

NZQA Exams

Things to remember



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Expectations

- Exams are Friday 8 Nov to Tuesday 3 Dec in L block and some O block rooms
- You must be in correct school uniform
- Students without correct uniform will be asked to correct it or seek a uniform pass
 - i.e. sent to shave, remove polish, remove jewellery, etc
- Be quiet moving around exam rooms at all times



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Exam Centre Manager

- Ms Thomas-Ragg is Exam Centre Manager
 - Controls the external exams
 - Based in English resource room (L block)
- Mrs Beasleigh is Principal's Nominee
 - Office next to reception



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Time

- Be early – 30 minutes before start
- Morning exams start @ 9.30 am
- Afternoon exams start @ 2 pm
- May not leave in first 45 or last 15 minutes
- Running late? Go straight to exam. You can enter within first 30 minutes



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What to bring with you . . .

You **MUST** have:

- Candidate slip
- Stationary pack
- School ID (or driver's licence or passport)

You may have:

- Evacuation pack
- Water in clear (label free) bottle



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NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Candidate slip

Handed out in week 3

2018 Examinations Admission Slip
-- ORIGINAL --

Examination Center: 2001 St Jude's College

Lilli Pehe
24 Somewhere Street
Whangaparaoa

Exam Code: J103
NSN: 166651000

Sort Key: 11BC

This slip shows only your external entries. If any details are WRONG, contact your school immediately.
(D) means you are entered for a digital examination.

Examination Session	Date	Report Time
NCEA L1 English 00849 Show understanding of specified aspects of studied written text(s), using supporting evidence	Monday, 13 November 2018	1:40 PM

- Exam code
- NSN (national student number)
- Check exams

If you forget your slip, go to Mrs Reynolds in the Information Systems Office (between medical & deans area) and ask her to print you a new one. You will then go to Mrs Beasleigh to get it signed.



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Stationery pack

- Pens (blue, black)
- Ruler
- Calculator
- Highlighter
- School ID or licence

On your desk –

use this stuff!



Evacuation pack

- Medication
- Phone
- Watch
- Keys
- Wallet

Under your chair –

don't touch!



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Do NOT bring . . .

- Notes in any form
- Packets/boxes of tissues (these will be supplied)
- Lollies/food (unless agreed due to medical conditions)
- Headphones & electronic devices
(phone/watch must go in evacuation pack under seat)



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Before your exam . . .

- Pack your stationery & evacuation bags + wear correct uniform
- Be at school 30 min before
- Check Auditorium window for your room – find your exam code on the list
- Sick/trauma? – collect form & instructions from reception before going to doctor



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During your exam . . .

- Follow exam supervisor's instructions
- Make sure you write in YOUR papers – check the NSN & exam code matches your candidate slip
- Cross ~~mistakes~~ mistakes out – don't use pencil, correcting fluid or erasable pens
- Only booklets that you write/draw in will be marked



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Miss exam?

- Sickness, accident, injury, family bereavement or other emergency?
- Contact Mrs Beasleigh ASAP, you may be eligible to apply for a derived grade

Impaired?

- Unwell in exam?
 - Tell supervisor
 - Go straight to reception to get a Derived Grade application form
 - Take form to doctor for them to complete
 - Return completed form to Mrs Beasleigh





For more information go to
<https://www.nzqa.govt.nz/>

Check your NCEA credit
summary and results to
date [here](#).

Login/register to access results via learner login
Use a personal email (NOT school one)

After exams . . .

- Relax
- Enjoy Xmas & family time
- Do a holiday job, volunteer, etc



Mid-January – log onto NZQA website for results

Papers will be sent out late January

Review/Reconsideration is possible

– email Mrs Beasleigh



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