

NCEAOnline Preparation Timeline



Whether you're dipping your toe into digital exams for the first time, or you're scaling up your offering, 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

	Principal's Nominee	Teacher	Student
Term 1 PLAN	<ul style="list-style-type: none"> With your SLT, decide if you are ready to offer digital exams this year. Work with HODs, teachers and SENCO to decide which students will do digital exams 	<ul style="list-style-type: none"> With your PN, decide if entering students in a digital exam is appropriate. Consider SAC students Practise computer skills with your students: typing, reading & navigating web pages 	<ul style="list-style-type: none"> If you are entitled to Special Assessment Conditions, work with your school to decide if digital exams are appropriate for you
Term 2 PREPARE	<ul style="list-style-type: none"> Find an ECM who is confident supporting digital exams. Think about how your school can support offering practice exams digitally Make a plan for who will provide and test devices: BYOD, school provided or a mix 	<ul style="list-style-type: none"> Use past digital exams and familiarisation activities on the student hub to get familiar with the digital exam platform Think about how you could offer practice exams digitally in your subject 	<ul style="list-style-type: none"> Practice your computer skills: typing, reading and navigating web pages
Term 3 PRACTICE	<ul style="list-style-type: none"> Complete a self-guided tutorial on digital exams Submit digital entries to NZQA by 9 September Confirm which SAC students will be completing Work with N4L and your technical support person to test and prepare your school's infrastructure 	<ul style="list-style-type: none"> Familiarise student with the device they will be using in their digital exam Go through the familiarisation activities with your students Run practice exams with your students 	<ul style="list-style-type: none"> Get familiar with the device you'll be using in your digital exam Go through the familiarisation activities on the NZQA website Practise using online past exam papers
Term 4 EXAMS	<ul style="list-style-type: none"> Before exams, have students check their device using the digital exam device check Have technical support on-site or available by phone during all digital exams 	<ul style="list-style-type: none"> Before exams start, have students check their device using the digital exam device check Practise device set up with students: disabling notifications, screensavers and automatic updates 	<ul style="list-style-type: none"> Before exams start, check your device using the digital exam device check Practise setting up your device: disabling notifications, screensavers and automatic updates
January RESULTS	<ul style="list-style-type: none"> Digital exam answers available to students on the digital exam platform Debrief with your SRM, SLT and teachers and consider what you need to do to scale up 	<ul style="list-style-type: none"> Digital exam answers available to students on the digital exam platform Students can screenshot and print the exam to share with you (e.g. for advice on a reconsideration) 	<ul style="list-style-type: none"> Your digital exam answers will be available to view on the digital exam platform at the same time paper exams are sent back. You can apply for a reconsideration online