



# 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
<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. Consider SAC students</li> <li>Practise computer skills with your students: typing, reading &amp; navigating web pages</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>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 past digital exams and familiarisation activities on the <a href="#">student hub</a> to get familiar with the digital exam platform</li> <li>Think about how you could offer practice exams digitally in your subject</li> </ul>	<ul style="list-style-type: none"> <li>Practice your computer skills: typing, reading and navigating web pages</li> </ul>
<b>Term 3</b> <b>PRACTICE</b>	<ul style="list-style-type: none"> <li>Complete a self-guided tutorial on digital exams</li> <li>Submit digital entries to NZQA by <b>9 September</b></li> <li>Confirm which SAC students will be completing</li> <li>Work with N4L and your technical support person to test and prepare your school's infrastructure</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 familiarisation activities 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 familiarisation activities on the NZQA website</li> <li>Practise using online past exam papers</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 digital exam device check</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 digital exam device check</li> <li>Practise device set up with students: disabling notifications, screensavers and automatic updates</li> </ul>	<ul style="list-style-type: none"> <li>Before exams start, check your device using the digital exam device check</li> <li>Practise setting up your device: disabling notifications, screensavers and automatic updates</li> </ul>
<b>January</b> <b>RESULTS</b>	<ul style="list-style-type: none"> <li>Digital exam answers available to students on the digital exam platform</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>Digital exam answers available to students on the digital exam platform</li> <li>Students can screenshot and print the exam to share with you (e.g. for advice on a reconsideration)</li> </ul>	<ul style="list-style-type: none"> <li>Your digital exam answers will be available to view on the digital exam platform at the same time paper exams are sent back.</li> <li>You can apply for a reconsideration online</li> </ul>