
From SEDT / September Newsletter

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To: Malcolm <generalmanager@sedt.co.nz>

11 September 2024 at 12:40

**September 2024***Kawerongo hiko - Maramaiwa 2024*

Greetings from the entire team at SEDT

Greetings from Aotearoa (New Zealand) Malcolm,

The Northern Hemisphere Academic year is just beginning again, while in the Southern Hemisphere end of year preparations are underway - including Class 12 Project presentations, external examinations and other end of year activities.

With this in mind, this newsletter includes important information for schools (CSE Coordinators in particular) on how to set up for the forthcoming academic year.

You will also notice important information about:

- student access to the results Portal
- special assessment conditions, and
- changes in the format of the NZCSE Certificate

Please know that we welcome your feedback at anytime.

Thank you for your ongoing support.

Malcolm Cox - General Manager

P.S. If there are staff members who are not receiving this newsletter, please let me know so we can update our mailing list. Best wishes . . .

If you wish to contact us please email team@sedt.co.nz

Start of the Academic Year

Northern Hemisphere

School		Annual Assessment and Moderation Plan - Level 1 (Class 10)												
LO No.	New LO?	Ver	Subject	Lit / Num	Learning Outcome Title	NZCSE Point	Assessment Activity	Assessor	Internal Moderator	Internal Pre-Assessment Moderation Da	External Pre-Assessment Moderation Da	Student Submission Date	Internal Post-Assessment Moderation Da	External Post-Assessment Moderation Da
Learning outcome number Choose a learning outcome number from the list														

At the start of each academic year, the CSE Coordinator at each school must prepare an **Annual Assessment & Moderation Plan** which shows the Internal and External Assessment Activity which will be done before (pre-assessment) and after (post-assessment) a Learning Outcome Activity is finalised. This plan is available in [English](#) and [German](#) (click links to access)

The **Annual Assessment & Moderation Plan** is provided to one of the SEDT Moderation Coordinators - Amelia Minogue for English Speaking Schools or Stefan Fricke for German Speaking Schools.

A template for the **Annual Assessment & Moderation Plan** is available in SEDT's Resource portal - monday.com. This site gives access to the LATEST versions of all SEDT resources.

Login instructions to access Monday.com are available from your **CSE Coordinator**.

For help or more information please email generalmanager@sedt.co.nz

Setting up New Enrolments

in SEDT Results Database

SEDT English Forms & Documents Integrate

Main Table +

New item Person Filter Sort Hide Group by

SEDT procedures

<input type="checkbox"/>	Item	Effective Date	Files - MS	Files - PDF
<input type="checkbox"/>	Setting up New Enrolments in SEDT Results Database	14 Aug		

With the start of the academic year beginning in Northern Hemisphere Schools CSE Coordinators will be preparing Student Enrolments for the forthcoming academic year in the Results Database.

[CLICK HERE](#) for instructions on how to:

- set up your Level 1 students to Level 2, and Level 2 students to Level 3,
- create “Catch Up” enrolments for students require this
- add students transferring from another Steiner School using NZCSE
- submit Level 1 student enrolments

These instructions are also available on monday.com

For help or more information please email: generalmanager@sedt.co.nz

Student access to the Results Portal

At the start of each academic year, it is important to ensure your Level 1 and new students have access to the Student Results Portal. This allows students to independently check their academic progress during the year.

Please ensure that all your Level 1, Level 2 and level 3 students have access to the Student Results Portal. The CSE Coordinator is responsible for setting this up.

[CLICK HERE](#) for CSE Coordinator Instructions to Facilitate Student Access to the Student Results Portal.

Once this has been done, please provide your students with instructions to access the Results Portal.

[CLICK HERE](#) to access Student Instructions.

Access to these documents is also available in monday.com

For more information please email: generalmanager@sedt.co.nz



Welcome Students!

Welcome NZCSE students

This login enables you to see your own results as you move up through the levels of the CSE. Your access is read-only and you can also print out an Interim ROA report if you wish. If you spot a result that is not what you expected to see, contact your school CSE Coordinator. They are also your first contact if you experience difficulty in logging on.

All the best with your studies!



Student Date of Birth on NZCSE Certificate

The format of the NZCSE Certificate provided to qualifying students at the end of each academic year has been changed in line with new requirements of the New Zealand Qualifications Authority (NZQA).

We have also made adjustment to our system so that we are now able to include a student's birthdate on the NZCSE Certificate.

To include the birthdate the CSE Coordinator must ensure that this information (each student's birthdate) is uploaded or added to each student record in the **Results Database**.

LEVEL 1 STUDENTS

For new Level 1 students, CSE Coordinators can include an additional "Birth Date" column in the spreadsheet used to import / upload student details into the Results Database.

[CLICK HERE](#) to access instructions for Setting up New Enrolments in SEDT Results Database (these are also available in monday.com)

LEVEL 2 AND LEVEL 3 STUDENTS

For students moving from Level 1 to Level 2 and from Level 2 to Level 3 you will need to manually amend each student record.

1. From the "Students" tab in the Results Database choose your "Year starting" then "Search". This will display the current students.

2. Choose “edit” in the line alongside each student name.
This will display the “Edit student details” screen.
3. In the “Date of birth” field look up or type in the date of birth (the format is MM/dd/yyyy).

Repeat this for each student.

If you need any assistance please contact: generalmanager@sedt.co.nz



Special Assessment Conditions (SAC)

Special assessment conditions provide extra help for approved learners so they can complete NZCSE Learning Outcomes. Such assistance could include the use of a writer or reader, computer access, rest breaks, or enlarged font size.

When a student wants to access special assessment conditions due to impairment, illness, injury or learning disability, the student must provide:

- a current medical certificate (no more than 12-months old), or
- other appropriate documentation which clearly establishes the nature of the barrier impacting the student’s ability to complete assessments

without the Special Assessment Conditions.

Applications for special assessment conditions must be made by the school's Special Education Needs Coordinator (SENCO) to SEDT on behalf of the student using the [Special Assessment Conditions Application \(click here\)](#).

Applications must be made within the first two (2) weeks of the start of the unit of learning, unless the impairment arises from a subsequent event (e.g. accident).

Special assessment conditions may include:

- **A Time Allowance:** additional time may be granted for assessments events and, under exceptional circumstances, assignment deadlines.
- **Modifications to Assessment Requirements:** written assessment instructions may be modified, such as enlarging the font size, provision for oral responses, etc.
- **Use of Equipment or Resources:** use of computers, dictionaries, or other aids may be permitted for students who have difficulty reading or writing, if this is the usual method of communication. Approval will not be granted if the request is made on the grounds that a student has untidy writing.
- **Examination or Test Assistant:** the assistance of a Reader, Writer or Reader/Writer may be provided. Extra time and a separate examination room may also be required to accommodate the reading/writing assistance.

When special assessment conditions have been approved, there must be communication between the SENCO Co-ordinator, teacher, parents, and student prior to the assessment to ensure that the assistance required is available.

If a student, parent or caregiver has questions about the special assessment conditions, they should first approach their teacher. If further clarification is required approaches can be made to the school's:

- a. SENCO Coordinator,
- b. CSE Coordinator, or
- c. Principal.

Further information about **Special Assessment Conditions** is available in the [NZCSE Coordinator Manual](#) and the [Student Handbook Template](#)

both are available on monday.com



Steiner Education Development Trust (SEDТ) is a New Zealand company, wholly owned by the Steiner Education Development Foundation (SEDF) a registered New Zealand charity.

SEDТ's purpose is to develop and manage the Certificate of Steiner Education (CSE).

This qualification provides Steiner / Waldorf schools throughout the world with a contemporary secondary school qualification, that retains the Steiner curriculum and pedagogy, and provides high-school graduates entry to university and other tertiary and higher education.

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