

Frequently Asked Questions

How do we get our ākonga names into TWA?

Your ākonga names are imported from ENROL. When ENROL is updated, TWA will also be updated. You will need to update ENROL if ākonga names on there are wrong. You can also set a separate preferred name in TWA if different from the official name in ENROL.

Are we able to import existing OTJ data collated ourselves using our school developed tool?

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

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 entry 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.

Do we have to provide a NAG2A report to the Ministry?

No, you are no longer required to provide a NAG2A report to the Ministry. You can still view past NAG2A reports in the newly named "NWRM" tab, but you are unable to produce new NAG2A reports.

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?

It is not mandatory for kura to use however, it is the only tool available that is aligned to *Te Marautanga o Aotearoa*, that assists the collection, collation and evaluation of progress and achievement information in one place that can be used to support learning and teaching, and reporting at individual, class and kura-level; therefore, will help to build a consistent picture of ākonga progress and achievement over time.

Can we save our information and then come back to it at a later point?

Yes, you can save drafts of the report and return to that draft when needed.