



WAIHEKE HIGH SCHOOL

NCEA Examinations - Information for Students

1 – Admission Slips. You should have received your **Exam Admission Slip** this week at school - if you don't have this you can collect it from the front office - **you can't enter the exams without it.**

Please check:

- Your Exam Entries are correct (NB. If there is a standard missing - please see Mr Kennedy asap).

2 – Exam Timetable. Please make sure you know the correct **date and time** of your examination.

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

3 – DO NOT LOSE your ADMISSION SLIPS – you must have this for the examinations. You will NOT be allowed into the examinations without it. If you lose it, you must get another one printed and signed by Mr Kennedy. On the day of the exam, you can see Pia in the Library.

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

4 – 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 you have their admission slip.
- Make sure you 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, or notes in any form.

5 – Derived Grade/ Unexpected Event Grades

If you are unable to attend an examination/s due to illness, injury or other personal trauma - they **MUST** complete a **Derived Grade Form** (these can be collected from the office).

The **Derived Grade Form** must be completed by a Health Professional - so it is best to collect the form before you go to the doctors.

A derived grade is available for a candidate who for an approved reason:

- has been unable to attend an NZQA external examination or submit a completed externally assessed portfolio
- attended an NZQA external examination session and their performance has been significantly impaired

Approved reasons include:

- a temporary acute non-recurring illness
- trauma – a significantly disturbing or distressing experience
- misadventure - an event beyond a student's control or an exceptional circumstance
- a sudden and significant change to a long-term illness occurring at the time of the examinations

Please note: you can not apply for a Derived Grade for Scholarship Examinations.

Covid-19

If you are required to isolate because you have COVID-19 and are unable to sit your examination(s), you should apply for a **derived grade**.

The Principal's Nominee can complete the derived grade application form on your behalf and attest to the evidence provided to support the application.

You **MUST** provide the Principal's Nominee the following evidence:

- An email of the PCR result **OR**
- An email of the text from Ministry of Health acknowledging Covid report **OR**
- An email of a photo of the positive RAT result and letter from a parent/caregiver attesting to the result.

Please email the evidence to David Kennedy - kennedyd@waihekehigh.school.nz

Please note: household contacts may not apply for a derived grade as they are no longer required to isolate.

6 - 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**.

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