

# 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 next to Reception



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# Expectations

- Exams are Monday 7 Nov to Friday 2 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
- Make sure you have checked your NZQA Learner login (username & password)



# Venues

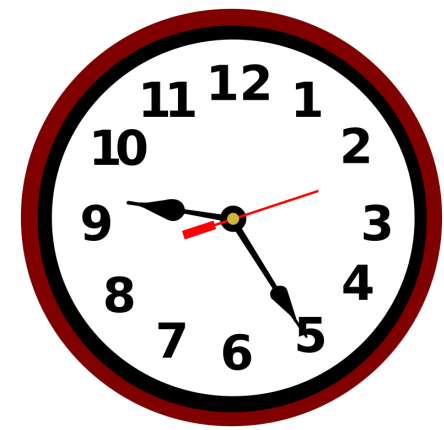
- Paper exams - L Block classrooms
- Digital Exams - M10, M12, M13, M15 and O13 computer rooms
- Specialist Assessment Conditions – O5, S2, O6 & O7
- Check the Auditorium window on the day for your venue



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# Time



- Be early – 30 minutes before start
- Morning exams start @ 9.30 am
- Afternoon exams start @ 2 pm
- You can not leave in first 45 or last 15 minutes of an exam session
- Running late? Go straight to exam. You can enter within first 30 minutes
- See Mrs Thomas-Ragg if you have any issues



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# What to bring with you . . .

You **MUST** have:

- Admission slip (also called candidate slip)
- Stationary pack
- School ID (or driver's licence or passport)
- NZQA Learner Login for Digital Exam

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 2*

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: 110E

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 <small>Show understanding of specified aspects of studied written text(s), using supporting evidence</small>	Monday, 13 November 2018	1:40 PM

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

**If you forget your slip**, go to Mrs Irving in the Data Systems Office (Admin Block) 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 (paper, usb, etc)
- **Packets/boxes of tissues** (these will be supplied)
- **Lollies/food** (unless agreed due to medical conditions – contact Mrs Thomas-Ragg)
- **Headphones & electronic devices**  
(phone/watch must go in evacuation pack under seat)



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# Before your exam . . .

- Check you have your NZQA Learner Login (username & password) for Digital Exams
- Check exam sessions & set reminder alarms
- 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? – get the derived grade application ASAP



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# Attending Exams

- You are expected to attend your exams
- Sickness, accident, injury, family bereavement, other emergency? Or sick in an exam?
  - You may be able to apply for a Derived Grade
  - Deans and reception have the application form
  - Take form to doctor for them to complete if sickness/injury involved
  - Give back to Mrs Beasleigh who will submit to NZQA



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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
- Hand in all answer booklets at the end



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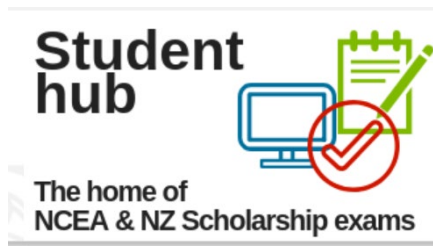
# Digital Exams

- For some subjects
  - History, Classics, Media Studies, L2 & L3 Health, L3 English
- Will be in computer rooms
- Follow instructions from supervisor
- Use school login for the computer then
  - Go to NZQA website → Digital Exam page
  - Use NZQA learner login (username & password)
  - There will be a paper copy of the exam as well



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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

Exams can be viewed via NZQA website from late January

Review/Reconsideration is possible

– email Mrs Beasleigh

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



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