

Exam Assistant Instructions

NCEA and NZ Scholarship Examinations 2019

Information and Procedures for Exam Assistants

Exam Assistant's Name:

Exam Centre: Centre Number:

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Examination timetable

Date	TIME	Level 1	Level 2	Level 3	Scholarship
Fri 8 Nov	9.30 am		Physics	Business Studies	Calculus
	2.00 pm	Geography	German *	Dance #	Agricultural & Horticultural Science
WEEKEND					
Mon 11 Nov	9.30 am	Biology	Music *	Media Studies	Accounting
	2.00 pm	Business Studies	Chemistry	Agricultural & Horticultural Science / German * / Chinese *	English
Tues 12 Nov	9.30 am		English		
	2.00 pm	History	Te Reo Māori	Biology	Economics
Wed 13 Nov	9.30 am	English			
	2.00 pm		Media Studies	Home Economics	Statistics
Thurs 14 Nov	9.30 am	Science		Making Music *	History
	2.00 pm	Te Reo Māori / Art History	Geography	Chemistry	Te Reo Rangatira +
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 18 Nov	9.30 am	Chemistry	Chinese *	French *	Drama +
	2.00 pm	Classical Studies	Health	Economics	
Tues 19 Nov	9.30 am	German *	Biology	Geography	
	2.00 pm	Physics	Home Economics	Classical Studies	Japanese +
Wed 20 Nov	9.30 am	Mathematics & Statistics			Biology
	2.00 pm		Drama	Physics	Art History
Thurs 21 Nov	9.30 am		Mathematics & Statistics		Classical Studies
	2.00 pm	Music *	Accounting	History	French +
Fri 22 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics		Geography
WEEKEND					
Mon 25 Nov	9.30 am		History	Health	Physics
	2.00 pm	Te Reo Rangatira / Latin	Agricultural & Horticultural Science	Sāmoan *	Te Reo Māori + / Latin
Tues 26 Nov	9.30 am	French *	Business Studies	Calculus	
	2.00 pm	Economics		Accounting	Media Studies
Wed 27 Nov	9.30 am	Media Studies	Earth & Space Science	Drama	Chemistry
	2.00 pm	Sāmoan * / Spanish *	Japanese *	Te Reo Rangatira / Social Studies / Psychology	Sāmoan +
Thurs 28 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Chinese *	Spanish *	Earth & Space Science	
Fri 29 Nov	9.30 am	Drama	Social Studies	Music Studies	Spanish +
	2.00 pm	Health	Sāmoan * / Education for Sustainability	Te Reo Māori / Latin	Chinese +
WEEKEND					
Mon 2 Dec	9.30 am	Social Studies	Dance #	Art History	Earth & Space Science
	2.00 pm		Classical Studies		German +
Tues 3 Dec	9.30 am	Dance #	French *	Spanish *	
	2.00 pm	Japanese *	Te Reo Rangatira * / Latin	Japanese *	

* Listening component

Watching component

+ Recording component

Assessment also offered digitally

Dates that I am an Exam Assistant

Morning exams start at 9.30 am	Afternoon exams start at 2.00 pm
<p>Date: Day:</p> <p>Candidate name:</p> <p>Exam:</p> <p>Special Conditions:</p>	<p>Date: Day:</p> <p>Candidate name:</p> <p>Exam:</p> <p>Special Conditions:</p>
<p>Date: Day:</p> <p>Candidate name:</p> <p>Exam:</p> <p>Special Conditions:</p>	<p>Date: Day:</p> <p>Candidate name:</p> <p>Exam:</p> <p>Special Conditions:</p>
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The Exam Assistant role

Your role as exam assistant in NCEA or NZ Scholarship exams is to assist candidates. You may be reading the questions for the candidate, writing/typing for them or reading and writing/typing for them.

Candidates with isolated separate accommodation, small group accommodation or use of a computer only are supervised by a supervisor and not an exam assistant.

It is important that you follow all NZQA exam processes at all times to ensure exams are run consistently and fairly for all candidates.

You may not be an exam assistant if you are:

- a teacher of the subject or candidate
- a relative of the candidate
- a friend of the candidate
- a candidate
- a student at the school
- a tutor
- a close family friend
- have a close personal relationship to either the candidate or their family.

As an exam assistant you must have been Police vetted by the school before you can work with any candidate.

If you have been working in the school all year you will have been trained in the role by the Special Needs Co-ordinator (SENCO) and the Principal's Nominee (PN).

If you are a new exam assistant it is the responsibility of the SENCO/PN to train you how to be a reader or writer before the exams start.

Preparation for exams

The PN or SENCO will arrange a briefing for all exam assistants before the exams begin. It is important that you attend this briefing, which will cover:

- NZQA's requirements when working with Special Assessment candidates (SAC).
- The style of the exam booklets and technical terms, specialist terms and symbols that might be used in certain subjects.

The Exam Centre Manager (ECM) will attend this briefing to advise you of all exam processes.

The job of a reader

As a reader, you are the eyes of the candidate.

- Both you and the candidate will have a copy of each exam booklet.
- The candidate must write their answers in the booklet with the barcode on the front cover. Make sure they don't write in the booklet with the pink 'DO NOT WRITE in this booklet' sticker.
- Read the pink-stickered exam booklet to the candidate clearly and at a speed they can follow.
- Make sure that they can clearly hear what you are reading.
- They may ask you to re-read instructions or a passage. You must not interpret the questions or any words for the candidate.

- Check again that they are writing in the barcoded booklet and are starting to write in the correct place.
- Be patient if the candidate works slowly and avoid giving the candidate facial expressions if you see mistakes being made.
- The candidate may use a computer for writing their answers. A reader is not allowed to use a computer for a candidate. Doing this will invalidate the candidate's results.

The job of a writer

As a writer, you are the hands of the candidate and it is your responsibility to write the answers for the candidate.

- Both you and the candidate will have a copy of each exam booklet.
- Write their answers in the booklet with the barcode on the front cover. Make sure you don't write in the booklet with the pink 'DO NOT WRITE in this booklet' sticker. This is the one the candidate reads from.
- Make sure you are writing their answers in the correct place.
- Make sure that the candidate can easily see what you are writing. Only write the words that they use and in the order they say them to you.
- You must not interpret or make suggestions about what you think the candidate is trying to write.
- Spell all words correctly and you may add punctuation.
- Do not copy any sentences that the candidate has written. They must speak their words to you.
- A candidate may write a few ideas on the working/planning paper in the pink-stickered booklet for long answers or essays. They may read these to you to be written in their answer booklet.
- Mark the front of this booklet 'Planning Only' and tell the ECM it does not contain any candidate answers, only planning.
- The candidate must not write out an answer and then read it to you or have you copy it.
- The candidate may ask you to re-write, edit or amend an answer they have already given.
- Be patient if the candidate works slowly and avoid giving the candidate facial expressions if you see mistakes being made.
- A writer is not allowed to encourage or prompt the candidate to work harder or faster in the exam. Doing this will invalidate the candidate's results.

The job of a reader/writer

As a reader/writer you are the eyes and hands of the candidate.

- Both you and the candidate will have a copy of each exam booklet.
- Write their answers in the booklet with the barcode on the front cover. Make sure you don't write in the booklet with the pink 'DO NOT WRITE in this booklet' sticker. This is the one the candidate reads from.
- You will read and write the answers for the candidate.
- Make sure that the candidate can easily see what you are writing. Only write the words that they use and in the order they say them to you.
- Make sure you are writing their answers in the correct place.
- You must not interpret or make suggestions about what you think the candidate is trying to write. Doing this will invalidate their results.
- Spell all words correctly and you may add punctuation.
- Do not copy any sentences that the candidate has written. They must speak their words to you.

- A candidate may write a few ideas on the working/planning paper in the pink-stickered booklet for long answers or essays. They may read these to you to be written in their answer booklet.
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- The candidate may ask you to re-write, edit or amend an answer they have already given.
- Be patient if the candidate works slowly and avoid giving the candidate facial expressions if you see mistakes being made.
- A reader/writer is not allowed to encourage or prompt the candidate to work harder or faster in the exam. Doing this will invalidate the candidate's results.

L3 English standards 91472 and 91473 and L2 English standards 91098 and 91099

These standards require the candidate to develop a structured written answer that follows the conventions of an essay format. The candidate is required to use paragraphing.

The candidate must tell you where to start paragraphs. It is important that you don't do this for them. Candidates using computers may use spelling and grammar check functions.

Geography standards

As a writer you are not able to help candidates with the drawing of diagrams, maps or graphs for the following Geography standards:

- Level 1 91007, 91008 and 91010
- Level 2 91240, 91242 and 91243
- Level 3 91426, 91427, 91429
- Scholarship 93401

A candidate may be required to draw a diagram or map to demonstrate a certain skill. They must do this by themselves.

You may add words or labels to diagrams, maps or graphs as directed by the student.

Assistance for languages

Candidates who have reader or writer or reader/writer approved for special assessment conditions for a language exam do not need an exam assistant fluent in the language.

- The exam is a test of the candidate's ability to read and write in the language (eg, French) so they must not get extra assistance from a reader and/or writer.
- You must not read the target language for the candidate (eg, Te Reo, French).
- You are allowed to read the English in the exam and write or type in English without the candidate spelling every word.
- For physically-disabled candidates, non-English answers may be written in a language exam, but the candidates must spell each word and add accents as required.
- You cannot write Chinese or Japanese script for any candidate.

Reader assistance for deaf or hearing-impaired students

Deaf and hearing-impaired candidates, who have been granted a reader as part of their SAC entitlement may use a variety of communication modes. These will range from oral through to visual modes, ie, New Zealand Sign Language.

Some deaf and hearing-impaired candidates may have a lower reading age than their hearing peers. When they have been granted a reader, a combination of the following reading techniques may be used by the reader:

- Read each assessment question aloud using Clear Speech techniques
- Point to script as you read aloud
- Sign supported English to accompany what is being said.

A school with a number of deaf and hearing-impaired candidates who use New Zealand Sign Language or Sign Supported English should endeavour to employ a Signing Supervisor.

Use of a computer

Where there is more than one candidate using a computer, they can be seated in the same room, unless approved for isolation.

The Internet, school intranet, USB flash drives or any portable storage devices must not be used in any exam.

Spell check and grammar check are allowed.

Candidates using a computer should set up headers on each document before they start. The header must include:

- the standard number
- candidate's NSN number
- candidate's exam centre and exam code (eg 308 A112).

Where the exam requires a diagram, graph or map to be drawn or completed, the candidate will type a note to the marker that the diagram is drawn inside the booklet (eg, See Qu 3B on p7 in the booklet).

Computer use in language exams

The computer language must be set to New Zealand English and not to any other language, the exceptions are L1, L2 and L3 Te Reo Rangatira exams where the language may be set to New Zealand Māori. If you are using a computer you may type letters with accents and punctuation when indicated by the candidate.

Language-specific script, letters with accents and punctuation may be added by hand after printing, as indicated by the candidate.

It is recommended the spellcheck function is disabled to prevent words in the target language appearing underlined on screen.

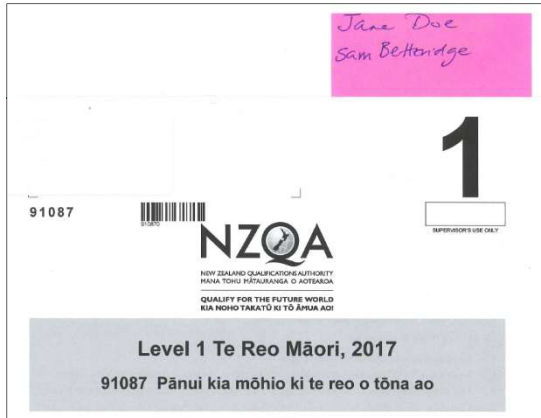
Before the exam

Answer booklet preparation

Before you begin the exam, you must stick the pink 'DO NOT WRITE in this booklet' sticker on the inside front of each of the non-barcoded answer booklets so that the words face the back of the booklet, and the blank side of the label faces the front.

Write your name, followed by the name of the candidate on the blank side of each sticker used.

View from front of booklet



View from page 2



Mark the front of this booklet 'Planning Only' and make sure the ECM knows it has only been used for planning. They will destroy this booklet at the end of the exam, as it does not have any answers for marking.

A candidate may write a few ideas on the working/planning page in the non-barcoded booklets, or they might plan on the very back page of a barcoded booklet then cross this out to show they don't want it marked.

Note: Do not give candidates any paper for planning.

Starting the exam

Once the candidate is seated you will read the Pre-Examination Instructions to them. These instructions are at the back of this booklet. Please read them exactly as they are written.

Once it is 9.30 am or 2.00 pm the candidate may start the exam.

During the exam

As an exam assistant you must only do the task(s) for which the candidate has approved special assessment conditions.

You will be in separate accommodation away from others. Do not allow the candidate to leave their seat, unless the special assessment conditions permit.

If you feel that the candidate is not following normal procedures or is not using the special assessment provisions, complete a blue Special Report of Supervisor and give it to the ECM.

Printing candidate work

The school will organise a printer in the exam room, or a networked printer located in another room.

- Candidates must print their work before the end of the exam. They may not print after the exam has finished.
- They may print work for a standard more than once.
- If the printer is not beside the candidate or is in another room, a supervising staff member will bring the printing to the candidate. You should not leave the exam room.
- Candidates should not leave their seats to collect printing.
- At the end of the exam it is the candidate's responsibility to make sure their printouts are secured in the booklets for the relevant standards. For example, printouts for 90851 must be inserted into the barcoded booklet for 90851.
- Both the booklet and the printouts must be put in a plastic bag.

Rest breaks

Rest breaks for SAC candidates are only approved for those entered for all three standards per exam session or a Scholarship exam that lasts 3 hours. The rest break is up to 30 minutes on top of the 3-hour exam.

The candidate must tell you they are going to take a rest break.

- Record the starting time of the rest break and tell the candidate to watch the clock.
- The candidate must not do anything related to the exam.
- They may not read, make notes or use the toilet.
- They may need to move around because of a medical condition.
- At the end of the rest break make a note of the time taken.
- A candidate may not have accumulated rest breaks longer than 30 minutes.
- At the end of the 3-hour exam session the candidate may have the total rest break time they used to continue working on their exam beyond the 3 hours.

The last 15 minutes announcement

When there are 15 minutes of an exam remaining, say to the candidate:

"It is the last 15 minutes."

Remind them to save and print out any work they want marked. If they tell you they are missing one or more printouts, ask them to check their work has the correct header on it and instruct them to print again.

End of the exam

The candidate must stop when you announce it is the end of the exam.

Answers in barcoded booklets only

- Check that all answers are only written in the barcoded answer booklets.
- Collect all the barcoded answer booklets for the candidate.
- Give all booklets with 'Planning Only' written on the front to the ECM.

Answers in non-barcoded booklets or both booklets

- If a candidate's answers have been written in the non-barcoded booklet, or spread between a barcoded and non-barcoded booklet, put both booklets for each standard in a plastic bag.
- Remove the pink stickers and have the barcoded booklet on top.
- Complete a blue Special Report of Supervisor form and put in the plastic bag with the booklets.

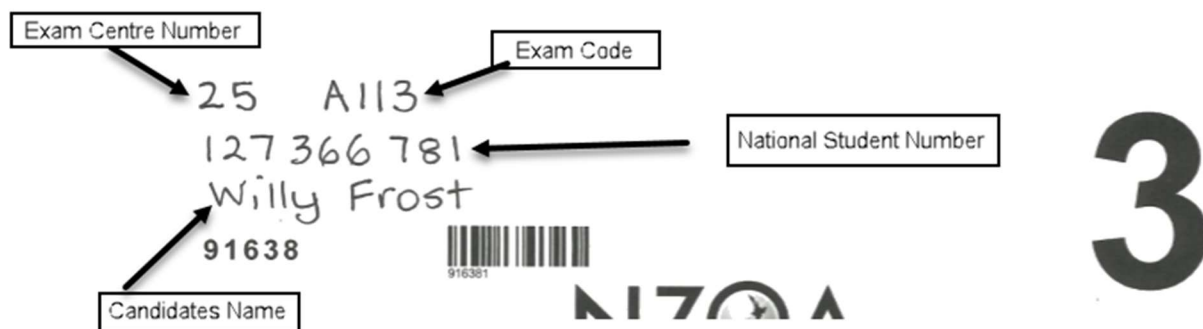
Answers in enlarged or coloured papers

- Candidates with enlarged or coloured papers may choose to write in either the enlarged non-barcoded answer booklets, the coloured paper booklets or the barcoded answer booklets.
- Put both the barcoded booklet and the enlarged/coloured booklet in a plastic bag.
- NZQA will check to see if there are answers written in both booklets before sending to the marker.

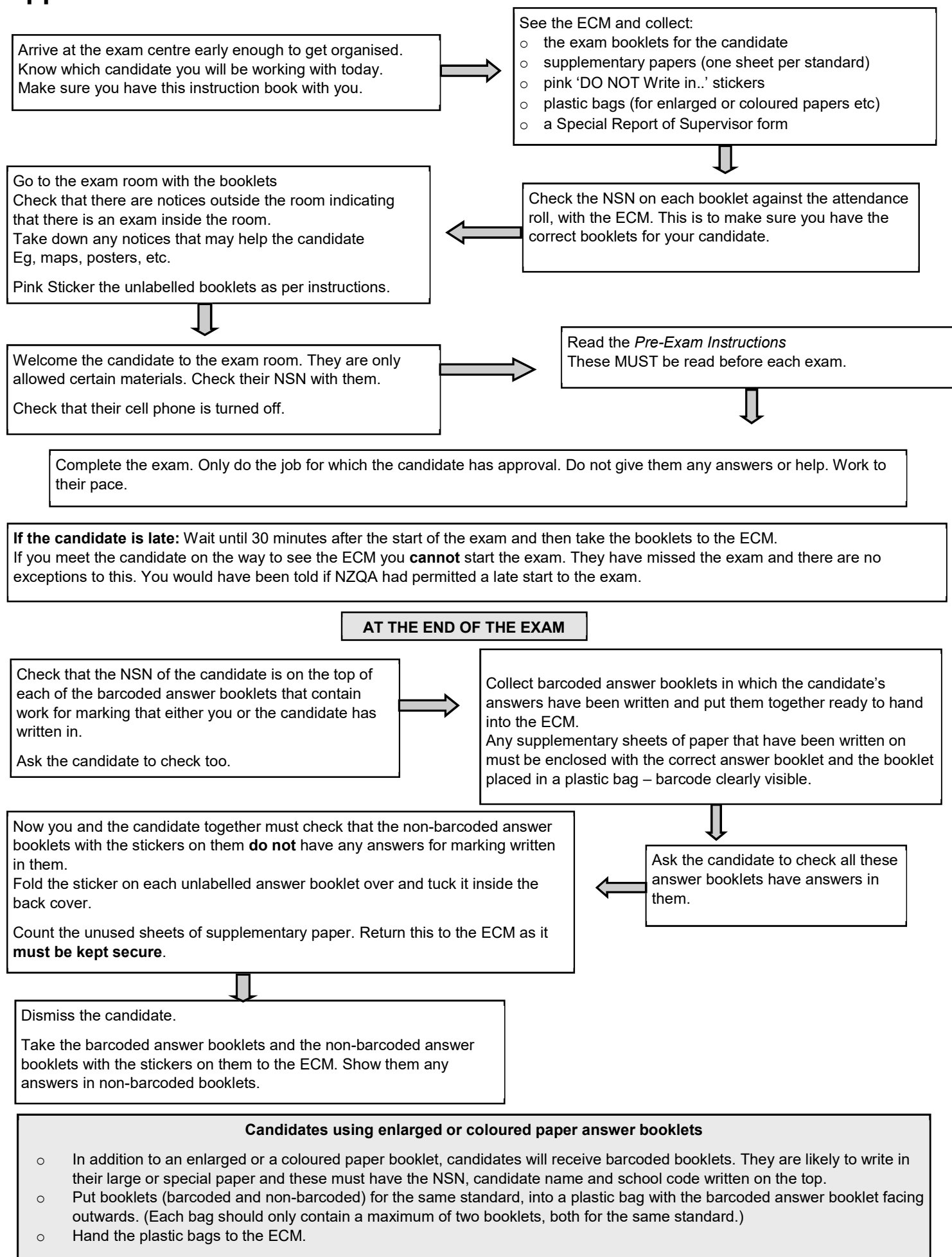
Labelling non-barcoded answer booklets

If the candidate has written in a non-barcoded answer booklet and wants this work marked:

- Write the candidate's NSN, exam code, exam centre number and name on the top left-hand side of each non-barcoded answer booklet.
- Put the non-barcoded answer booklet into a plastic bag with the barcoded answer booklet on top. Make sure the barcode is clearly visible.



Appendix A - Flow Chart for Exam Assistants



Appendix B - Checklist – supervisory practices for exam assistants

Check:

- there are no posters or information on the walls that might assist the candidates.
- candidates have their admission slips or other means of identification.
- candidates have the correct set of exam booklets.
- personal items must be in their bag at the front or back of the room
- candidates' desks for non-permitted materials. They may bring:
 - blue or black pens only.
 - calculators for authorised subjects only. These must have their memories cleared by teaching staff. If unsure call the ECM.
 - other stationery - rulers, pencils, crayons in a clear plastic bag.
 - Emergency Evacuation Packs. These must be placed under chairs and only touched with your permission.

Cell phones and watches

These are not permitted in exam rooms. If a candidate brings a watch or cell phone with them it must be turned off and in their Emergency Evacuation Pack under their chair.

Late arriving candidates

Anyone arriving late may enter the exam room during the first 30 minutes after the official exam start time. If they arrive later than this, they may not enter.

Toilet use

Candidates may only go to the toilet after the first 45 minutes of the exam. They receive no extra time for toilet visits. The Toilet Roll must be completed for each visit.

Assisting candidates

If a candidate asks you about a question in an exam booklet say: "This is your exam. I cannot help you with that."

Emergency or fire alarm

Start of an evacuation

- Candidate stops writing and close booklets.
- Record time exam stopped.
- Candidate takes their Emergency Evacuation Packs, which remain closed, and leaves the room with you. Take a copy of the attendance roll with you.
- Escort candidate to the official assembly area.

Returning from evacuation.

- Remind candidate to put their Emergency Evacuation Pack back under their chair.
- Draw a line and write 'Interruption' across the page on which they were last working.
- Fill in a blue Special Report, noting start and end of the emergency.
- Extra time is provided at the end of the exam based on time lost, if candidate needs it.
- If the exam does not continue the ECM will advise you and your candidate what to do.

Appendix C - Pre-examination instructions

Before the start of each exam read these in a clear voice.

- Listen carefully and follow all instructions.
- Do not open or write anything in any booklets until you are told.
- Have your admission slip face up on your desk. You must not have written anything on your admission slip.
- 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 with you such as notes, paper, correcting fluid or books with you or in any pocket.
- You must not talk to or communicate in any way with anyone except a supervisor.
- Check you are sitting in the right place by matching the exam code and NSN on your admission slip with the top booklet in the examination pack on your desk. If they don't match, raise your hand now.
- Now tear open the plastic wrap around your exam pack and check you have all the exam booklets you want to sit. Do not open any booklets.
- Check the exam code and NSN on all booklets matches your admission slip. If there is a problem, or you do not have translated Te Reo booklets as requested, raise your hand now.
- Read the instructions on the covers of your booklets. Check you have any resource booklet you need. (Read any amendments supplied by NZQA now.)
- If you fill up all the pages in your answer booklet and need more paper during the examination, raise your hand.
- If you need anything such as the toilet or are feeling ill, raise your hand.
- The exam is 3 hours long. You cannot leave in the first 45 or last 15 minutes, or without supervisor permission. You will be told when there are 15 minutes left. The official time is taken from this clock. (Point)
- If you finish early, remain seated, raise your hand and a supervisor will collect all your booklets, even those with nothing written in them. Do not remove any answer booklets from the exam room. You will be told when you can leave.
- Are there any questions?
- It is 9.30 am/2.00 pm. You may open your booklets and start writing.