

How to Report Credits Manually

Credits can be reported manually by filling out the Assessment Outcome form located on the back page of the ākonga/learner assessment book.

Sector specific Assessment Outcome forms can be found in the Assessor Only section of the course via Moodle.

Alternatively, you can download the Assessment Outcome (Generic) form [here](#) and scan to: info@temahiako.org.nz

From 1 March 2025, credits for **assessments completed in 2024 cannot be reported in your portal**. Please report these credits by emailing the Assessment Outcome form to your Regional Advisor or to info@temahiako.org.nz.