

## **PRACTICE EXAM RULES 2020**

### **Exam materials**

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

Bring your own equipment into the exam room in a clear plastic bag. You can take:

- pens (permissible colours are black and blue), pencils and an eraser
- an approved calculator for subjects where you have used a calculator during the year.

Calculators must be silent, hand-held, non-printing and work from their own power. You cannot keep notes or routines in the calculator memory. Teachers will clear the calculator memory before you enter an exam room.

You can confirm what is allowed in a specific exam by reading the relevant assessment specification. To find this, see the NZQA website or discuss with your subject teacher.

### **Banned items**

**Do not bring** the following items into the exam room:

- blank paper or refill paper
- correcting fluid
- books, written notes or electronic notes
- cell phones or pagers
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- any electronic devices except approved calculators.

### **Emergency evacuation and student pack**

To address concerns arising from the earthquakes in Christchurch, candidates are allowed to bring an emergency evacuation pack into the examination room with them. This must be a named, clear, sealable plastic bag no larger than A4 size which may contain personal items such as a cell phone (switched off), keys, money, and a bus or train ticket. This is to be placed under the candidate's chair during the examination and not touched unless an emergency evacuation is required. Candidates who open their pack during the examination will be reported for a breach of the rules.

### **On the day of the practice exam**

Arrive at least 15 minutes before the exam starts. If you are more than 30 minutes late, you will not be able to enter the exam room.

## **In the exam room**

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk where you are told to sit. The exam booklets at this desk will have been selected specifically for you.
- Write your full name, subject teacher's name and the class title in the boxes provided.
- When you are told, check that all pages in each exam booklet are printed correctly.
- If you have any problems put up your hand.
- You cannot leave in the first 45 minutes or the last 15 minutes of the practice exam session, even to use the toilet.

## **During the exam**

- Do not borrow equipment from someone else.
- Do not talk to, communicate with, or do anything to disturb other candidates.
- Do not read or copy another candidate's work.

## **Writing your answers**

- Follow all the instructions on the front cover of the exam booklet.
- Use only black or blue pen. Do not write in pencil unless instructed to do so.
- Write neatly, so the marker can read your answers.
- Cross out any work you do not want marked.
- Do not write or draw anything that may be regarded as offensive.
- Do not write to the marker or write in the part of the answer booklet 'For assessor's use only'.
- Do not write your answers for one standard in the answer booklet for another. If you have filled up your answer booklet, you may request extra paper.
- Fill in your details at the top of any additional sheets of paper provided and put them inside the answer booklet.

## **At the end of the exam**

Stop writing when the supervisor tells you to. Hand all material to be marked to the supervisor before you leave. If you take any work outside the examination room, it will not be marked.

## **Practice Exam Non-Attendance**

- If you miss your practice exam you will need to discuss with your subject teacher to see if a further opportunity in class is available to take the exam, this includes sickness.
- Compassionate Consideration and the derived grade process do not apply for these practice exams.