

## 2009 National School Examinations Instructions and Rules for Candidates

### 1 Admission Slips

Your Admission Slip is provided with this booklet. It contains:

- your National Student Number (NSN)
- a list of all the external standards you are sitting as examinations. (It does not show standards for which you have put in a portfolio)
- an **Examination Code** for your examinations. The Examination Code (the letter and number) is to help you find the correct examination room and then to check that you have the right examination booklets at your desk.

**DO THIS NOW: Check that all details on your Admission Slip are correct. If there is a mistake, tell your school now.**

**Take your Admission Slip to every examination.** It must be face up on your desk during all examinations.

- Do not write on it in any way.
- Do not give it to someone else to look after.

If you lose your Admission Slip, tell your school. You can reprint your admission slip by logging onto the Learner log-in on the NZQA website. If you reprint your Admission Slip you must have it signed by the Principal's Nominee at your school **before** you can use it.

If you are sitting examinations at a location other than your own school or sitting Scholarship examinations, you must have photo ID. **Bring photo ID**, such as your school ID card or driver's licence, to verify your identity.

**DO THIS NOW: Check the examination timetable on the back page of this booklet. If you have two examinations on at the same time (an examination clash) tell your school now.**

### 2 What to take to examinations

#### Writing materials

- You must take your own pens, pencils and eraser into examinations. You may also need to take a calculator, set square, protractor etc.
- Examination materials must be in a **transparent** pencil case or plastic bag.
- For a small number of subjects you will need special materials. For details of these check the subject-specific pages at [www.nzqa.govt.nz/ncea/resources](http://www.nzqa.govt.nz/ncea/resources). You may not borrow equipment from someone else in an examination room.

#### 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 an examination room, unless you are entered for Level 1, 2 or 3 CAS Maths.

**Correct, working examination materials are your responsibility.**

### 3 What you must NOT take into examinations

You must NOT take into examinations:

- any blank paper, notes, or books (including dictionaries)
- written or electronic notes
- English dictionaries, foreign language dictionaries or Te Reo dictionaries or translators
- correcting fluid or tape
- cell phones or any communication devices
- any electronic devices (including iPods and music players) except approved calculators into the examination room
- food (but you are allowed a bottle of water).

Taking any of these items into examinations may be considered a breach of the rules.

## 4 Examinations Day

**Arrive early** – at least 20 minutes before the examination starts. If you arrive more than 30 minutes after the start of an examination you will not be able to enter the examination room.

### In the examination room:

- Sit at the desk where you are told to sit.
- Check all the answer booklets have your NSN and Examination Code on them and are listed on your Admission Slip.
- When you are told, check that all the pages in each examination paper are printed correctly.
- If you have any problems put up your hand.
- You cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

## 5 Examination Rules

You must follow the instructions of examination supervisors at all times. If you do not, it may be considered a breach of examination rules.

### The following rules also apply.

You must NOT:

- talk to, communicate with, or do anything to disturb other candidates
- copy from another candidate's work or allow your work to be copied
- write anything other than an answer directly to the marker or write in the part of the answer booklet labelled 'Assessor's use only'
- try to leave the examination room within the first 45 minutes or the last 15 minutes of the examination. This includes not using the toilet at these times
- write or draw anything which may be regarded as offensive.

If you leave the examination (except to go to toilet), you will not be allowed to return.

## 6 Writing your answers

- Follow all the instructions on the front cover of the examination papers.
- Use only black or blue pen.
- Do not write in pencil unless instructed to do so. Write neatly, so the marker can read your answers.

- Cross out any work you do not want marked.
- Extra paper will only be provided if an answer booklet is filled up.
- Do not write your answers for one standard in the answer booklet for another.

## 7 The end of the examination

- Fill in your details at the top of any additional sheets of paper used and put them inside the answer booklet.
- Stop writing when the supervisor tells you to.
- Hand in combined question and answer booklets as instructed. You can keep resource booklets and separate question booklets.

Make sure that all material that you want marked is **handed to the supervisor** before you leave. If you take any work outside the examination room, it will not be marked.

## 8 Marking of NCEA booklets

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

Any writing in or on an answer booklet is considered an attempt to answer. If you wish to have the answer booklet ignored (and given a 'V') the answer booklet must be **completely blank**.

## 9 Derived grade process

You may apply for a derived grade based on your results during the year if:

- you were not able to sit the examination because you were sick, 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 examination because you were sick, 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 7 December**.

Applications for derived grades will not be accepted after results have been released.

**You may not apply for a derived grade for Scholarship examinations.**

## 10 Results

Your provisional examination results will be sent by post in January 2010 to the address provided to NZQA. The results will then be available on the NZQA website at: <http://www.nzqa.govt.nz/secure/for-learners/records/login.do>.

You can access these using your Learner login and password.

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

## 11 Return of answer booklets

NCEA answer booklets will be returned in late January to the **New Zealand address** you have provided to NZQA. If you want NCEA answer booklets or Visual Arts portfolios returned to an **overseas address**, you must contact NZQA by 1 March 2010 and pay a fee.

Scholarship answer booklets will be returned in late February to New Zealand and overseas addresses.

Graphics and Technology, Education for Sustainability, Levels 1 and Level 2 Visual Arts portfolios, Drama Scholarship videos and Statements of Intent will be returned to schools. Level 3 Visual Arts and Scholarship Visual Arts portfolios will be returned to candidates.

## 12 Reviews and Reconsiderations

When you have received your results and marked answer booklets, you may apply for a review or reconsideration.

- A review is for the correction of a processing error (if some or all sections were not marked, or the grades were not transferred correctly).
- 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 reconsideration will be sent with your results in January.

**Answer booklets or portfolios that have been changed in any way, or contain correcting fluid or pencil, will NOT be eligible for review or reconsideration. They may be investigated as a breach of examination rules, and some or all of your results may be cancelled.**

## 13 University Entrance

If you have met the requirements for university entrance, this will be shown in the Qualifications Panel at the top of your Results Notice. Your results will also be made available to the universities if you have given permission to your school for this to happen. These results are made available to the Australian Tertiary Admissions Committee in each state at this time.

If you apply for a reconsideration of a result that may affect your university entrance status, tell the university about your reconsideration application.

## 14 Scholarship results

Scholarship candidates will receive their result notices and answer booklets in separate deliveries before the end of February 2010.

**If your address changes after the examinations finish, post your new address to:**

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

**Ensure the letter arrives before  
22 December 2009.**

## National Secondary Examinations Timetable 2009

Date/Time		NCEA Level 1	NCEA Level 2	NCEA Level 3	Scholarship
Sat 14 Nov	am				Classical Studies/Agricultural and Horticultural Science
	pm				Statistics and Modelling
Mon 16 Nov	am	Agriculture and Horticulture / Agricultural Science Horticultural Science	Mathematics	Dance	Accounting
	pm	French	Te Reo Māori	Economics	Latin
Tues 17 Nov	am	English	Education for Sustainability	Chemistry	
	pm	Chinese	Physics	Home Economics/ Art History	Physics
Wed 18 Nov	am	Geography	Social Studies	English	
	pm	Home Economics	Biology	Agricultural and Horticultural Science / Japanese	German
Thurs 19 Nov	am	German	English		English
	pm	Accounting	German	Biology	
Fri 20 Nov	am	Mathematics	Art History	Statistics and Modelling	
	pm	Dance	Accounting	Spanish	Drama
Sat 21 Nov	am				Mathematics with Calculus / Te Reo Māori
	pm				Geography
Mon 23 Nov	am	Science	Drama	Chinese / Samoan	Art History
	pm	Samoan	Chemistry	German	Music Studies
Tues 24 Nov	am	Economics	Agricultural and Horticultural Science	Physics	Spanish
	pm	Social Studies	Economics	French / Te Reo Rangatira	Science
Wed 25 Nov	am	Biology	Dance / Home Economics	Geography	
	pm	History	Japanese	Classical Studies	Te Reo Rangatira
Thurs 26 Nov	am	Japanese	History	Accounting / Latin	Media Studies
	pm	Physics	Te Reo Rangatira / Media Studies	Mathematics with Calculus	
Fri 27 Nov	am	Human Biology	Geography	Health	Biology
	pm	Chemistry	Spanish	History	
Sat 28 Nov	am				Chemistry
	pm				History
Mon 30 Nov	am	Drama	Classical Studies	Science	French
	pm	Te Reo Māori	Music	Media Studies	
Tues 1 Dec	am	Spanish	Latin	Making Music / Te Reo Māori	Chinese
	pm	Health	Chinese / Health	Music Studies	Physical Education
Wed 2 Dec	am	Music	French	Social Studies	Economics
	pm	Te Reo Rangatira /Latin	Science / Samoan	Drama	Japanese

**Morning examinations start at 9.30 am. Afternoon examinations start at 2.00 pm.**