



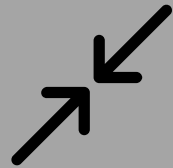
Rules and Regulations

for NCEA Exams

When you receive your admission slip



Check every subject and every standard in each of your subjects.



If there is a standard missing, go and see Mrs Wilding immediately.



If there is a subject listed that you do not intend to sit, go and see Mrs Wilding immediately.



What to Bring

- Your Candidate Admission Slip
- Photo ID (School ID card, driver's licence or passport)
- Pens, pencils, eraser, ruler and calculator in a clear plastic bag
- A bottle of water as long as the bottle is clear with no label on it. It cannot be larger than 750 ml.

DO NOT

**If you break any rules the
Qualifications Authority may
cancel your results**

Take

paper, correcting fluid/tape, books,
translators or notes into the exam room.

Bring

mobile phones, jackets, watches or
food/sweets into the exam room.

Talk

or communicate with or do anything to
disturb other candidates during the exam.

Write

to the marker or write in the part of the
answer booklet 'For assessor's use only'.

Special
Assistance
Candidates

SAC candidates need
to line up outside the
exam centre in the
order that is on the
roll on the window

Exam Days

Arrive early - at least 30 minutes before the exam starts.

Check the lists on the window of the exam rooms to find the number of the row you will be sitting in.

Line up outside the exam room in the order of your exam code number.

If you are more than 30 minutes late you will NOT be able to enter the exam room.

For all problems on the morning of the exam (eg. forgotten administration slip) go to Student Reception at the office



In the exam room

- Sit at the desk to which you are directed in silence
- Check that all the answer booklets have your NSN and Exam Code on them and are listed on your Admission Slip
- When you are told, check that all the pages in each exam paper are printed correctly
- If you have any problems put up your hand



Leaving the exam

- You cannot leave the exam room or go to the toilet in the first 45 minutes or the last 15 minutes of the exam
- If you leave the exam early you are not allowed to return
- You must not take your answer booklets out of the exam room

Written Exams

1

Follow all the instructions on the front cover of the exams

2

Use only black or blue pen

3

Do not use red or green pens because these are used by the markers

4

Do not write in pencil unless instructed to do so.

5

Write neatly so the marker can read your answers

Written Exams

All work that is not to be marked must be clearly crossed out.

Do not use correcting fluid or tape in your answer booklets because they will not be looked at if you apply for a review or reconsideration

Extra paper will only be provided if the answer booklet is filled up

Subjects
which allow
calculators
into the exam:

- Mathematics
- Calculus
- Statistics
- Science
- Biology
- Chemistry
- Physics
- Accounting
- Business Studies
- Economics
- Geography

At the end of the exam

1

Stop writing and add nothing more when the supervisor tells you the exam has ended

2

Follow the instructions of the supervisor

3

Label any extra pages used

Standards you do not want assessed

If you make any mark at all on the answer booklet the standard will be marked.

If you write only one letter or even a scribble, you will receive “Not Achieved” for that standard.

If the exam booklet is handed in completely unmarked you will receive “Standard Not Assessed”.

Digital Exams

Exams will be written on laptops for:

- Level 1, 2 and 3 English
 - Level 1, 2 and 3 History
 - Level 2 and 3 Media Studies
 - Level 3 Business Studies
 - Level 1, 2 and 3 Spanish
-
- For these exams you will line up outside S201, S202, S203 or S206. Look for your name on the window of these classrooms

Laptops

You can choose to write your entire exam in a paper exam booklet if you prefer but you cannot change part way through

Bring a pen in case there is a problem and you need to complete the exam on paper.

As well as your device meeting the specifications for a digital exam, you'll also need to make sure it:

is free of viruses

has notifications,
updates and the
screensaver disabled

has a physically
attached keyboard

is fully charged and will
last for 3 hours or has
access to a power
source

is connected to the
school's WiFi

is compatible with your
headphones (if you're
doing a listening
standard as part of a
digital language exam).



Requesting your Results

- If you want a printed copy of your results to be mailed to you in January, you must request this NOW (before December) using your exam log in on the NZQA website.
- Otherwise you will only be able to see your results online.



Derived Grades

If you are unable to sit an examination or consider that your performance has been seriously impaired because of exceptional circumstances beyond your control you may apply for a derived grade. Derived grades only apply to circumstances that occur no more than one month before the examination.

The following conditions are **not** acceptable grounds for derived grades:

- long-term conditions (eg. physical disability, epilepsy, depression, diabetes)
- chronic conditions (eg. glandular fever)
- ongoing personal trauma
- Minor ailments
- Day to day family disturbances
- Stress due to exams
- Parents being on holiday

Candidates suffering a temporary impairment are encouraged to sit the examination and apply for a derived grade if they consider their performance was compromised.

How to apply for Derived Grades

Complete

Complete the NZQA application form and bring it to Mrs Wilding before the closing date.



Include

Include a copy of your admission slip with the application.



Include

Include appropriate medical or documentary evidence.