

NZQA Exam Rules and Procedures November 7 - December 1 2022

Exams will take place in T12-17 and in the Performance Room.

A whiteboard will be on display on the outdoor stage to direct you to the correct room. Entry and seating is done by exam code - not by name. The code is on your exam admission slip.

What to bring to Exams:

- Your **Exam Admission Slip** (this will be given to you in Week 2). If you lose this you must have another one printed and signed by Ms Ashton. You can print one yourself from your own NZQA student login. **Please check all details on it are correct.**
- Pens (blue or black), rulers, highlighters, pencils and erasers in a clear plastic bag.
- An approved calculator if required (memory cleared)
- Water in a clear unlabelled bottle
- Your fully charged computer if doing a digital exam - L1-3 History, L2 Business and L3 Business (Enterprise) and L1-3 English. **Please ensure you have logged into NZQA as a learner or you will not be able to access your online exam.**

What not to bring to Exams:

- Digital devices including watches of any type and cell phones (see below for an exception)
- Food
- Paper, notes, books.
- Correcting fluid (if you use corrector or pencil your work will not be reconsidered)
- Tissues (these are supplied)

Emergency Pack

- You can bring an emergency pack into the exam room and place it under your chair.
- It must be in a clear, sealable plastic bag and can contain cell phone (turned off), keys, money and medicines)

Timing:

- Arrive at least **20 minutes before** the start of your exam. The whiteboard on the stage will tell you where your exams are being held.
- Morning exams start at 9.30am and afternoon exams start at 2.00pm
- If you are more than 30 minutes late for your exam you will not be able to enter the exam room, or sit the exam. If you might be late, contact the NZQA teacher (Ms Ashton) as soon as possible.

Rules:

- **It is important that you follow the instructions of the exam supervisors.**
- You cannot communicate with anyone in the exam room apart from the supervisors.
- You cannot wriggle, grin at or make gestures to anyone in the room.

- If you have any problems or need to go to the toilet, put up your hand and wait for a supervisor.
- Supervisors cannot explain questions in the exam to you.
- Any exam paper you do not wish to be marked, **do not write on it at all**.
- Once you leave the exam, clear the area and do not disturb those who are still working.

Problems:

- If you have a problem before the exam starts (illness, accident, family crisis etc) get in touch with Ms Ashton or the school office as soon as possible. You may be eligible for a derived grade.
- If you feel unwell during the exam try to continue, but make sure that you let the supervisor know. If you feel your performance has been impaired, contact Ms Ashton straight away and go to the doctors. You may be eligible for a derived grade.
- Any issue that causes you to miss an exam or be seriously impaired in the exam will need evidence to support it (medical certificate etc) - contact Ms Ashton.

Special Assessment Candidates:

- Meet your assistant outside R24
- It is very important to contact Dawn Bosley if you are not going to attend your exam **well before the date of the exam** as these people are employed by NZQA to assist you.

Prepare well, good luck and do your best!

NZQA teacher: Ms Ashton - ashtnv@mtaspiring.school.nz or 0274250829