<input checked="" type="checkbox"/>	Jason-Golf JasonStAlbans	351800037	3700003518	3	St Albans School Year 3	Jaxs -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	WPKLWMC

How to print student codes

Step 3

The search functions allow you to filter by individual student, year, class, assessment, or event.

Once you have located the required students, you can select them and print their codes. This helps you prepare class packs in advance and provide them to teachers before assessment day.

You can also quickly print batches of codes for relief teachers if a staff member is absent.

How to print student codes

This screen supports both group and individual selection. The first screenshot below shows how to select and print for a group of students.

The screenshot displays a web interface for selecting and printing student codes. At the top, it shows '25 of 25 records' and a 'Print Selected (10)' button. Below this is a search bar and several filter buttons: 'Year', 'Class', 'Assessment', and 'Event'. A 'Clear' button is also present. The main area is a table with columns: Name, School Student Number, National Student Number, Year, Class, Assessment, Event, and Student Code. Each row has a checkbox in the 'Name' column, which is highlighted with a red box. An orange arrow points from the top of the table down to the bottom row. At the bottom of the table, there is a pagination control showing '1' selected and '10' items per page. The bottom right corner indicates '1 - 10 of 25 items'.

<input checked="" type="checkbox"/>	Name	School Student Number	National Student Number	Year	Class	Assessment	Event	Student Code
<input checked="" type="checkbox"/>	Jason-Bravo JasonStAlbans	351800032	3200003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	FXCCWGC
<input checked="" type="checkbox"/>	Jason-Charlie JasonStAlbans	351800033	3300003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	PZF5YHZV
<input checked="" type="checkbox"/>	Jason-Deita JasonStAlbans	351800034	3400003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	RTFLM9SD
<input checked="" type="checkbox"/>	Jason-Echo JasonStAlbans	351800035	3500003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DEXYHPS
<input checked="" type="checkbox"/>	Jason-Foxtrot JasonStAlbans	351800036	3600003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	TCVOLTQ
<input checked="" type="checkbox"/>	Jason-Golf JasonStAlbans	351800037	3700003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	WPKCLMPC
<input checked="" type="checkbox"/>	Jason-Hotel JasonStAlbans	351800038	3800003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	HQKXTDLK
<input checked="" type="checkbox"/>	Jason-India JasonStAlbans	351800039	3900003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DZQJNFN
<input checked="" type="checkbox"/>	Jason-Juliet JasonStAlbans	351800040	4000003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	LCVLDP3N
<input checked="" type="checkbox"/>	Jason-Kilo JasonStAlbans	351800041	4100003518	3	St Albans School Year 3	Jaks -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	NBNPZTYN

How to print student codes

The second shows how to select individual students.

25 of 25 records

Print Selected (3) Print All

Search name or student numbers

Year Class Assessment Event X Clear

<input type="checkbox"/>	Name	School Student Number	National Student Number	Year	Class	Assessment	Event	Student Code
<input type="checkbox"/>	Jason-Bravo JasonStAlbans	351800032	3200003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	EXCCNGC
<input checked="" type="checkbox"/>	Jason-Charlie JasonStAlbans	351800033	3300003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	FZFSYHZV
<input type="checkbox"/>	Jason-Delta JasonStAlbans	351800034	3400003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	REFLMPQD
<input checked="" type="checkbox"/>	Jason-Echo JasonStAlbans	351800035	3500003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DRXGYHFG
<input type="checkbox"/>	Jason-Foxtrot JasonStAlbans	351800036	3600003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	TCVDLTCQ
<input checked="" type="checkbox"/>	Jason-Golf JasonStAlbans	351800037	3700003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	WQCLMPC
<input type="checkbox"/>	Jason-Hotel JasonStAlbans	351800038	3800003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	RQKXTDLK
<input type="checkbox"/>	Jason-India JasonStAlbans	351800039	3900003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DZHQWFW
<input type="checkbox"/>	Jason-Juliet JasonStAlbans	351800040	4000003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	LCVLDPZM
<input type="checkbox"/>	Jason-Kilo JasonStAlbans	351800041	4100003518	3	St Albans School Year 3	Jass -The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	NNDPZTYN

1 2 3 10 items per page

1 - 10 of 25 items

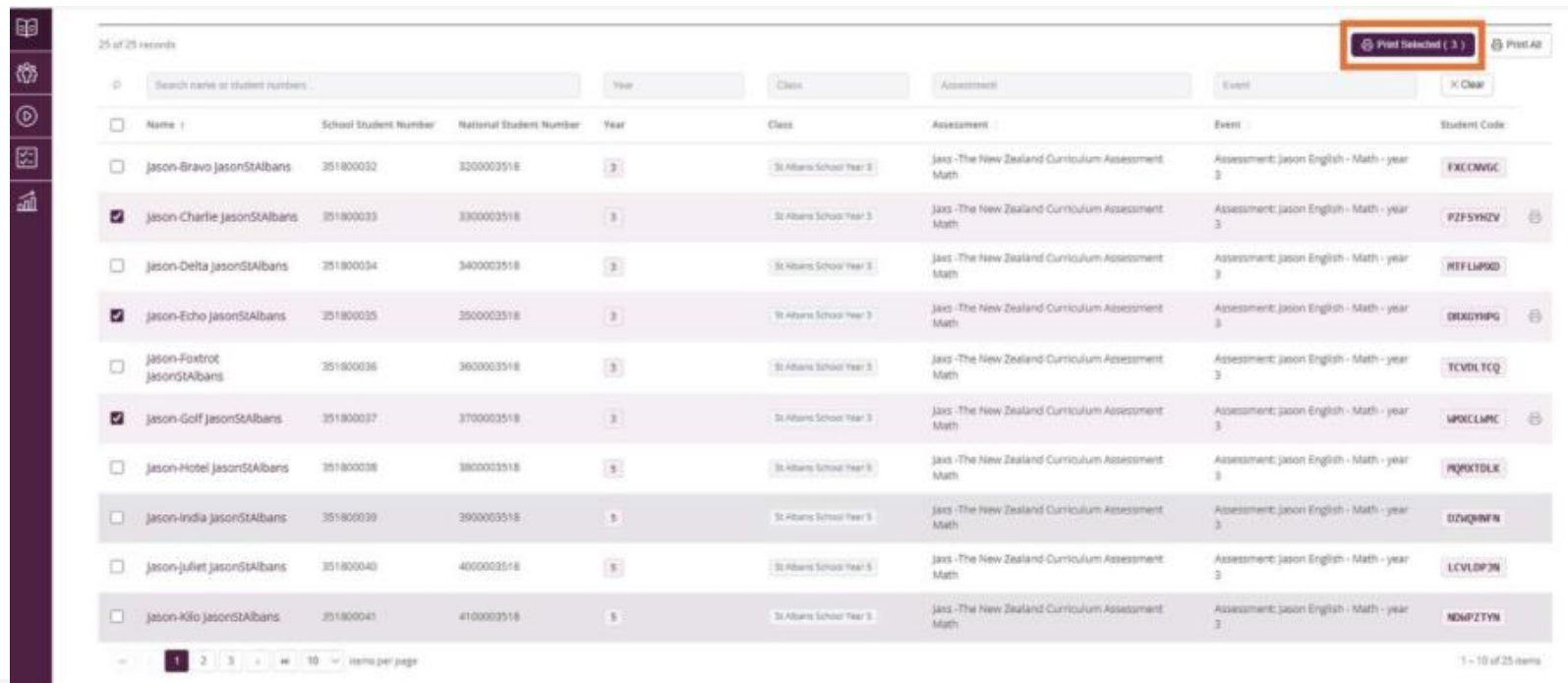
How to print student codes

Step 4

Once your student list is refined, whether it includes a full group or individual students, go to the top right of the screen and select a print option:

Print all: prints every student code listed (not just those listed in the table)

Print selected: prints codes only for the students you selected.



25 of 25 records

Print Selected (3) | Print All

Search name or student numbers

Name	School Student Number	National Student Number	Year	Class	Assessment	Event	Student Code
<input type="checkbox"/> Jason-Bravo JasonStAlbans	351800032	3200003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	FXCQWGC
<input checked="" type="checkbox"/> Jason-Charlie JasonStAlbans	351800033	3300003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	PZFSYKZV
<input type="checkbox"/> Jason-Delta JasonStAlbans	351800034	3400003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	REFLWSD
<input checked="" type="checkbox"/> Jason-Echo JasonStAlbans	351800035	3500003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DEADYHPQ
<input type="checkbox"/> Jason-Foxtrot JasonStAlbans	351800036	3600003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	TCVDLTCQ
<input checked="" type="checkbox"/> Jason-Golf JasonStAlbans	351800037	3700003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	WPKCLMPC
<input type="checkbox"/> Jason-Hotel JasonStAlbans	351800038	3800003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	PQKXTDLK
<input type="checkbox"/> Jason-India JasonStAlbans	351800039	3900003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	DDQDNFII
<input type="checkbox"/> Jason-Juliet JasonStAlbans	351800040	4000003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	LCVLDPJI
<input type="checkbox"/> Jason-Kilo JasonStAlbans	351800041	4100003518	3	St Albans School Year 3	Jacs - The New Zealand Curriculum Assessment Math	Assessment: Jason English - Math - year 3	NMFPZTYN

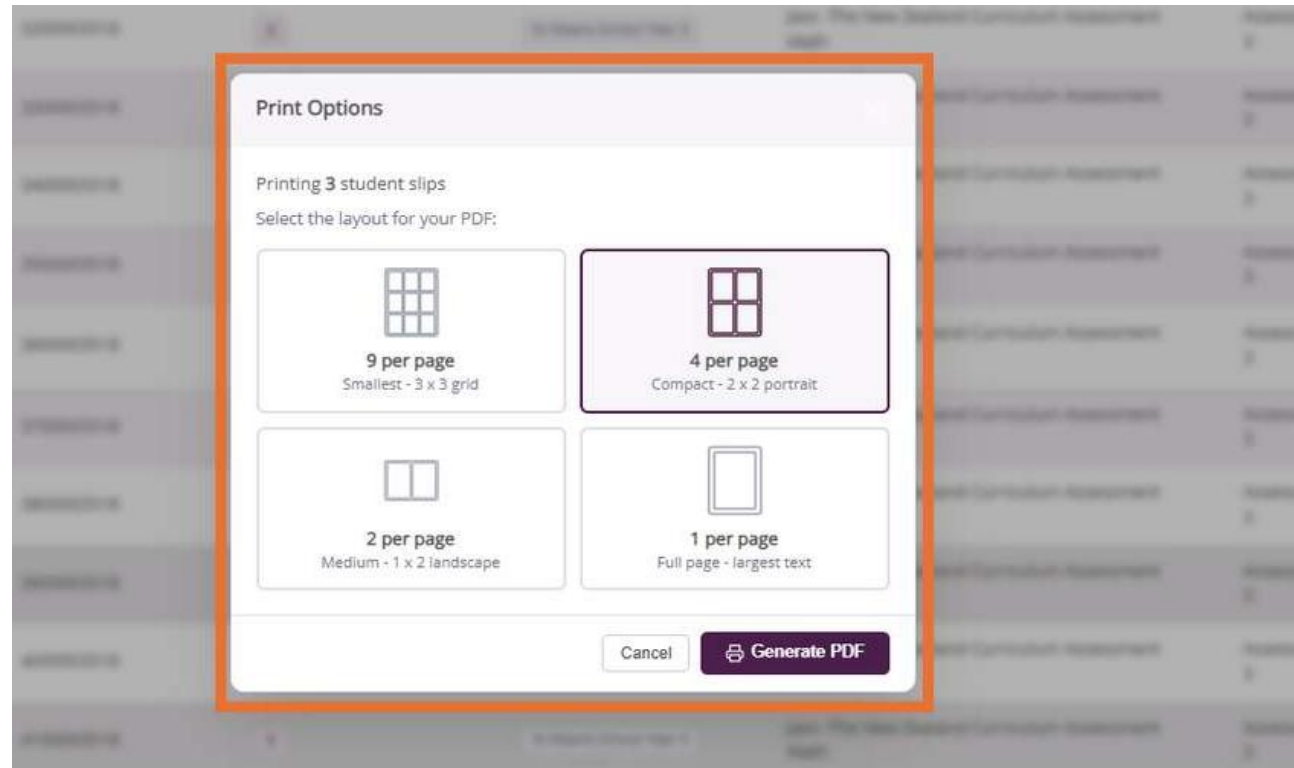
1 2 3 ... 10 Items per page

1 - 10 of 25 items

How to print student codes

Step 5

A popup will appear. You can choose to print 9 codes per page, 4 per page, 2 per page or individually. You can also see the number of codes that will be printed in the top-left corner. Choose your preferred number and click the **Generate PDF** button.

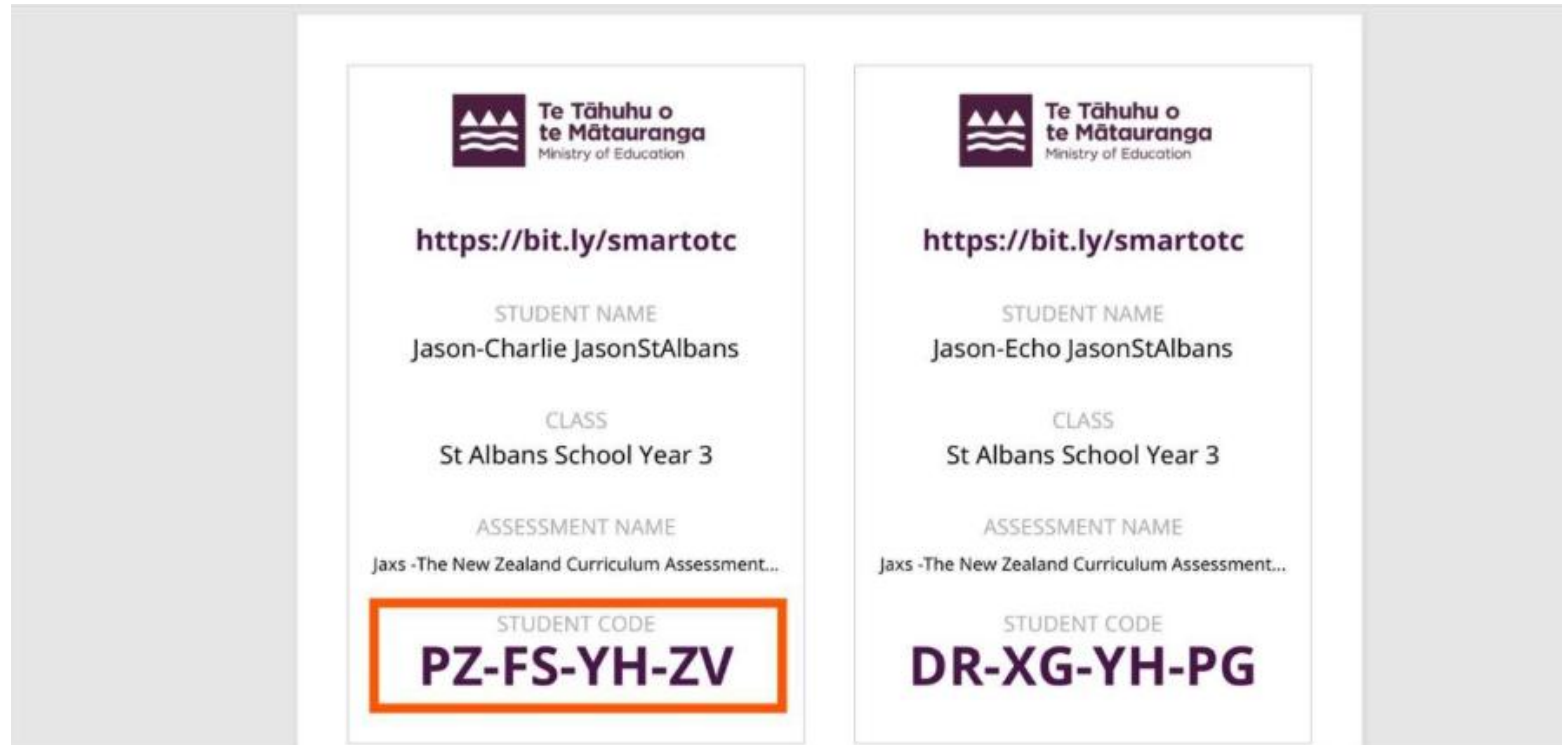


How to print student codes

Step 6

A pdf file will download to your computer. Save this file. Your codes are ready to distribute or store until the assessment

A copy of the printed codes can be seen here.



Paper Based Assessments

Paper Based Assessments

SMART supports both online and paper-based assessments, and you can mix both within the same class. Some students might complete the assessment online while others use paper, SMART handles both seamlessly.

Students | ākonga sitting their assessment using the paper-based method do not need to join an assessment session, nor will they use their student code. Paper-based assessments are entirely manual with no devices involved for the student | ākonga.

Paper Based Assessments

When you might use paper

- Limited device availability
- Student accessibility needs
- School infrastructure considerations
- Student preference or comfort

As keyboarding is not introduced until year 6 in the New Zealand Curriculum, student | ākonga competence using digital devices, and their access to them, needs to be considered when making the decisions about whether to use SMART digitally or on paper.

Paper Based Assessments

How Paper-Based Assessment Works

For paper-based assessment, there are two documents you need to print, it is important to understand the difference between them.

- **Question papers** contain the assessment questions and any stimulus material (images, diagrams, text passages). Students read from the question paper, but they do not write on it. Question papers can be reused across students if needed.
- **Answer sheets** are where students record their responses. Each student needs their own answer sheet. Answer sheets are specifically designed to be scanned and uploaded back into SMART after the assessment, so that paper-based results feed into the same marking and reporting system as online assessments.

Both are printed from the Delivery column on the SMART dashboard using separate tools: **Print Paper Assessments** for the question papers, and **Print Answer Sheets** for the answer sheets.

Paper Based Assessments

The paper-based workflow at a glance

This is important to consider when thinking about who will carry out these functions in your school. The full paper-based workflow runs across two phases of the dashboard:

- **Before the assessment:** print question papers and answer sheets from the Delivery column.
- **Students complete the assessment:** they read from the question paper and record their answers on the answer sheet.
- **After the assessment:** someone is required to scan the completed answer sheets and upload them into SMART using the Upload Printed Answer Sheets tool in the Marking column. SMART then processes the responses alongside any online submissions.

Because the answer sheets are scanned, it is important that students write clearly within the designated answer areas. You may want to remind students of this before they begin.

Printing Question Papers



Printing Question Papers

Step 1

To print the question papers, go to your dashboard and select “Print Paper Assessments”

The screenshot shows the SMART Administration dashboard for a user named Jason. The dashboard is organized into four main sections: 1. Preparation, 2. Delivery, 3. Marking, and 4. Reporting. The '2. Delivery' section is highlighted with an orange border, and the 'Print Paper Assessments' option is specifically highlighted with a red border. The dashboard includes a sidebar with navigation icons, a top header with the user's name and email, and a main content area with various quick links and descriptions for each step.

Te Tōhuhu o te Mōtauranga
Ministry of Education

Jason TestAcct2
jtestac2@gmail.com

Welcome Jason!

Use the quick links below to easily access each step.

1. Preparation
Set up your class before testing.

- Assessment Resources**
Access Tāhurangi teaching and assessment resources.
- Import Students | Ākonga**
Import and organise your student | ākonga classes.
- Accessibility Preferences**
Set up accessibility and extra support tools.

2. Delivery
Run assessments with your students | ākonga.

- Print Student | Ākonga Codes**
Print unique login codes for your students | ākonga to start the online assessment.
- Print Paper Assessments**
Print paper assessment packs for paper-based delivery.
- Print Answer Sheets**
Print paper answer sheets for paper-based delivery.
- Deliver Assessment Session**
Create, manage and monitor live assessment sessions.

3. Marking
Mark and review student | ākonga work.

- Upload Printed Answer Sheets**
Scan and upload paper submissions for paper-based delivery.
- Flagged Print Submissions**
Review scanned submissions that need your attention for paper-based delivery.
- Mark Assessments**
Mark and review student | ākonga submissions.

4. Reporting
Understand how your students | ākonga performed.

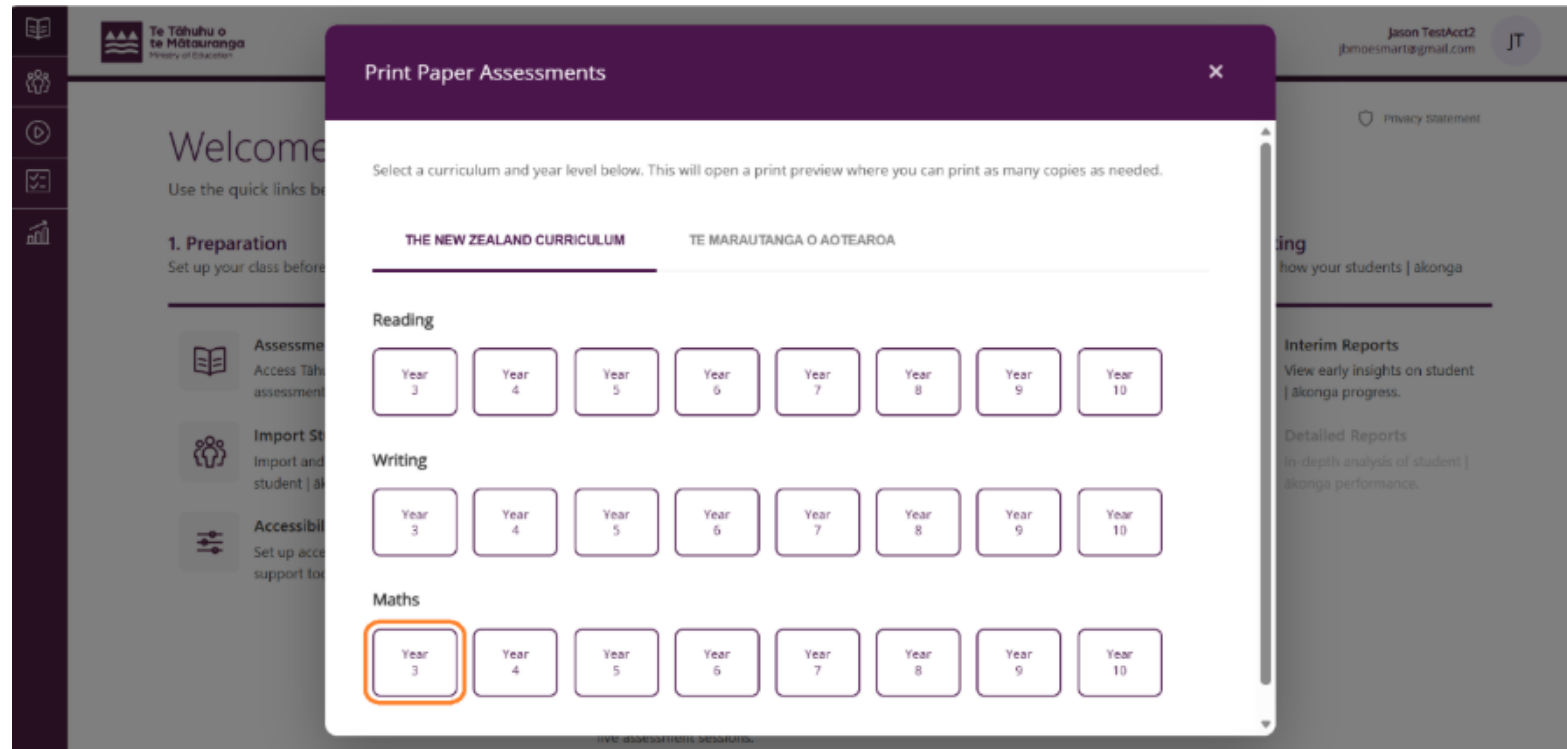
- Interim Reports**
View early insights on student | ākonga progress.
- Detailed Reports**
In depth analysis of student | ākonga performance.

Privacy Statement

Printing Question Papers

Step 2

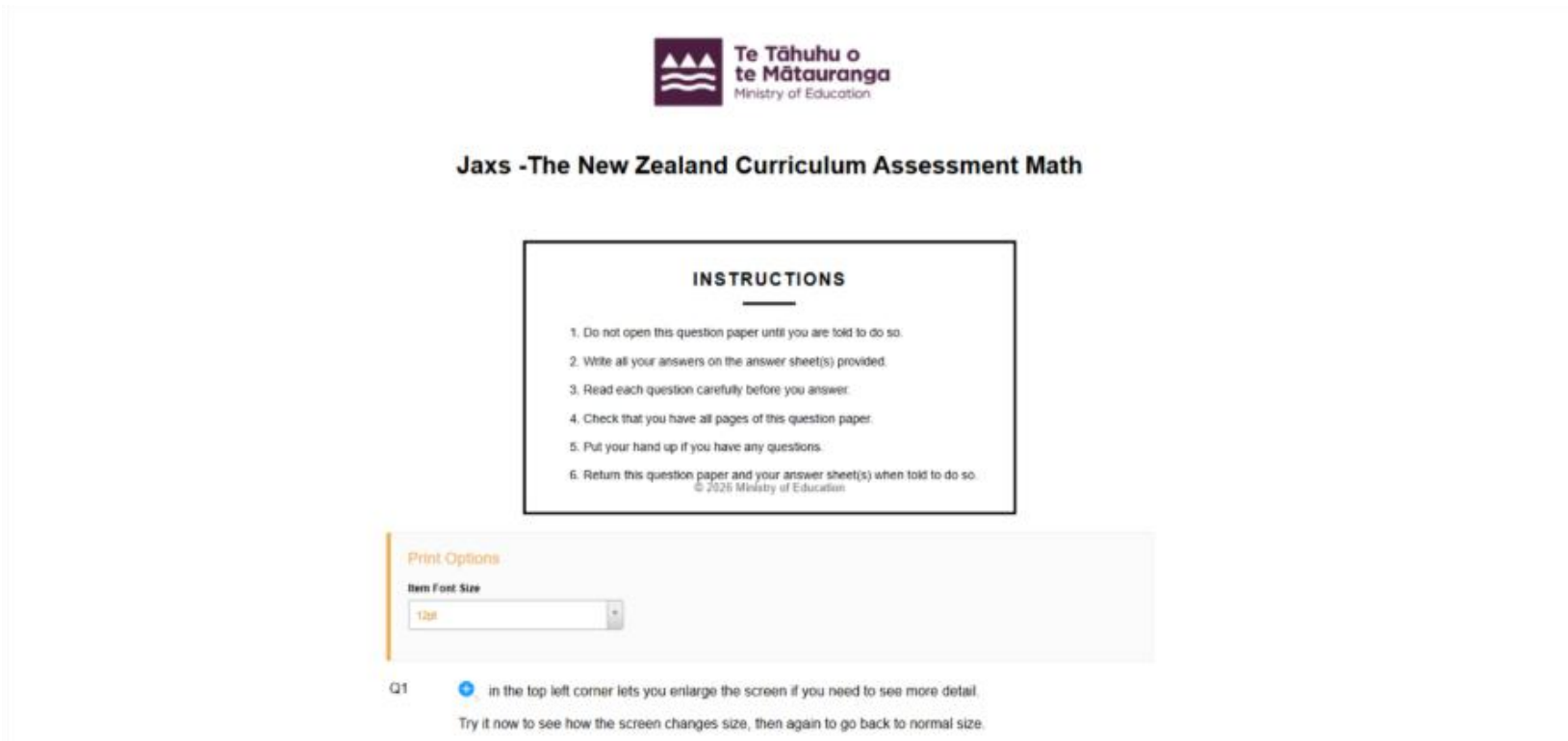
Select the curriculum (NZC or TMOA) the assessment type (reading, writing, maths, or pānui, tuhituhi, pāngarau) and the year group.



Printing Question Papers

Step 3

You will see a print preview of the assessment paper



The screenshot shows a print preview of a document. At the top center is the logo for Te Tāhuhu o te Mātauranga (Ministry of Education), which consists of a stylized mountain and waves icon. Below the logo is the text "Te Tāhuhu o te Mātauranga" and "Ministry of Education".

Below the logo is the title "Jaxs - The New Zealand Curriculum Assessment Math".

In the center is a box titled "INSTRUCTIONS" with a list of six instructions:

1. Do not open this question paper until you are told to do so.
2. Write all your answers on the answer sheet(s) provided.
3. Read each question carefully before you answer.
4. Check that you have all pages of this question paper.
5. Put your hand up if you have any questions.
6. Return this question paper and your answer sheet(s) when told to do so.

Below the instructions box is a "Print Options" section. It includes a "Item Font Size" dropdown menu currently set to "12pt".

At the bottom of the preview, there is a question labeled "Q1" with a blue circular icon. The text next to it says: "in the top left corner lets you enlarge the screen if you need to see more detail. Try it now to see how the screen changes size, then again to go back to normal size."

Printing Question Papers

Step 4

Choose the appropriate font size. This can be increased up to 24pt for students who require a larger text size.

The screenshot displays a digital question paper interface. On the left, there is a vertical navigation bar with icons for home, search, back, forward, and a list. The main content area is divided into two sections. The top section, titled "INSTRUCTIONS", contains a list of six instructions: 1. Do not open this question paper until you are told to do so. 2. Write all your answers on the answer sheet(s) provided. 3. Read each question carefully before you answer. 4. Check that you have all pages of this question paper. 5. Put your hand up if you have any questions. 6. Return this question paper and your answer sheet(s) when told to do so. Below the instructions is a copyright notice: © 2025 Ministry of Education. The bottom section, titled "Print Options", shows a "Item Font Size" dropdown menu. The menu is open, displaying a list of font sizes: 8pt, 9pt, 10pt, 12pt, 14pt (highlighted), 16pt, 18pt, and 20pt. Below the menu, there is a question labeled "Q1" with a list of instructions: "Make sure you read each part carefully." and "Answer all parts before moving on." The question text reads: "A farmer builds a rectangular paddock for sheep. The paddock is 120 metres long and 75 metres wide." To the right of the question, there is a partially visible instruction: "You to respond in a different way, such as choosing an option or typing your answer."

Printing Question Papers

Step 5

Once text size is selected press print. The assessment paper will be downloaded to your computer.

Te Tāhuhu o te Mātauranga
Ministry of Education

Jason TeSACCT2
jasonsmat@gmail.com JT

Print Preview

Print

Te Tāhuhu o te Mātauranga
Ministry of Education

Jaxs - The New Zealand Curriculum Assessment Math

INSTRUCTIONS

1. Do not open this question paper until you are told to do so.
2. Write all your answers on the answer sheet(s) provided.
3. Read each question carefully before you answer.
4. Check that you have all pages of this question paper.
5. Put your hand up if you have any questions.
6. Return this question paper and your answer sheet(s) when told to do so.

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Print Options

Text Font Size

12pt

Printing Answer Sheets



Printing Answer Sheets

Step 1

To print the question papers, go to your dashboard and select “Print Answer Sheets”

The screenshot shows the SMART Administration dashboard for a user named Jason. The dashboard is organized into four main sections: 1. Preparation, 2. Delivery, 3. Marking, and 4. Reporting. The '2. Delivery' section is highlighted with an orange border, and the 'Print Answer Sheets' option is also highlighted with an orange border. The 'Print Answer Sheets' option includes the text: 'Print paper answer sheets for paper-based delivery.'

BCD-Framework-P... Benefits managem... FILENET Home - Te Tāhuhu Login Online Timesheet... What is high impa... Other favourite

Te Tāhuhu o te Mōtūārainga
Ministry of Education

Jason TestAcct2 JT

Privacy Statement

Welcome Jason!

Use the quick links below to easily access each step.

1. Preparation

Set up your class before testing.

- Assessment Resources
Access Tāhurangi teaching and assessment resources.
- Import Students | Ākonga
Import and organise your student | ākonga classes.
- Class Management
Deactivate unnecessary classes.
- Accessibility Preferences
Set up accessibility and extra support tools.

2. Delivery

Run assessments with your students | ākonga.

- Print Student | Ākonga Codes
Print unique login codes for your students | ākonga to start the online assessment.
- Print Paper Assessments
Print paper assessment packs for paper-based delivery.
- Print Answer Sheets**
Print paper answer sheets for paper-based delivery.
- Deliver Assessment Session
Create, manage and monitor live assessment sessions.

3. Marking

Mark and review student | ākonga work.

- Upload Printed Answer Sheets
Scan and upload paper submissions for paper-based delivery.
- Flagged Print Submissions
Review scanned submissions that need your attention for paper-based delivery.
- Mark Assessments
Mark and review student | ākonga submissions.

4. Reporting

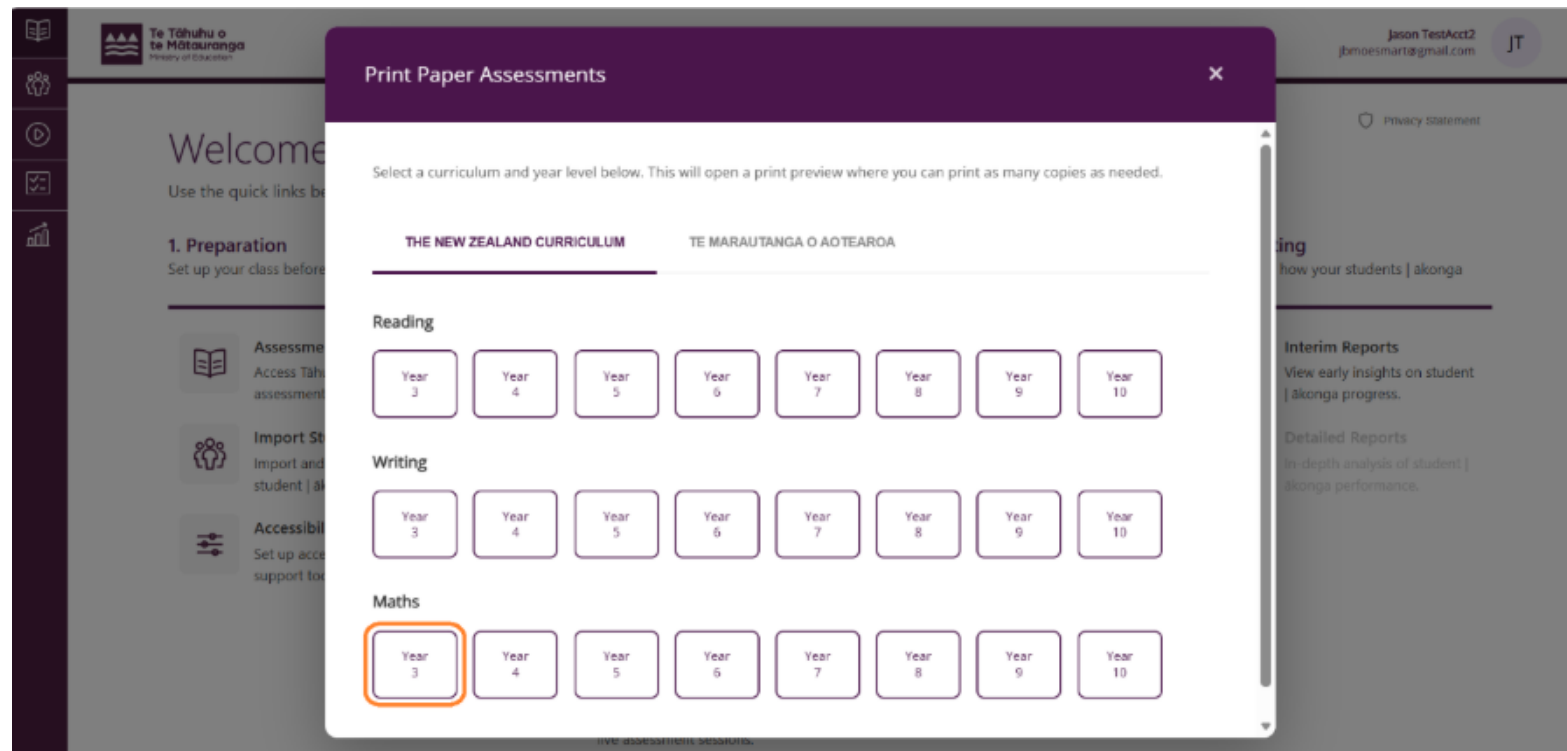
Understand how your students | ākonga performed.

- Interim Reports
View early insights on student | ākonga progress.
- Detailed Reports
In-depth analysis of student | ākonga performance.

Printing Answer Sheets

Step 2

Select the curriculum (NZC or TMOA) the assessment type (reading, writing, maths, or pānui, tuhituhi, pāngarau) and the year group. In this example we have selected NZC, Maths, and Year 3.



Printing Answer Sheets

Step 3

You can choose to print answer papers for all year 3 maths students or use the search function to find classes and individuals.

The screenshot shows the 'Attempts' search interface in the SMART Administration system. The interface is titled 'Attempts' and features a search bar labeled 'Search for Attempts'. Below the search bar, there are several filters: 'Search for Attempt by Name or Student Code', 'Started (after)' and 'Started (before)', 'Completed (after)' and 'Completed (before)', 'Assessment: Jason English - Math - year 3' (highlighted with an orange border), 'Assessment Event Status', 'Group', and 'Status: Open'. At the bottom of the search filters, there are 'Search' and 'Reset Search' buttons. Below the search filters, a message states 'No items to display.' At the bottom of the interface, there is a dropdown menu labeled 'Select to apply a bulk action'.

Printing Answer Sheets

Step 4

Click 'Search' to see your selection of students appear at the bottom of the screen.

The screenshot shows the 'Search for Attempts' interface. At the top, there is a search bar labeled 'Search for Attempt by Name or Student Code'. Below the search bar are several filter sections: 'Started (after)' and 'Started (before)', 'Completed (after)' and 'Completed (before)', 'Assessment: Jason English - Math - year 3', 'Assessment Event Status', 'Group', and 'Status: All'. A 'Search' button with a magnifying glass icon is located at the bottom left of the filter section. An orange arrow points to this button. Below the search bar, there are tabs for 'All (0)', 'Started (0)', 'Submitted (0)', and 'Other (0)'. The main content area displays 'No items to display.' and a 'Select to apply a bulk action' dropdown menu. A 'Recent Activities' link is visible at the bottom left of the interface.

Printing Answer Sheets

Step 4

Click 'Search' to see your selection of students appear at the bottom of the screen.

The screenshot shows a web application interface with a search filter at the top and a table of student results below. The search filter includes fields for 'Started (after)', 'Started (before)', 'Completed (after)', 'Completed (before)', 'Assessment: Jason English - Math - year 3', 'Assessment Event Status', 'Group', and 'Status: All'. A 'Search' button is highlighted with an orange box. An orange arrow points from the 'Search' button to the table below.

User	Assessment Event	Assessment	Started At	Completed At	Reasonable Adjustments	Status	Actions
<input type="checkbox"/> Jason-Alpha JasonStAlbans [3100003518] SC: CVMZQ00D	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math	17:24, 22 Feb	17:05, 22 Feb		Submitted	Actions -
<input type="checkbox"/> Jason-Bravo JasonStAlbans [3200003518] SC: FXCONVGC	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math				Open	Actions -
<input type="checkbox"/> Jason-Charlie JasonStAlbans [3300003518] SC: KZFSH-QV	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math				Open	Actions -
<input type="checkbox"/> Jason-Delta JasonStAlbans [3400003518] SC: MTRUW00D	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math				Open	Actions -
<input type="checkbox"/> Jason-Echo JasonStAlbans [3500003518] SC: DRK0NPG	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math				Open	Actions -
<input type="checkbox"/> Jason-Foxtrot JasonStAlbans [3600003518] SC: TCVBLTCQ	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math				Open	Actions -
<input type="checkbox"/> Jason-Golf JasonStAlbans [3700003518] SC: W0XCLWMC	Assessment: Jason English - Math - year 3	Jans - The New Zealand Curriculum Assessment Math				Open	Actions -

Printing Answer Sheets

Step 5

Select the students requiring printed answer sheets.

<input type="checkbox"/>	User	Assessment Event	Assessment	Started At	Completed At	Reasonable Adjustments	Status	Actions
<input type="checkbox"/>	Jason-Alpha JasonStAlbans [3100003518] SC: CVMZQXXD	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input checked="" type="checkbox"/>	Jason-Bravo JasonStAlbans [3200003518] SC: FXCCNVGC	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Charlie JasonStAlbans [3300003518] SC: PZFSYHZV	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Delta JasonStAlbans [3400003518] SC: MTLWWMXD	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input checked="" type="checkbox"/>	Jason-Echo JasonStAlbans [3500003518] SC: DRXGYHPG	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Foxtrot JasonStAlbans [3600003518] SC: TCVDLTCQ	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Golf JasonStAlbans [3700003518] SC: WMXCLWMC	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Hotel JasonStAlbans [3800003518] SC: MQMXTDLK	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-India JasonStAlbans [3900003518] SC: DZWQHNFN	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Juliet JasonStAlbans [4000003518] SC: LCVLDPJN	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾
<input type="checkbox"/>	Jason-Kilo JasonStAlbans [4100003518] SC: NDWPZTYN	Assessment: Jason English - Math - year 3	Jaxs -The New Zealand Curriculum Assessment Math				Open	Actions ▾

Printing Answer Sheets

Step 6

Choose the function – “Print Answer Sheets” from the drop-down and the bottom of the page.

The screenshot displays a table of assessment items. Each row includes a checkbox, a name (e.g., Jason-India JasonStAlbans), a student ID, an assessment title, a description, a status (Open), and an Actions button. At the bottom of the table, a pagination control shows '1' of 20 items per page. Below the pagination, a dropdown menu is open, showing 'Print Paper Answer Sheets' as the selected option, with an 'Apply' button next to it. A red box highlights this area.

Item	Name	ID	Assessment	Description	Status	Actions
<input type="checkbox"/>	Jason-India JasonStAlbans	[3900003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Juliet JasonStAlbans	[4000003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Kilo JasonStAlbans	[4100003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Lima JasonStAlbans	[4200003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Mike JasonStAlbans	[4300003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-November JasonStAlbans	[4400003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Oscar JasonStAlbans	[4500003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Papa JasonStAlbans	[4600003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Quebec JasonStAlbans	[4700003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Romeo JasonStAlbans	[4800003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Sierra JasonStAlbans	[4900003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -
<input type="checkbox"/>	Jason-Tango JasonStAlbans	[5000003518]	Assessment: Jason English - Math - year 3	Jason - The New Zealand Curriculum Assessment Math	Open	Actions -

1 - 20 of 20 items Export

Print Paper Answer Sheets Apply

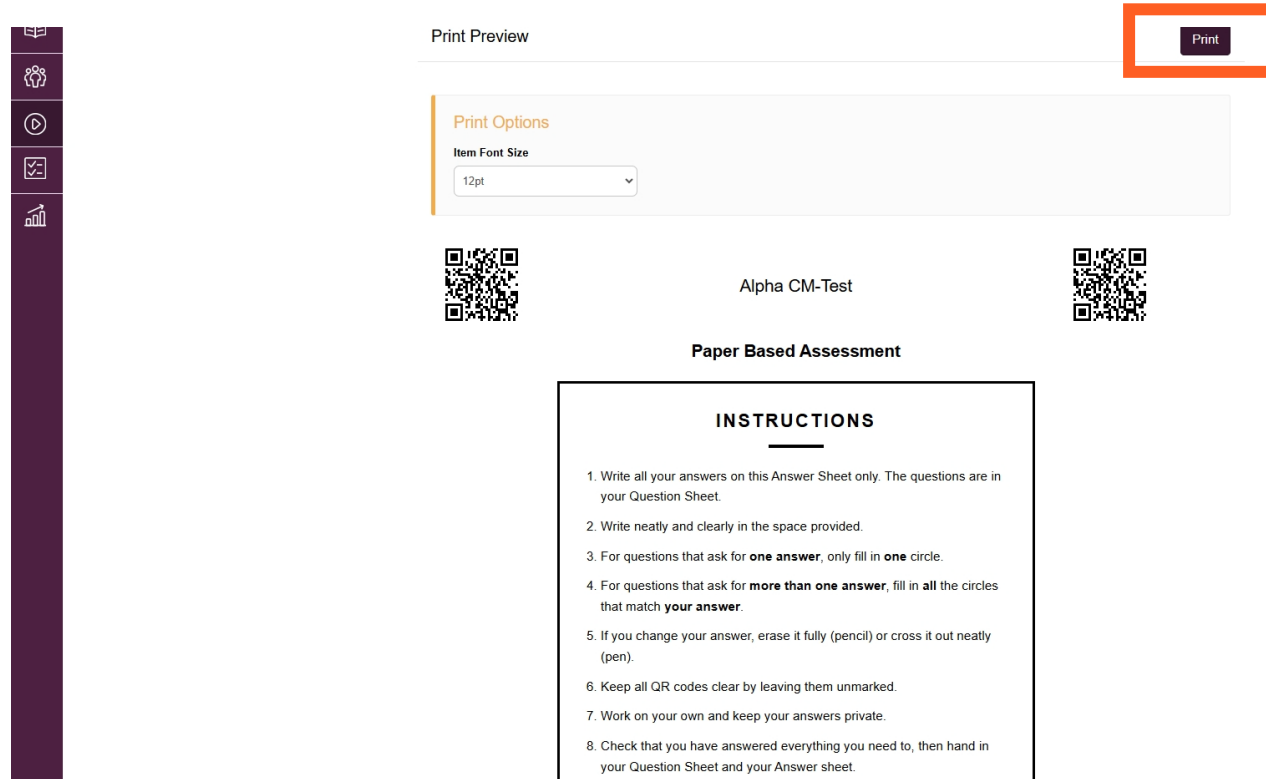
Recent Activities

Printing Answer Sheets

Step 7

A print view of the student answer sheet is produced. You can alter the font size allowing you to create larger text for students who require it.

Once the font size is set click “apply” and send to print using the button in the top right of page.



The screenshot shows a 'Print Preview' window. On the left is a vertical navigation bar with icons for home, user, play, checkmark, and bar chart. The main content area is titled 'Print Preview' and features a 'Print' button in the top right corner, highlighted with an orange box. Below the title is a 'Print Options' section with a dropdown menu for 'Item Font Size' set to '12pt'. Two QR codes are positioned on either side of the text 'Alpha CM-Test'. Below this is the heading 'Paper Based Assessment' and a box containing 'INSTRUCTIONS' with a list of eight numbered instructions.

Print Preview Print

Print Options

Item Font Size
12pt

Alpha CM-Test

Paper Based Assessment

INSTRUCTIONS

1. Write all your answers on this Answer Sheet only. The questions are in your Question Sheet.
2. Write neatly and clearly in the space provided.
3. For questions that ask for **one answer**, only fill in **one** circle.
4. For questions that ask for **more than one answer**, fill in **all** the circles that match **your answer**.
5. If you change your answer, erase it fully (pencil) or cross it out neatly (pen).
6. Keep all QR codes clear by leaving them unmarked.
7. Work on your own and keep your answers private.
8. Check that you have answered everything you need to, then hand in your Question Sheet and your Answer sheet.

Central Admin Team Workflow

Central Admin Team Workflow

For schools choosing to centralise printing, preparation, and administrative tasks for SMART assessments, careful planning by the senior leadership team (SLT) is essential to ensure a smooth assessment window.

The 5-week assessment period, running from **20 April to 22 May**, requires coordinated effort across curriculum leaders, classroom teachers, office staff, and technicians.

The following recommendations support effective preparation and delivery, and points out considerations for teacher completion or centralised team.



Central Admin Team Workflow

Central Admin Team Workflow OR Teacher Coordinating Assessments Checklist

- If you are considering having a centralised team prepare for assessments continue with this section.
- If teachers are coordinating their own assessments move on to ***Teacher Coordinating Assessments Checklist***.



Central Admin Team Workflow

1. Establish a Clear Centralised Workflow

Before the assessment window begins, the SLT should map out a clear process for either teachers or a central team to follow that includes:

- Generating and printing one time codes
- Producing paper-based question papers and answer sheets
- Storing materials securely
- Distributing materials to teachers on testing days
- Scanning and uploading completed answer sheets

Creating a documented workflow ensures everyone understands their responsibilities and reduces the risk of errors or delays.

Central Admin Team Workflow

2. Assign Roles and Responsibilities Early

To avoid bottlenecks during the busy testing period, the SLT should confirm:

- Who will generate and print codes** (e.g., teacher, office administrator etc.)
- Who will print, collate and secure question papers and answer sheets**
- Who will manage scanning and uploading after assessments**
- Who oversees troubleshooting** for teachers

Assigning named individuals for each step provides clarity and helps ensure continuity if someone is absent.

Central Admin Team Workflow

3. Build a Realistic Production Timeline

Working backwards from the final day of the assessment window, the SLT should schedule:

- When each year level or class will complete each assessment
- When printed materials need to be ready
- When scanning and uploading will take place

Planning ahead ensures the printing workload is spread out, minimises last minute pressure, and allows time for quality checks.

Central Admin Team Workflow

4. Provide Teacher Briefings Before the Window Opens

Even with centralised preparation, teachers need to understand:

- How materials will be distributed
- Expectations for managing the test session
- How to support students using one time codes
- How paper assessments will be collected and returned

A short briefing or quick reference guide ensures teachers feel prepared and reduces reliance on the admin team during testing.

Central Admin Team Workflow

5. Coordinate Device and Space Management

If the school is running a mixture of online and paper-based assessments:

- Ensure devices are booked and all are fully charged
- Identify quiet spaces for students needing separate settings
- Confirm availability of support staff such as teacher aides

Central Admin Team Workflow

6. Put Contingency Plans in Place

During a five week window, staff illness, device issues, or timetable clashes may occur. Who is the person/s to organise:

- Relief packs of pre printed one time codes
- Backup scanning times
- Alternative test sessions if a class is disrupted

Central Admin Team Workflow

7. Communicate the Timeline and include:

- An assessment calendar
- Who to contact for admin support
- Deadlines for returning completed answer sheets
- Expectations for teachers regarding classroom setup and supervision

Teachers Coordinating Assessments Checklist

Teachers Coordinating Assessments Checklist

1. Before the assessment window

- Check your class is reflected as a group within SMART
- Help students navigate the familiarisation site

2. During the assessment window

- Plan to deliver assessments at a time you can access the required number of devices.
- Book a separate time for reading, writing and maths (pānui, tuhituhi and pāngarau)
- If using paper-based assessments
 - print the question papers
 - print students answer sheets.
- If using online assessments
 - Create a session for each assessment
 - Print one-time student codes

Teachers Coordinating Assessments Checklist

3. During each assessment

- For **paper-based** assessments
 - Hand out question papers
 - Hand out answer sheets
- For **online** assessments
 - Provide one-time code slips to students
 - Support students to access the SMART assessment page
 - Help students enter their one-time code
 - Provide the session code and help students enter it
 - Start the assessment session once all students show up on your dashboard.

Teachers Coordinating Assessments Checklist

4. To finish an assessment

- **Paper-based assessment**
 - Collect question papers
 - Collect answer sheets
 - Scan answer sheets into SMART
 - Scan extended writing into SMART
- **Online assessments**
 - Ensure all students have submitted their assessments.
 - Finalize the session

Teachers Coordinating Assessments Checklist

5. Following assessments

- **Paper-based assessment**
 - Review scanned assessment answer sheets flagged for review in SMART
 - Correct any issues flagged from the scanning process
- **Online and paper-based**
 - Review the extended writing in SMART
 - If SMART marking is accurate submit the scores.
 - If SMART marking is not accurate adjust the score, making note in the comments section as to why you changed the score and submit the scores.
 - Generate the Guttman report

Privacy and Data

Privacy and Data

How we maintain privacy and data security

Privacy matters to us, and it is important that our schools/kura and their students/ākonga are protected from data breaches and cyber incidents.



ESL and privacy

The ESL login plays a significant role in maintaining this protection, as it is a well-established service for accessing applications in a secure manner using a delegated model.

Each school/kura has a delegated authoriser (DA) who manages access to SMART and other ESL applications within their school. It is important to emphasise the responsibility of the DA role, in terms of providing access to SMART and therefore access to student | ākonga data and personal information.

Privacy and Data

As the Delegated Authoriser...

You must confirm that you have sighted the original, or a certified copy of the identification documents provided by individuals who are applying for an ESL within the school.

These must be sighted before you approve a user's ESL access and invitation email.

If you are unsure of the credibility of the documentation that has been provided, you and the Authoriser (usually the principal) are responsible for acquiring further documentation to verify the applicant's identity. It is also your responsibility to ensure you are sighting the most up to date Evidence of Identity (EOI) documentation.

It is also your responsibility to ensure that the information on the documentation exactly matches the user details in their ESL account. Further guidance and details can be found [here](#).

It is expected that the individual's official name is used against their ESL account, with the 'preferred name' field being used for any assumed name. Here is a [good practice guide](#) for name usage, from the Department of Internal Affairs.

Privacy and Data

SMART user roles

As part of creating or updating a SMART role within ESL, the delegated authoriser assigns the appropriate role for the function the user will be performing.

- **Administrator** - The administrator role has greater access to information and functionality, and this increases the potential for mistakes if assigned inappropriately. **The School Administrator role** oversees and manages assessment activity across the whole school/kura. They handle school/kura-wide setup tasks such as importing students/ākonga and creating and monitoring all assessment sessions. They are also able to bulk upload scanned paper assessment responses, and access comprehensive reporting.
- **User**- this is the role most people in a school will have. This role focuses on managing and delivering assessments for students/ākonga. They can create and administer assessment sessions, print one-time student | ākonga access codes, support students/ākonga during assessments and monitor their progress through assessment sessions in real time. They can submit or postpone assessment attempts and can review student | ākonga results and activity summaries. They can also mark and review assessment attempts.

Privacy and Data

The Principal and DA should review these role allocations on a regular basis, to ensure the correct staff are allocated the correct roles in SMART

When a user leaves the school/kura, we recommend that they are removed from SMART and the ESL organisation as part of their standard offboarding process. This ensures that access to SMART and other applications is removed promptly.



Privacy Statements



Each school/kura will have their own privacy processes and guidelines around the use of personal information, particularly student | ākonga information.

There are privacy statements that should be issued to students/ākonga and their family and whānau, to help them understand what data is collected through SMART, why it is important to collect it, and how it will be used.

- Review the privacy statement for school | kura users.
- Review the privacy statement for students, family and whanau.
- Review the privacy statement for younger students.

Ministry Data Collection

It is recommended that students/ākonga and their families are informed that SMART assessment data will be shared with the Ministry for aggregated system level reporting.

The Ministry does collect identifiable student | ākonga data for this aggregated system level reporting, but it has protections in place to ensure that no individual student | ākonga information is disclosed or reported on.

The Ministry does not use the collected data for anything other than system level reporting.

The Ministry uses individual student | ākonga information to enable insights to be developed at the aggregate level across the education system to inform future decision-making.

Any Ministry reporting produced at an aggregate level across the education system will not identify or disclose individual student | ākonga information or be published in a way that an individual school | kura can be identified.

Ministry Data Collection

The Ministry collects only enough data to enable the delivery of assessment and the reporting of student | ākonga achievement:

- First Name
- Last Name
- Year Level
- NSN
- SMS Student ID
- Ethnicity
- Gender
- Assessment results

Our provider Janison does not use any personal information within SMART for their own purposes.

In Case of a Data Breach

If you become aware of a data breach or security issue within the SMART or ESL systems, you must notify the Ministry immediately, [as described here](#).



Module complete!

This module was designed to guide you through the key preparation and setup tasks required to effectively organise students | ākonga, customise the system, generate necessary materials, and establish smooth administration processes within SMART.

You also covered how to import students | ākonga and classes (groups), how to add a colour theme, and how to print student one-time codes. The module also covered how to print paper-based assessment question and answer sheets, how to establish an administration workflow, and how to ensure teachers are coordinated and prepared.

In addition, you established an understanding of how data privacy and security are maintained throughout the system.

You should now have a clear, practical understanding of how to prepare your students, materials, and team so that assessment sessions can run efficiently and securely.

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