

Onslow College NCEA Examination Rules and Reminders 2020

WHAT TO BRING:

1. **2020 EXAMINATIONS ADMISSION SLIP with YOUR name on. Do NOT write on, or highlight, your admission slip.** *If you forget: Print one off the NZQA website through the learner login and then take it to the office to get it signed. OR Go to the office.* They will give you a signed replacement.
2. **Scholarship candidates MUST have photo ID (Onslow ID, driver's licence, passport).**
3. **ONLY** water is allowed in the exam rooms.
4. All stationery must be placed **in a clear plastic bag**. You cannot borrow during the exam. The office sells stationery. It is forbidden to write in **pencil** or to use **white correction pens or fluid**. Coloured pencils or biros are fine on maps, graphs and diagrams but use only blue or black biro for actual writing. Emergency Evacuation Pack.
5. An **APPROVED calculator for an approved subject**. Maximum two approved calculators allowed in the exam. The memory of all calculators needs to be cleared and shown to the Supervisor. Ensure you know how to do this **BEFORE** your exam. See page 4 of this document for a list of approved calculators. *Note: A basic nonprogrammable calculator is allowed. The approved calculator list applies to Graphics & Scientific Calculators.*

EXAMINATION PROCEDURE:

1. Standard Exam: Arrive at school at **least 20 minutes before start time**.
Go to the link foyer to check which room you are in. **Use the 4-digit exam number on your exam slip e.g. B120** to find your name on the lists of rooms
Digital Exam: Arrive at school at **least 30 minutes before the start time**.
Bring a fully charged device & your username + password to login to the NZQA website.
2. If you arrive **30 minutes after the start** of the examination you will **not be let in** and you will not get a grade.
3. After the first 45 minutes you can leave the exam room but you can't leave in the last 15 minutes of the exam. (There are different rules for people with exam clashes. See your letter.)
4. A toilet is available in the Table Mountain area, by room 56. If in the Hall please use the toilets in the Graphics corridor. You must ask for permission before leaving the exam room. A record is kept of how long you spend in the toilet, and how often you go, because of cheating issues.
5. If there is an emergency evacuation you need to go with the supervisor to the bottom field, and you must **remain silent**.
6. All bags, jackets and coats to be placed in the front of the room.
7. No electronic device may be taken into the exam and **no watches** may be worn. **Language dictionaries and spell checkers are not allowed. Cell phones (and their alarms) switched off and in your school bag.**
8. Ensure no notes are in your pockets or plastic bag. Don't write notes on your body or cover your legs with a jacket. **DO NOT** bring spare refill into the exam.
9. **CHECK YOUR EXAM ADMISSION SLIP contains all the standards you are sitting.**
10. If you do not wish to attempt a standard **check the box at the top of the front cover of the paper**. A totally empty script will not be graded. A script with one letter, doodle or word in it gets a Not Achieved grade.

Obey supervisors' instructions and be courteous. You must remain seated at the end until **all** scripts have been collected. Do not walk out with the papers. Do not look around the room or talk to anyone but the supervisor.

WHAT IF YOU ARE SICK OR THERE IS A FAMILY EMERGENCY?

1. If you are unable to sit exams due to illness, injury, a bereavement and so on, you may apply for a derived grade. These events must be recent, serious and out of your control. A special derived grade form must be collected from the school office or from Melanie McIntosh **before** you go to the doctor or counsellor. All the information has to be returned to Melanie McIntosh **before 12.00 noon on Thursday, 10 December 2020** There are no derived grades for Scholarship. You cannot apply for a derived grade past this date.
2. If you sit your exam but you were ill or had to leave halfway through see Melanie McIntosh. You can apply for a derived grade even though any completed exams papers will also be marked.
3. You can only apply for a derived grade for a particular standard if the school has a grade from standard specific evidence on file, that is, you have achieved a grade for the practice test.

Good luck, Melanie McIntosh