



Wellington College (275)

**Preparation for NCEA and
NZ Scholarship Exams 2025**

Exam Centre Manager: Helen Cartmell

Principal's Nominee: Ms Lendrum



**Read your NZQA
Candidate Information Sheet
carefully**

Find your exam room

2018 Examinations Admission Slip
-- ORIGINAL - -

Examination Centre: 2351 St Jude's College

Lilli Pohe
24 Somewhere Street
Whangaparaoa

Exam Code: **J103**
NSN: 166653100

Sort Key: 11BE

This slip shows only your external entries. If any details are WRONG, contact your school immediately.
(D) means you are entered for a digital examination.

Examination Session	Date	Report Time
NCEA L1 English 90849 Show understanding of specified aspect(s) of studied written text(s), using supporting evidence	Monday, 13 November 2018	1.40 PM
90850 Show understanding of specified aspect(s) of studied visual or oral text(s), using supporting evidence		

Learn your exam code.

Find your code on the room lists.

Theatre

Exam(s):

Date/Time:

Front

A1

A2

B1

B2

C1

C2

D1

D2

E1

E2

A128

B127

C133

D164

B124

C132

D128

F121



School arrival times – paper exams

Morning

9.05 am

Afternoon

1.35 pm

Exam **start** times

Morning

9.30 am

Afternoon

2.00 pm

Arrived late to exam?

NO ENTRY to the exam room **after**:

- 10.00 am in the morning, or
- 2.30 pm in the afternoon.



Accident or other emergency?

- **Phone school as soon as possible.**
- School will phone NZQA.
- You may be allowed a late start or be diverted to another school.



What you should bring

- Admission slip (no writing/highlighting on this)
- Blue or black pens for writing
- Mathematical equipment
- **Calculators** (only for certain exams) – two maximum!
- Water (in a small, transparent bottle with no label/logo/writing)
- Pencils/coloured pens for certain exams eg, Geography, Music
- Emergency pack containing phone (off), keys, money etc – goes under your seat.



What you can't bring

- Notes of any sort
- Mobile phones (to go in bag if brought).
- Watches (any sort)
- Electronic devices/translators
- Tissues
- Drinks (other than water in a transparent bottle)
- Food or lollies (unless for approved medical condition).



Admission slip – access to exams

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Includes your:

- exam entries
- exam code (eg, J103)
- National Student Number (NSN)

Must **NOT** be written on or highlighted – **ever!**

Lost admission slip?

- Print out at home or go to school office as soon as possible.
- School staff to stamp and sign re-prints.



Coming in to the exam room

- Your **exam code** will be called out.
- Supervisor will show you to your desk.
- Put emergency evacuation pack under chair (including phone switched off)
- Put your ID card/admission slip on desk
- Forbidden items? – **hand them in**
- Get comfortable
- **Do NOT** open your exam booklet pack
- Listen to and follow supervisor instructions.



All done in SILENCE!

Are you sitting at the correct papers?

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Admission slip

269 - **J103** 3299A 23-17-26



90991 016653100



90991 909910

Exam paper barcode

Exam codes **must** match

In the exam room

You cannot leave during the:

- **first 45** minutes of the exam starting
- **last 15** minutes of the exam.

Raise your hand if you need:

- extra paper
- the toilet
- a tissue, or
- you feel ill.



In the exam room

You may only communicate with the supervisor.

They cannot help you with your exam.

Do not communicate with your friends.



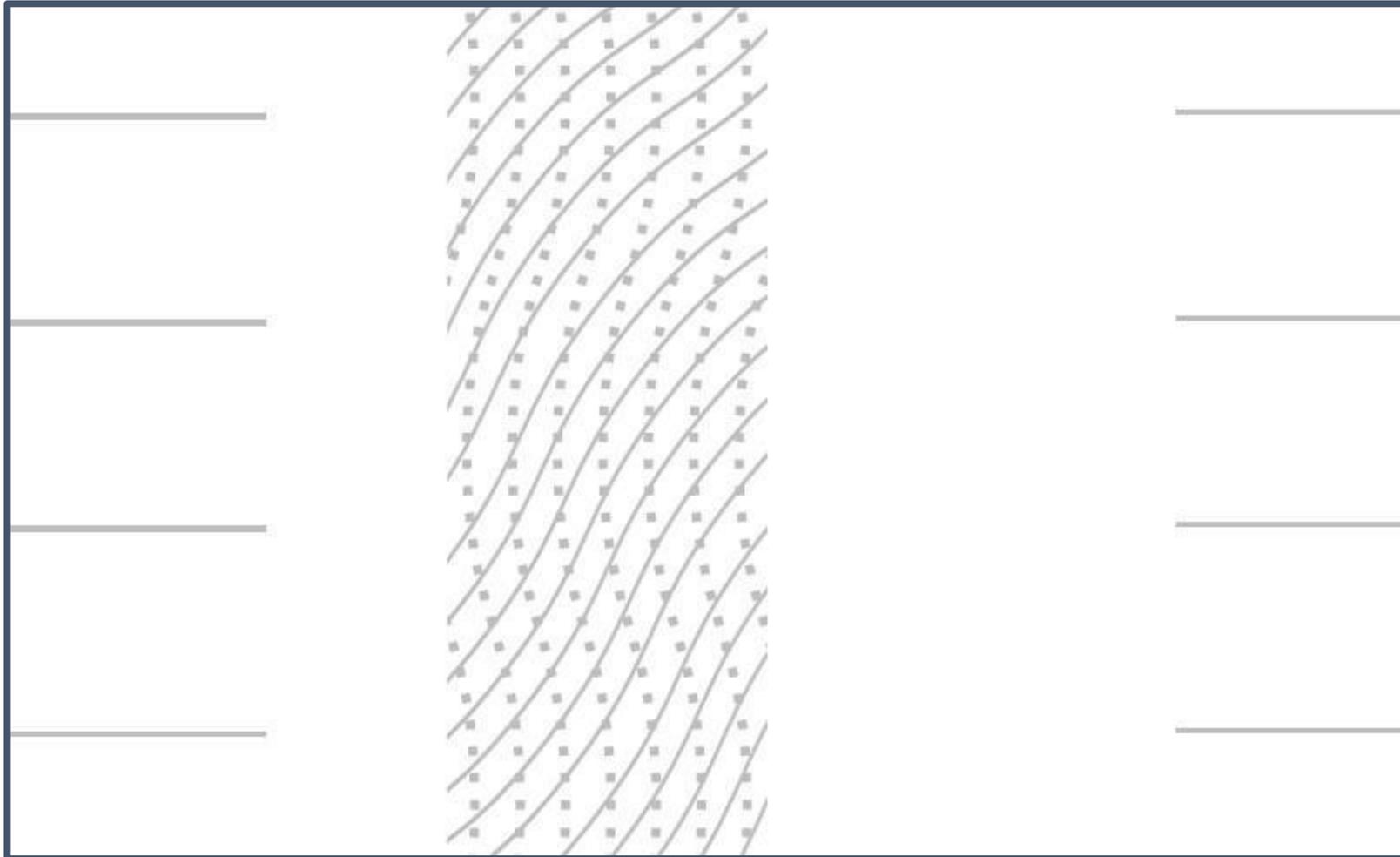
Going to the toilet

- Raise your hand
- Hand in your admission slip
- Blank screen (digital exams)
- Go to toilet
- Talk to **NO-ONE**
- Return: collect admission slip.

More than TWO visits – special form filled in for NZQA.



Don't write in the shaded section of your margin!



Remember that your paper will be scanned for marking online.

If you write in the shaded area, the words might not be picked up

What if an alarm goes off?

- Follow evacuation procedures
- Leave exam papers on desk
- **NO TALKING**
- You must not access your device.
- Roll will be checked at assembly point: turf
- Return to room if allowed
- Rule line under last item written and write 'INTERRUPTION'
- Extra time will be given.



Digital exams

Digital exams end of year Student checklist



Before exam day

Prepare yourself

- Try out the practice activities on the [digital exams](#) page of our website. This will help you get familiar with the digital external assessment platform.
- Look at the [Find past digital external assessments](#) page on our website to familiarise yourself with digital exams.
- Create an account on the [Login](#) page if you are new to NCEA.
OR
- Make sure you remember your email or username and password if you've already got an account. [Login](#) and check everything is correct. You'll use your NZQA Learner login details to log in to the exam.

Prepare your device

- If you're using a school owned device, complete the practice activities on this device.
- If you're doing a language listening standard or Te Reo Rangatira exam, check your headphones are compatible with your device.
- If you are providing your own device, complete the [digital assessment device check](#) on our website and make sure:
 - you use the Google Chrome 130+ browser
 - you use one of these operating systems: Chrome OS, Windows 10.12+ or Apple Mac OS 10.12+
 - if you have a VPN installed on your device that the location appears to be New Zealand
 - you know how to disable notifications, screensaver and automatic updates.

On exam day

Remember to bring:

- your admission slip.
- your fully charged device.
- pens (black and blue colours are allowed) to take notes or in case you need to switch to paper.
- headphones (if you're doing a language listening standard or Te Reo Rangatira exam).
- your emergency evacuation pack: clear, sealable plastic bag containing phone (switched off), watch (alarms/notifications disabled), keys, money, bus pass, face mask and medicines.
- a fully charged power bank, stored in your emergency pack (optional).

On exam day:

- arrive at least 30 minutes early to set up.
- you can ask your supervisor to plug in your power bank during the exam.
- login from the NZQA homepage using your NZQA Learner login details.
- ask your exam supervisor for help if you have trouble logging in.
- you can switch to paper between standards but can't switch back to digital.
- you can choose to do your exam on paper if you don't agree to NZQA collecting digital activity data.

After exams

- Access your marked digital exam scripts through the digital external assessment platform in late January.
- Access your results from your NZQA Learner login mid to late January.
- Apply for a review or reconsideration if you choose to. [Reviews and reconsiderations](#)
- Find support on our web page: [Managing the pressures of exam results](#).

NZQA

Mana Tohu Mōtauranga o Aotearoa
New Zealand Qualifications Authority

October 2024

Checklist for download from NZQA

Download from:

<https://www2.nzqa.govt.nz/ncea/external-assessment/about-digital-external-assessment/preparation-for-students/>

Digital exams – school arrival times

Morning
9.00 am

Afternoon
1.30 pm

Exam **start** times

Morning
9.30 am

Afternoon
2.00 pm

Digital exams – what to bring

As for paper exams, plus

- **Fully charged** device
- Powerbank (optional)

- Your NZQA Learner Login username and password.



Digital language exams

- Headphones
- Check your headphones on exam introductory screen
- Ask for NZQA-supplied green note-taking paper for listening standard
- Supervisor can only re-set an audio section if there is a technical problem
- Enable language keyboard before day of exam (if required).



Digital exams – tips

- Only Chrome 85+ or Safari 11 + as a browser
- Use operating systems:
 - Chrome OS, Windows 8.1 or 10+
 - Apple Mac OS 10.15+
- Disable screen saver, notifications and updates before entering exam room.



Digital exams – tips

- Browser to be **full screen** – don't minimise
- Blank your screen if going to toilet
- Any issues? Raise your hand for supervisor
- When finished, pack up quietly
- Wait until supervisor checks your exam shows as '**Complete**' on their dashboard
- Re-charge computer at lunch time or overnight.



Derived grades

You may apply for a derived grade if:

- you were not able to sit the exam because at the time of the exam you were *sick, injured or there was some special, significant situation beyond your control*, or
- you think that you did not do as well as you could have in the exam because you were sick, you were injured or there was some special situation beyond your control.

Complete an [APPLICATION FOR A DERIVED GRADE](#)

If you need more information talk to your Principal's Nominee (Ms Lendrum): I.lendrum@wc.school.nz

For all exams and portfolio submissions (Design and Visual Communication, Technology, Level 3 Visual Arts), hand the completed application form and documented supporting evidence to your school as soon as possible. **There is no derived grade for NZ Scholarship.**

If you do not meet the deadline (two weeks after the assessment) your application may not be accepted by NZQA. Applications for a derived grade will not be accepted after results have been released in January.

Admission slips again. They're really important!

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 **DO bring it to every exam**

 **DO NOT lose it**

 **DO NOT write on it or mark it**

Late entries will be missing from your exam slip. You may need to get a new one printed at the office - it must also be signed by Ms Lendrum

A message for school leavers

Are you leaving school at the end of the year?

Make sure that you update NZQA with a personal email address. Login to NZQA to do this at:
www.nzqa.govt.nz/login

You will also need to save any files or emails from your school account that you might want a record of.

**Do this BEFORE Monday 3rd
December**

Need help?



help

- ✱ School office staff
- ✱ Ms Lendrum (the Principal's Nominee)
l.lendrum@wc.school.nz
- ✱ Ms Vreeburg and Ms Lawrence
- ✱ Ms Cartmell (the Exam Centre Manager)
- ✱ Mr Blacklock
- ✱ Mrs Manktelow and Mrs Meulen (SAC)