

Digital Practice Exams 2020

Pre and end of exam instructions

Pre-Exam Instructions

Read these in a clear voice before the start of each exam so that everyone can hear.

We will now go through the instructions to log in and access the exam. If you have difficulties logging in, raise your hand and a supervisor will help you.

Section One – General exam instructions

- Listen carefully and follow all instructions.
 - Mobile phones and watches can only be in the exam room inside your emergency evacuation pack underneath your chair and must be turned off.
 - You must not have any unauthorised material such as notes, paper, correcting fluid or books with you or in any pocket.
 - You must not talk to, communicate with, or disturb any other candidates.
 - If you need anything such as the toilet or are feeling ill, raise your hand.
 - *(adjust the timing to your situation)* The exam is **X** hours long. You cannot leave in the first 45 or last 15 minutes, or without permission. You will be told when there are 15 minutes left.
 - Power banks must be kept in your emergency pack.
 - Put your hand up if you:
 - need to use your power bank
 - get locked out and want to continue
 - want to make notes *(where applicable)*
(You will be given note-making paper which will be collected at the end of the exam.)
 - want to access an additional standard that you have not been entered in
 - *(if available at your school)* want to change to the paper exam
(If you change to a paper exam, you cannot return to the digital version. Your booklets will be collected when the exam has finished.)
 - lose your Wi-Fi connection, or your device stops working.
- It is important that you do not refresh your screen or browser.**
- If you have permission to leave the room, please click the **Blank Screen** button at the bottom right of your screen so that nobody can see your screen while you are away.
 - If you finish early, submit your exam, stay seated, and put your hand up. We will check to ensure you have submitted your exam, and *(where applicable)* any note-making paper and booklets have been collected.
 - *(where applicable)* Do not remove any booklets or notes from the exam room. You will be told when you can leave.

Section Two – Logging in

Open your internet browser. You must use either Chrome or Safari.

Go to <https://www.nzqa.govt.nz/>

- Click on the dark green and yellow banner on the homepage that says 'Access your digital practice exam'. This banner is on the bottom right of the NZQA homepage.
- An NZQA login box will appear. Enter your email or username and password.
- When you click the **Log In** button on the box, you will be taken to the first page of the exam.
- You will see a page that says Kia ora and reminds you that you should only be using Chrome or Safari.
- Click Next and review the standards you are attempting. Put your hand up if there are any standards missing. If not, click Next.
- Read the Data collection agreement, then click Next if you still want to sit the exam digitally.
- Read the Reminders. If you have any questions, put your hand up. When you are ready, click Next.
- *(For the te reo Māori exam only):* You may check your language keyboard. If you would like to answer in te reo Māori, you can check that your keyboard is set for this. If you have any questions, raise your hand. When you are ready, click Next.

- You will now be at the Exam Access code screen.
- When we are ready, I will tell you the code.
- Are there any questions?

(Pause here until exam start time.)

The time is We will now start the exam.

Enter this code now: XXXX, and click Next.

You will see your Exam overview. When you are ready, you can start your exam by clicking on one of your standards.

End of Exam Instructions

At the end, exams are to stop for all candidates who do not have extra time. Complete this process in a calm and orderly way for every exam.

Section One

- Stop writing/typing. The exam has ended.
- Please listen carefully. Sit quietly until you are told you can leave.

Section Two

Digital:

- Submit your exam now
 - Go to the exam overview page
 - Click Finish exam
 - Click Submit exam
 - Click Close.

(Supervisors, check your dashboard to ensure all students have submitted their exam. Their status will be "Complete".)

- Any paper provided for note-making will be collected now.

Paper (*where applicable*):

- Check that every booklet has your name and NSN on it.
- The booklets are now going to be collected.

Once all booklets/note-making paper have been collected and all digital exams have been submitted read the following instructions:

- Raise your hand if your booklets or notes have not been collected.
(Wait – check no hands go up)
- You may now leave quietly.