



Checklist for Teachers:

Delivering SMART Reading | Pānui Assessments on the day

Before the session begins (same day)

Online Reading | Pānui Assessments

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

Paper-Based Reading | Pānui Assessments

- Have printed Assessment Question Papers ready (secure until distribution).
- Have individual printed Assessment Answer Sheets for every student | mokopuna, each showing the correct

student | mokopuna name and QR code.

Starting the Assessment

Online Delivery

- Distribute student | mokopuna code cards to students | mokopunas.
- Have student | mokopunas enter the URL short link, then their individual student | mokopuna code.
- Instruct student | mokopunas to enter the session code and confirm the assessment is Reading | Pānui.
- Wait until all student | mokopunas 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 | mokopuna.
- Instruct student | mokopunas 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 student | mokopuna 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: Student | mokopuna cannot switch from online to paper once started.

Paper-Based-Specific

- ❑ Ensure student | mokopuna write clearly within the designated areas on the Answer Sheets.
- ❑ Remind student | mokopuna that responses are illegible or incoherent may be flagged for teacher review.
- ❑ Remind student | mokopuna 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) student | mokopuna have submitted, check the session dashboard for any postponed student | mokopuna.
- ❑ 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 student | mokopuna 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 illegible or incoherent, it will be flagged for teacher review and marking.