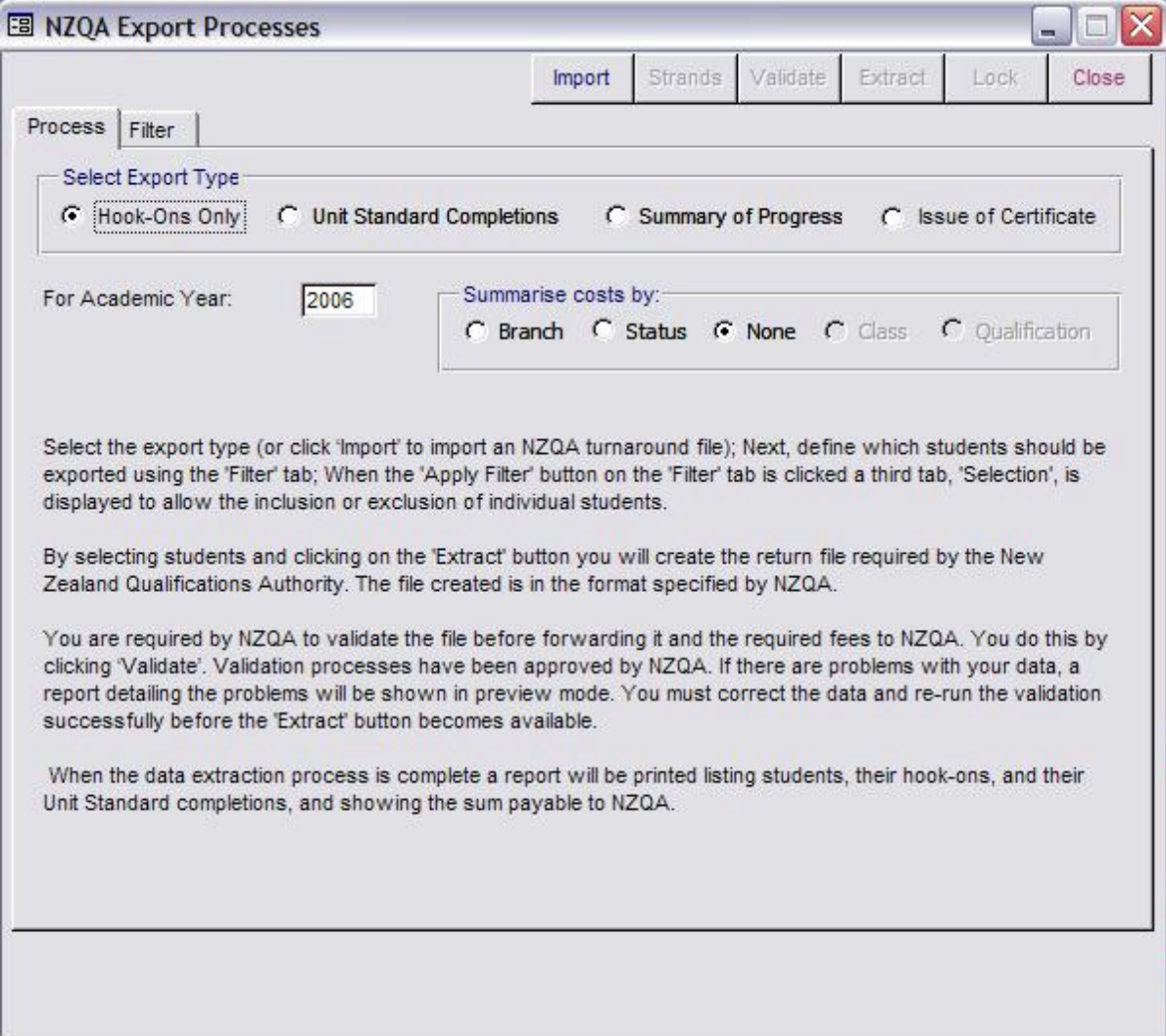


# Tip Sheet No.02

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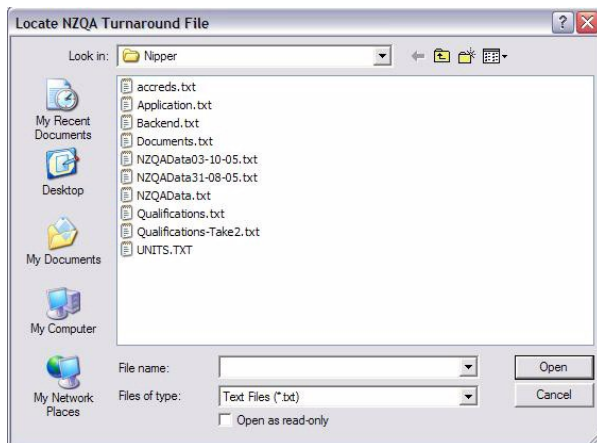
## NZQA Hook On

1. Click on the **Exports** button.
2. Click on the **NZQA** button.
3. Nipper recommends that a back-up is performed.
4. Click on the **Yes** button to continue with the export process. Click **No** to return to the Administration Module to do the backup.
5. The NZQA Export Processes will display.



The screenshot shows a software window titled "NZQA Export Processes". At the top right, there are buttons for "Import", "Strands", "Validate", "Extract", "Lock", and "Close". Below these are two tabs: "Process" and "Filter". The "Process" tab is active, showing a "Select Export Type" section with four radio buttons: "Hook-Ons Only" (selected), "Unit Standard Completions", "Summary of Progress", and "Issue of Certificate". Below this is a text input field for "For Academic Year:" containing "2006". To the right is a "Summarise costs by:" section with five radio buttons: "Branch", "Status", "None" (selected), "Class", and "Qualification". The main area of the window contains instructional text: "Select the export type (or click 'Import' to import an NZQA turnaround file); Next, define which students should be exported using the 'Filter' tab; When the 'Apply Filter' button on the 'Filter' tab is clicked a third tab, 'Selection', is displayed to allow the inclusion or exclusion of individual students. By selecting students and clicking on the 'Extract' button you will create the return file required by the New Zealand Qualifications Authority. The file created is in the format specified by NZQA. You are required by NZQA to validate the file before forwarding it and the required fees to NZQA. You do this by clicking 'Validate'. Validation processes have been approved by NZQA. If there are problems with your data, a report detailing the problems will be shown in preview mode. You must correct the data and re-run the validation successfully before the 'Extract' button becomes available. When the data extraction process is complete a report will be printed listing students, their hook-ons, and their Unit Standard completions, and showing the sum payable to NZQA."

6. Click on the **Import** button.
7. Select the NZQA turnaround file.



8. Click on the **Open** button.

9. The following message will be displayed if the file has been imported successfully.



10. Click on the **OK** button.

11. The turnaround file has been successfully imported.

**Note:** The turnaround file can be downloaded from the NZQA website. Log into your Tertiary Provider Login and click on the View Batches link. Enter in the relevant batch and there will be a link to the turnaround file.

