

Guidelines for Senior Examinations 2023

N.B Most of the following Guidelines mirror those set by the New Zealand Qualifications Authority (NZQA)

Study leave for senior practice examinations is from Monday the 11th of September to Friday the 15th of September. On Monday the 11th and Tuesday the 12th, students are being given time to prepare for their examinations. Staff will offer tutorials on those preparation days, so we encourage students to make the most of those opportunities. Most tutorials will be on during the normal timetabled class for each level. Examinations will take place on Wednesday through to Friday.

1. Study Leave:

Study leave is granted as a special concession to all Year 11, 12 and 13 students. Although students are not required to be at school during study leave it is encouraged that they attend school when not sitting examinations for tutorials or arranged Internal Assessments.

If attending school for anything other than their examination, students must sign in at the school office and sign out when they leave.

2. School Uniform:

School uniform must be worn by all students for all examinations, attending tutorials or working on projects for subjects such as Art and Technology.

3. Arriving at the examination:

- Students must arrive no later than 20 minutes before the examination starts.
- Morning examinations start at 9am and go through to 12 midday
- Afternoon examinations start at 1pm and go through to 4pm.

Most examinations will not take the three hours allocated. Please make transport arrangements if your examination finishes after the 3.05 buses leave.

4. During the examination:

- Chewing or eating during examinations is not allowed.
- You must not use twink to correct answers.
- Students need to know that if the answer is written in pencil, then there will be no opportunity for a reconsideration.
- You may bring in some reading material but not iPods, MP3 players, cell phones, smart watches or similar items.
- Only *CLEAR* drink bottles containing water are allowed into the Examination.
- Students must remain in the examination room for the full period of their examination and they will not be permitted to leave early.
- All equipment must be in a clear plastic bag only.
- You may only use approved graphics calculators and only for those subjects that require them. These must be checked prior to the examination.
- You may only bring in refill pads when your examination requires it,
- You may take a book or study notes for another examination in with you but this must be on the floor by your desk until your completed paper has been collected. You may then read the book or study your notes. These can also be left with the supervisor until your paper has been collected.

5. Attendance:

Students must attend all of their timetabled examinations. However, if students are sick or unable to attend an examination, they must see Mr Fleury to arrange to complete the examination at another scheduled time during exam week or at the earliest convenient time.

6. Locations:

All students must arrive at the gym for your examination. Most will be in the Gym. Exceptions will be for students with special assessment conditions.

7. Misconduct:


Students must not cause any disruption in the examination room and ensure they follow the instructions of the Supervisor. Failure to do so could result in the cancellation of their paper.

Examination timetable:

Morning exams start at 9am. Please arrive 15 minutes before.

Afternoon exams start at 1pm. Please arrive 15 minutes before.

You do not need to attend morning form time.

	Wed 13th am	Wed 13th pm	Thurs 14th am	Thurs 14th pm	Fri 15th am	Fri 15th pm
Year 11	Science 2 hrs 12 students	Mathematics 1 ½ hrs 16 students	Humanities 2 ½ hours 17 students Music 2 hours 2 students	English 3 hrs 18 students	Business Studies 1 ½ hrs (6 students)	Agriculture 5 Students 2 hrs
Year 12	English 3 hrs 11 students	Humanities 2 hours 8 students Physics 2 hrs 2 students	Mathematics 1 ½ hrs 8 students	Chemistry 2 hours 4 students Business Studies 2 hours 2 students	Music 2 hours 1 students	
Year 13	English 3 hrs 6 students	History 2 1/2 hours 6 students	Chemistry 2 hours 2 students L3 Ag 3 Hours 2 students	Calculus 1 ½ hrs 6 students	Physics 2 hours 1 student	
Total number	29	32	31	30	8	5