

NZQA Exams

Things to remember



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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 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



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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



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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



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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



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



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NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Admission slip

Handed out in week 4

2018 Examinations Admission Slip
-- ORIGINAL --

Examination Center: 2001 St Jude's College

Lilli Pehe
24 Somewhere Street
Whangaparoa

Exam Code: J103
NSN: 166651100

Sort Key: 11BE

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 aspect(s) 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 (in the staffroom) 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 . . .

- 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



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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 admission slip
- Cross ~~mistakes~~ 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





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

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

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



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