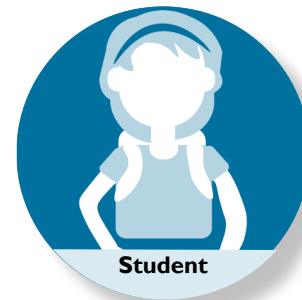
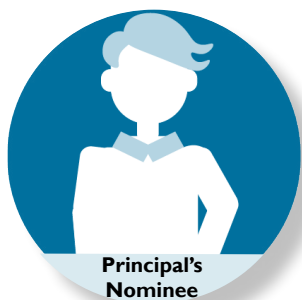


# NCEAOnline Preparation Timeline



Preparation is key to ensuring a smooth digital exam experience.

This timeline gives you an idea of who needs to do what, when as you prepare for and run digital exams.



	Principal's Nominee	Teacher	Student
<b>Term 1</b> <b>PLAN</b>	<ul style="list-style-type: none"> <li>With your SLT, decide if you are ready to offer digital exams this year.</li> <li>Work with HODs, teachers and SENCO to decide which students will do digital exams.</li> </ul>	<ul style="list-style-type: none"> <li>With your PN, decide if entering students in a digital exam is appropriate, including for students with a SAC condition.</li> <li>Practise computer skills with your students.</li> </ul>	<ul style="list-style-type: none"> <li>If you are entitled to Special Assessment Conditions, work with your school to decide if digital exams are appropriate for you.</li> </ul>
<b>Term 2</b> <b>PREPARE</b>	<ul style="list-style-type: none"> <li>Find an ECM who is confident supporting digital exams.</li> <li>Complete an N4L Network Assurance Check.</li> <li>Think about how your school can support offering practice exams digitally.</li> <li>Make a plan for who will provide and test devices: BYOD, school provided or a mix.</li> </ul>	<ul style="list-style-type: none"> <li>Use <a href="#">past digital exams</a> and <a href="#">familiarisation activities</a> to get familiar with the digital exam platform.</li> <li>Think about how you could offer practice exams digitally in your subject.</li> <li>Support students to set up their <a href="#">NZQA student login</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Practise your computer skills: typing, reading and navigating web pages.</li> <li>Set up your <a href="#">NZQA student login</a> or check you remember your details.</li> </ul>
<b>Term 3</b> <b>PRACTICE</b>	<ul style="list-style-type: none"> <li>Watch <a href="#">videos for PNs</a> on preparing for digital exams.</li> <li>Submit digital entries to NZQA by <b>1 September</b>.</li> <li>Confirm which SAC students will be doing a digital exam.</li> </ul>	<ul style="list-style-type: none"> <li>Familiarise student with the device they will be using in their digital exam</li> <li>Go through the <a href="#">familiarisation activities</a> with your students.</li> <li>Run practice exams with your students.</li> </ul>	<ul style="list-style-type: none"> <li>Get familiar with the device you'll be using in your digital exam.</li> <li>Go through the <a href="#">familiarisation activities</a> on the NZQA website.</li> <li>Practise using <a href="#">past digital exams</a>.</li> </ul>
<b>Term 4</b> <b>EXAMS</b>	<ul style="list-style-type: none"> <li>Before exams, have students check their device using the <a href="#">digital exam device check</a>.</li> <li>Have technical support on-site or available by phone during all digital exams.</li> </ul>	<ul style="list-style-type: none"> <li>Before exams start, have students check their device using the <a href="#">digital exam device check</a>.</li> <li>Practise device set up with students: disabling notifications, screensavers and automatic</li> </ul>	<ul style="list-style-type: none"> <li>Before exams start, check your device using the <a href="#">digital exam device check</a>.</li> <li>Check your <a href="#">NZQA student login</a></li> <li>Practise setting up your device: disabling notifications,</li> </ul>
<b>January</b> <b>RESULTS</b>	<ul style="list-style-type: none"> <li>Exam scripts available to students in their NZQA student login.</li> <li>Debrief with your SRM, SLT and teachers and consider what you need to do to scale up.</li> </ul>	<ul style="list-style-type: none"> <li>Exam scripts available to students in their NZQA student login.</li> <li>Students can screenshot and print their digital exam to share with you (e.g. for advice on a reconsideration).</li> </ul>	<ul style="list-style-type: none"> <li>Your exam scripts will be available to view in your <a href="#">NZQA student login</a>.</li> <li>You can apply for a reconsideration online via your NZQA student login.</li> </ul>