

## Level 1, 2, 3 Derived Grade Examinations and Assessment Time Monday 11 September to Friday 22 September 2023

### **Morning examinations begin at 9.00am.**

You should be at the examination venue by 8.40am so you have time to be seated ready to start at 9.00am.

The examination ends at 12.00pm.

### **Afternoon examinations begin at 1pm - end at 4pm.**

You should be at the examination venue by 12.40pm so you have time to be seated ready to start at 1pm.

The examination ends at 4pm.

If you miss an examination you should contact your subject teacher as soon as possible and make arrangements to sit the examination at the first possible occasion.

Workshops and specialist rooms and teachers are available often during both weeks.

There are also scheduled times for some subjects.

Students **MUST** arrange with teachers to take advantage of times when teachers are free and specialist rooms are not occupied.

### **EXAMINATION RULES**

**You must not be dishonest or break the rules in any way.**

**You must listen to and follow the instructions of the supervisor.**

#### **DO NOT:**

- take any correcting fluid, books, written notes or electronic notes into the examination
- take cell phones into the examinations
- take English dictionaries or foreign dictionaries or Te Reo dictionaries or translators into any examinations
- talk to, communicate with, or do anything to disturb other candidates
- read or copy another candidate's work
- write to the marker or write in the part of the answer booklet 'For assessor's use only'
- take any electronic devices except approved calculators into the examination room
- leave the examination room within the first 45 minutes or the last 15 minutes of the examination
- write or draw anything which may be regarded as offensive
- wear or bring a watch into the examination room.

### **THE DAY OF THE EXAMINATION**

**Arrive early** - at least 20 minutes before the examination starts.

#### **In the examination room:**

- Sit at the desk where you are told to sit.
- When you are told, check all the pages in each examination paper. If you have any problems put up your hand.

You can't leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

### **EXAMINATION MATERIALS**

Bring your own equipment such as pens, pencils, calculator and an eraser to the examinations in a clear plastic bag.

You may not borrow equipment from someone else during the examination.

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

### **CALCULATORS**

You may take an approved calculator into the examination room 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 memory of calculators.

You must clear calculator memories before you enter an examination room.

### **WRITING YOUR ANSWERS**

- Follow all the instructions on the front cover of the examination papers.
- 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 your answers for one standard in the answer booklet for another.

### **AT THE END OF THE EXAMINATION**

- Stop writing when the supervisor tells you to.
- Hand in question and answer booklets as instructed.
- Make sure that all material that you want marked is handed to the supervisor before you leave. If you take any work outside the examination room, it will not be marked.