

Candidate Information Sheet

2016 National External Assessment – Rules and Instructions for Candidates

ENTERING EXTERNAL ASSESSMENT

By entering for NZQA external assessment you have agreed to follow the Rules and Instructions for Candidates as outlined below. These determine fair assessment conditions for all candidates. There are two types of external assessment – the exams in an exam room and portfolios and submissions, where you develop your work in class over a period of time before it is sent in for marking.

Portfolios and Submissions

You must meet NZQA's specifications, timelines and authentication requirements for work being assessed externally by portfolio or submission. Your teacher will explain what this means for their subject. All work you hand in for marking must be your own or properly referenced.

NZQA will investigate any reported possible breach of the rules. There may be a penalty for a breach.

Rules for Candidates

- Follow all instructions of any supervisor
- All work you submit for marking must be your own
- You are not allowed to bring the following into the exam room:
 - any electronic device* not required for a digital exam unless it is switched off and inside the emergency evacuation pack
* *an electronic device is anything that can store, communicate and/or retrieve information*
 - any paper – except for your admission slip
 - any notes in any form.

If you are sitting a digital exam there are other exceptions detailed on page 3.

In an exam you are not allowed to:

- talk to, communicate with or disturb other candidates
- copy another candidate's work
- communicate with the marker, including writing or drawing anything that could be viewed as offensive
- leave the exam room within the first 45 minutes or the last 15 minutes of the exam
- touch or open any emergency evacuation pack without the permission of a supervisor.

WHAT TO TAKE TO EXAMS

Admission Slip

Your admission slip lists all the external standards you are sitting as exams. It does not show externally assessed standards for which you submit a portfolio.

Check that the details on your admission slip are correct. If there is a mistake, tell your school now so that your exam entries can be corrected.

- 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. Check that you sit at the desk you have been allocated.

Keep your admission slip safe. You may need it for a derived grade application. **If you lose your Admission Slip, tell your school.**

You can reprint your admission slip by logging in through the 'Students & Learners Login' link 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.

Login User Name and Password for Digital Exams

You will have received this before the exam starts. If you have lost or not received this you must get the details from the Principal's Nominee before the exam starts.

Photo ID

You MUST bring photo ID with you to any NZ Scholarship exam, or if you sit your exams at a school where you do not study.

For other exams bring photo ID, such as your school ID card or driver's licence, to help the supervisor confirm your identity.

Exam Materials

You have to bring your own equipment such as black or blue pens, pencils, an approved calculator and any device the school has asked you to bring to the exams. You may not borrow equipment from someone else during the exam. Check materials with your teacher. Formula sheets are provided.

Do not bring any paper to write on into any exam room for any reason.

Calculator

You may take no more than two NZQA-approved calculators into the examination room for an approved subject. Teachers or supervisors will check that you have cleared ALL calculator memories. You can only use a calculator in the exam room if its memory has been cleared.

Emergency Evacuation Pack

You may take items for an emergency evacuation into the exam room in a clear sealable plastic bag. This pack stays under your chair and must not be touched or opened without the permission of a supervisor. Contents could include a mobile phone (switched off) or other electronic device (switched off), keys, money, bus pass and medicines.

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

WHAT TO DO IN EXAMS – WRITTEN AND DIGITAL

Exam Days – Written Exams

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

In the exam room:

- listen to and follow the instructions of the supervisors
- it is your responsibility to check you are sitting at the allocated desk. Check the answer booklets on the desk are yours before you sit down
- check that your pack of answer booklets has your NSN and Exam Code as listed on your admission slip
- when you are told to open the pack, check that you have all the booklets and that all the pages in each booklet 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 any answer booklets or any paper provided by the supervisor out of the exam room.

If you arrive more than 30 minutes after the official start of the exam you will NOT be able to sit the exam.

When writing your answers:

- follow all the instructions on the front cover of the exam booklets
- use only black or blue pen. Red or green pen is used by the markers
- write neatly, so the marker can read your answers
- do not write in pencil unless instructed to do so. Answer booklets containing work in pencil or erasable pen will not be accepted if you apply for a review or reconsideration
- do not use correcting fluid (Twink) in your answer booklets. Answer booklets containing Twink will not be accepted if you apply for a review or reconsideration
- all work that is not to be marked must be clearly crossed out
- extra paper will only be provided by a supervisor if you have completely filled the answer booklet.

At the end of the exam:

- follow the instructions of the supervisor
- stop writing and add nothing more when the supervisor tells you the exam has ended
- make sure every booklet has your NSN and Exam Code on it
- label any extra pages used and put them, with the answer booklet for the correct standard, into the plastic bag provided. Fold the bag closed
- hand in all your answer booklets
- you can keep resource booklets and separate question booklets
- 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. Only exam answers written within the NZQA answer booklets or on the extra paper provided by an authorised supervisor will be marked.

Any work given to a supervisor after you have left the exam room will not be marked.

Exam Days – Digital Exams

Read and follow the instructions for written exams. In addition:

Arrive early – at the time your school has instructed. This will be at least 20 minutes before the exam starts.

In the exam room:

- sit where the supervisor tells you
- follow the supervisor's instructions to prepare your device/computer for use and log in
- the supervisor will give you the code that starts the exam.

When completing your answers:

- follow all instructions given in the exam
- all work you submit will be marked
- NZQA-supplied planning paper will be provided by the supervisor if you ask and must be returned to the supervisor before you leave the exam – it will not be marked
- if you decide you do not want to answer the digital exam, put your hand up and ask the supervisor for your pack of exam booklets
- for any one standard your answers must be completed in an answer booklet or on the digital device. You cannot mix answer booklets and digital responses for one standard.

At the end of the exam:

- submit your answers as instructed
- hand in planning paper and ALL answer booklets where provided
- follow the supervisor's instructions to log off and pack up the equipment.

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 Friday 9 December for all examinations.

The deadline for derived grade applications for level 3 Visual Arts is Thursday 3 November.

If you do not meet the deadlines your application may not be accepted by NZQA. Applications for a derived grade will not be accepted after results have been released in January.

There is no derived grade for NZ Scholarship examinations.

To Find Information Online

- Rules for Candidates: <http://www.nzqa.govt.nz/exam-rules>
- Breaches of examination rules: <http://www.nzqa.govt.nz/breaches>
- Grade Score Marking: <http://www.nzqa.govt.nz/grade-score-marking>
- NCEA Results: <http://www.nzqa.govt.nz/ncea-results>
- University Entrance: <http://www.nzqa.govt.nz/ue>
- Scholarship Results: <http://www.nzqa.govt.nz/scholarship-results>
- Derived Grade: <http://www.nzqa.govt.nz/derived-grade>

Exam Clashes

If you have two or more exams on at the same time you have an exam clash. Check your timetable for an exam clash now.

If you have a clash you need to talk to your school.

Return of Booklets

NCEA answer booklets will be returned in late January to the New Zealand address provided to NZQA by your school as at 6 December 2016.

If you change your address after 6 December, tell us your new address before 23 December and we will send your booklets to the new address. Notify your new address to:

The Secondary Data Management Team
NZQA
P O Box 160
Wellington 6410

Email: SDM@nzqa.govt.nz

Address changes made after 23 December will be too late for your NCEA booklets.

NZ Scholarship answer booklets will be returned in February to the New Zealand address provided to NZQA as at 1 February 2017. Contact the Secondary Data Management Team before this date with any address changes for NZ Scholarship booklets.

Return of Digital Work

If you sat a digital exam you will be provided with information in January on how to access the work that you submitted for marking.

Return of Portfolios

DVC portfolios and Technology folders will be returned to schools in January 2017. NZ Scholarship PE and Dance portfolios will not be returned.

L3 and NZ Scholarship Visual Arts portfolios will be returned to candidates before Christmas. L1 and L2 Visual Arts portfolios will be returned to schools before the end of Term 4.

Overseas Addresses

If you want NCEA or NZ Scholarship Visual Arts portfolios returned to an overseas address, you must request this by 1 March 2017 and pay a fee. A form is available on the NZQA website: <http://www.nzqa.govt.nz/audience-pages/secondary-schools-and-teachers/forms/>.