

# Candidate Information Sheet 2023

## External assessment - Rules and instructions for candidates

NZQA Rules and instructions for candidates ensure fair assessment conditions for everyone. By entering these external assessments, you agree to follow them. They are outlined below and are also on the back of your admission slip.

### External assessment

There are two types of external assessment – the exams in an exam room, and submissions/kete manarua where you develop your work in class over a period of time before it is submitted for marking.

### Submissions | Kete Manarua

You must meet NZQA's specifications, timelines and authentication requirements for externally assessed standards submitted to NZQA. Your teacher will explain what this means for their subject. All work you submit for marking must be your own or properly referenced.

**NZQA will investigate any reported possible breach of the rules. There may be a penalty for a breach.**

### Exams (paper and digital)

#### Rules for candidates are:

- follow all instructions of any supervisor
- all work you submit for marking must be your own
- you may only have up to two approved calculators in the exam room once they have been checked and cleared of their memory - see further information on calculators on page 2.
- you must not bring the following into the exam room:
  - any electronic device unless it is switched off and inside the sealed emergency evacuation pack (*an electronic device is anything that can store, communicate and/or retrieve information and includes all cell phones – see information about emergency evacuation pack on page 2*)
  - any paper - except for your admission slip
  - any notes, in any form
  - any watch of any type (digital or analogue)
  - correcting fluid – if you use this, your answers are not likely to copy well when scanned.

**If you are sitting a digital exam, there are exceptions to the Rules detailed on page 3.**

In an exam you must not:

- talk to, communicate with or disturb other candidates
- copy another candidate's work
- communicate with the marker, including writing or drawing anything that could be viewed as offensive
- leave the exam room within the first 45 minutes or the last 15 minutes of the exam
- touch or open any emergency evacuation pack without the permission of a supervisor.

## WHAT TO TAKE TO EXAMS

### Admission slip

Your admission slip lists all the externally assessed standards you are sitting as exams. It does not show externally assessed standards for which you submit a portfolio or submission.

**Check that the details on your admission slip are correct. If there is a mistake, tell your school immediately so that your exam entries can be corrected.**

- You must take your admission slip to every exam. It must be face up on your desk during all exams.
- Do not write on it in any way, at any time.
- Keep it in a safe place and do not give it to someone else to look after.

The ten-digit number in the shaded box is your NSN (national student number). The Exam Code (the letter and number) is to help you find the correct exam room and desk. Check that you sit at the desk you have been allocated.

If you have lost or not received your admission slip, you need to either reprint a copy by logging into your account on the NZQA website or request a copy from your Principal's Nominee before you will be allowed to sit the exam. This must be signed by the Principal's Nominee.

### **Photo ID**

You **MUST** bring photo ID, such as your school ID card or driver's licence, with you to any NZ Scholarship exam, or if you sit your exams at a school where you do not study. This can be provided electronically if your school uses an electronic ID card through an app on your mobile phone (after showing the supervisor your school ID you will need to turn off your mobile phone and place it into your sealed emergency evacuation pack).

### **Materials to bring for your exam**

You must bring your own equipment such as black or blue pens, pencils, approved calculators, headphones (for languages, RAS Dance and Te Reo Rangatira digital exams) and any device the school has asked you to bring to the digital exams. You may not borrow equipment from someone else during the exam.

### **Calculators**

You may only bring up to two NZQA-approved calculators into the exam for an approved subject.

Teachers will check that you have cleared ALL calculator memories. You can only use a calculator in the exam room if its memory has been cleared. A list of the [approved calculators](#) and subjects is published on the NZQA website.

**You are responsible for taking the correct equipment to the exam room and making sure that it is working.**

### **Emergency evacuation pack**

You may take items for an emergency evacuation into the exam room in a clear sealable plastic bag. This pack stays under your chair and must not be touched or opened without the permission of a supervisor. Contents could include; a mobile phone (switched off) or other electronic device (switched off), keys, watch, money, mask or face covering, bus/train pass and medicines.

## **WHAT TO DO IN EXAMS**

### **Written exams**

#### **On the day of your exam, you must:**

- arrive early (at least 20 minutes before the exam starts)
- have your admission slip with you
- find your exam room.

#### **In the exam room, you must:**

- listen to and follow the instructions of the supervisors
- check you are sitting at the correct desk
- check that the pack of answer booklets on the desk is yours by matching the NSN and the Exam Code from your admission slip
- check that you have all the booklets and that all the pages in each booklet are printed correctly (when you are told to open the pack)
- put up your hand if you are missing an exam booklet or have any problems
- understand you are not allowed to return if you leave the exam early, unless it is an official request for a toilet break
- not take any answer booklets or any paper provided by the supervisor out of the exam room (except for resource and separate question booklets)
- leave the plastic wrap on your desk so it can be collected for recycling.

**If you arrive after the official start of the exam, you do not get the time added on at the end of exam. If you arrive more than 30 minutes after the official start of the exam, you will NOT be able to sit the exam.**

#### **During the exam, you must:**

- read and follow the instructions on the front cover of the exam booklets
- use only black or blue pen
- write neatly, so the marker can read your answers
- not write in pencil unless instructed to do so (answer booklets containing work in pencil or erasable pen cannot be reliably scanned)
- not use correcting fluid (e.g. Twink). Answer booklets containing correcting fluid cannot be reliably scanned
- clearly cross out all work that is not to be marked
- not write any text in the cross-hatched area on the NZQA answer booklet
- not request extra paper until you have completely filled the answer booklet.

**At the end of the exam, you must:**

- follow the instructions of the supervisor
- stop writing your answers when the supervisor tells you the exam has ended
- make sure every booklet has your NSN and Exam Code on it, especially if you were given a replacement or extra one
- check any extra paper used is labelled with the standard number and your NSN. Place them with the answer booklet for the correct standard into the plastic bag provided and seal the bag closed
- draw a cross in the box (☒) on the front cover of any unused answer booklets to indicate you have not written anything inside and place them separately on your desk to be collected by the supervisor at the end of the exam (these booklets will be marked as Standard Not Attempted).
- hand in all your answer booklets
- take from the exam room all the equipment you brought in.

**YOU** must make sure that all material you want marked is handed to the supervisor before you leave. Only exam answers written in the NZQA answer booklets, or on the extra paper provided by a supervisor, will be marked. Any answers or work given to a supervisor after you have left the exam room will not be marked.

**Digital exams**

In addition to the digital exam instructions, read and follow the above instructions for written exams.

**Before the day of the exam, you must:**

- login or create an account (if you are new to NCEA) and memorise your username and password to use when accessing the digital exam
- prepare your own device by completing the digital exams device check
- check your headphones are compatible with your device, if you are doing a language, RAS Dance or Te Reo Rangatira digital exam
- install the target language keyboard on your device (for responses in te reo Māori or the target language for language exams). At the start of the exam, there is a language keyboard check page to test your keyboard has been set up correctly.

**On the day of your exam, you must:**

- bring your fully charged device
- bring your headphones (if you are sitting a language, RAS Dance or Te Reo Rangatira digital exam)
- bring your fully charged power bank, stored in your emergency pack (optional)
- arrive early (at the time your school has instructed, at least 20 minutes before the exam starts)
- find your exam room.

**In the exam room, you must:**

- sit where the supervisor tells you
- follow the supervisor's instructions to prepare your device/computer for use and log in
- set up headphones (for language, RAS Dance or Te Reo Rangatira digital exam)
- login using the 'Access Your External Assessment' banner or tile on the NZQA website
- follow all instructions given in the exam
- enter the access code provided by the supervisor to start the exam
- put your hand up if you decide you do not want to answer the exam digitally (the supervisor will provide your pack of exam booklets. Check the booklets match your NSN and Exam Code). You cannot switch back to the digital exam.

**During the exam, you must:**

- **not** access the internet on any other site except Assessment Master
- request the NZQA-supplied note-making paper from the supervisor, if required (this must be returned to the supervisor before you leave the exam. It will not be marked)
- complete the standard you started digitally before requesting to switch to paper (you cannot write some of your answers digitally and the rest in an answer booklet).

**At the end of the exam, you must:**

- submit your answers as instructed
- hand in note-making paper and ALL answer booklets, where provided
- follow the supervisor's instructions to log off and pack up your equipment.

**Digital exam data collection**

By sitting a digital exam, you are agreeing that NZQA can collect and keep digital data about your exam activity.

This activity data may include, but is not limited to:

- your mouse movements and clicks
- any screen information
- any times you are locked out
- all saved versions of your answers.

NZQA will keep this data safe and not share it in any way externally that could identify you. NZQA may use it to identify possible breaches of the rules or improve future exam design.

You may request a copy of your screen information, the times you were locked out, and your end state answers by using the contact form on the NZQA website. For security reasons relating to identifying breaches and unlawful activity, NZQA does not provide copies of your mouse movements and clicks, or progressively saved versions of your answers prior to the final answer you submit.

If you do not agree to NZQA collecting and keeping this data, you need to tell your Principal's Nominee. You should not sit an exam digitally.

## Exam clashes

If you have two or more exams on at the same time, you have an exam clash. Check your timetable for an exam clash immediately. If you have a clash, you need to talk to your Principal's Nominee.

## Derived grades

You may apply for a derived grade if:

- you were not able to sit the exam because at the time of the exam you were sick, you were injured or there was some special situation beyond your control, or
- you think that you did not do as well as you could have in the exam because you were sick, you were injured or there was some special situation beyond your control.

Collect an application form from your school or print one from the [NZQA website](#). If you need more information, **talk** to your **Principal's Nominee**.

Return this completed form to your school's Principal's Nominee as soon as possible and no longer than 14 days after the last affected assessment date.

There is no derived grade for NZ Scholarship.

**If you do not meet the deadlines, your application may not be accepted by NZQA. Applications for a derived grade will not be accepted after results have been released in January.**

## Useful information on the NZQA website

<a href="#">Approved calculators</a>	<a href="#">Breaches of exam rules</a>	<a href="#">Forms and documents</a>	<a href="#">Derived Grade</a>
<a href="#">Digital exams device check</a>	<a href="#">Digital submission</a>	<a href="#">NZQA Assessment Rules</a>	<a href="#">Grade Score Marking</a>
<a href="#">Login or create an account</a>	<a href="#">NCEA Results</a>		<a href="#">University Entrance</a>
<a href="#">Rules for Candidates</a>	<a href="#">Scholarship Results</a>		

## Return of your assessed NCEA and NZ Scholarship exams

If you sat an NCEA and NZ Scholarship exam, your assessed exam can be accessed through your [NZQA Account](#) in late January. It is important you create an account if you do not have one. NCEA and NZ Scholarship exam booklets will not be returned in the mail.

## Return of portfolios

Digital submissions are not returned.

Design and Visual Communication portfolios will be returned to **your school** in February 2024.

Level 3 and NZ Scholarship Visual Arts portfolios will be returned to you before Christmas to the address provided to NZQA as at 1 September 2023. Address changes after this date will be too late for your portfolios to be sent to the new address. The result summary sheets can be accessed through your NZQA account.

Unclaimed portfolios and workbooks returned to NZQA because of an incorrect address, will be destroyed at the end of June 2024.

## Overseas addresses

We do not return Visual Arts portfolios to an overseas address unless you request this by 1 March 2024 and pay a fee. A form is available on the [Forms and documents](#) page on the NZQA website.