

DigitalExams Student checklist

Before exam day...

Prepare yourself

Making sure you know what to expect in a digital exam will help you feel more confident on exam day.

- Have a play in the [practice activities](#) to get familiar with the digital exam platform
- You can also get familiar by using [digitised past exam papers](#)
- If you're new to NCEA, set up your [Learner login](#) and password. If you're returning to NCEA, make sure you remember your username and password. You'll use this login to access your digital exam.
- Practise your typing skills.
- If you're doing Te Reo Rangatira, Te Reo Māori or a foreign language exam, practise enabling and using your language keyboard

Prepare your device

- If you are using a school owned device, complete the practice activities on this device.
If you are providing your own device, complete the [digital exams device check](#) and make sure:

you're using an approved browser (*Chrome 74+ or Safari 11+*);
 an approved operating system (*Chrome OS, Microsoft Windows 7, 8.1, 10+ or Apple Mac OS 10.12+*)
 you know how to disable your notifications,
 screensaver and automatic updates

On exam day...

Remember to bring

- your admission slip
- your fully charged device (for BYOD students)
- pens (black and blue colours are permitted) in case you need to switch to paper and a pencil and eraser for note taking.
- emergency evacuation pack: clear, sealable plastic bag containing mobile phone (switched off), watch (alarms and notifications switched off), keys, money, bus pass and medicines
- a fully charged power bank, stored in your emergency pack, if you have one.

Exam day reminders

- Arrive at least 20 minutes early to set up
- You can ask to your supervisor to plug in your power bank during the exam if required
- Login from the NZQA homepage using your Learner login username and password. If you have issues logging in, ask your exam supervisor for help
- You can move to paper between standards but you can't switch back to digital again
- You can choose to do your exam on paper if you do not agree to NZQA collecting digital activity data.

After exams...

Access your digital exam answers

- Digital exam answers can be accessed from the digital exam platform in late January
- Access your results using your Learner login username and password

Know where to get support

- Not happy with your results? Find out where you can get support [here](#)
- Apply for a review or reconsideration. More information [here](#)