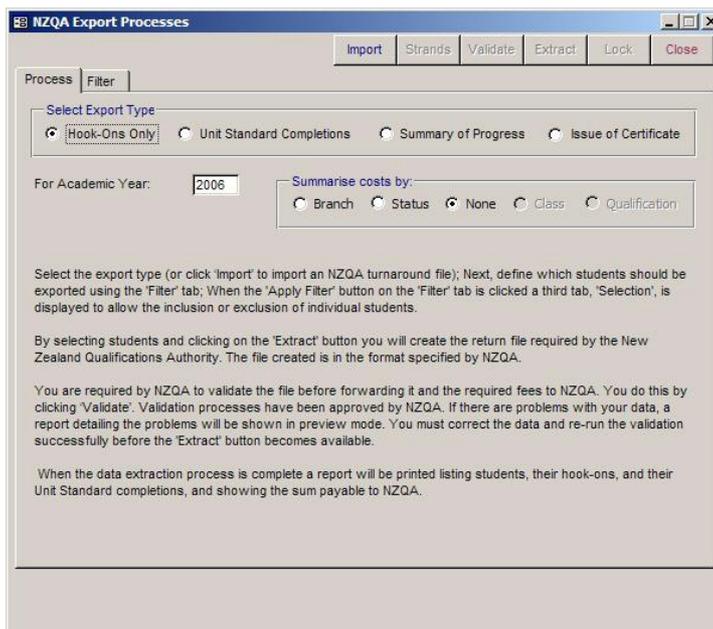


**NOTE:** Before carrying out NZQA Reporting make sure you have downloaded your curriculum from the NZQA website and imported the NZQA data into Take2.

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.

NZQA Export Processes

Import Strands Validate Extract Lock Close

Process Filter Selection

Deselect All

Students Name	Take2 ID	RoL Number	Hooked On	Selected
Bailey, Maree Louise	133	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bamalman, Ryan Peter	118	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Beck, Patricia Margaret	45	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bellerman, Ryan	12	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bendall, Matthew Paul	83	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bourke, Shane Michael	62	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bragg, Kori James	115	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bremner, Lisa Kaye	134	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bremner, Scott Alan	65	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brown, Davina	3	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brunt, Sarah Lee	102	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Budd, Damon Leslie	19	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bullen, Kellyanne	114	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Burgess, Natasha Jane	31	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Lock NZQA Export Batch

Extract Cancel

Provider Reference / NZQA Batch: 001

My Name: Admin

Reference / Batch ids already in use:

Reference	Type	Processed By	Date Processed

To proceed, you must enter a unique identifier for this NZQA batch. Previously used identifiers are shown in the list, but a listed identifier can only be reused if it shows as 'Available'.

If this batch is subsequently locked, it's type will be updated and it will cease to be available in the future. Data contained in the batch is updated with this batch number when locking occurs.

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.