

2016 NCEA Digital Trial Examinations

You are being given this information because you are entered in at least one 2016 NCEA Digital Trial Examination in September and/or October.

We appreciate your participation in these examinations, and we are really keen to get your feedback on these – please take the opportunity to complete the feedback survey which will be available at the end of each examination.

The 2016 NCEA Digital Trial Examinations are designed for you to practise sitting a digital examination while using this opportunity to test your learning. However, your school may use your results if you have to apply for a derived grade at the end of the year.

What you need to bring to your 2016 NCEA Digital Trial Examination/s

- Your device, if you are using this. It must be fully charged, however you should also bring your charger. NZQA recommends that you disable your screen saver and you change your screen resolution to 1920 x 1080 prior to your examination.
- Wired (not wireless) headphones.
- Any pens, pencils, rulers and or other writing equipment must be contained in a clear pencil case or clear plastic bag. These can be kept either on your desk or under your chair in case you need to use them.
- Your usernames and passwords - these are different for each digital examination. These will be given to you by your Principal's Nominee or teacher.
- If you are completing a language examination, you should set your keyboard to the relevant language (e.g. set to Samoan for the Samoan examination) prior to the examination.
- If you are sitting the Physics examination, you should bring a scientific calculator.

What you must not bring into examinations being used for derived grades

You are not allowed to bring the following into the examination room:

- any electronic device* not required for a digital examination unless it is switched off

** an electronic device is anything that can store, communicate and/or retrieve information (e.g. cell phone, smart watch, calculator with storage facilities, iPod).*

- any paper
- notes in any form.

Examination arrival time

- Your school will tell you when (and where) your examination/s will take place.

Entering the examination room

- When you enter the examination room, you are to enter in silence and sit where your teacher/examination supervisor tells you.
- All bags must be stored away from desks. This includes any bag for your device.
- Writing equipment must be stored either on your desk or under your chair.
- You will set up your computer, attach it to a power supply (if available), and connect to a network (as advised by your teacher or examination supervisor).
- The URL for the examination will be written on the white board. Log in to the URL and wait for further instructions.

What happens if I lose my login and password for a digital examination?

- Your login and password need to be kept somewhere safe. If you lose these, your examination supervisor or Principal's Nominee will be able to help (or will contact NZQA for assistance).

What happens if I submit my answers but want to continue?

- You should not submit your trial examination answers unless you have completed all your work – you will be able to check this on the summary screen or navigation bar (at the bottom of your screen). If, however, you accidentally press 'submit' and then decide you want to continue ask your teacher/examination supervisor for help. They will need to ring NZQA to unlock your computer.

What if I want to do a standard I am not entered for in the 2016 NCEA Digital Trial Examinations?

- In the 2016 NCEA Digital Trial Examinations, all standards for a session will be available to you. If you are not entered for a standard(s) it will be 'greyed out' on your screen but you will still be able to access it if you wish – you should talk to your teacher before completing a standard you are not entered into (as it may not be marked).

What help is available if my computer breaks down during my examination?

- Your school should have a technician available to help with any computer issues. Put up your hand if you need any help.

At the end of your examination

- Make sure all your work has been submitted by selecting the Submit button. You will receive an on-screen notification that your examination has now been submitted.

- Shut down your computer when told to do so.
- Pack up your device (if you are using your own) when told.
- Following each examination, you will be given the option to complete a survey – please take the time to complete a survey, as your feedback will help inform the design of future digital assessments.
- Once you have completed your examination you may be able to leave the room – this depends on whether your examination is being used for derived grades. Your teacher or examination supervisor will be able to advise.