

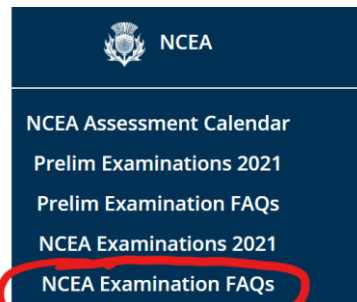
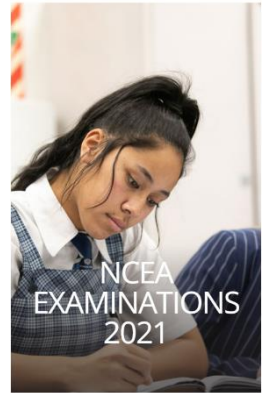
NCEA EXAMS 2021

[nzqa.govt.nz/exams](https://www.nzqa.govt.nz/exams)



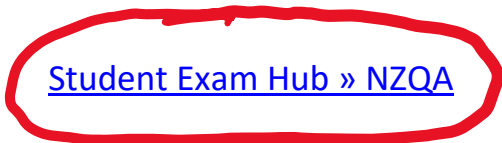
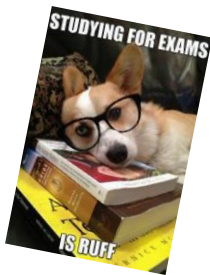
Hi everyone! *It's about two weeks to the start of NCEA and Scholarship exams and there's a lot for you to get your head around...*

Check out the NCEA folder on Stacnet because there's a lot of up to date NCEA exams information for you to check.



Also, regularly check the NZQA website

<https://www.nzqa.govt.nz/audience-pages/students/>



Student Exam Hub

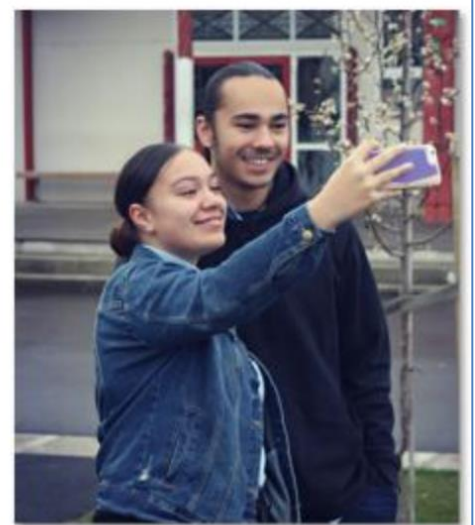
Welcome to the Student Exam Hub, a quick and convenient way to find and access everything you'll need through your NCEA exam journey.



General information



Digital exams



Exam support for students

If you decide not to attend an exam (but you aren't sick) don't ring the College on the absence line!!

Ring your Dean first thing in the morning. You may enter an exam **up to 30 minutes late** but no later and have no extra time. **If you are late for a languages exam, you won't be able to sit the Listening Paper which is always the first Standard in the exam.**

If you are absent because of sickness... don't ring the College on the absence line!!

YOU MUST contact the Middle School or Senior College office by phone and **then visit your doctor promptly** (you have 24 hours to do so) to get a medical certificate. Mrs Fauls will contact you regarding a formal application for a derived grade and you will be told about the procedures and paperwork from there on. **A medical note will NEVER be sufficient evidence.**



COVID-19 MATTERS

All examinations are planned to run in accordance with the relevant Alert Level. At your NCEA briefings with Mr Bevin, you will be informed about the procedures we use if a student has COVID symptoms that mean they may not be able to attend an exam (this sort of absence will be covered by the above derived grade procedures).

If you are unwell, do not come to your examination, notify the College, and visit your medical practitioner and get a medical certificate that can be used as the start of a derived grade application. If a student attends an exam and is obviously unwell, in the interests of other students' health (and that of staff), we may refuse to accept that student. A derived grade application will apply in this situation. Mr Bevin will inform you about a situation where you have had a reaction to a COVID vaccination.

Admission Slips

- ✓ Need it to enter exams
- ✓ Have it at all times

Supervisors are not teachers- they will not know you
The admission slip is your "Boarding Pass"

Have someone at home check you have all the right gear!

What if I forget my admission slip?
Print one off using your NZQA login

Candidate Admission Slips and Other Related Information Are Being Distributed to all students this week. If you're reading this, you've got your other information in your special personalised pack!



Your Candidate Admission Slip - do not lose yours - without it, you cannot enter an examination room.

Check the accuracy of all the details showing and let Mrs Fauls know if there are any errors at all in the information. **Bring the slip to all your exams.**

Take note of the time and date of each exam. If you get the exam session time and/or date wrong, you won't be able to sit your exam at another time.





Exam Times – be in the right place at the right time

The information pamphlet and your Admission Slip show the exam timetable.

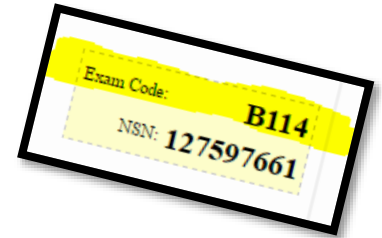
Exam Locations

Many exams take place in the Gym complex while others will be held in the Arts Block. You will be told the exact location of each exam at the Dean’s roll call. **There are no exams held in the Senior College.**

Exam Roll Calls

Roll Call Location	Meet with Dean – be in Exam Code order
Year 11	Outside the Middle School Centre [Miss Jones]
Year 12	Outside the Canteen [Miss Bishop]
Year 13	Senior College Common Room [Miss Gormack]

Roll call times shown on your NCEA Admission Slip are not correct. These are the following roll call locations and times - meet **your Dean there for every exam.** Rolls are called in **Exam Code number** order, not alphabetical (ie not like in school exams) so you must line up in that order. **This is how it’s shown on the top right of your Admission slip..... (see here...)**



Exam Start Time	Exam Roll Call Time
9.30 am	8.40 am (for large exams eg Yr 11 English, Maths, Science) 8.50 am FOR OTHER EXAMS
2.00 pm	1.10 pm (for large exams) 1.20 pm FOR OTHER EXAMS

Don’t be late for roll call and always be in the right location. Never go straight to the exam room without being checked in by the Dean. Students who have special assessment conditions are checked in by Mrs Broad in AB101. Extra time students join the roll call as usual.

If you have Special Assessment Conditions (SAC)...

Students must use the Assistance that has been approved. If you have a Reader/Writer or Reader Assistant or Writer Assistant, you begin each exam session by **checking in with Mrs Broad 15 minutes before each exam session** at which time you will meet your Assistant. **Do not check in with your Dean.**

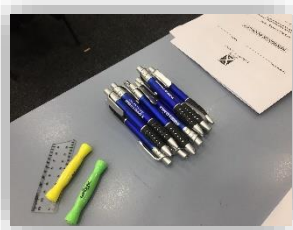
Computer Users

If you have **computer use**, you must check in with Mrs Broad in AB101. Your exams will be in **AB203 or AB204.** Remember that **you will usually share a printer with another student and all students must complete and print all of their papers within the 3-hour exam time.**



Expectations in Examinations

The same requirements as for the School Prelim exams are in place, referring to conduct, behaviour and uniform. **NCEA exams are very formal events so be, do and wear exactly what you know is expected of you for the exams.** All exam Supervisors are visitors to the school so should be treated in the usual polite way.



In the exam room

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk where you are told to sit. The exam booklets at this desk will have been selected and coded specifically for you.
- Check all the answer booklets have your NSN and Examination Code on them and are listed on your Admission Slip.
- When you are told, check that all pages in each exam booklet are printed correctly.
- If you have any problems put up your hand.
- You cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

During the exam

- Do not borrow equipment from someone else.
- Do not talk to, communicate with, or do anything to disturb other candidates.

Emergency Pack

Your NZQA Candidate Information pamphlet gives you the details about how this Pack should be used and what can be in it so check out just what you are allowed to include. **It includes a cell phone that must be turned off. If the phone rings in an exam that will be considered a serious breach of exam rules and NZQA will be formally informed. If the Pack is opened during the exam, that will also be a serious breach.**



A big deal - Cell Phones and all types of watch!

You must not have either of these on you in an exam. If you have a cell phone in your Emergency Pack, it must be switched off. You must not hand in one phone and keep another on you. If you ignore these rules and are found to have a phone on you, you will be reported immediately to NZQA who will then activate their process for this situation.



When you come into an exam room, you may put your switched-off cell phone with the Supervisor/s (this is not encouraged!) **Because watches are much smaller than cell phones, you must not leave yours with the Supervisor because it will be easier for it to get lost. DO not bring any kind of watch into an exam room.**



THINGS YOU DO NOT BRING INTO THE EXAM ROOM - WATCH OUT FOR THESE - SEE LAST PAGE....

Food and Drink in Exams

You are allowed only a handful of sweets and a small bottle of water (nuts and raisins are also acceptable!) **Anything other or more than this will be taken at the start of the exam.** Those items are to be in the clear plastic bag that contains pens and papers and other relevant equipment.



Derived Grades (you already know about the Unexpected Event Grade and when it would be used)

Essentially, the UNEXPECTED EVENT GRADE is a form of derived grade that is available when an exam does not take place (such as in a COVID Level 4 alert situation. As well as the UEG, the derived grade is available for individual situations.....

Derived Grade Applications

*This is for a student whose exam preparation and/or performance has been 'impaired' by an 'event' of a particular nature (eg sudden sickness – **excluding colds** – before or during an exam or an accident etc) in the few weeks or week leading up to the exams.*

In this situation, you are advised by NZQA to sit the exam/s if possible and also apply to them, through the school, for a **derived grade for each Standard involved** (not subject). If you sit the exam/s and make a successful application, **you will receive the better of the two grades** – the one supplied by the school or that gained in the NCEA exam (if you sat it). **See Mr Bevin** for further information if this affects you. Remember that:

- NZQA approves, or declines, these applications
- there must be clear evidence of 'impairment' supporting your application that meets NZQA criteria
 - you do not have to sit the external exam
- **you won't know the outcome of your application until you receive your results in mid-January.**

Derived Grade guidelines - <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/>

Who do you check with during NCEA Exams for...??

See	For
Mr Bevin	Smooth operation of exams from the College's side. Contact with any questions about <ul style="list-style-type: none"> • Exams operation and problems • Absence from exams due to sickness – derived grade applications
Mrs Bevin	<ul style="list-style-type: none"> • Exam Centre Manager - employed by NZQA to run NCEA exams • Overall in charge of all aspects of exam operation including SAC students' exams • Is not available for exams-related inquiries other than in an actual exam
Mrs Faulls	<ul style="list-style-type: none"> • Printing, and signing, a new copy of your Candidate Admission Slip if lost or forgotten
Mrs Broad	<ul style="list-style-type: none"> • Only for the check in of all SAC students for exams (not for extra time students) in AB101
Year Level Dean	<ul style="list-style-type: none"> • Roll check of students for each exam session. • Contact them regarding absence from an exam including sickness

Who's actually running the exams?

NZQA employ an Exam Centre Manager who is responsible for the operation of the exams. **Mrs Bevin is in charge.** Other **Exam Supervisors** will work with her and will also be responsible for starting and running exams in other rooms. SAC students will have **Exam Assistants** who will work with them eg Reader/Writers. Those Assistants are also responsible for the correct operation of the exam in that room and will follow the rules as in all exam rooms. Mrs Bevin is also responsible for those Assistants.

What's the big deal with your Learner Login?

Every student in the College is registered with NZQA and so has a Learner Login. **But do you remember your Login details...??!!** You should, because that gives you access to the way to get another copy of your Admission slip, to your results and exam papers next January and to the place in which you can order your important NCEA documents and certificates. It's also how you can access your digital exam if you are sitting one this year....

Learner login

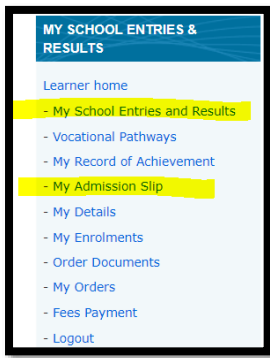
Forgotten your password? You can have a new one emailed to you, or you can contact the NZQA Call Centre on 0800 697 296 between 8am and 5pm Monday to Friday.

You will require your Username (or NSN) and password to log in. If you have not logged in before, you must register first to generate a password.

Username or NSN

Password

This year, all your exam answer books will only be available ONLINE and accessed through your Learner Login in late January



- **Lost Admission Slip** - if you realise before leaving home that you have lost it and you know your learner login details with NZQA, print off a new copy (see below), bring it to school and get **Mrs Faulls or Mr Bevin to sign it**.
- If you can't do this, go to Mrs Faulls in her office from 8.30 each morning to get a new signed copy.
- Finally, **come back to your Learner Login to check on your final results in January** – then, click on your 'Entries and Results' – good luck!!

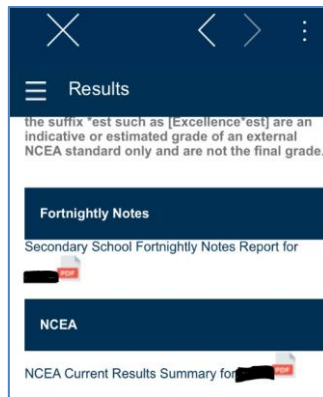
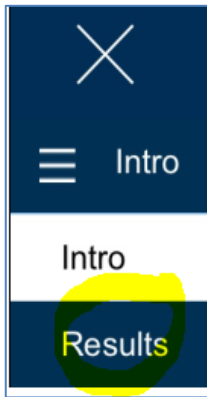
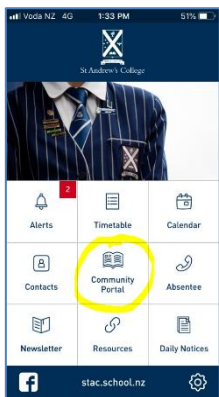
Study Leave during exams

- **Years 12 and 13 students** can study at school during exams in the Senior College downstairs areas only.
- **Year 11 students** can study at school in **PB08** from 9am through to 3pm each day.

Boarders will have supervised study each day through the normal school day times upstairs in the Senior College Study (SC204).

Check your results before you sit your externals –NZQA Learner Login and Community Portal in the StAC App

In the **Learner Login**, you can see updated internal assessment results and various graphical tools show your progress towards endorsements in particular. Log in through **the StAC app** to see all of your results, both final internals and indicative externals (from the Prelim exams – **these are usually your derived grades**). You will see the **NCEA Current Results Summary** that shows all of your results and provides a sub-total of your various E, M, A grades, endorsements, and University Entrance.



NCEA Results Summary												
Grade:		N	A	M	E	Credits Gained	Credits To Gain	Total Possible		Cr	Gr	
L1	Int.	-	12	35	17	64	-	101		L1 Literacy Credits (Min 10)	Int	Ext
	Ext.	16	19	14	4	37	-					
L2	Int.	2	15	18	41	74	-	101		L1 Numeracy Credits (Min 10)	Int	Ext
	Ext.	11	7	8	12	27	-					
L3	Int.	4	4	3	22	29	22	85		UE Reading Credits (Min 5)	Int	Ext
	Ext.	-	-	-	-	-	34			UE Writing Credits (Min 5)	Int	Ext

Results are unofficial
The official NCEA results can be found on the NZQA website. These results are provided as an early indication of a student's progress and are subject to change at any time.

By going to this NZQA page, you can see a whole lot more information about the exams – you need to know about the things that you can read about here:

[2021-Candidate-Sheet-October-final.pdf \(nzqa.govt.nz\)](https://www.nzqa.govt.nz/exams-and-assessments/2021-candidate-sheet-october-final.pdf)

NCEA and College Academic Awards – reminders

Based on your NCEA results this year (internals and externals), you may well gain one or more of the following academic awards that are made at the **February 2022 Academic Assembly**.



Academic Awards (these awards are only gained in the 2021 academic year)

- Academic 30s – ranked by GCA
- Academic Colour – 85+ Excellence credits
 - Academic Tie – GCA 3.25+
- Academic Blazer – any of the awards above
- NCEA Certificate Excellence endorsement (50+ Excellence credits) (*more than one Level can be awarded in the same year*)

Year 11 – Top Progress Award (new this year)

Identification and acknowledgement of the 30 'biggest movers' in rank from Yr 9 MidYis test (February) to Yr 11 GCA-based rank based on all Prelim exam results (including 2021 internals and October Prelims).

Level 3 NCEA and NZ Scholarship Financial awards 2021

- **Level 3 Excellence endorsement** - \$500
- **Level 3 Excellence subject endorsement** - \$500 (for 3 subject Excellence endorsements). *This can be accumulated over more than one year.*
 - **NZ Scholarship**
 - 1 pass - \$250
 - 2 passes - \$500
 - 3 passes - \$1000
 - Additional passes - \$500/pass
 - Outstanding Scholarship – extra \$500
 - Top Scholar/Premier – extra \$1000

So, that's it best wishes for the exams and do your best give yourself plenty of time and 'head space' to study and.....enjoy your exams!!

DO **NOT** BRING INTO THE EXAM ROOM

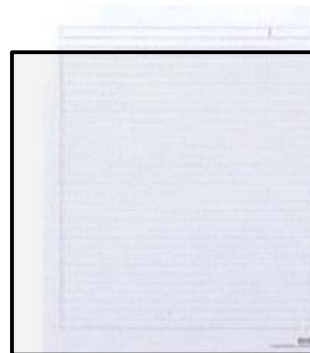
CELL PHONES



NOTES



BLANK/REFILL PAPER



CORRECTION FLUID/TWINK



BOOKS



IPODS



ELECTRONIC DEVICES



WATCHES

