

Term 4  
NZQA  
Examination

Assembly



# Examination Rules & Procedures



You **MUST** bring in your exam admission slip to **EVERY** exam. See Mrs. Peak if you don't already have it. Check all entries - if any are missing see me urgently.

It **MUST** face up on your desk during all exams.

Do not write on it - keep in safe place.

If you **LOSE** it or **FORGET** it you **MUST** go to Mrs. Miers in the school office for a new one. This must be signed by Mrs. Peak **BEFORE** you enter.



# Examination Rules & Procedures

Emergency Evacuation Pack - please read what you are allowed but ensure any cell is switched OFF and INSIDE the clear pack.

See through pencil case or sealable bag only with your pens etc inside.

Line up outside in order, single file. EXAM code (top right hand corner) is to help you get in correct order. This takes time so get there 30 mins BEFORE the exam please.

# Examination Rules & Procedures



Your calculator must be checked and cleared BEFORE you enter the exam room.

You MUST bring in your exam admission slip.

No watches, correcting fluid, any notes.

Clear, see through water bottle is allowed.

# Examination Rules & Procedures



Follow all instructions of any supervisor and be respectful.

No communicating with or disturbing other candidates.

No copying or bringing in materials.

If you arrive more than 30 mins after the official start time you will NOT be able to enter the exam.

You may not leave the exam room within the first 45 minutes or last 15 minutes of the exam.

# Rosmini NZQA Examination Expectations



You should try and attempt all your External Examinations that you are entered into.

You should aim to do your best.

Be at the examination on time - 30 mins before the start.

Be organised. Sleep well the night before, eat well and keep hydrated.  
Prepare well for the examinations.

Be in full, appropriate school uniform. Clean shaven and no jewellery.

# NZQA Examination Timetable



If you don't have a hard copy of your Examination Timetable - get one from the student office.

Electronic copies are on the school website or at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

Make sure you KNOW WHAT time the exam is and WHAT day it is on. If you get the day and time wrong - you will NOT get a second chance if you miss the exam.

# On the Day of the Exam



Don't be late! Get to your exam 30 minutes prior to the start.

Ensure you have your examination slip with you to EVERY exam.  
Clear your calculators BEFORE entering the foyer and show Mrs.  
Peak.

Go to the toilet BEFORE the exam.

Eat BEFORE the exam.

Listen to ALL instructions.



# Derived Grades

Only if you are not able to sit the exam because you were sick, injured or some special situation beyond your control.

There is a process and application form which you will need to follow and get from Mrs. Peak.

“For the purpose of NCEA examinations, where a student has cold / flu symptoms and there are concerns about them attending the exam they should take a COVID-19 test.

If they **test negative**, they should attend their examination. Showing a negative test result at the examination indicates the Covid risk has been actively managed.

If **test is positive** that will provide the evidence for a derived grade.”

## Managing student / ākonga absence due to COVID-19

The [derived grade web pages](#) have been updated with a reference to COVID-related isolation and long COVID.

Students / ākonga required to isolate because they have COVID-19 and are unable to sit their Common Assessment Activity or examination(s) should apply for a derived grade. **The Principal's Nominee can complete the derived grade application form on behalf of the student / ākonga and attest to the evidence provided to support the application.**

Evidence could include, for example, a text of the PCR result, text from Ministry of Health acknowledging Covid report, photo of the positive RAT result. **Please note: household contacts may not apply for a derived grade as they are no longer required to isolate.**



Good Luck!

ROSMINI



LEGIS

CHARITAS

PLENITUDO

