

## Terms and Conditions

By registering for a workshop, you agree to the following terms and conditions.

### **Withdrawals**

If you are unable to attend, please email your workshop presenter at least **3 working days prior** to the workshop otherwise payment will still be required. Full fees are payable for non attendance.

### **Recording of workshop**

Workshops may be audio recorded by NZCER. Attendees will be notified at the start of the workshop and recording will only proceed if all attendees agree.

Our ethical responsibility is to keep the recordings private and use them only for training and research purposes. The recordings will be transferred to a password protected computer and the recording devices wiped. Only authorised project personal will have access to the audio files.

### **Information shared**

Information shared within the workshops will be anonymous and no school or student will be identifiable.

### **Protection of copyrighted workshops**

NZCER retains the right to all information contained in the workshops and any recording or distribution is prohibited.

### **We will add you to the mailing list for Assessment News**

We will add your email address to the mailing list for Assessment News, which we send once per term. You may unsubscribe from Assessment News at any time.