

External Examinations Instructions

Exam	You should be at school by	Lines will be sent to the examination rooms at	You will not be allowed entry to the room after	You are NOT allowed to leave the exam until	You are allowed to go to the toilet before	You are NOT allowed to leave the exam after	Examination will end
Morning AM	8:45am	9:00 am	10:00 am	10:15 am	10:30 am	12:15pm	12:30 pm
Afternoon PM	1:15pm	1:30 pm	2:30 pm	2:45 pm	3:00 pm	4:45pm	5:00 pm

- You will line up in the same way you did for the school examinations. However, this time the handwritten number beside your name will represent the desk that you will sit at. In the examination room there will be a desk with your number on it and it will contain your personalised examination papers.
- Students not in their correct lines will have to wait until all students have entered the examination rooms before they will be allowed to enter.

Admission Slips

- You will need a NZQA admission slips to enter the examination room. You will not be allowed into the examination room without one.
- NZQA will send the admission slip to the school on Wednesday 5th of November. Your peer teacher will give you your slip at registration time.
- You can get a copy of your admission slip from the student office. This could take up to fifteen minutes if there is a long queue, so you will need to be at the office at 8:30am for morning examinations and 1:00pm for afternoon examinations if you do not have your admission slip with you.

In the examination room check your papers have your exam code

Make sure the numbers on the papers match those on your admission slip. DO NOT WRITE IN A BOOKLET WHICH DOES NOT HAVE YOUR CODE ON IT. Someone else will get your results if you do.

Cell phones (and wallets)

- It is an examination offence to take a cell-phone into the examination.
- You are to attach a completed '**valuables slip**' to your cell phone before the start of the examination. (Slips are available when you line up and also from the student office)
- Make sure you turn your cell phone off.
- Hand the cell phone to Mr Mitchell when you are asked to walk to the exam room.
- Mr Mitchell will give your cell phone to the Exam Centre Manager (Mrs Waite).
- The Exam Centre Manager will return your cell phone to you at the end of the examination.
- **If your cell phone rings during the exam then it will be confiscated until the end of examination period (4th December). It will then be available for you to pick up from the student office.**
- Do not leave your phone in your bag
- The Exam Centre Manager will not look after other valuables such as wallet, i-pods, etc.

NOTE: NZQA will not take responsibility for possessions left in your bags during the examination period. You leave valuables in your bags at your own risk.

Toilets

- You cannot go to the toilet within the first hour of the examination.
- If you need to use the toilet during the exam, put up your hand and ask the supervisor. You may have to wait until a toilet is free or if you are in C block you will have to wait until a supervisor comes to escort you.
- If you go to the toilet then your exam code will be written on a special roll and sent to Wellington (just in case NZQA have to investigate a case of suspected cheating) More than one toilet visit will concern NZQA.

Medical Problems

- If they occur before the examination, then see Mr Mitchell (NZQA Liaison)
- If they occur during the examination, then see the Exam Centre Manager

At the end of the exam

- After 45min you may leave if you are finished.
- Put up your hand.
- Tell the supervisor how many papers you are handing in.
- Go QUIETLY
- DO NOT TAKE PAPERS OUT OF THE EXAM ROOM apart from resource booklets. They have a green cover.
- At the end of the exam stop writing when told. Hand in you papers until you are dismissed.

Consideration to others

Please be considerate of your fellow pupils. Do not wear high heeled shoes in the hall (the sound can distract other students) Bare feet are better. Note – It can be cold in the hall, make sure you are appropriately dressed.

In the Exam Room		
Examination Rules (Your examination may be terminated in you do not follow these rules.)	Things to bring to and use in the examinations	Things NOT to do in the examinations
<p>There must be NO COMMUNICATION AT ALL WITH ANYONE BUT THE EXAM SUPERVISORS.</p> <p>Do not start to write until told to do so.</p> <p>Do not leave your seat without permission.</p> <p>Put up your hand if you need a supervisor.</p> <p>You may not leave the room within the first 45min or the last 15min.</p> <p>If you are late wait at the door and a supervisor will show you to your seat.</p> <p>You will not be allowed in after the first 30min if you are late. You will not be given extra time.</p> <p>Do not bring paper of any kind including tissues</p> <p>Do not bring dictionaries either paper or electronic</p> <p>Do not bring i-pods, cameras, diskman, phones</p> <p>Do not be rude to the supervisors</p>	<p>Use blue or black pens.</p> <p>Bring a ruler</p> <p>You can bring a calculator (graphics calculators will have their memories cleared by the exam manger).</p> <p>If you use a calculator then bring a set of back up batteries.</p> <p>You can bring mathematical equipment such as protractor, compass and dividers</p> <p>SMALL bottle of WATER only. This is to be put on the floor under your chair.</p> <p>Put everything in a clear plastic bag. Keep your NZQA admission slip in there.</p> <p>Ask the supervisor for extra paper if you need it.</p>	<p>Do not use red and green pens as these are used by the NZQA markers</p> <p>Do not use pencil, twink, white out or any correcting fluid as NZQA will not allow you to have your examination paper reconsidered.</p> <p>Do not bring food</p>

Compassionate Consideration

A candidate who has been disadvantaged because of a temporary impairment or a non-permanent disability close to or during an examination and which has prevented attendance or affected performance in the examination may apply to NZQA for Compassionate Consideration.

- Compassionate Consideration is where NZQA estimates your grade by making a prediction based on a comparison with the performances of other students in your subject and your ranking within that subject.
- NZQA require that all applications must be through Mr Mitchell (NZQA liaison)
- Mr Mitchell is available as follows
 - o During the examination period Mr Mitchell will be available each day in the NZQA liaison office (located downstairs in the Atrium) from 11am to 12 pm and 2:30 pm to 3:10 pm.
 - o Alternatively, you can make an appointment by contacting the school office. They will take your name and Mr Mitchell will contact you to organise an appointment.
- NZQA require you to complete a Compassionate Consideration form (available only from Mr Mitchell) and provide documented evidence from a suitably qualified professional (e.g., doctor in the case of illness) of the serious disadvantage.
- NZQA recommend where possible that students still sit their examinations and then apply for Compassionate Consideration.
- All completed applications must be submitted to Mr Mitchell by Tuesday 9th December.

NZQA will NOT grant Compassionate Consideration on grounds such as:	
<ul style="list-style-type: none"> - Minor ailments - Stress due to examinations - Parents being on holiday - Being late or misreading the examination timetable - Day-to-day family disturbances - Long-term conditions (e.g. physical disability, epilepsy, depression) - Chronic relapsing conditions (e.g. glandular fever, ME) - Ongoing personal trauma. - Application after results are issued - Candidate loses equipment or admission slip etc and becomes stressed before the examination - Candidate attends court - Candidate states examination was difficult and did not get special assessment conditions - Candidate claims school did not teach them or tell them some vital information 	<ul style="list-style-type: none"> - Any illness, incapacity or trauma that has been affecting the candidate for longer than the 4 weeks prior to the exams is regarded as ongoing, i.e. prior to 15 October 2008 - Where medical evidence does not cover the examination period - Any transport problem caused by individual car problems is not covered by compassionate consideration - Lateness because of work commitments is not acceptable - Candidate is required to work or look after children so cannot study - Candidate breaks -up with girlfriend or boyfriend - Religious festivals - Candidate misses examination because the school made an error in the entry - Death of a relative or close friend - Candidate says illness stopped their study - Candidate loses some or all of data or material related to an examination portfolio

