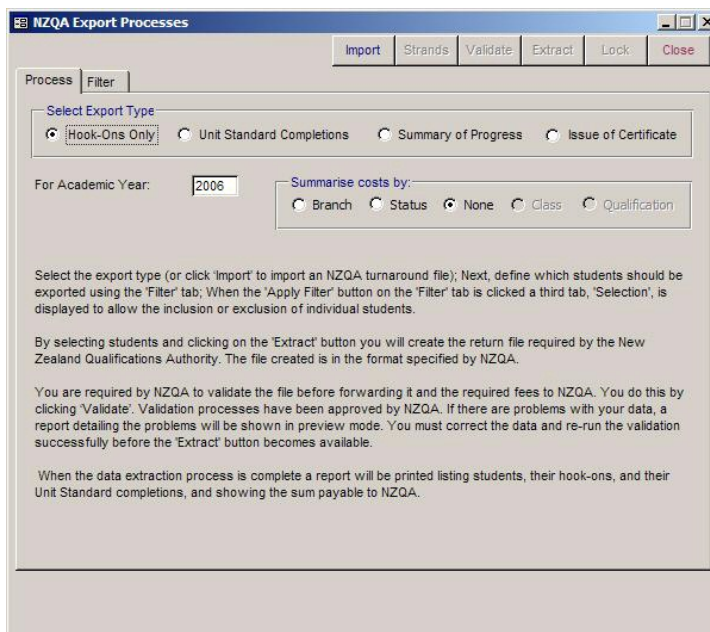


NOTE: Before carrying out NZQA Reporting make sure you have downloaded your curriculum from the NZQA website and imported the NZQA data into Take2.

Additional Tip Sheets are available on the Take2 website to assist you with this.

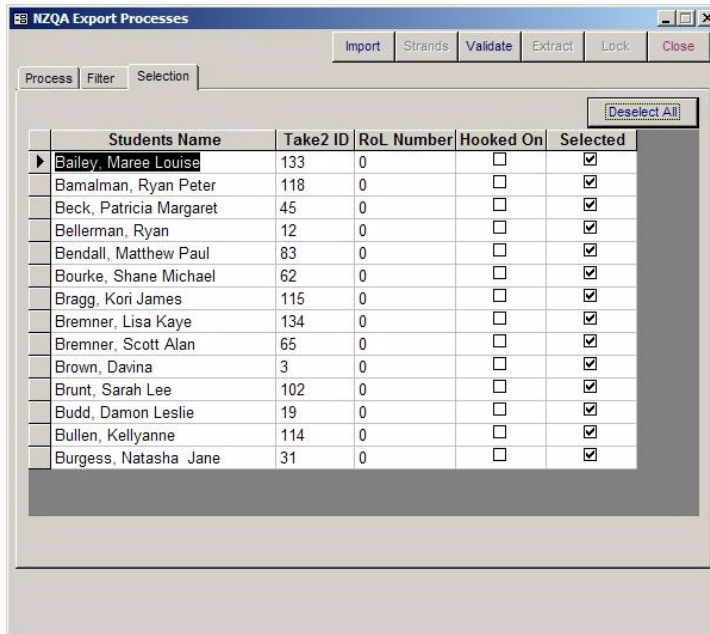
The NZQA Reporting (also known as the NZQA Export Process) is carried out in the Administration Module. This can be used to hook on students, report unit standard outcomes and request the issue of certificates to and from NZQA.

1. In the Administration Module **click** on the **External Reporting** button.
2. **Click** on the **NZQA** button.
3. Take2 recommends that a back-up is performed before undertaking the export process. **Click** on the **Yes** button to continue with the export process. **Click** **No** to return to the Administration Module to do the backup.
4. The NZQA Export Processes will appear.



Click on the radio button which relates to your particular export type.

5. **Click** on the **Filter** tab.
6. **Select** the applicable filtering options. Alternatively you can leave the options as their defaults.
7. **Click** on the **Apply Filter** button.
8. **Select** the students for whom you wish to export results for.
9. **Click** on the **Validate** button.



10. The data will be validated to ensure there are no errors.

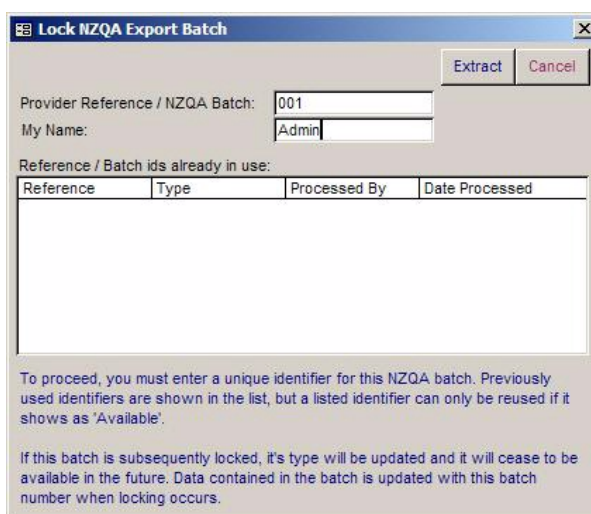
If everything is OK a message will appear confirming that the data selected is free from errors.



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

11. Click on the **OK** button.

12. Click on the **Extract** button.
The Lock NZQA Export Batch form will appear.



13. Enter a reference for the batch. This can be anything to help you identify the batch.
14. Enter in your name.
15. **Click** on the **Extract** button to extract the data file.
16. **Save** the file (NZQADData.txt) to an appropriate location. You can add the current date to the name of the file (e.g. NZQADData 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 your current data file has been uploaded to NZQA, move the file into the separate folder for future reference.

17. A message will appear confirming that the FDC file has been created.
18. An audit report will be generated. Print out a copy for your own records.
19. **Click** on the **Lock** button. This will indicate to Take2 that these records have been sent to NZQA.

You are now ready to upload the FDC file to NZQA.