

NCEA Examination Information for Parents

1 – The students have been given their Examination Admission Slip this week at school. If your student has not received their Admission Slip, it can be collected from the front office at school. **Student's will need this Admission Slip to get into the NCEA Exams. It is vital they read the rules about the NCEA Exams in the link in Point 3.**

For Scholarship examinations, they must also have a photo ID.

2 – Please make sure students know the correct **date and time** of their examination.

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/national-secondary-examinations-timetable/>

3 – NCEA EXAMINATION – RULES FOR CANDIDATES

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/external-examination-information-for-students/>

Key Points

- Arrive at least 20-30 mins before the exam.
- Make sure they have their admission slip.
- Make sure they have the correct equipment needed for the exam, including more than one pen. All equipment must be in a see-through plastic bag.
- **Follow the instructions of the examination supervisors AT ALL TIMES.**
- Do NOT bring into the examination – paper, electronic devices, watches, notes in any form.
- Students need to have and wear their own MASK.

The Exam Center Manager will be adhering to the correct Health and Safety protocols as prescribed by the Ministry of Health.

These include:

- *Social distancing inside and outside of the exam rooms*
- *Cleaning of spaces between exams*
- *Masks worn by students and supervisors*
- *All supervisors are fully vaccinated*

4 – Derived Grade/ Unexpected Event Grades

As you have been made aware the students have been allocated Unexpected Event Grades.

- Therefore, if they are **sick**, they or their family need to isolate due to Covid-19, had an **accident**, there is some **special situation** beyond their control, or they are anxious regarding Covid-19 and attending exams - they DO NOT need to attend the exams.

- The school does NOT need to be notified and no reason will be asked for. A doctor's certificate will NOT be required as it is in most other years. If they do NOT attend the exam they will be allocated their Derived Grade. If they DO attend the exam, they will be allocated the higher of the two grades. Students have been fully briefed about this from their teachers in each subject.
- Their Derived Grades will be confirmed in their reports which will be sent out next week.

The expectation from the Ministry of Education is that students should sit their exams if possible. It is a great opportunity for them to improve on their Derived Grade for each subject.

5 – Rooming – The exam room timetable will be displayed around the school and given to the students online. The exams will mainly take place in either the **Hall, A5** or the **Library**.

6 - Digital Exams - please refer to the separate document regarding Digital Exams.