

NZQA

Exam Briefing



Admission Slips

- You must bring this slip to every exam
- If you do not have the slip on the day you will need to Tania to get another one, after that Ms Smith.
- Scholarship Exams also require you to provide photo Identification such as a passport or drivers licence.

Exam Code: **B123**

NSN: **123456789**

Wait outside the exam room until you are called in.
You will be called in from your Exam Number.

When entering the hall, you need to find the paper that
has your exam code and NSN number .

They will be in Alphabetical/Numerical order.



What to bring to the Exam

- Admission slip
- Pens (blue and black)
- Pencils (if you are allowed to use, can't be remarked),
- Highlighters
- Eraser
- Ruler
- Calculator (approved only and no cover).
- Take out of your clear plastic bag when seated
- Water in a clear plastic bottle with no labels.

- **NO pencil cases**
- **NO paper of any sort**
- **NO dictionaries / translators**
- **NO watches**



What to bring to digital exams



- Laptop (Ensure it is fully charged)
 - Headphones for language exams
 - Charger if needed
 - Pens or highlighters
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- Ensure you have logged into your Learner Log on and that you know your username & password

Emergency Pack



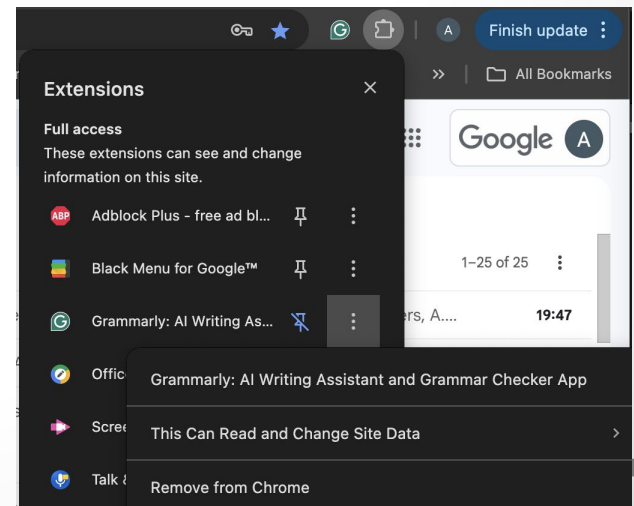
- You may bring the following:
 - Cell phone, smart watch (switched off)
 - Wallet
 - Keys
 - Medicine

These items must be in a sealed, clear plastic bag and placed under your chair.

It may NOT be touched unless permitted by the supervisor.

NZQA Breaches

- Screen *MUST* be maximised at all times
- More than one tab OPEN
- Swiping between screens
- Make sure all notifications (snapchat, messenger etc) are OFF
- Delete Grammarly
- Take off sleep mode



EXAM RULES

- No communication with or distraction of any other student
- You may not leave the exam room in the first **45 minutes** or the last **15 minutes (including going to the toilet)**
- If you need anything – put your hand up
- When you have finished, put your hand up and a supervisor will come to you and take in your papers.
- If digital, put your hand up and make sure your exam is submitted.

**If you need to go to the toilet: raise your hand.
A staff member will accompany you to the
toilet. You will need to sign a form.**



Things to remember..

- Wear school formal uniform to all exams
- Do **NOT** walk out with your answer booklets
- Do **NOT** put your name on any paper
- Do **NOT** write on **ANY** paper you don't want marked
- **DO NOT** write anything which could be regarded as offensive

A breach of any rule may cost you your results

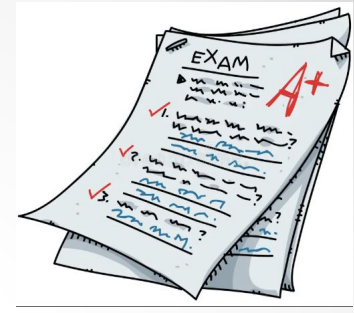
EXAM DAY

- Arrive 20 minutes before the exam starts
- There is NO entry if you are more than 30 minutes late
- Sit at the correct desk as indicated by your Exam code on your entry slip
- Go to the toilet before the exam
- Do not drink large quantities of water

Derived Grades

- If at all possible sit the exam
- Make contact with Ms Smith ASAP
- Obtain a medical certificate for the day you were ill
- Derived grades if accepted, will be based on your practice exams
- <https://www2.nzqa.govt.nz/ncea/ncea-for-teachers-and-schools/managing-national-assessment-in-schools/derived-grades/apply/>

Other...



- Leavers: you must update your email address with NZQA, as your school email will no longer exist when you leave school
- Results will be published Wednesday 14th January

Reconsiderations

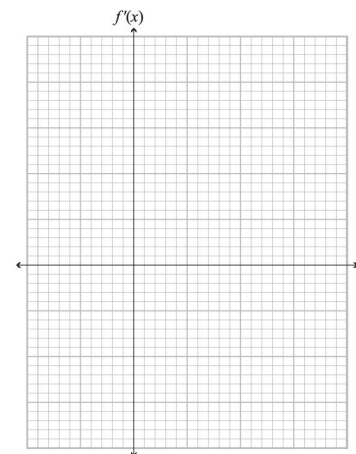
You can apply for a review of your external examination results:

- There is a cost of \$20 per standard
- Your grade cannot go down
- 20% of grades do change, but don't send it back in unless you can see an obvious mistake in the marking
- See Ms Smith for advice on this

<https://www2.nzqa.govt.nz/ncea/student-assessment-hub/ncea-results/reviews-and-reconsiderations/>

- Drawing graphs – use pencil
- Use a ruler when drawing straight lines
- Don't cross out work if you are NOT providing another answer
- If you use the extra grids you need to indicate to the marker which graph you want marked
- Don't write in the margins – these are chopped off for scanning
- NO spare paper is given in paper exams unless your answer booklet is full.

Sketch the graph of the gradient function $y = f'(x)$ on the axes below.



If you need to redraw your graph, use the grid on page 11.

If you run out of room for a question, you need to indicate to the marker that you have continued at the end of the booklet