

Candidate Information Sheet 2019

External Assessment - Rules and Instructions for Candidates

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

External Assessment

There are two types of external assessment – the examinations in an examination room and portfolios and submissions, where you develop your work in class over a period of time before it is sent in for marking.

Portfolios and Submissions

You must meet NZQA's specifications, timelines and authentication requirements for work being assessed externally by portfolio or submission. Your teacher will explain what this means for their subject. All work you hand in 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.

Rules for Candidates

- Follow all instructions of any supervisor.
- All work you submit for marking must be your own.
- You may only have approved calculators in the examination room which have had their memories cleared and been checked.
- You are not allowed to bring the following into the examination 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*).
 - any paper – except for your admission slip
 - any notes in any form
 - any watch of any type (digital or analogue).

If you are sitting a digital examination there are other exceptions to the rules detailed on page 2.

In an examination you are not allowed to:

- 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 examination room within the first 45 minutes or the last 15 minutes of the examination
- touch or open any emergency evacuation pack without the permission of a supervisor.

WHAT TO TAKE TO EXAMINATIONS

Admission Slip

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

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

- You must take your admission slip to every examination. It must be face up on your desk during all examinations.
- 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 examination room and desk. Check that you sit at the desk you have been allocated to.

If you have lost or not received your admission slip, you need to either reprint a copy by logging in through the ['Students & Learners Login'](#) link on the NZQA website or request a copy from your Principal's Nominee, before you will be allowed to sit the examination. This must be signed by the Principal's Nominee.

Login User Name and Verification Code for Digital Examinations

Your user name and verification code are printed on your admission slip. The user name is your NSN (including the leading zero). Please keep your verification code and NSN confidential, keep it in a safe place and do not share it with anyone.

Photo ID

You **MUST** bring photo ID with you to any NZ Scholarship examination, or if you sit your examinations at a school where you do not study.

For all other examinations bring photo ID, such as your school ID card or driver's licence, to help the supervisor confirm your identity.

Examination Materials

You have to bring your own equipment such as black or blue pens, pencils, approved calculators and any device the school has asked you to bring to the examinations. You may not borrow equipment from someone else during the examination. Check materials with your teacher. Formula sheets are provided.

Do not bring any paper to write on into any examination room for any reason.

Calculators

You may take no more than two NZQA-approved calculators into the examination room for an approved subject. Teachers or supervisors will check that you have cleared ALL calculator memories. You can only use a calculator in the examination room if its memory has been cleared. A list of the approved calculators are published on the NZQA website www.nzqa.govt.nz/ncea/subjects/approved-calculator-list/.

Emergency Evacuation Pack

You may take items for an emergency evacuation into the examination 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, money, bus/train pass and medicines.

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

WHAT TO DO IN EXAMINATIONS – WRITTEN AND DIGITAL

Examination Days – Written Examinations

Arrive early – at least 20 minutes before the examination starts. Find out which is your examination room.

In the examination room:

- listen to and follow the instructions of the supervisors
- it is your responsibility to check you are sitting at the allocated desk. Check that the pack of answer booklets on the desk are yours and matches your NSN and the Exam Code on your admission slip before you sit down
- when you are told to open the pack, check that you have all the booklets and that all the pages in each booklet are printed correctly
- if you have any problems put up your hand
- if you leave the examination early you are not allowed to return
- you must not take any answer booklets or any paper provided by the supervisor out of the examination room
- the plastic wrap will be collected for recycling at the end of the examination.

If you arrive more than 30 minutes after the official start of the examination you will NOT be able to sit the examination.

When writing your answers:

- follow all the instructions on the front cover of the examination booklets
- use only black or blue pen. Red or green pen is used by the markers
- write neatly, so the marker can read your answers
- do not write in pencil unless instructed to do so. Answer booklets containing work in pencil or erasable pen will not be accepted if you apply for a review or reconsideration
- do not use correcting fluid (Twink). Answer booklets containing Twink will not be accepted if you apply for a review or reconsideration
- all work that is not to be marked must be clearly crossed out
- extra paper will only be provided by a supervisor if you have completely filled the answer booklet.

At the end of the examination:

- follow the instructions of the supervisor
- stop writing and add nothing more when the supervisor tells you the examination has ended
- make sure every booklet has your NSN and Exam Code on it, especially if you were given a replacement or extra one
- label any extra pages used and put them, with the answer booklet for the correct standard, into the plastic bag provided. Seal the bag closed
- hand in all your answer booklets
- you can keep resource booklets and separate question booklets
- take from the examination 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 examination answers written within the NZQA answer booklets or on the extra paper provided by an authorised supervisor will be marked.

Any answers or work given to a supervisor after you have left the examination room will not be marked.

Examination Days – Digital Examinations

Read and follow the instructions for written examinations. In addition:

Arrive early – at the time your school has instructed. This will be at least 20 minutes before the examination starts.

In the examination room:

- sit where the supervisor tells you
- follow the supervisor's instructions to prepare your device/computer for use and log in
- the supervisor will give you the code that starts the examination.

When completing your answers:

- follow all instructions given in the examination
- all work you submit will be marked
- NZQA-supplied planning paper will be provided by the supervisor if you ask and must be returned to the supervisor before you leave the examination. It will not be marked
- if you decide you do not want to answer the digital examination electronically, put your hand up and ask the supervisor for your pack of examination booklets
- for any one standard your answers must be completed in an answer booklet or on the digital device. When you are attempting a standard, you cannot write some of your answers digitally and the rest in an answer booklet.

At the end of the examination:

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

Digital examination data collection

By sitting a digital examination, you are agreeing that NZQA can collect and keep digital data about your examination 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 that could identify you. NZQA may use it to identify possible breaches of the rules or improve future examination design.

You can request a copy of this data by contacting NZQA on our website: www.nzqa.govt.nz.

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 examination digitally.

Examination Clashes

If you have two or more examinations on at the same time you have an examination clash. Check your timetable for an examination clash immediately.

If you have a clash you need to talk to your school.

Derived Grade

You may apply for a derived grade if:

- you were not able to sit the examination because you were sick, you had an accident 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 examination because you were sick, you were injured or there was some special situation beyond your control.

Collect an application form from your school. If you need more information talk to the Principal's Nominee.

Hand the completed application form, with documented supporting evidence, to your school as soon as possible and before 3 December 2019 for all examinations.

The deadline for derived grade applications for Design Visual Communication, Technology, Level 3 Education for Sustainability and Level 3 Visual Arts is 5.00 pm 30 October 2019.

There is no derived grade for NZ Scholarship examinations.

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.

To Find Information Online

- Rules for Candidates: www.nzqa.govt.nz/exam-rules
- Breaches of examination rules: www.nzqa.govt.nz/breaches
- Grade Score Marking: www.nzqa.govt.nz/ncea/grade-score-marking
- NCEA Results: www.nzqa.govt.nz/ncea/ncea-results
- University Entrance: www.nzqa.govt.nz/ue
- Scholarship Results: www.nzqa.govt.nz/scholarship-results
- Derived Grade: www.nzqa.govt.nz/derived-grade

Return of Booklets

NCEA answer booklets will be returned in late January to the New Zealand address provided to NZQA by your school as at 5 December 2019.

If you change your address after 5 December, you can tell us your new address before 20 December and we will send your booklets to the new address. Notify your new address to:

The Secondary Data Management Team (NZQA)

Email: SDM@nzqa.govt.nz

Phone: 0800 697 296

Address changes made after 20 December 2019 will be too late for your NCEA booklets to be sent to a new address.

NZ Scholarship answer booklets will be returned in February to the New Zealand address provided to NZQA as at 31 January 2020. Contact the Secondary Data Management Team before this date with any address changes for NZ Scholarship booklets.

Return of Digital Work

If you sat a digital examination you will be provided with information in January 2020 on how to access the work that you submitted for marking.

Return of Portfolios

Design and Visual Communication portfolios and Technology folders will be returned to schools in January 2020. Level 3 Education for Sustainability reports, NZ Scholarship Health and Physical Education and Dance portfolios will not be returned.

Level 3 and NZ Scholarship Visual Arts portfolios will be returned to candidates before Christmas to the address provided to NZQA as at 12 September 2019. Level 1 and 2 Visual Arts portfolios will be returned to schools before the end of Term 4.

Portfolios and workbooks returned to NZQA because of an incorrect address and unclaimed, will be destroyed at the end of June 2020.

Overseas Addresses

We do not return booklets or Visual Arts portfolios to an overseas address, unless you request this by 1 March 2020 and pay a fee. A form is available on the NZQA website: www.nzqa.govt.nz/audience-pages/secondary-schools-and-teachers/forms/.