

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



Expectations

- Exams are Tuesday 5 to Friday 29 Nov
- 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

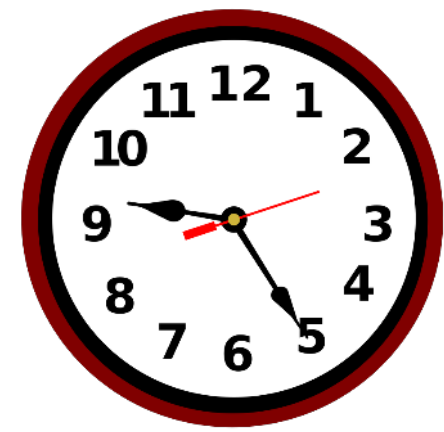
- L Block classrooms (L1-L10, L12)
- Specialist Assessment Conditions – O13, S2, O6 & O7
- Check the Auditorium window on the day for your venue



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Time



- Be early – 30 minutes before start
- Morning exams start @ 9.30 am
- Afternoon exams start @ 2 pm
- You cannot 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: 110C

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

Anything incorrect? See Mrs Beasleigh or message her via Teams

If you forget your slip, go to Mrs Stott 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 (switched off)
- 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)
- **Non-approved calculators or translators** (stored in bag at front of room)



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





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 – BLUE or BLACK pen only
- Hand in all answer booklets at the end



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Digital Exams

- For some subjects – check your entries
- Use your own laptop
 - Ensure it is fit to use in the exams - [Device readiness check](#)
 - Bring charger (just in case)
 - Close/remove all notifications/pop ups before exam (these will cause a lock out)
 - Check your school emails for more information
 - There will be a paper copy of the exam available
- Follow instructions from supervisor
- You must know your NZQA username & password



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More Information



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Go to NZQA's Student Assessment Hub

<https://www2.nzqa.govt.nz/ncea/student-assessment-hub/>

Login/register to access results via learner login

Use a personal email (NOT school one) if you are in your last year of school



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After exams . . .

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



17 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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