Tip Sheet No.05

Report Unit Standards to NZQA

Make sure you have:

- downloaded your curriculum from the NZQA, saved the files to the correct folder and imported the NZQA data into Nipper
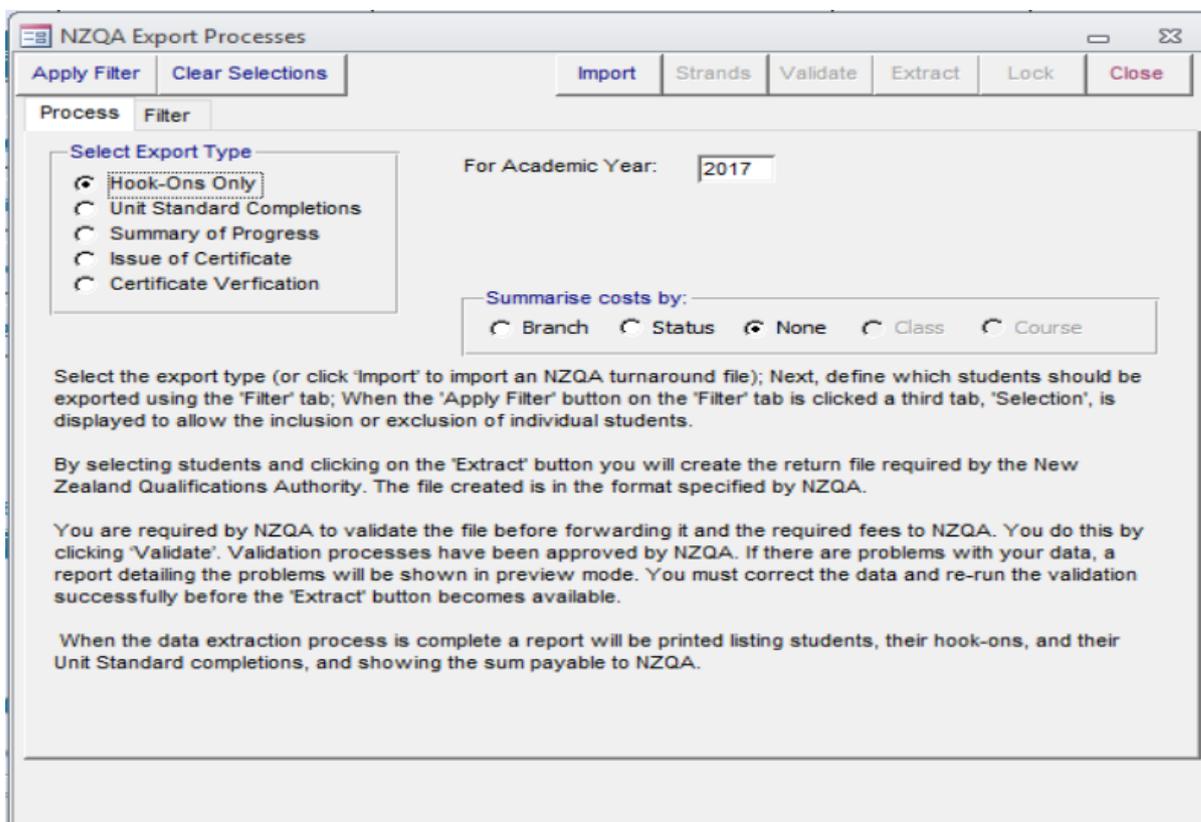- recorded outcomes for your students.

The NZQA Reporting (also known as the NZQA Export Process) can be used to report unit standard completions to NZQA, request a summary of progress (qualification check) from NZQA, request the issue of certificates from NZQA and to notify NZQA if you have printed certificates for the students.

1. Click on the **Exports and Reports** button.
2. Click on the **Exports** button.
3. Click on the **NZQA** button.

Nipper recommends that a back-up is performed before undertaking the export process.

4. Click on the **Yes** button to continue with the export process.
5. Click **No** to return to Nipper to do the backup.

The NZQA Export Processes will display.

6. Click on the radio button relating to your particular export type.
7. Click on the **Filter** tab.
8. Select the applicable filtering options or leave the options to default.
9. Click on the **Apply Filter** button.
10. Select the students you want to export results for.
11. Click on the **Validate** button.
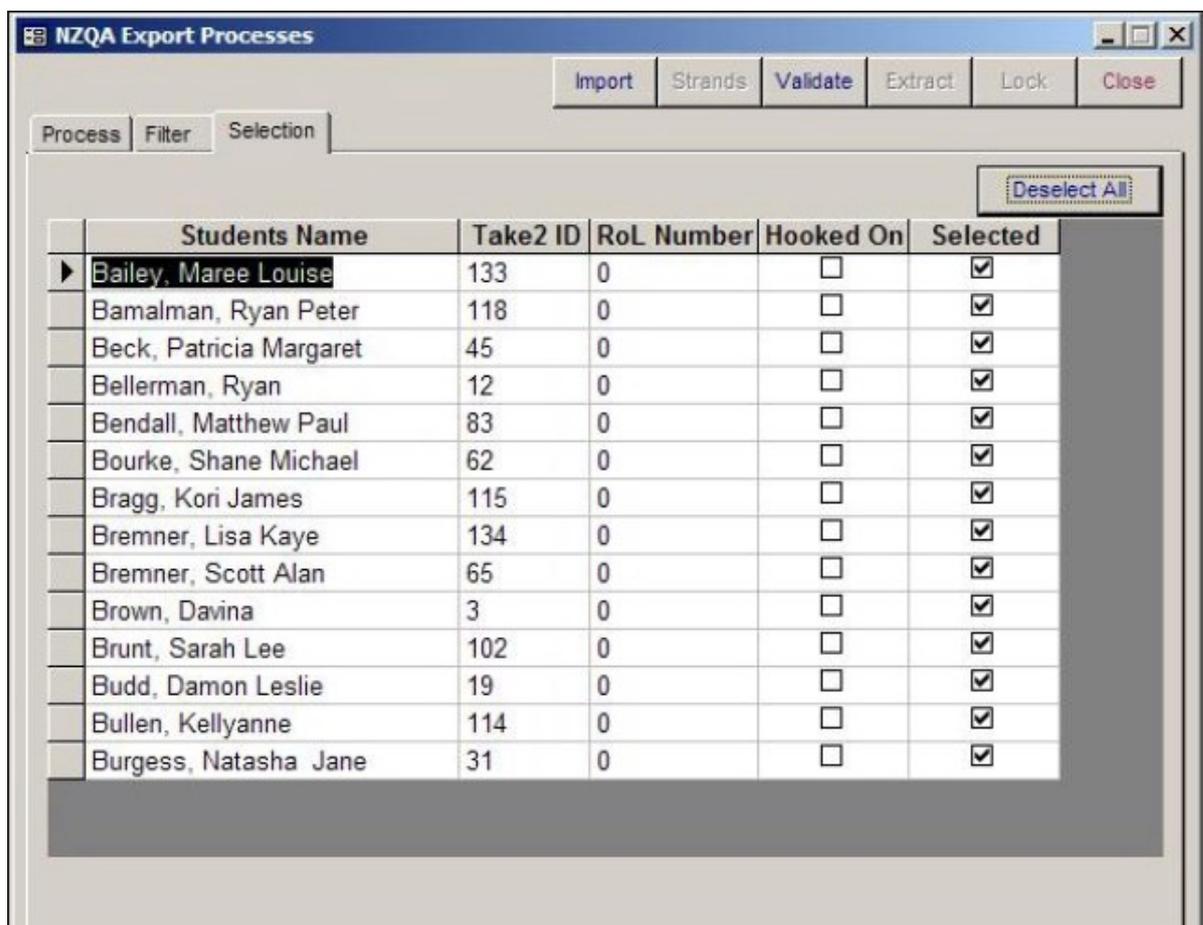
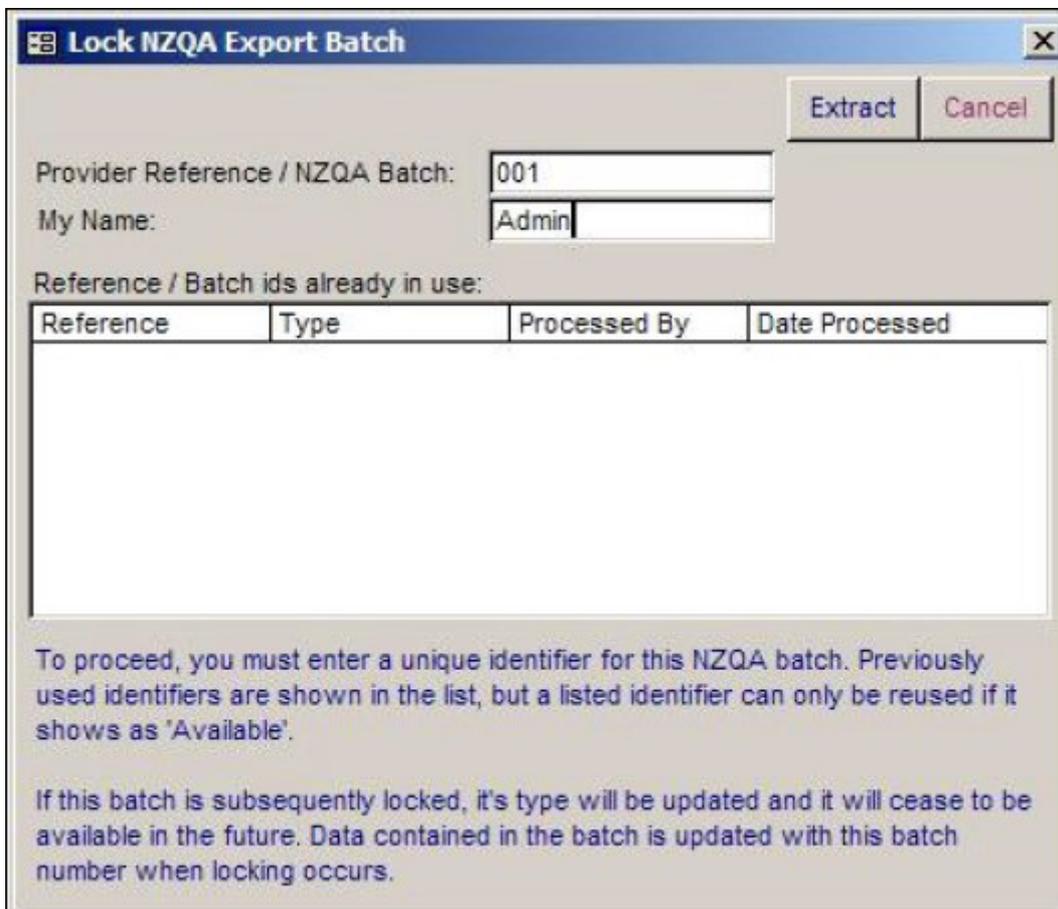12. The data will be validated to ensure there are no errors.

If everything is OK a message will appear confirming that the data selected is free from errors.

If errors have been found a report will be displayed. These errors must be fixed before you can continue with the export process.

13. Click on the **OK** button.
14. Click on the **Extract** button.

The Lock NZQA Export Batch form will display.

15. Enter a reference for the batch. This can be anything to help you identify the batch.
16. Enter your name.
17. Click on the **Extract** button to extract the data file.
18. Save the file (NZQAData.txt) to an appropriate location. You can add the current date to the name of the file (e.g. NZQAData 02-02-06.txt) to help correctly identify it.

It is recommended that a separate folder is maintained to keep a record of all previously uploaded NZQA data files. Once you current data file has been uploaded to NZQA, move the file into the separate folder for future reference.

A message will display confirming that the file has been created.
An audit report will be generated. Print out a copy for your own records.

19. Click on the **Lock** button. This will indicate to Nipper that these records have been sent to NZQA.
20. You are now ready to upload the file to NZQA.