



## Reporting cycles

The PaCT provides a reporting cycle that assists teachers of Year 4 – 8 students to make judgments for all their students.

Regardless of reporting cycle dates, OTJs can be made at any time. An OTJ made outside of the reporting cycle may be labelled as an Out of cycle OTJ but it is still a valid OTJ that can be used for reporting purposes.

You may need to adjust the PaCT’s default reporting cycle to suit your own school’s needs. You can also set reporting cycles for the next year. Reporting cycles are limited to 21 days and cannot start before the preset dates in PaCT based on the Ministry of Education term dates.

The equivalent for students in Years 1 through 3 is anniversary dates, again twice per year but calculated from the date each student first started school.

Teachers will be notified one week before the start date of a reporting cycle and any anniversary judgments. They will also be notified on the day the cycle starts, and two days before it is over, that they have to confirm their judgments.

1. Go to the Manage tab
2. Select the reporting cycles
3. Either use the dates in the box or select new dates
4. Select ‘Save’

It's important to note that both PaCT and TWA use the same reporting cycles at your school so the dates you choose should be appropriate for all teachers.

#	Type	Start	End	Cycle running
1	Mid year	10/06/2019	28/06/2019	3
2	End of year	11/11/2019	29/11/2019	No

Reporting cycles cannot be changed if the cycle is due to start **within eight days, the cycle is in progress, or the cycle has ended.**