

Login using educator sector logon <https://lms.nzqa.govt.nz>



**Kia ora and welcome to Pūtake, NZQA's learning management system.**

**Secondary teachers / Tertiary providers**  
Use your Education Sector Logon (ESL) to access Pūtake.

[Login via ESL](#)

**NZQA Kaimahi and other users**  
Use your username and password to access Pūtake.

[Log in](#)

If you have forgotten your login credentials, or have any issues logging in, please contact the Learning Management System (LMS) Support Team at [lms.help@nzqa.govt.nz](mailto:lms.help@nzqa.govt.nz). Check out our troubleshooting tips [here](#).

You will then see the Teacher Dashboard, links to the Assessor Practice Tool can be found in several places

**Pūtake** Home Catalogue NCEA Subject **Assessor Practice Tool** Help

**Kia ora, welcome to Pūtake.**

Here you can find Assessor Support courses, modules and workshops provided by NZQA. The courses available for you to enrol in can be found using the tiles below, where they have been grouped into the different types of e-learning. The courses that you are currently enrolled in are displayed in the **Current Learning** panel on the right-hand side of this page. You can also use the **Catalogue** to view all the content available.

**Support for internal assessment**

- Assessor Practice Tool**
- General Assessment Modules
- Transforming Assessment Praxis & Assessment Approaches
- Short Courses and Bite Sized Modules (Subject Specific)
- Making Assessor Judgements (Subject Specific)

**Assessor Practice Tool**  
You can practice your assessment skills using this tool.

**Last Course Accessed**

- APT Feedback  
No criteria

**Current Learning**

- APT Feedback  
No criteria
- TEST Making Assessor Judgements - Digital Technologies  
No criteria

Displaying 1 - 2 of 2 results

**Need help?**  
Click the button below if you require technical support.

[Contact us](#)

On the APT homepage there is an explanation of the Tool.

**Assessor Practice Tool**

Welcome to the Assessor Practice Tool. This tool is for teachers/kaiaiko to practice making assessment judgements for Achievement Standards. You can choose which subject and achievement standard you would like to practice, and then you will be shown samples of student work and asked to determine which grade to award. After you submit your grade, you will see the grade awarded by a moderation panel, along with their reasoning as commentary. You will then get an opportunity to change your grade and see further samples.

You can return and re-view already graded samples by selecting the 'View full report' button in the **My Record** box on the side of this page. When selecting the relevant link from the report, you will be taken back to a sample that you have previously graded.

Please note: This tool is for teacher use only, and the samples of student work are not to be downloaded, shown to students/ākonga, or used for other purposes. Failure to follow these guidelines may result in a breach of the Privacy Act (2020) and/or Copyright Act (1994).

Participation is recorded, but there are no performance measures for individual teachers/kaiaiko.

Begin by choosing which subject, level and achievement standard you would like to practice.

**Subject**

- Accounting
- Agricultural and Horticultural Science
- Business Studies
- Chemistry
- Chinese
- Classical Studies
- Dance
- Design and Visual Communication

**Start**

**Feedback**

The feedback section is an online form linked below. Please take the time to complete this, as your feedback is important to us and will help us to refine and improve all aspects of the Assessor Practice Tool for the future.

[GIVE FEEDBACK](#)

**My Record**

Subject	Samples completed
Design and Visual Communication	25
Home Economics	5
Media Studies	15
Technology	20
Visual Arts	2
Digital Technologies	3
Dance	10
Classical Studies	1
Drama	9
Music	10
Agricultural and Horticultural Science	2
Accounting	1

[View full report](#)

Once you are ready to begin, click on the subject you wish to practice.

A box will appear with the levels available. Choose the level you wish to practice. Currently, most subjects have some standards available for Level 3. Level 1 standards will appear as work becomes available. Level 2 will appear for some subjects.

Select the standard you wish to practice. Then click 'Start'. A pop-up will ask for your confidence level for this standard

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**Level**

- Level 1
- Level 2
- Level 3

**Standard**

- AS92000 Generate product or spatial design ideas using visual communication techniques in
- AS92001 Use representation techniques to visually communicate own product or spatial des

Search Standards

**Start**

The first randomised sample of work will appear. You can view the standard at any time via the link on the right. This link is available on every sample page.

Some samples are written and some are videos. Read or watch the sample.

Then, from the dropdown box, choose the grade that you believe is correct for the work you have seen.

You can change your confidence level to indicate how confident you feel at any time.

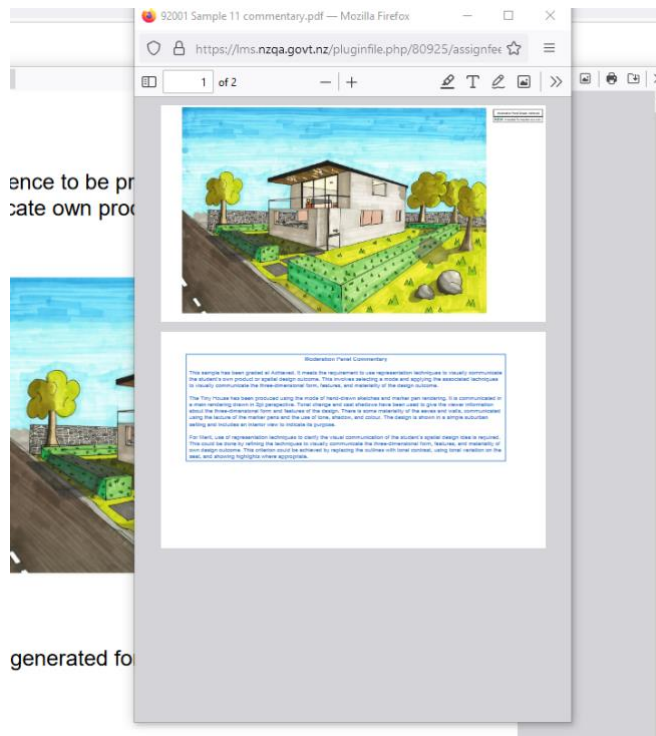
Once you are ready, click on the submit grade button to enter your grade.

The screenshot shows a sample page for an environmental issue essay. The text type is 'Text type - Essay' and the topic is 'An environmental issue'. The title of the sample is 'Dépendance à l'auto'. The text discusses the environmental impact of cars and the need for sustainable urban planning. On the right side, there is a 'Supporting documents' section with a link to 'Achievement Standard'. Below that is a 'Grade' dropdown menu currently set to 'No grade', a 'Submit grade' button, an 'Indicated grading confidence' dropdown set to 'Low', an 'Update' button, and 'Select new sample' and 'Exit' buttons at the bottom.

Once your grade is submitted, you will be shown whether or not your grade was the same as the moderation panel's decision.

The screenshot shows a sample page for a tiny house design. The text describes a learning context for AS92001 and asks the user to use representation techniques to visually communicate a design outcome. The title is 'Tiny House design'. Below the text is an image of a tiny house. On the right side, there is a 'Supporting documents' section with a link to 'Achievement Standard'. Below that is a 'Grade' dropdown menu currently set to 'Met', a 'Submit grade' button, a confirmation message 'Your grade: Met. Moderation panel grade: Achieved', a link to 'Click here to view the commentary from the Moderation panel.', a 'Provide feedback on this sample' section with a 'Submit' button, an 'Indicated grading confidence' dropdown set to 'Medium', an 'Update' button, and 'Select new sample' and 'Exit' buttons at the bottom.

You will also see a link to the moderator commentary, or an embedded video. Click on the link or press play to view the commentary.

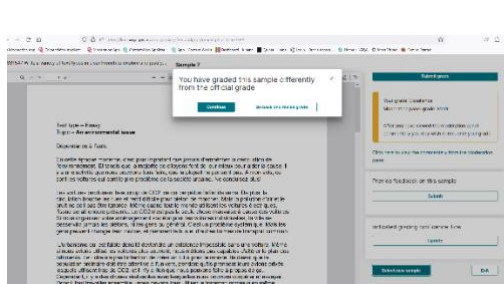


When you are ready, you can move to the next sample by clicking on the 'select new sample' button. If you move to a new sample without reviewing your grade, a pop-up box will appear.

You can choose to change your grade or continue to the next sample.

If you continue without changing your grade, you can choose from a number of options explaining your reason for this.

If you choose not to change your grade, click on continue and you will be taken to the next sample.



Please indicate your reason for not updating the grade.

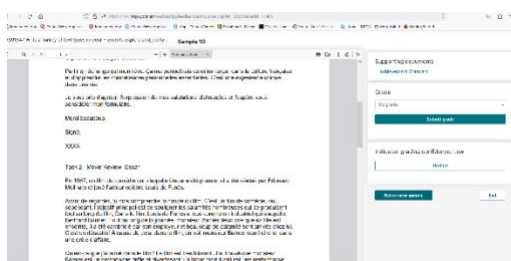
I don't agree with the moderation panel decision  
 I don't understand the moderation panel decision  
 I agree with the moderation panel but don't think I should be allowed to change my grade  
 I agree with the moderation panel but don't wish to change my grade  
 Other

Comments

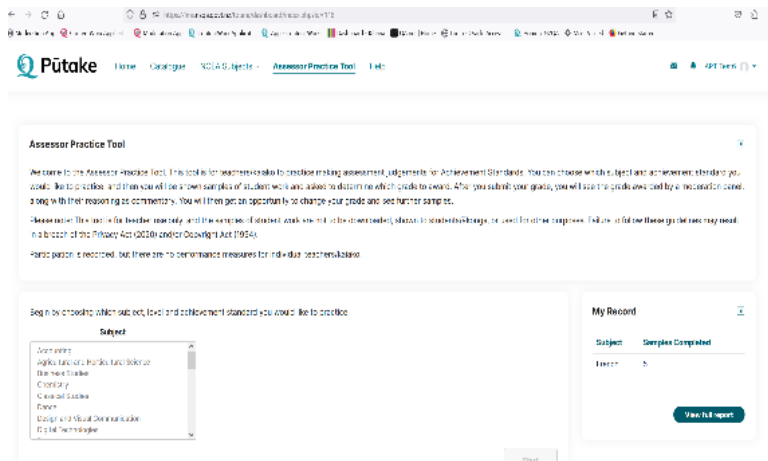
At any stage you can choose to view a different sample by clicking on select new sample.

You can grade as many samples as you have time for, and your previous decisions will be saved. You can come back at any stage.

When finished, click on exit.



When you have exited the tool, you will be taken back to the homepage.



From here you will be able to access a report which summarises your work.

### My record (assessor)

15 records shown

This report is a record of the samples you have made judgements on, along with the grades they were given by the moderation panel. This is available for your use only.

Search by

Sample

Standard

NZQA grade

My Grade

Show/Hide Columns

Standard	Sample	NZQA Grade	Assessor Grade
AS91611 Develop a prototype considering fitness for purpose in the broadest sense	Sample 4	Achieved	Achieved
AS91610 Develop a conceptual design considering fitness for purpose in the broadest sense	Sample 1	Not Achieved	Not Achieved
AS91610 Develop a conceptual design considering fitness for purpose in the broadest sense	Sample 5	Merit	Excellence
AS91610 Develop a conceptual design considering fitness for purpose in the broadest sense	Sample 7	Merit	Excellence
AS91610 Develop a conceptual design considering fitness for purpose in the broadest sense	Sample 10	Excellence	Not Achieved
AS91468 Analyse a food related ethical dilemma for New Zealand society	Sample 5	Excellence	Excellence
AS91628 Develop a visual presentation that exhibits a design outcome to an audience	Sample 3	Achieved	Achieved
AS91628 Develop a visual presentation that exhibits a design outcome to an audience	Sample 4	Excellence	Achieved
AS91628 Develop a visual presentation that exhibits a design outcome to an audience	Sample 6	Merit	Merit
AS91906 Use complex programming techniques to develop a computer program	Sample 10	Achieved	Not Achieved
AS91872 Analyse the interaction between psychological approaches	Sample 5	Merit	Merit
AS91461 Analyse a New Zealand health issue	Sample 9	Excellence	Excellence
AS91405 Demonstrate understanding of accounting for partnerships	Sample 5	Excellence	Excellence
AS92001 Use representation techniques to visually communicate own product or spatial design outcome	Sample 9	Merit	Excellence
AS92001 Use representation techniques to visually communicate own product or spatial design outcome	Sample 9	Merit	Merit

Export as

Scroll down and you will see your unique report summary.

Your work in the APT and your results report cannot be seen by others. However, you may wish to use this report as proof of professional development. To download the report, select 'Export' and choose the type of file you would like to download.

At any time, if you wish to view the student work again, click on the sample number and it will take you back to that sample.

When you have finished, simply exit the file and your work will be saved.

If you have completed all the samples for a standard, you can reset the grades and complete them again. Select the subject and standard where you have completed all the samples, then select Start. You will see a message that you have completed all the samples for this standard. Select the hyperlink 'delete your grading history'. When you select the standard now, you can complete grading for all the samples again.

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Participation is recorded, but there are no performance measures for individual teachers/kalako.

Sorry, there are no more practice samples left for this standard. To reset the samples and grade them again, you can delete your grading history.

Begin by choosing which subject, level and achievement standard you would like to practice.

**Subject**

- Accounting
- Agricultural and Horticultural Science
- Biology
- Business Studies
- Chemistry
- Chinese
- Classical Studies
- Dance
- Design and Visual Communication
- Digital Technologies

Start

**My Record**

Subject	Samples completed
Design and Visual Communication	2
English	1
History	1
Economics	1
Geography	2
Accounting	8

View full report