NZQA Exams

Things to remember



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 in A2







Exams & Alert Levels

- Exams will happen if we are at Alert Levels 1, 2 and 3.
- We are planning for this
- If Alert Level is changed check your emails for information
- Remember to wear a mask/face covering and use the Covid Tracer App each time you are in school



Expectations

- Exams are Monday 22 Nov to Tuesday 14 Dec
- 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
- Wear a face covering/mask at all times



Venues

- Paper exams L Block classrooms
- Digital Exams M10, M12, M13, M15 and O13 computer rooms
- Specialist Assessment Conditions O5,
 S2, O6 & O7
- Check the Auditorium window on the day for your venue



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



What to bring with you . . .

You **MUST** have:

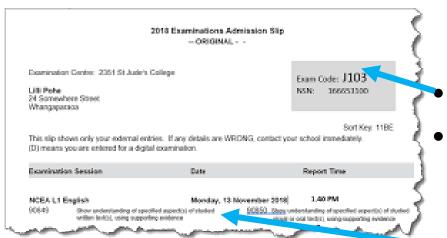
- Admission slip (also called candidate slip)
- Stationary pack
- School ID (or driver's licence or passport)
- Mask/face covering

You may have:

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







Admission slip

Handed out in week 4

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

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



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!**



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)



Before your exam . . .

- Check exam sessions & set reminder alarms
- Pack your mask/face covering, 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? do not attend



During your exam . . .

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



Unexpected Event Grades (UEG)

- You are expected to attend your exams
 - In 2021, students who have been in regions impacted by the Alert Level 3 restrictions NZQA award the higher of UEG and exam grade
- Sickness, accident, injury, family bereavement, required to isolate or other emergency?
 - Do not attend your exam
- NZQA will use the UEG that has been supplied by the school if you are unable to attend your exam
 - If no UEG supplied → no grade for that standard (void) → will not appear on your Record of Achievement











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 available online late January
Review/Reconsideration is possible
– email Mrs Beasleigh

Mid-February – log onto NZQA website to order your NCEA certificate



