

NCEA Examinations Briefing

20 October 2023



WHITBY
COLLEGIATE

Adult rules for adult qualifications



- **Obey instructions**

- Supervisors trained by NZQA, no flexibility about the rules
- If an infringement occurs, Whitby staff are not involved in the investigation process

- **Penalties - breaches**

- Apply whether intentional or accidental
- Investigation with interviews
- No result for your paper, or for other students, if involved
- Banned from examinations
- Teachers not involved

Housekeeping



**The Pavilion rooms are being used for exams
You must not enter these rooms except for an
examination**

- You can study in Room 7 during the examination period, silently!
- Bags can be left behind in Room 7 during an exam session. Leave valuables at home.
- Uniform to be worn when studying at school and for all exams.
- Sign in at the office for study/tutorial sessions - no need to sign in for examinations

What to bring to exams



- Your Admission Slip – leave on your desk face up, do not write on it **at all**
 - If you lose / don't bring your Admission Slip, you must see Mrs Mitchell asap before your exam
- Photo ID for Scholarship examinations
- You may take an A4 clear plastic bag as your pencil case – it should contain pens, pencils, erasers, compass, protractor, ruler, colouring pencils, calculator
- A few tissues

For Emergencies



- You may take an additional A4 clear plastic sealable bag containing items you would need if an emergency occurs. This may contain a cell phone, wallet, keys and bus/train tickets.
- This emergency kit must be placed under your chair.
- Electronic (cell phone) items must be turned off.
- Picking up the bag without permission of the supervisor is a breach of the rules.
- Your watch needs to be put in here if you wear one – impossible to tell if it is a smart watch so no watches are to be worn in exam. Clocks in room and times written on board to indicate time.

General Rules during exam



- No communication in any way with anyone other than supervisor
- No material which may advantage yourself or others
- No blank paper – clear your pockets
- No correcting fluid/tape
- Must not hand in work that is not your own
- No offensive writing or drawing
- No leaving exam room without permission of supervisor
- You must not have a mobile phone on your person during the exam – leave it turned off in your emergency bag, which is under your chair

Times



Morning exams

- marshalling in Room 7 at 9.00
- start exam at 9.30am

Afternoon exams

- marshalling in Room 7 at 1.30
- start exam at 2.00pm
- Students may not leave within the first 45 minutes
- Students may only enter up to 30 min after starting time (finish at same time as everyone else)
- Students must stay for the last 15 minutes if still present

Marshalling



- 9.00am morning exams or 1.30pm afternoon exams
- Please be prompt – this takes time
- Have photo ID ready if needed – leave it in your pencil case
- Organise into exam groups alphabetically
- Clear plastic bag for emergency bags
- Clear plastic bag for pencil cases
- Your pockets, arms etc will be checked and calculators cleared
- Only small clear water bottles with no label
- No notes or blank paper etc. – clear your pockets
- Walk in silence to exam room
- Admission slips must be placed open on desk and will be checked – no writing on them or you may not be able to complete exam

Digital Examinations



- English, History, Spanish, Chinese
- Bring your own *charged* laptop
- Chargers may be brought for emergencies - place under your desk. Limited space to have laptops charging.
- You must be able to log into your NZQA account. Practise this the **DAY BEFORE** your exam/s
- Turn off all notifications / sleep and snooze settings / pop-ups / sound
- Make sure you go full screen
- Have all other tabs closed

Manners in exam room



- **No communication with other students**
 - Line up outside Pavilion exam room
 - Enter in silence as the supervisor calls your name
 - Leave in silence until well clear - show consideration for students still working
- **Toilet breaks**
 - should be unnecessary –will be documented and timed, random checks, raise suspicion
 - Use the Disabled Access toilet in the gym
- **Manners**
 - Bring your own tissues and do not sniff
 - Do not click your pen
 - At end, tuck in your chair and put your rubbish in the bin as you leave (no paper to be taken out of exam room)

Emergencies



- **Unwell at home**
 - phone Whitby School Office on day, get medical certificate
- **Unwell during exam**
 - notify supervisor and decision will be made about completing exam, you may need to get a medical certificate
- **Fire or earthquake**
 - SILENCE (drop, cover, hold if earthquake)
 - DO NOT ACCESS phones unless given permission
 - **listen to instructions**
 - evacuation – must be in SILENCE for the entire duration, assemble in exam groups on field (not form/tutor groups)
 - try to complete exam by finishing later
 - In order to be fair, no student may communicate with anyone else except the supervisor

Derived Grades



- You can apply for this if one of the emergencies outlined on previous slide occurs (see NZQA website to see if you are eligible)
- Collect an application form and information sheet from Mrs Mitchell / Mrs Taylor
- Completed application forms and supporting evidence need to be given to Mrs Mitchell by Friday 1 December
- This does not apply if you slept in and missed your exam, or thought your exam was in the afternoon when it was in the morning – **check your exam times carefully**
- Scholarship examinations are not eligible for Derived Grades.

On day of exam



- Check timetable carefully
- Bring **TAPE**
 - **Tissues**
 - **Admission Slip and photo student ID**
 - **Pencil Bag** - clear A4 plastic bag for your pens, pencils erasers, compass, protractor, ruler, colouring pencils, calculator
 - **Emergency Bag** - clear A4 plastic bag for your emergency kit
- Do not bring food, Twink, big water bottle
- Any problems – contact Mrs Mitchell asap

Choosing not to attempt a paper / exam



- If you decide NOT to come to an examination session, you must contact Mrs Mitchell via the school office to let us know you will not be showing up
- You can choose not to answer a standard / paper during your exam session - just don't open the paper at all. This will be counted as SNA (Standard Not Attempted) and won't appear on your official Record of Learning.

Electronic return of answer booklets



- Late January, after you have received your results
- Scholarship returned in February
- You can send your papers into NZQA for review or reconsideration if you feel they have not been marked correctly – there is a fee for this
- If you have used pencil, Twink or an erasable pen then your booklets can not be sent in for this

NZQA website



- Accessing ALL digital examinations on exam day
- Exam timetable
- Past papers, assessment schedules, clarifications etc
- Derived grade information
- Rules
- Breaches
- Grade Score marking
- NCEA results
- University Entrance
- Scholarship results

Demonstrate your skills!



Work hard

Good luck

