

Community > Knowledge Base > Senior Management > Assessment Maintenance > NZCER Imports and Exports

NZCER IMPORTS AND EXPORTS

A detailed description of how to import and export student data to and from NZCER.

NZCER EXPORT FEATURE

In order to import your NZCER data into Assembly, you must use Assembly's export tool to upload your data to NZCER.

Before exporting your student's data, please check with your administrative staff that student's NSN numbers have been verified.

To access the NZCER Export feature, go;

[Maintenance] > **[Assessment]** > **[NZCER Marking Export]** button.

Select the students whose data you will be exporting to NZCER. Select by Year Group.

You can **[Add All]** of the students for the export, or select individual names and click **[Add]**, then select the **[Term]** the Assessment is for.

Once you have made your student selection, click **[Export]**

Note: NZCER does not pick up pre-enrolments as they follow the same procedure as ENROL. When a student has physically turned up at your school, then they are considered to be enrolled.

Click **[Proceed with export of valid students]**.

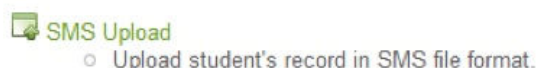
The .csv file will be in your computer's downloads.

Login to NZCER

Select **[Site Management]**



Select **[SMS Upload]**



Browse your computer to the file .csv file you saved for uploading.

IMPORTING MARKING FROM NZCER

Login to NZCER

Select **[Site Management]**



Select **[Download]**

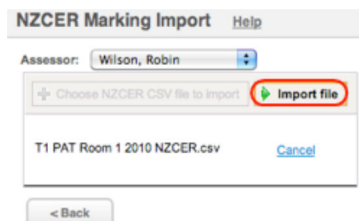


Note: You will need to upload this file into the Assembly system in a few steps time, please save it to an easily retrievable location on your computer.

From within Assembly, go;

[Maintenance] > **[Assessment]** > **[NZCER Marking Import]**

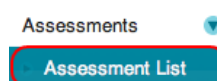
Select the Assessor then click **[Choose NZCER CSV file to import]**. Select the file you have just saved from NZCER and click **[Import File]**



Select the assessment types to import.

Once this file has been imported, go:

[Assessment] > **[Assessment List]**



Then find the assessments created by NZCER, double click on each assessment type and check the data is correct, for each assessment type click complete to make them available for reporting purposes.

Date	Type	Description	Created By	Assessor	Status
25 Mar 2010	PAT Maths (2nd edn. rev. 2008) Test 2	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	PAT Maths (2nd edn. rev. 2008) Test 2	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	PAT Maths (2nd edn. rev. 2008) Test 2	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	Star Test (rev. 2001) Year 4-6	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	Star Test (rev. 2001) Year 4-6	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	Star Test (rev. 2001) Year 4-6	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	Star Test (rev. 2001) Year 4-6	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	PAT Reading Vocabulary (2nd edn.) Test 2	Imported from NZCER	Assembly, User	Assembly, User	Incomplete
25 Mar 2010	PAT Reading Vocabulary (2nd edn.)	Imported from NZCER	Assembly, User	Assembly, User	Incomplete

Number of rows: 35/35

See also:

NSN Checks

Applies to:

Senior Management, Assessment Results