

Frequently Asked Questions

Are we able to import existing OTJ data collated ourselves?

No, you will need to manually enter your data and commentary into TWA.

A report states that there is no data collected for a strand the student is not currently enrolled in. How do we show this?

Once you have logged into TWA, there is a box titled NA next to student strands. If you do not have data for that particular strand you can select this box.

The date for an OTJ entered doesn't match the date it was made. Why is this?

When you log into TWA, the OTJ tab currently defaults to either the last session, or last date entered i.e. If you enter a student OTJ on the 5th of March, but the date field indicated the 3rd of February, the OTJ will be recorded as at the 3rd of February.

You will need to delete this entry and manually change the data in the date field of the OTJ confirmation box to the correct date.

Are we able to enter an OTJ from the last reporting cycle if we are in the next cycle?

No, you can only enter prior OTJs if they fall within the current reporting cycle.

Who has access to the data?

Only users registered by your kura or school administrator can access student information in TWA. The Ministry of Education does not have access to the data stored in the database.

Do we have to use this tool?

Yes. It has been developed in alignment with Ngā Whanaketanga Rumaki Māori outcomes and therefore will help teachers to build a consistent picture of student progress and achievement over time.