

NOV-DEC, 2017 - NCEA EXAM INFORMATION

NCEA Admission Slip

You will get an admission slip, in Term 4, for the Nov-Dec NCEA exams. Your admission Slip contains your National Student Number (NSN). Bring your admission slip to the exams with ID. Student ID is fine (Photographic ID is best). ID is vital for Scholarship exams.

If you lose your slip you can get a new admission form at the school office – but it takes time.

National Student Number (NSN)

You will have a NSN for the NCEA Exams. Your exam papers will be personalised (have the NSN on them, not your name) when you go into the exam room. Take this number (your admission slip) with you to the exams because it will help you locate your exam room and is needed on the rare occasion when exams are not personalised. The NSN also allows you to view your results on the NZQA website. NSNs can be obtained from your Mentor Teacher or Deans if you have lost your number – it is on the Student Details page on Kamar.

Exam Timing and Rooms

Exam timetable is on the reverse of this sheet (highlight your exams)

AM exams start at 9.30am

PM exams start at 2.00pm

Report to the exam room 20 minutes before the start - take your admission slip with you.

You should be lined up 15 minutes before the exam starts.

A desk with your exam code on the papers will be allocated to you.

P Block and the top of B Block (rooms 13-18 and 24-28) will be used for this year's exams

P6 Block will be the Exam Centre Supervisor's (Mr Barker) office – posted outside this room will be information about which room you will be in, based on your NSN

- If you arrive to the exam 30 minutes after the start time you will not be allowed in
- You cannot leave the exams until after 45 minutes
- If you finish early, put your papers in order and put your hand up to see the supervisor
- Do not talk until you are outside and away from the exam rooms
- You cannot go to the toilet until after 1 hour
- You cannot leave the exams if there is less than 15 minutes to go

NOTE: These instructions will be repeated in the exam room by the supervisor.

In the Exam

- Do not talk at any time in the exams, unless spoken to by the exam supervisor
- Turn off phones and leave in your bag
- For any unacceptable behaviour you will be given 1 warning. It will be recorded. If you are spoken to again you will be asked to leave the exam
- Write in blue or black pen, Do not use white out
- Only use paper provided for answers
- Only use pencils if stated in the exam
- Expect to have your paper removed and a Not Achieved recorded against your name if you use any electronic devices not permitted in the exams. This includes cell phones – checking the time could result in a failed grade
- Do not bring in food, Water is only permitted
- Bring in pens and calculators (if needed) in clear bags
- Calculators will be asked to be cleared. Your calculator can be checked at any time by the exam supervisor. Check with your maths teacher for calculators that are banned
- Do not wear electronic watches (there are clocks in each room)

Candidates may also bring ...

An emergency evacuation pack in a clear sealable bag - contents could include a cell phone (switched off), keys, money, bus pass and medicines. This bag stays under the candidate's chair and may not be touched or opened without the permission.

Candidates may NOT bring the following into an examination room

Prohibited electronic devices like MP3 players and iPods, digital watches, non-approved calculators, PDAs and electronic translators, dictionaries and cell phones (other than in an emergency evacuation pack.) These will be removed from candidates by supervisors. Supervisors will file a special report for these candidates, which may be treated as a possible breach of the rules. Full details of what constitutes a breach of the rules are available in the *Assessment and Examination Rules and Procedures* on the NZQA website.

Breaches of the rules have always resulted in a Not Achieved Grade for a student at HVHS

Scholarship Exams

Bring photo ID and your admission slip. If you have entered for the scholarship exams and plan not to sit them please let Mr Larkin know ASAP. This information is important for setting up rooms. Answer booklets will be received in the post in mid Feb.

Standard Not Assessed

If you do not write on your exam paper the grade will be recorded as Standard Not Assessed. If you put your name on the paper and nothing else it will count as a Not Achieved. Take this into consideration if you run out of time in the exam.

Special Assessment Conditions

Students with special assessment conditions (SAC) will have been contacted by Mrs Deverall and will know the conditions that are in place for the exams. Be sure to advocate for your rights, under the Special Exam Conditions you have been granted. If you feel you have not been given the conditions you thought you had, see Mrs Deverall or Mr Larkin ASAP

Exam Clashes

Letters have been sent out to the appropriate students with instructions of what to do on the day.

Work Commitments

Sort out any commitments before your exam days. Exams take priority. The exams cannot be taken earlier or later.

Derived Grade Applications

A derived grade may be awarded to a student who is unable to sit examinations or submit materials for external assessment, or who considers that their performance in an external assessment has been impaired by exceptional circumstances beyond their control. Events occurring within one month before or during the exams are considered.

Applications are made through Mr Larkin and generally will need medical evidence. ***Before seeing a medical professional you will need the documentation from Mr Larkin to take with you to the doctor or counsellor.***

Not acceptable reasons include:

- Applications are not for long term illnesses, unless an operation occurs during the exams
- Chronic relapsing conditions (e.g. glandular fever, ME) or Depression or Anxiety
- Ongoing personal trauma

If you are sick during the exam, put up your hand, explain to the supervisor, go home and contact Mr Larkin to start the process mentioned above. You can still sit an exam and apply for a Derived Grade as long as your Doctor can sign you off. If accepted, the best grade from your Derived Grade exam or the NCEA exam is taken.

A grade awarded by the school, based on standard-specific evidence (mainly school exams) is submitted to NZQA for processing. A derived grade **is possible** for student competing at a National level in sporting events during the exams.

A derived grade is **not** available for Scholarship.

Note: Your grade from the school exams will be used, and if there was a legitimate reason for not attending the school exams class work may be used if available.

NCEA Fees

To release any credits from this year your fees need to have been paid. Fee payment at School ended on 1 September. If you have not paid the fees the amount owed will say zero on the school system, but you will need to pay through the NZQA site. Go to the NZQA Learner Login. From December a late fee of \$50 will apply.

Merit and Excellence Endorsement Certificates

Endorsements can be achieved if you get over 50 Merit or Excellence credits across your subjects.

If you get 14 credits at M or E level in a subject (includes internals and externals) you can also get a subject endorsement.

PE and Art can get Endorsements for fully internal based courses.

Changes to the Learner Login and the Distribution of Certificates

NZQA has made changes to the Learner Login area, so you can order results, certificates, pay fees etc

Students will be able to order certificates in January, certificates will no longer be automatically posted out later in the year. Learners will be able to order copies of their *National Certificates of Educational Achievement*, University Entrance certificate, *Record of Achievement* and *School Results Summary* from their Learner login in mid-January, after release of examination results online.