

## 2011 National School Examinations Instructions to Candidates

Read this to find out about:

- Your admission slip
- What to take to exams
- Exam rules
- The day of the exam
- Writing your answers
- Derived Grades
- Results
- The examination timetable

### ADMISSION SLIPS

Your admission slip with this booklet lists all the external standards you are sitting as **exams**. It does not show internally assessed standards or standards for which you submit a portfolio.

**Check the details on your admission slip are correct. If there is a mistake, tell your school now or there might not be any booklets for you in the exam.**

**You must take your admission slip to every exam.** It must be face up on your desk during all exams.

**Do not write on it in any way at any time.**

**Do not give it to someone else to look after.**

The long number is your **NSN** (National Student Number). The **Exam Code** (the letter and number) is to help you find the correct exam room and then to check that you have the right desk and booklets.

**Also bring photo ID**, such as your school ID card or driver's licence, to help the supervisor get you the right booklets. If you forget your admission slip, photo ID will be of great help. **You MUST bring photo ID if you are sitting your exams at another school or are sitting Scholarship.**

**If you lose your admission slip, tell your school.**

You can reprint your admission slip by logging onto your learner login on the NZQA website. **You must then get it signed by the Principal's Nominee at your school before you will be allowed to sit the exam.**

Keep your admission slip safe. Some universities and tertiary institutions need to see it for entry, or you may need it for a **derived grade** application.

### EXAM CLASHES

If you have two or more exams on at the same time you need to talk to your school. Check your timetable for clashes now.

### EXAM MATERIALS

**You have to take your own equipment** such as pens, pencils, calculator and an eraser to the exams. **You may not borrow** equipment from someone else during the exam. **Do not bring any blank or refill paper.**

For some subjects you will need special materials. Check with your teacher.

### CALCULATORS

You may take an approved calculator into the examination room for subjects where you have used a calculator during the year. Calculators must be silent, hand held, non-printing and work from their own power.

**You cannot keep notes or routines in the memory of calculators. Teachers will clear calculator memories before you enter the exam room.** You will be provided with formulae sheets in exams.

Supervisors will check all calculators in all exams.

**You are responsible for taking the correct equipment to the exam and making sure that it is working.**

### EXAM RULES

By entering for NZQA exams you have agreed to obey all the exam rules and procedures and comply with the decisions of NZQA.

**You must not be dishonest or break the rules in any way.**

**You must listen to and follow the instructions of the supervisor.**

**DO NOT:**

- take any blank or refill paper, correcting fluid, books, written notes or electronic notes into the exam room
- take English dictionaries or foreign dictionaries or Te Reo dictionaries or translators into any exams
- talk to, communicate with, or do anything to disturb other candidates during the exam time
- copy from another candidate's work
- write to the marker or write in the part of the answer booklet 'For assessor's use only'
- use a cellphone during the exam session
- take any electronic devices except **approved calculators** into the exam room
- try to leave the exam room within the **first 45 or the last 15 minutes of the exam** even to use the toilet
- write or draw anything which may be regarded as offensive.

NZQA will investigate any alleged breach of the rules and may cancel your results.

**EMERGENCY EVACUATION PACK**

You may take emergency items into the exam room in a clear sealable plastic bag. This bag stays under your chair and must **not** be touched without the permission of a supervisor. Contents could include your cell phone (switched off), keys, money, bus pass and medicines.

**EXAM DAYS**

**Arrive early** – at least 20 minutes before the exam starts. Find out which is your exam room.

**If you arrive more than 30 minutes after the exam has started you will NOT be able to enter the exam room.**

**In the exam room:**

- sit at the desk where you are told to sit
- check all the answer booklets have your NSN and Exam Code on them and are listed on your admission slip
- **when you are told**, check that all the pages in each exam paper are printed correctly
- if you have any problems put up your hand
- if you leave the exam early you are not allowed to return
- you must not take your answer booklets out.

**WHEN WRITING YOUR ANSWERS**

- follow all the instructions on the front cover of the exam booklets.
- use only **black or blue** pen.
- **do not use** red or green pens because these are used by the markers.

- **do not write in pencil unless instructed to do so.** Work in pencil will not be looked at if you apply for a review or reconsideration.
- **write neatly**, so the marker can read your answers.
- all work that is not to be marked must be clearly crossed out.
- **do not use correcting fluid** (Twink) in your answer booklets because they will not be looked at if you apply for a review or reconsideration.
- **extra paper** will **only** be provided if the answer booklet is filled up.

**AT THE END OF THE EXAM:**

- **stop writing and add nothing** more when the supervisor tells you the exam has ended
- follow the instructions of the supervisor
- label any extra pages used and put them with the answer booklet for the standard into the plastic bag provided and fold closed
- you can keep resource booklets and separate question booklets. Hand in any booklets which have answers in them
- hand in everything else to the supervisor
- take from the exam room the equipment you brought in.

**YOU must make sure that all material that you want marked is handed to the supervisor before you leave.**

Any work collected from you after you have left the exam room **will not be marked.**

**DERIVED GRADE**

You may apply for a derived grade if:

- you were not able to sit the exam because you were sick, you had an accident or there was some special situation beyond your control
- **or**
- you think that you did not do as well as you could have in the exam because you were sick, you were injured or there was some special situation beyond your control.

Collect an application form and an information sheet from your school. **Read both carefully.** Hand the completed application form, with supporting evidence and your admission slip, to your school by **Monday 6 December**. If you do not meet this deadline you may not get derived grade results. Applications for a derived grade will not be accepted after results have been released.

There is no derived grade for Scholarship examinations.

**MARKING OF NCEA BOOKLETS**

NCEA answer booklets graded by markers will have 'E' (excellence), 'M' (merit), 'A' (achieved), 'N' (not achieved) or 'V' (not attempted) on the front cover.

However, if you are sitting level 1 exams these booklets are marked using a system called Grade Score Marking (GSM) and you should read the separate information sheet that has been provided to your school.

Any writing in or on an answer booklet may be seen as an attempt to answer. If you wish to have the script ignored (and given a 'V') do not write anything on or inside the answer booklet or completely cross out any writing you have started.

## NCEA RESULTS

Check your internally assessed results on the NZQA website using your password. If any results are not right, tell your school immediately.

Your provisional external results will be available on the NZQA website with your internal results from mid-January 2012.

If you will not be able to get your results online you may request a result notice to be sent to your New Zealand address. Make the request by 31 December on your learner login. Your school can provide more information about this.

**If you change your address after the exams finish, post your new address to:**

**The Secondary Data Management Team  
NZQA  
P O Box 160  
Wellington 6140**

**The letter must arrive before 22 December 2011.**

## RETURN OF ANSWER BOOKLETS

NCEA answer booklets will be returned in late January to the **New Zealand address** provided to NZQA.

Scholarship answer booklets will be returned with results notices in late February to New Zealand addresses.

If you want NCEA or Scholarship answer booklets or Visual Arts portfolios returned to an **overseas address**, you must contact NZQA by 1 March 2012 and pay a fee.

Graphics and Technology portfolios and Drama Scholarship videos and scripts will be returned to schools.

## REVIEWS AND RECONSIDERATIONS

A review is for the correction of a processing error (such as some or all sections of work not marked, or the incorrect transfer of grades) made by the marker.

A reconsideration is the re-marking of work using the original assessment schedule and the checking of all processes.

Information on applying for a review or a reconsideration can be found on your learner login.

Answer booklets or portfolios that are changed in any way after they have been returned will not be eligible for review or reconsideration, and some or all of your results may be cancelled. Any answer booklets with additional notes written in or on them or containing correcting fluid or pencil will not be eligible for review or reconsideration.

**You are responsible if there is any new writing in or on an answer booklet or alteration to any answer booklet that is sent in for a review or reconsideration.**

**Any new writing in or on an answer booklet or alteration in any way will be regarded as a breach of the rules and investigated.**

**You will have to prove that you did not add anything to the answer booklet.**

## UNIVERSITY ENTRANCE

If you have met the requirements for university entrance, this will appear with your online results. Your results will also be made available to New Zealand universities if you have given permission to your school for this to happen. These results are also made available to the Australian Tertiary Admissions Centres in each state.

If you apply for a reconsideration of a result that may affect your university entrance status, tell the university about your reconsideration application as this may take up to four weeks to process.

## SCHOLARSHIP RESULTS

Scholarship candidates will receive their results online with a result notice being delivered soon after.

In addition to results, you will also see, online, any awards to which you are entitled and there will also be information to help you understand your final results.

Information on reviews and reconsiderations can be found on your learner login.

## National Secondary Examinations Timetable 2011

**Morning exams start at 9.30am. Afternoon exams start at 2pm.**

Date/Time		NCEA Level 1	NCEA Level 2	NCEA Level 3	Scholarship
Thurs 10 Nov	am	Media Studies			Drama
	pm	Art History	English		English
Fri 11 Nov	<b>NO EXAMINATIONS ON THIS DAY</b>				
Sat 12 Nov	am				Statistics and Modelling
	pm				Science
Mon 14 Nov	am	Mathematics	Art History	Spanish / Home Economics	
	pm	Dance		Statistics and Modelling	
Tues 15 Nov	am	German	Accounting	Science	
	pm	Accounting	German/ Te Reo Rangatira	Biology	
Wed 16 Nov	am	English	Latin / Media Studies	Samoan/Te Reo Rangatira	Classical Studies
	pm	Chinese	Physics	Art History	Physics
Thurs 17 Nov	am	Agricultural and Horticultural Science	Mathematics	Dance	Te Reo Māori
	pm	French	Te Reo Māori	Economics	Art History
Fri 18 Nov	am	Biology	Education for Sustainability	English	
	pm	History	Biology	Agricultural and Horticultural Science / Japanese	German
Sat 19 Nov	am				Chemistry
	pm				History
Mon 21 Nov	am	Science	Chemistry	Chemistry	Latin
	pm	Samoan/Te Reo Rangatira	Drama	German	Music
Tues 22 Nov	am	Chemistry	Geography	Health	Biology
	pm	Classical Studies	Samoan/ Spanish	History	
Wed 23 Nov	am	Geography	Dance / Home Economics	Geography	Accounting
	pm	Home Economics	Japanese	Classical Studies	Samoan
Thurs 24 Nov	am	Japanese	History	Accounting / Latin	Te Reo Rangatira
	pm	Physics	Agricultural and Horticultural Science	Mathematics with Calculus	Agricultural and Horticultural Science
Fri 25 Nov	am	Economics	French	Physics	Spanish
	pm	Social Studies	Science	Drama	Media Studies
Sat 26 Nov	am				Mathematics with Calculus
	pm				Geography
Mon 28 Nov	am	Drama	Classical Studies	Making Music / Te Reo Māori	French
	pm	Te Reo Māori	Music	Media Studies	
Tues 29 Nov	am	Business Studies / Spanish	Social Studies	Social Studies	Chinese
	pm	Health	Chinese / Health	French	Physical Education
Wed 30 Nov	am	Music	Economics	Music Studies	Economics
	pm	Latin	Business Studies	Chinese	Japanese