

Supervisor Instructions

NCEA and NZ Scholarship Examinations 2019

Supervisor Copy
(for use by Supervisors and Examination Centre
Managers)

Supervisor's Name:

Exam Centre:

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My important contacts

Fill in these details or attach the information provided by your Examination Centre Manager (ECM).

ECM's home phone number:

ECM's mobile number:

School phone number:

Name of Principal's Nominee:

Exams and dates I am supervising

Morning	Equipment needed Y/N	Afternoon	Equipment needed Y/N

Things to check

Details of any special equipment needed

.....
.....
.....
.....
.....

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

Your supervisory role

Thank you for taking on the role of Supervisor for the 2019 NCEA and NZ Scholarship exams.

You are part of a team that is responsible for ensuring candidates are able to sit their exams under the best possible conditions. It is important that you follow these instructions at all times, to ensure exams are run consistently, smoothly and fairly throughout New Zealand.

This booklet contains essential information and processes you need for your role. Make time to read through it before attending the training session by your ECM.

You need to take it to each exam as it contains essential information which you will need to refer to.

At all times you must take every precaution necessary to ensure the security of all NCEA and NZ Scholarship exam materials.

Materials for supervisors

Before each exam, the Examination Centre Manager (ECM) will give you the following to take to the exam room if you are supervising alone.

Ensure you are familiar with how these items are used:

- barcoded exam booklets, in attendance roll order, for candidates in your room
- buffer packs – these are non-barcoded exam booklets for late-entry candidates
- an attendance roll – a yellow or blue copy which lists candidates in your room
- additional roll or late roll listing Late-Entry candidates
- a spare copy of the late roll for capturing details of any last-minute arrivals
- photocopy of the *ECM Daily Notebook* page for the exam
- supplementary paper – to be given to candidates only when their exam booklet has been completely filled up
- forms as follows:
 - yellow *Candidate Late to Examinations* form – to capture details of candidates who arrive within 30 minutes of the start of the exam
 - blue *Special Report of Supervisor* form - to record non-breach of exam rules incidents in the exam room
 - pink *Candidate Given Non-Barcoded Booklet(s)* form – to capture details if a candidate is given a non-barcoded exam booklet
- Toilet Roll to record candidates who leave to go to the toilet
- plastic bags for:
 - exam booklets which include supplementary paper
 - blue *Special Report of Supervisor* forms
 - purple *Possible Breach of Exam Rules* forms
 - non-barcoded booklets, including a *Candidate Given Non-Barcoded Booklet(s)* form
- red ABS stickers - to be folded around the top right-hand side of unopened pack of booklets for any absent candidates' packs of booklets

Depending on the exam, you may also be provided with:

- an audio file if required by the exam
- a computer or other equipment as required

Being prepared

Read through this booklet before your training with the ECM and again before the day of the first exam.

- Make sure of the following:
- You have all exam materials which you will be required to use.
- You understand all exam procedures which you will need to carry out.
- Arrive well before the start of the exam you are supervising.
- Morning exams start at 9.30 am and afternoon exams at 2.00 pm.
- Bring a pen and wear soft-soled, comfortable shoes and appropriate clothing.
- You are familiar with the rooms/hall where you will be supervising.
- Give your cell phone number to the ECM and leave your phone on vibrate when supervising exams.

Best supervisory practice

Talking to other supervisors in the exam room should be limited to management issues only. Don't chat to one another as this can be very distracting to candidates and NZQA may receive complaints about it.

Please don't read, write letters, eat or knit during the exams as this will divert your attention from your supervision duties.

Move around the room regularly to maintain effective supervision.

We ask you to wear soft-soled shoes if the floor of the exam venue is hard. Footwear noise can be distracting to some candidates.

You may take a drink into the exam room, but be aware that some candidates may find the smell, especially of coffee, distracting.

Candidate instructions

Candidates have received the following instructions before their exams:

Follow all instructions of any supervisor.

- All work you hand in for marking must be your own.
- You may only have an approved calculator in the exam room which has had its memory cleared and checked.
- You are not allowed to have the following in the exam room:
 - Any electronic device* unless it is switched off and inside your emergency evacuation pack.
 - Any paper – except for your Admission Slip.
 - Any notes in any form.
 - Any watch of any type (digital or analogue).

* An electronic device is anything that can store, communicate and/or retrieve information and includes all cell phones.

In an exam, you are not allowed to:

- Talk to, communicate with or disturb other candidates.
- Copy another candidate's work.
- Communicate with the marker, including writing or drawing anything that could be viewed as offensive.
- Leave the exam room within the first 45 minutes or the last 15 minutes of the exam.
- Touch or open your emergency evacuation pack without the permission of a supervisor.

Both you and the candidates must be aware of the following:

- The school policy about drinking in exams - only clear, sipper bottles without printed labels may be used.
- Unless given permission by the ECM, because of a medical condition such as diabetes, candidates should not eat during the exam.
- If a candidate asks you about a question, or the meaning of a question or a word tell them *“This is your exam. I cannot help you. Do the best that you can.”*
- Candidates are only to write with blue or black pens. Pencil and erasable pens should not be used except in Music and for some mathematical answers.
- If a candidate has used red or green pen or pencil, do not make them rewrite their answers. Fill in a blue *Special Report of Supervisor* form to report this.
- Correcting fluid/tape must not be used.

Candidate emergency evacuation pack

A candidate may take items for an emergency evacuation into the exam room in a clear, sealable plastic bag.

Contents could include a mobile phone (switched off) or other electronic device (switched off), watch, keys, money, bus pass and medicines.

The pack stays under their chair unless they are told to access it by a supervisor.

Managing teaching staff

The Principal’s Nominee (PN) or their delegated substitute is the only teacher allowed in an exam room during an exam. Make sure you know who this person is for any exam.

Appointed teachers should check and clear approved calculator memories for relevant exams, before the candidates enter the room. The ECM will tell you in which exams this should occur. If it is easier for the supervisors and teachers to manage, the clearing process can be done in the exam room once all candidates are seated and before the exam starts.

Do not give the spare exam booklets to teachers. Hand these to your ECM who will give these to the PN at the end of the exam.

Preparing for an exam

This section covers the following processes:

- checking the exam room
- preparing exam rooms
- managing candidates outside the exam room
- bringing candidates into the exam room
- managing candidates who arrive late
- starting the exam

Checking the exam room

Your ECM has already worked out how many candidates are to be supervised in each exam space.

You should check that:

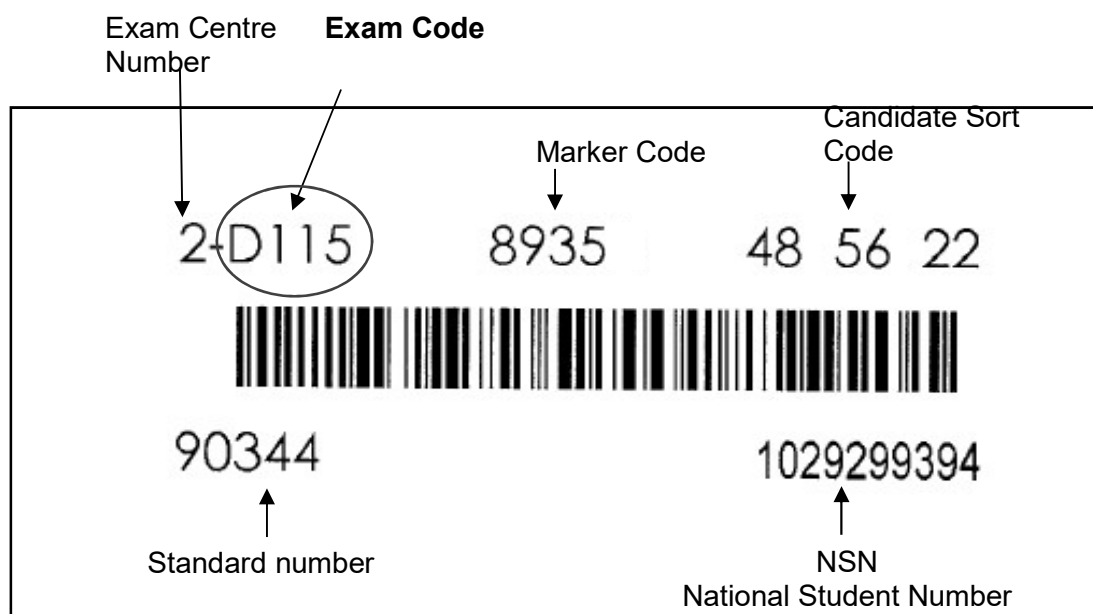
- the room is set up with the desks far enough apart, so you can walk easily between the rows.
- there is enough space at the back and front of the room so you can supervise from these locations.
- you have the correct exam booklets and any special equipment for that exam eg computer, laptop or TV, and you know how the equipment works.
- there is an appointed teacher available to clear calculator memories if this is an exam in which calculators can be used.
- the room has a whiteboard to record the time elapsed and whiteboard pens have been supplied by the school.
- there is a working clock and it is visible to all candidates – check replacement batteries are available.
- the room has **all** posters, charts and maps removed from the walls or these are covered up.
- there are signs outside and near the room advising students that exams are on and reminding them to be quiet.
- you know the evacuation route and assembly point for the room.

If there are any problems with any of the requirements above, contact the ECM urgently.

Putting out packs of exam booklets

Place the sets of exam booklets on desks in the order of the attendance roll, using each candidate's exam code, located in the top left-hand corner of their exam booklets (see diagram below).

Sets of booklets will be given to you in this order, which will match the candidate order on the NZQA-provided attendance rolls.



Possible layout of an exam room

The diagram below shows the recommended method for setting out booklets in an exam room.

Candidate packs of exam booklets are set out on the desks by exam, and in exam code order.

Any candidates with 'special arrangements' may be accommodated away from others. These may be anxious candidates or visiting Te Kura candidates.

WHITEBOARD (at the front of room)

Entrance and Exit

Door to toilet

Supervisor Desk

By door to control the room

A 105	C 141	H 102	L 111	P 110	S 120	T 160	F 156		A 121
A 107	C 152	H 113	L 117	P 113	S 121	T162	G 133		B 127
A 111	D 123	H 127	L 119	P 117	S 129	T 168	K 101		
A 114	D156	H 133	L 122	P 119	S 132		K 119		
A 125	D 162	H 134	L 125	P 123	S 133	A 139	L 103		
A 126	D 163	J 144	M 165	Q 101	S 139	A 145	M 102		P111
A 130	D 164	J 146	M 169	Q 135	S 143	A 150	M 159		
A 135	D 169	J 148	N 101	Q 169	S 147	A 157	M 160		
A 140	E 101	K 102	N 113	R 101	S 156	A 167	S 103		
A 152	E 111	K 144	N 122	R 167	S 164	B 115	S 148		
A 162	F 119	K 147	N 155	R 168	S 166	B 168			
A 165	F 169	K 151	N 166	R 169	T 104	C 123		A 112	
A 166	G 134	K 156	N 167	S 105	T 115	C 128		B 134	J 102
A 168	G 138	K 169	N 168	S 111	T 132	D 111		D 104	S 169
A 169	G 141	L 107	N 169	S 113	T 158	E 145		H 155	T 107

Special arrangement candidates close to door

L1 Science

L2 Classics

Schol History

Te Kura L3 Ag/Hort

Managing candidates outside the exam room

Supervision of candidates starts before they enter the exam room, with the help of school staff.

A seating plan should be displayed by the ECM outside large exam rooms to show candidates where they are sitting. This is not necessary for a classroom. The ECM may have indicated where candidates will sit on a working copy of the main attendance roll.

School staff responsibilities

School staff should assist with assembling candidates outside the exam room. They may only enter the room to clear calculators before an exam commences. After this, only the PN may enter the exam room.

Admission slips

All candidates must show their admission slips before entering the exam room. The admission slip lists all exams a candidate is sitting.

The PN and staff should check that candidates have their admission slips with them. If these have been lost, destroyed or mislaid the candidate must get a replacement from the PN or school office before they can enter the exam room. These replacements must be signed by the PN or may have the school stamp.

The document below is a sample of a candidate admission slip showing exams a candidate is entered. 'ORIGINAL' means it was sent directly from NZQA and not printed out at school.



2018 Examinations Admission Slip -- ORIGINAL --

Examination Centre: **1234 ABC High School**

Jack Winter Frost

Exam Code: **E145**

NSN: **0123456789**

Verification Code: **Air43catch**

Please keep your Verification Code and NSN confidential, keep it in a safe place and do not share it with anyone.

School: 1234 ABC High School

Sort Key: 10BWP

This slip shows only your external entries. If any details are WRONG, contact your school immediately.
(D) means you are entered for a digital examination.

Examination Session	Date	Report Time
NCEA L1 English (D)	Monday, 12 November 2018	9:10 AM (or the earlier time advised by your school)
90849 Show understanding of specified aspect(s) of studied written text(s), using supporting evidence	90851 Show understanding of significant aspects of unfamiliar written text(s) through close reading, using supporting	

Bringing candidates into an exam room

Candidates should line up outside the exam room so that you can bring them into the room in the order in which packs of exam booklets are set out.

Remind candidates that before they enter the exam room they must turn off all mobile phones and any alarms, remove all watches and any electronic devices. These devices must be sealed inside emergency evacuation packs or handed to you to store until the candidate leaves the exam. **It is not your responsibility to manage the security of any personal item given to you.**

Call out about 5 candidate exam codes, from the working copy of the attendance roll and take them into the room. Guide each candidate to the correct desk where you have placed their exam booklets. They must enter the room in silence.

You must sight and check both sides of the admission slip as candidates enter, and again once they are seated. It must **not** contain any notes or handwriting.

Check the following:

- Emergency evacuation packs have been placed under candidates' seats.
- Bags and coats have been left either outside or well away from desks.
- Each candidate is at the desk with the correct pack of exam booklets. You can check this by making sure the exam centre and exam code on the booklets matches the information on their admission slips.
- Candidates sitting at the wrong set of booklets have been moved to the correct desk before the examination starts.
- All candidate equipment - pens, pencils, rulers etc are either loose or inside a clear bag on the desk.

Clearing calculator memories

Appointed teachers are required to check that all approved calculator memories have been 'cleared' before particular exams. This can be done either outside the exam room or in the room once all candidates are seated, if this is easier to manage.

If the memory is not cleared the candidate must not use the calculator in the exam. Two approved calculators may be allowed on the desk in a calculator-approved exam.

See pages 26 and 27 for approved calculators and the exams where they are allowed.

Starting the exam

When all candidates are seated and quiet, begin reading the *Pre-Examination Instructions* aloud. These are in Appendix E at the back of this booklet.

The reading should start in time to allow for managing amendments, handing out additional items, etc. Do not rush the reading.

Do not start the exam before 9.30 am for a morning exam and 2.00 pm for an afternoon exam. If you have finished reading the *Pre-Examination Instructions* before 9.30 am or 2.00 pm, candidates must wait in silence until the official exam start time.

Do not enter any absentee candidates on the 'master copy' of the attendance roll until the first 30 minutes of the exam have passed.

Late arriving candidates

Keep a close watch for candidates arriving late.

In a large exam room, there should be a designated supervisor to:

- meet late candidates at the entrance to the room. They must not be allowed to wander in and sit where they like.
- give late arrivals a copy of the *Pre-Examination Instructions* to read.
- ensure they complete and sign the *Candidate Late to Examinations* form.
- take them to their correct desk and check their admission slip against their pack of booklets.

Any candidate who arrives 30 minutes after the official start of the exam is not allowed entry into the exam room without the direct approval of NZQA. Ensure this is adhered to even if the exam starts late.

Supervising during an exam

This section explains:

- supervision requirements once an exam has started
- management of booklet packs/attendance roll for absent candidates
- management of candidates who wish to leave the exam early
- how to manage an emergency.

Active supervision

It is essential that candidates are actively supervised during an exam as follows:

- Keep a close eye on candidates, from a variety of locations: the back, the front and by moving along rows from time to time.
- Mark the exam 'time remaining' off every 15 minutes on the whiteboard.
- Collect the plastic flow-wrap torn off the packs of exam booklets to give to the ECM at the end of the exam. This will be sent for recycling at the end of the exam period.
- Do not allow candidates to leave the exam room in the first 45 minutes or in the last 15 minutes unless there is an exceptional circumstance.
- Keep a look out for raised hands. Try and get to the candidate just after they raise their hand if possible.

Absent candidates

Thirty (30) minutes after the start of the exam:

- Remove the booklet packs from the desks of absentee candidates. Do not open the plastic packs.
- Mark 'A' in the absent column on your copy of the attendance roll. Do not write anything else on the roll for an absent candidate.
- Fold a red 'ABS Absent' sticker over the top right-hand corner of each pack of absentee booklets.
- Put the pack aside ready to give to the ECM or pack in the green courier bag.

Do **not** open packs of booklets meant for absent candidates, or use them as booklets for any Late-Entry candidates.

Candidates wishing to leave before the end of the examination

Candidates are not permitted to leave the exam room within the first 45 minutes or during the last 15 minutes.

When a candidate raises their hand, says that they have finished and wants to leave, do the following:

- Take the attendance roll to their desk.
- Check if they have used NZQA-provided supplementary paper. If they have, check they have completed all details at the top of each sheet, and complete the procedures for use of supplementary paper (see page 26).
- Check the attendance roll to see how many booklets they should have.
- Collect **all** of their booklets, even those with no writing in them, and check they match the number of booklets on the attendance roll. If the attendance roll shows they should hand in three booklets and they only hand over two, record '2' booklets on the roll and complete a blue *Special Report of Supervisor*. The roll must indicate the exact number of booklets handed in.
- Write the time the candidate leaves on **all** booklets, in the box on the top right-hand side of the front cover. This provides NZQA with extra references should any candidate write in another candidate's booklets.
- Supervise the candidate as they pack up, so they leave without talking to others, or creating a disturbance.

Complete the attendance roll with:

- the time the candidate left.
- the number of booklets collected, not just the number the roll indicates were provided.
- the number of supplementary sheets used, if relevant.

The booklets are now ready for sending, with all others for that exam subject, in the correct green courier bag. You may need to take all booklets to your ECM for final packing.

What to do in an emergency

If an alarm sounds and you have to evacuate the exam room, tell candidates they must follow these procedures, with no exceptions:

- stop writing immediately and close your booklets.
- leave all exam materials on your desks.
- take your Emergency Evacuation Pack from beneath your chair, but do not open it.
- do not talk to anyone else about the exam and remain as quiet as possible.
- go to the emergency assembly area now. (*Remind them where this is.*)

In an emergency evacuation you must:

- take the attendance roll with you when you leave the room.
- make a note of the time the exam was stopped.
- walk with the candidates to the official assembly area.

Returning to the exam room after an evacuation

When the exam resumes candidates should:

- Return to the room and replace their emergency evacuation packs under their chairs.
- Be told that they will be given additional time at the end of the exam to make up the time lost. If the emergency took 17 minutes before the candidates got back into the room, then add 17 minutes only to the official finishing time for the exam. You **must not** give compensatory extra time.
- Be asked to draw a line across the page in their exam booklet where they are resuming and write 'INTERRUPTION'.

Once you are back in the exam room you must:

- Fill in a blue *Special Report of Supervisor* form recording the time of the start and the end of the emergency.
- Include details of the actual time lost that was offered to candidates, including the restart time and the new finishing time of the exam.
- Complete a purple *Possible Breach of Exam Rules* form if any candidates communicate with one another during the evacuation.

If the exam cannot resume

If this is the case, the ECM will tell assembled candidates that:

- their exam booklets will be recovered if possible, and be marked
- NZQA will be contacted to start the derived grade process
- school staff will be asked about what happens next and whether they will be dismissed.

In addition, you will need to complete a blue *Special Report of Supervisor* form.

Any clash candidates being held over must be supervised carefully in the event of a school evacuation.

Attendance rolls

This section details the use of the main attendance roll and its variations:

- the additional roll
- the late entry attendance roll

All attendance rolls are essential and may be required to confirm a candidate's attendance at a later date.

It is your responsibility to complete any attendance roll **accurately and completely**.

The main attendance roll

The main rolls are produced by NZQA and contain all candidates whose entries were made by the school on 1 September.

These rolls are sent to the ECM and consist of three copies:

- white – the official copy for sending to NZQA
- blue and yellow working copies for use in exam rooms prior to transferring data to the white copy.

The additional attendance roll

Additional rolls are produced by NZQA. Each of the three copies will be light green. They will be sent to exam centres in late October only if there are late entries.

The additional roll will list **new candidates** entered in an exam session after the main attendance roll was produced. It will not list candidates, already on the main roll, who have late entries for an extra standard in an exam.

Additional rolls will be also scanned so must be marked in exactly the same way as the main attendance roll.

The Late Entry attendance roll

The *Late Entry Attendance Roll* is provided to the ECM by the PN. It captures very late entry candidates who do not appear on any NZQA attendance roll.

A copy of the template the school must use is available for download on the ECM homepage. The school is to complete details of the exam session and late candidates on this document and then forward it to the ECM ready for use in the exam.

A blank copy of this roll must be available for you to use in an emergency, if a candidate turns up for an exam and does not exist on any other roll.

There is space on the last page of the main Attendance Roll for you to fill in the details of a candidate who arrives and is not on any roll. However, this is a last resort after speaking to the PN.

If you receive a *Late Entry Attendance Roll* for an exam from an ECM, complete it in the same way as the NZQA-provided roll.

Completing the attendance roll

You must follow the instructions of your ECM and this guide when completing attendance rolls.

Your copy of the attendance roll is to be marked accurately as follows:

- Write 'A' in the 'Absent' column, after 30 minutes when all absent (ABS) booklets have been collected. This should be done by one person. **Do not** write anything else on the roll for absent candidates.
- Mark the number of booklets collected in the 'Number Booklets Collected' column for every candidate present at the exam.
- If a candidate leaves before the end of the exam, write in the time that they left in the 'Time Left' column.
- Do not enter a time for those who remain the full three hours.
- For SAC candidates, record the exact time they left as this will indicate any extra time used.
- In addition to recording the time a candidate left on the roll it must also be recorded on each answer booklet, in the 'Supervisor's Use Only' box.
- If a candidate asked to complete an extra booklet that is not listed on this attendance roll, ensure correct processes have been followed.
- NZQA-supplied supplementary white paper is provided only when a booklet has been completely filled. Each time a candidate receives a sheet of supplementary paper mark this in the 'Extra Paper' column on the attendance roll. The candidate will need a clear plastic bag at the end of the exam for their exam booklet and this extra paper.

Every line of the attendance roll must have an **entry in at least one of the boxes**. There should be no completely blank lines. Have someone else check each page to confirm this.

If you make mistakes on the copy of the NZQA-produced attendance roll which is to be sent to NZQA then replace this copy with one of the 'working copies' filled in accurately.

Diagram showing how to fill in the roll

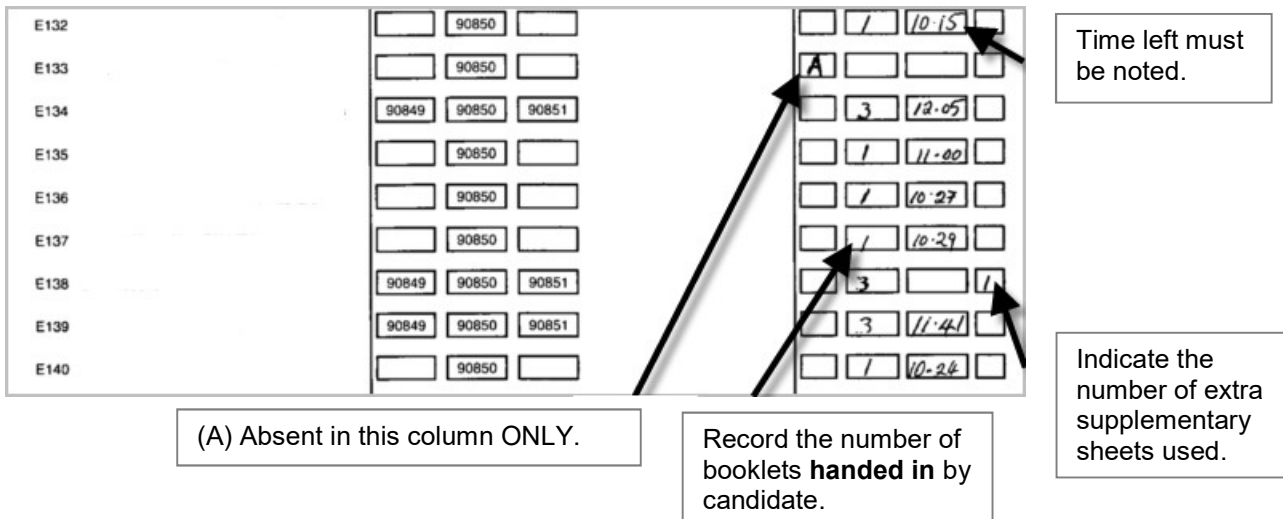
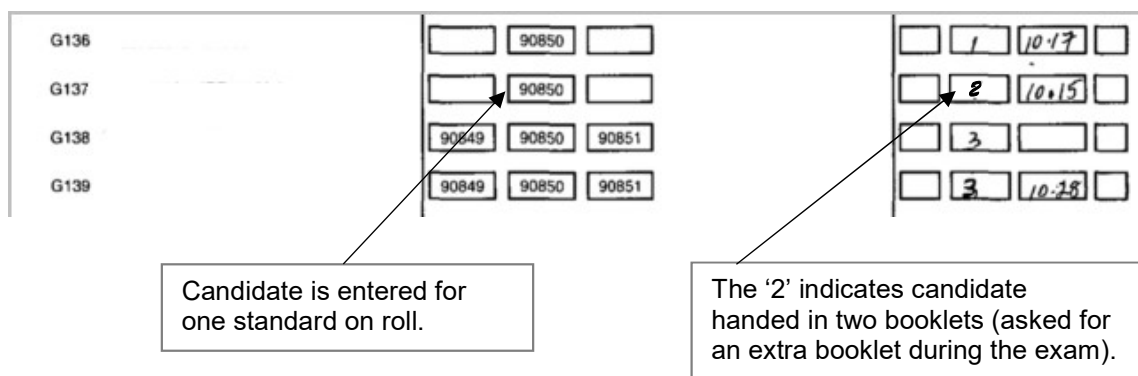


Diagram showing how to indicate a candidate has received an extra answer booklet



Attendance roll completion – don'ts

Please do not ...	Because ...
Please do not mark off or tick on the white 'master copy' that a candidate has received all their booklets.	If the 'master copy' has additional marks or ticks, it will not scan correctly. Writing in the number of booklets that have been collected on the 'master copy' in the 'greyed area' under 'Number Booklets Collected' provides NZQA with the information about how many booklets each candidate handed in on the day.
Please do not correct the spelling of names or write any changes of address on the attendance roll. The school has to notify NZQA of these.	Any marks outside the 'greyed area' of the attendance roll will prevent the roll from being scanned.
Please do not write anything other than an 'A' on the attendance roll for an absent candidate.	If you enter any additional information, eg, number of booklets collected, for an absent candidate, this candidate is assumed to be present when scanned – this is confusing.
Please do not draw or doodle on the 'master copy', especially not on the barcode.	The scanner will stop and show an error if there are unanticipated, additional marks on the attendance roll.
Please do not 'Twink' a mistake and write in the correction.	Complete one of the working copies accurately and return this for scanning, or cross through the mistake and write in the correction neatly if no other copies of the roll are available to complete.
Please do not cut up the 'master copy' and cellotape it together again.	The 'official copy' of every attendance roll must be sent intact to NZQA. If an attendance roll needs to be split over two rooms the working copies or photocopies should be used for cutting up.
Please do not hold on to any attendance rolls until all exams are finished.	NZQA needs ALL attendance rolls as soon as possible (send at least two or three times a week) to confirm candidate attendance. You will be contacted if we are missing any rolls.
Please do not send any rolls with unused materials.	Attendance rolls come to NZQA in green bags or in an envelope personally labelled for one of the NZQA staff only.
Please do not photocopy the master copy and send the completed photocopy to NZQA instead.	The scanner used to capture data from attendance rolls cannot capture data from photocopies.

Dealing with issues in exams

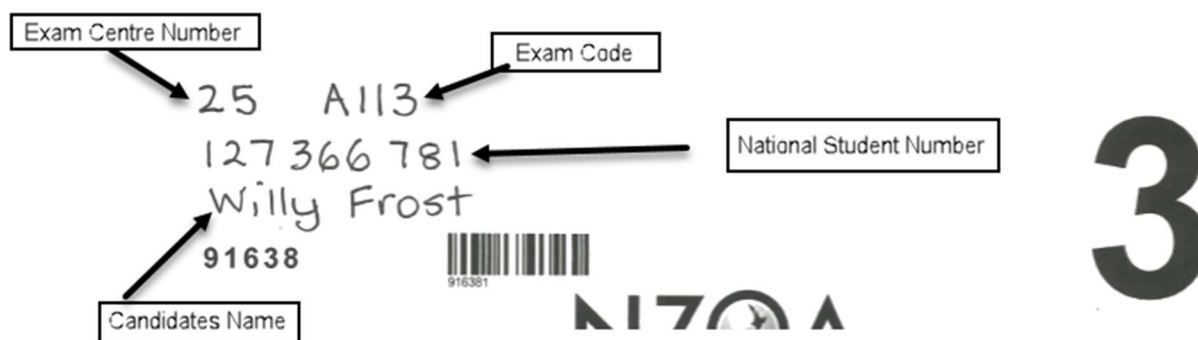
This section covers how to manage the following issues during exams:

- candidates who receive non-barcoded booklets
- candidates who want to use the toilet
- candidates who use the toilet more than twice
- issues which could arise when candidates arrive
- attendance roll and booklet provision issues
- booklet issues
- discipline or breach of rules issues
- further issues with individual candidates.

Candidates who receive non-barcoded booklets

Candidates who are entered for a standard after 1 September will not receive barcoded booklets. You will use non-barcoded booklets for these candidates and it is essential these are managed carefully and labelled accurately.

Every non-barcoded booklet **must** be identified for the candidate who completed it. Label these booklets as shown below.



Candidates who want to use the toilet

Candidates are not allowed to leave the exam room in the first 45 minutes or during the last 15 minutes. If a candidate is desperate to use the toilet within the first 45 minutes, allow them to go and complete a blue *Special Report of Supervisor* form with an explanation.

You will have a Toilet Roll for recording candidate visits to the toilet. Copies should be available for each exam session and each room. You must complete this roll each time a candidate is given permission to use the toilet during the exam.

Completed Toilet Rolls are returned to NZQA with all unused materials, once all exams have finished.

Neither you nor the ECM is required to escort candidates to the toilet or the sick bay. This is the job of school staff if they wish to have candidates escorted to the toilet during exams.

Candidates who use the toilet more than twice

Check the Toilet Roll has been completed for each toilet visit. Fill in a blue *Special Report of Supervisor* form for any candidate who visits the toilet more than twice and tell the candidate that you are completing this. Pack the report in a bag and place in the green courier bag with all exam papers.

Toilets allocated for exam candidate use should be checked thoroughly for any evidence of potential breaches of the rules (eg, hidden notes, phones, text books).

Checking the toilets must be done by school staff as they know the students. It should be done immediately before the start of the exam and if possible, at other times during the exam sessions.

Issues which could arise when candidates arrive

Situation	Actions for Supervisor
<p>Candidate arrives without an admission slip or any identification and their name is on an attendance roll.</p>	<ul style="list-style-type: none"> • Send them to the PN to be identified and get a temporary admission slip. • If close to exam start time let candidate start exam and then contact the PN to come and identify the candidate.
<p>Candidate arrives late but within 30 minutes of the official exam start time with their admission slip. The <i>Pre-Examination Instructions</i> have been started or read.</p>	<ul style="list-style-type: none"> • Give the <i>Pre-Examination Instructions</i> to the late candidate to read. Before the candidate can sit the exam, they must complete the <i>Candidates Late to Examinations</i> form to indicate they have read these instructions. • Take them to their seat and check that their admission slip matches the booklets on their desk. • Do not allow them to find their own seat. • No extra time is permitted to compensate for their lateness.
<p>Candidate arrives late, within 30 minutes of the official exam start, time without their admission slip (but is on the attendance roll). The <i>Pre-Examination Instructions</i> have been started or read.</p>	<ul style="list-style-type: none"> • Give the <i>Pre-Examination Instructions</i> to the late candidate to read. Before the candidate can sit the exam, they must complete the <i>Candidates Late to Examinations</i> form to indicate they have read these instructions. • Take them to their seat and check that the information on the roll matches the information on the booklets they are using. • Do not allow them to find their own seat. • You must contact the PN as soon as possible during the exam to confirm the candidate's name/NSN. • No extra time is permitted to compensate for their lateness
<p>Candidate arrives more than 30 minutes after the official exam start time.</p>	<ul style="list-style-type: none"> • Do not let them enter the exam room. It is a breach of rules to do so. • Under no circumstances should you let them start the exam without contacting NZQA first. <p>Special Note: If there is a particular reason for the lateness of a number of candidates (eg, a bus accident on the way to school), NZQA staff should be advised as soon as possible.</p> <ul style="list-style-type: none"> • NZQA may determine a slightly later starting time for some or all of the candidates, depending on the circumstances. You may not delay the start of any exam without first consulting NZQA and your ECM.

Attendance roll and booklet provision issues

Situation	Actions for Supervisor
<p>Candidate appears on the additional green roll</p>	<ul style="list-style-type: none"> • Near the start of the exam fill in one pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form per candidate, with all available information. • Ask the candidate to check and sign the form. • Put the form on the desk of the candidate. • At the end of the exam, check that there is an identifying name/NSN and exam centre number on each booklet. • Collect all the booklets from the candidate. • Mark the additional roll in the correct manner. • Put the pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form on top of the booklet(s), facing outwards. • Put booklets and pink form into a plastic bag and seal the top. • Hand additional roll to ECM for dispatch. <p>Absent candidates</p> <ul style="list-style-type: none"> • If candidates on the additional roll are absent, mark the roll in the correct way. • If you have already hand-labelled their booklets, put an ABS sticker around the top left-hand corner and send them as normal. List these candidates on a blue <i>Special Report of Supervisor</i> form and include this in the green courier bag. • If you have not already hand-labelled their booklets give these to the ECM. Dispatch the roll in the correct green courier bag.
<p>Candidate appears on school-provided Late Entry Attendance roll.</p>	<ul style="list-style-type: none"> • After the exam, staple the completed late entry attendance roll to a pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form for the exam. • Put everything, including booklets, into a plastic bag and seal the top. • Send this plastic bag in the correct green courier bag. <p>Absent candidates</p> <ul style="list-style-type: none"> • If candidates on the late entry attendance roll are absent, mark roll in the correct way. • If you have already hand-labelled their booklets, sticker as ABS and send them as normal. • If you have not already hand-labelled their booklets, give these to the ECM.
<p>Candidate not on any attendance roll at start of exam.</p> <p>For any candidate – with or without an admission slip.</p>	<ul style="list-style-type: none"> • Just before the start of the exam fill in one pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form per candidate with all available information. • Ask the candidate to check and sign the form. • Put the form on the desk of the candidate. • Write the name of the candidate and their NSN in the greyed area at the bottom of the attendance roll or fill in a copy of the late entry attendance roll. • <i>If they do not have any entry they will not have an NSN or exam code so the PN must come and identify them and give a Late Entry Attendance Roll.</i> • Ensure that you have indicated on the roll the standard numbers of the booklets provided to the candidate. These will

	<p>be the same as those recorded on the pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form.</p> <ul style="list-style-type: none"> • At the end of the exam, check that there is an identifying name/NSN and exam centre number on each booklet and that it matches the information on the pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form. • Collect all the booklets from each candidate. • Attach the late entry attendance roll to the <i>Candidate Given Non-Barcoded Booklet(s)</i> form and pack with the candidate booklets in a plastic bag. • Send this plastic bag in the correct green courier bag.
<p>A large group of Late Entry candidates do not appear on the NZQA-provided attendance roll but are on a school-provided Late Entry Attendance roll.</p>	<ul style="list-style-type: none"> • Just before the start of the exam fill in the top section only of one pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form. You do not need to capture the details of each candidate. • Ensure you have a copy of the late entry attendance roll and this is completed at the end of the exam. • Collect all the booklets from each candidate. • Make sure all candidate booklets include their name, NSN and exam centre number in the top left-hand corner. • Attach the late entry attendance roll to the <i>Candidate Given Non-Barcoded Booklet(s)</i> form and pack these with the candidate booklets in a plastic bag. • Send this plastic bag in the correct green courier bag.

Booklet issues

Situation	Actions for Supervisor
<p>Candidate requests a booklet(s) which is not included in their set.</p>	<ul style="list-style-type: none"> • Provide the booklet(s) from the buffer pack. If you do not have that booklet, contact the ECM. • Ensure that candidate name/NSN and exam centre number are written on the top left corner of each extra booklet. • Fill in a pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form. • Ask the candidate to check and sign this form. • At the end of the exam collect and check the candidate's extra booklets that have their name, NSN and exam centre number written on the top left corner of each booklet. • Place the pink <i>Candidate Given Non-Barcoded Booklet(s)</i> form on top of the extra booklets, facing outwards. • Put the extra booklet(s) only, and pink form into a plastic bag and seal the top. • Record the actual number of booklets collected on the attendance roll. • Send this plastic bag in the correct green courier bag.

<p>Candidate has one or more booklets which they say they have not entered or should have been withdrawn from (whether the requested standards are listed on the roll/admission slip or not).</p>	<ul style="list-style-type: none"> • These booklets must be sent to the marker in the normal way. • Tell the candidate not to mark the booklet in any way. It will then be marked as 'V' (standard not attempted). • Process all booklets as per normal procedures. • There is no need to complete a blue <i>Special Report of Supervisor</i> form.
<p>SAC candidate has work in a non-barcoded booklet and their barcoded booklet.</p>	<ul style="list-style-type: none"> • Fill in a blue <i>Special Report of Supervisor</i> form to tell NZQA what has happened. • Place this form on top of the booklets facing outwards. • Put everything into a plastic bag and seal the top. • Send this plastic bag in the correct green courier bag.
<p>Candidate writes in the wrong booklet</p>	<ul style="list-style-type: none"> • Label the booklet(s) clearly with the correct number of the standard(s) that matches the answers written inside it. For example, if answers to 90849 are written in booklet 90850, cross out 90850 and write 90849. • Fill in a blue <i>Special Report of Supervisor</i> form. • Ask the candidate to sign the Special Report of Supervisor as well. • Place this form on top of the booklets that have had their standard numbers changed, facing outwards. • Put everything into a plastic bag and seal the top. • Send this plastic bag in the correct green courier bag.
<p>Candidate booklet has loose pages, or the booklet is falling apart, or the booklet is damaged.</p>	<ul style="list-style-type: none"> • Provide the candidate with a clear plastic bag, one per damaged booklet. • Fill in a blue <i>Special Report of Supervisor</i> form and indicate how any damage occurred. • Put everything into a plastic bag and seal the top. • Send this plastic bag in the correct green courier bag. Note: Please make sure damaged booklets and are put in plastic bags as they can't be machine-sorted.
<p>Candidate has made a mistake in their booklet and asks for a replacement.</p>	<ul style="list-style-type: none"> • Do not give them a replacement booklet. • There are sufficient extra pages for them to correct their error. • Only give NZQA-provided supplementary paper to candidates who have filled an answer booklet completely.

Discipline or breach of rules issues

Situation	Actions for Supervisor
<p>Candidate apparently breaching the NZQA Rules and Procedures.</p>	<ul style="list-style-type: none"> • There are four types of possible examination breaches: <ul style="list-style-type: none"> ○ authenticity/impersonation ○ dishonest practice ○ influencing/assisting/hindering ○ not following instructions. • For candidates, the possible consequence of a reported breach depends on the type of breach and the potential for advantage to them or disadvantage to others. • Your role is to report every incident, not determine whether the incident is or is not a potential breach. <p>Managing the situation in the examination</p> <ul style="list-style-type: none"> • When dealing with a possible Breach of the Rules avoid disturbance or distraction to other candidates as far as possible. Make note of anything that the candidate does or says in a situation like this. • Get any original paper, notes, books that relate to the incident and send these to NZQA in a plastic bag with the signed Breach Report. If possible have the candidate sign to confirm that you have taken their notes, books, etc. If there is writing on a hand, copy what is written onto paper or photograph, with PN present and candidate permission. • If a candidate questions whether you can remove an item, such as an iPod, from them contact the ECM. They should contact the PN who will support you when managing such a situation. • If a candidate is found using a cell phone, a copy of all calls/texts and the time they were sent/received needs to be done. This should be done with the PN present. Attach a copy of the contents of any texts sent/received during the exam with the incident report. • If a candidate is found wearing a watch, this should be removed and placed in their emergency evacuation pack under their chair. If you suspect the watch is a digital smart watch, contact the ECM. They may contact the PN who will assist in determining whether or not the watch is digital and can assist with downloading any notes, screen shots or relevant information stored on the device. • If the candidate is using an ipod or MP3 player a copy of the recorded material must be downloaded. You should seek help from the PN who will view/listen to the material and assist with downloading any notes, screen shots or relevant information stored on the device. • If the candidate becomes unmanageable or non-compliant, call the ECM and the PN. <p>Completing the Breach Report</p> <ul style="list-style-type: none"> • Fill out a <i>Possible Breach of Examination Rules Report</i>, either electronically or on the purple hard copy. • Complete the report by recording exactly: <ul style="list-style-type: none"> ○ when and where the incident occurred ○ what was observed and said ○ details of all involved ○ the name(s) of witnesses who can corroborate the incident

	<ul style="list-style-type: none"> ○ your assessment of the extent to which this candidate was advantaged, and/or other candidates disadvantaged ○ any mitigating circumstances. ● Do not make judgements about the innocence or otherwise of the candidate in the report. Candidates receive a copy of the report so please ensure you record information appropriately and factually. Note: All personal details and signature of the person(s) completing the reporting, are removed for this process. ● Where possible, please indicate clearly if you saw a candidate using unauthorised materials or if they just had unauthorised materials with them. The possible consequences of a reported breach for candidates depends on the type of breach, and potential for advantage to them and/or disadvantage to others. <p>Sending Breach Reports and materials to NZQA</p> <ul style="list-style-type: none"> ● The ECM should email the breach report to breaches@nzqa.govt.nz as soon as possible after the exam session. ● Print out a hard copy of the report and sign this. ● Place the printout on top of anything collected (eg, notes, booklets, copy of seating plan, toilet roll etc). ● Place everything in a plastic bag. ● Send the plastic bag in the correct green courier bag.
Candidate(s) disruptive before or after exam starts.	<ul style="list-style-type: none"> ● Do not allow any disturbance in the exam room. ● Immediately warn the candidate(s) by saying, “That behaviour is not acceptable. If it occurs again you will be removed from the exam room.” ● If there is a recurrence of the behaviour, tell the candidate(s), “You have disturbed the exam again. I am calling (name of PN) to come and remove you”. ● If the disruption occurs again after you have started to read the <i>Pre-examination Instructions</i>, then follow the process for reporting a possible breach of rules.
Candidate(s) makes noise during the playing of an audio file.	<ul style="list-style-type: none"> ● Pause the audio file. ● Immediately warn the candidate by saying, “That behaviour is not acceptable. If it occurs again you will be removed from the exam room.” ● Continue the audio file. ● If there is a recurrence of the behaviour, pause the audio file and tell the candidate, “You have disturbed the exam again. I am calling (name of PN) to come and remove you”. ● Continue the audio file when they have gone. Give any extra time for other candidates at the end if needed. ● Follow the process for reporting a possible breach.
Candidate impersonation (usually detected by information from or behaviour by other candidates).	<ul style="list-style-type: none"> ● Do not confront the candidate. ● Contact the PN or a staff member to discreetly check the exam room and confirm the identity of the candidate. ● If they confirm the candidate is an imposter, ask the PN or staff member to remove the person from the exam room. ● Phone NZQA as soon as possible. The PN may do this during the exam.

	<ul style="list-style-type: none"> • The PN should write a short report identifying the imposter and the candidate who has been impersonated. • Follow the process for reporting a possible breach of rules. • Ensure the breach report includes a statement and contact details of the person who confirmed the impersonation of the candidate. • Collect the impersonator's booklet(s) and put them in a plastic bag to send to NZQA with the breach report.
Candidate refuses to hand in booklets at end of exam.	<ul style="list-style-type: none"> • Remind the candidate that they have to hand in all booklets. • If they refuse, note the standard number of the missing booklet(s) and tell the candidate any booklets taken out of the room may not be brought back and will not be marked. • Indicate the number of actual booklets handed in on the attendance roll • Complete a blue <i>Special Report of Supervisor</i>. • Put it into a plastic bag and send it in the correct green courier bag. • Inform the PN.

Further issues with individual candidates

Situation	Actions for Supervisor
Candidate becomes ill during exam.	<ul style="list-style-type: none"> • Contact the PN and quietly remove the candidate from the room into their care. • If the candidate recovers and has not had contact with anyone who might assist them, they may return to the exam room. • No extra time is given. • Fill in a blue <i>Special Report of Supervisor</i> form. Note: This is essential as it provides information for NZQA in the event the candidate applies for a derived grade. • Place this report inside a plastic bag and send it in the green courier bag for that exam. • Send their booklets as normal (separate from the blue report) in the same green bag.
Candidate sits exam but does not write in any booklets.	<ul style="list-style-type: none"> • If the pack has not been opened by the candidate, it must be opened. • Booklets are sent off for marking, as normal.
Candidate sits exam with special assessment conditions to finish after 5.30 pm. The Courier has already picked up other booklets.	<ul style="list-style-type: none"> • Use one of the spare green courier bags and write your exam centre number (eg, 2134) and the exam session for which booklets are enclosed (eg, level 1 French) on the courier label. • Give the green bag to the courier at the next collection time. • Please do not put these late booklets in a bag with booklets for another exam session.

Disadvantaged candidates

If any candidate feels they have been disadvantaged in an exam, tell them to talk to the PN.

Other situations

This section deals with management of candidates with:

- rest breaks
- requests for NZQA supplementary paper
- special exam booklets
- translated exam papers
- calculator use
- dictionaries
- guinea pig answer booklets

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 in addition to the 3-hour exam.

To start a rest break the candidate must raise their hand and 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, such as read or make notes. They can't use the toilet and must remain at their desk, unless they have a medical condition which requires them to move around. If so, this must be managed by school staff outside the exam room.

At the end of the rest break the candidate raises their hand to advise you their rest break is complete. You must record the elapsed time. 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. If they only took 10 minutes of rest breaks during the normal exam session they only get 10 minutes at the end of the exam.

NZQA supplementary paper

Extra, lined NZQA-provided supplementary paper is given to a candidate if they have used all the pages in an answer booklet. It is not to be used to draft or plan essays. A candidate is not permitted to bring in and use their own paper of any kind.

Answers written on any non-NZQA paper that is not correctly identified will not be marked. Remind candidates that there are enough spare pages in their exam booklets.

If they are given NZQA supplementary paper they must also be given a clear plastic bag in which to put the booklet with the supplementary sheet(s). Remind the candidate that they must not write the answers for more than one standard on the extra sheet/s of paper.

You and the candidates must complete all details at the top of each supplementary sheet. Candidates must put this NZQA supplementary paper inside the relevant booklet, inside a clear plastic bag. Check that each plastic bag only contains the work for one standard.

If an exam room runs out of NZQA supplementary paper and it is absolutely necessary for a candidate to have an extra piece of paper to complete their answer, you may provide a piece of lined refill paper.

At the top of the paper write the following:

- the exam centre number and name
- your name and signature
- the NSN of the candidate and number of the standard to which the paper applies.

This paper must be put inside the relevant booklet, inside a clear plastic bag with a completed *Special Report of Supervisor* form. Place the clear plastic bag into the green courier bag.

Note: This situation should be a rare occurrence.

Candidates with coloured or enlarged booklets

Some candidates are entitled to use enlarged exam booklets. Please follow this process for the return of booklets:

- Give the candidates a clear plastic bag for each standard they are sitting.
- Put both the enlarged exam booklet and the barcoded exam booklet in a plastic bag to be returned as normal.
- Have the barcoded booklet on top so it is easily seen at the sorting centre.

Some candidates are entitled to use coloured exam booklets. It is the PN's responsibility to photocopy exam booklets under secure conditions onto coloured paper. Please follow this process:

- The candidate receives both the coloured booklets and the normal white booklets. The candidate should write in either the coloured booklets or the white booklets, not both.
- Put both the coloured exam booklet and the barcoded exam booklet in a plastic bag to be returned as normal.
- Have the barcoded booklet on top so it is easily seen at the sorting centre.

Translated papers in Te Reo Māori

Your ECM will have details of candidates who receive translated exam booklets. They will have the letter (T) after their name on the NZQA-produced attendance rolls.

Each of these candidates will receive a single, barcoded paper printed in both Te Reo Māori (at the front) and English (at the back). A koru pattern will be printed down the spine of the booklet.

If any candidate tells you that they should have received a translated paper, and do not have one, contact your ECM immediately.

Treat translated papers as normal at the end of an exam.

Calculators

The NZQA Rules and Procedures allow the legitimate use of approved calculators in specified exams, including graphical and programmable calculators with reset buttons.

Any calculator used in NZQA exams must be silent, hand-held, non-printing and must contain its own power source. It must not be:

- able to transmit or receive information to or from another source
- used to bring in stored information
- used as a dictionary or translator.

Approved calculators list

Manufacturer	Model
Canon	F-717SGA
Casio	FX-82 (including all variations)
	FX-83 (including all variations)
	FX-100 (including all variations)
	FX-115 ES, FX-115ES plus
	FX-570ES, FX-570ES plus
	FX-991 (including all variations)
	FX-9750 (including all variations)
	FX-9860 (including all variations)
	FX-CG10
FX-CG20	
Dell	DL-1705
Deskwise	Scientific
H + O Technology	82Es (including all variations)
Jastek	JasCS1
Mahobe	Mahobe Scientific, DS-742CQ, DS-750ET, DS-950ES
	DS-742ET, DS-742DQ
Sharp	EL531 (including all variations)
Texas Instruments	TI-30XB
	TI-Nspire (including all non-CAS variations)
	TI-84+ (including all variations)

Below are those CAS calculators approved for Level 3 Statistics, New Zealand Scholarship Statistics, and New Zealand Scholarship Calculus only.

Manufacturer	Model
Casio	ClassPad (including all variations)
	FX-Algebra 2.0, 2.0plus
Hewlett Packard	HP40g, HP40gs
Texas Instruments	TI-Nspire CAS (including all variations)
	Voyage 200
	TI89 Titanium

NB: A variation is a calculator of the same model, but different suffix eg, FX-82 Plus

Teaching staff will be appointed by the PN to check and clear calculators before each exam begins. If a candidate refuses to allow their calculator to be cleared, they may not use the calculator in the exam.

2019 EXAMINATION TIMETABLE WHERE APPROVED CALCULATORS MAY BE USED					
DATE	TIME	LEVEL1	LEVEL 2	LEVEL 3	SCHOLARSHIP
Fri 8 Nov	9.30 am		Physics	Business Studies	Calculus
	2.00 pm	Geography			Agricultural & Horticultural Science
WEEKEND					
Mon 11 Nov	9.30 am	Biology			Accounting
	2.00 pm	Business Studies	Chemistry	Agricultural & Horticultural Science	
Tues 12 Nov	2.00 pm			Biology	Economics
Wed 13 Nov	9.30 am				
	2.00 pm				Statistics
Thurs 14 Nov	9.30 am	Science			
	2.00 pm		Geography	Chemistry	
CANTERBURY ANNIVERSARY DAY					
WEEKEND					
Mon 18 Nov	9.30 am	Chemistry			
	2.00 pm			Economics	
Tues 19 Nov	9.30 am		Biology	Geography	
	2.00 pm	Physics			
Wed 20 Nov	9.30 am	Mathematics & Statistics			Biology
	2.00 pm			Physics	
Thurs 21 Nov	9.30 am		Mathematics & Statistics		
	2.00 pm		Accounting		
Fri 22 Nov	9.30 am	Accounting			
	2.00 pm		Economics		Geography
WEEKEND					
Mon 25 Nov	9.30 am				
	2.00 pm		Agricultural & Horticultural Science		Physics
Tues 26 Nov	9.30 am		Business Studies	Calculus	
	2.00 pm	Economics		Accounting	
Wed 27 Nov	9.30 am				Chemistry
Thurs 28 Nov	9.30 am	Agricultural & Horticultural Science		Statistics	

Calculators may only be brought into the above exams once they have been cleared by school staff.

If they are brought into any other exams they must be sealed inside an Emergency Evacuation Pack or handed to the supervisor before the start of the exam.

No other electronic devices may be brought into exams.

Dictionaries

Candidates are not allowed any electronic or translation dictionaries in any exams. This includes candidates who have English as their second language.

You must not tell candidates what any words mean.

‘Guinea Pig’ booklets

These are barcoded booklets, completed by candidates, that are required as soon as possible by the marking panel leaders. These booklets do not go to Printlink in green bags.

They must be sent on the day of the exam in a pink courier bag. The ECM will manage this process. Some exam centres will never be selected to provide ‘guinea pigs’ as they have a smaller number of candidates, while other centres may be selected for many sessions.

Ask your ECM if there are ‘guinea pigs’ for any exam you are supervising. If there are, they will give you more information on how to manage these.

NZ Scholarship (Scholarship) exams

Scholarship exams are conducted in a similar way to other exams. Candidates for Scholarship exams do not require any special considerations and should be supervised in the Hall or rooms, along with candidates for NCEA exams.

Because of the ‘high stakes’ nature of Scholarship and the potential monetary rewards, it is very important that these exams run smoothly.

There are special things to know about Scholarship exams for Drama, Languages, Te Reo Māori and Te Reo Rangatira. The instructions for these exams are in the *Appendices to Supervisor Instructions* booklet. Your ECM will give you a copy of the relevant instructions before you supervise any of these exams.

Scholarship Drama requires the ECM to operate a camera or supervise a teacher using the camera to record performances as there are usually only small numbers in this exam.

Scholarship Languages, Te Reo Māori and Te Reo Rangatira will require two or more supervisors/relief supervisors to manage an exam if there is more than one candidate. One supervisor will supervise the written part of the exam during the first two hours, while a relief supervisor will supervise and operate recording equipment for the speeches during the final hour.

The rooms used must also be secured from use by any staff or other non-exam candidates and be totally isolated from the rest of the school to avoid outside disturbance during the recording of candidates’ speaking.

Identification of Scholarship candidates

You **must** ensure that each candidate is identified before they enter the exam room. This can be done by using photograph identification (eg, School ID card, driver’s licence) and candidate admission slips or by the PN, the school Principal or another staff member.

Please ensure that the following happens:

- Each candidate is positively identified from photographic ID. They must also have their admission slip.
- Check their NSN and Exam Code when they first arrive and again before the exam starts.
- Collection of booklets should be done very carefully. Ensure you collect in every candidate’s booklet and each booklet is either barcoded or details have been handwritten in the top left-hand corner for late entry candidates.
- Note the number of booklets sent in the green courier bag on the working copy of the attendance roll.

Toilet use during Scholarship Language exams

During the written section of Scholarship Language exams – the first two hours, candidates may go to the toilet unaccompanied. Once the speech recording stage has started in the final hour, candidates waiting to record who wish to go to the toilet, must be escorted by school staff.

You must complete the *Toilet Roll*.

Ending exams

This section explains:

- the *Last 15 Minutes* announcement
- ending the exam and collecting booklets
- what to do when all candidates have finished early (after the *Last 15 Minutes* announcement)
- processing completed booklets

The Last 15 minutes announcement

Candidates are to be reminded when there are 15 minutes of an exam remaining. You will say:

“It is the last 15 minutes. No one may leave the exam room.”

A blue *Special Report of Supervisor* must be written for any candidate who does not follow these instructions.

Ending the exam and collecting exam booklets

At either 12.30 pm or 5.00 pm 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.

Read the following exactly as written below:

- 1 Put down your pens. Close your booklets. The exam has ended.
- 2 Please listen carefully. If you fail to follow exam instructions, you risk losing your results. Sit quietly until you are told you can leave.
- 3 **Do not talk to other candidates. Check that every booklet has your NSN on it.**
- 4 If you have used extra NZQA-supplied paper, check that you have completed all details at the top of each sheet. Check that a supervisor has named and signed each sheet.
Put these sheets inside the **correct booklet** and put the booklet into a clear plastic bag and seal the top. **Only one booklet goes into each clear plastic bag.**
- 5 The booklets are now going to be collected. You **must** remain seated until everybody’s booklets have been collected and you are told that you can leave. Tell the me how many booklets you are handing in.
- 6 You **must** hand in all booklets. A blue *Special Report of Supervisor* will be written if you do not hand in all the booklets listed on the attendance roll.
- 7 Do not hand in any resource booklets. These may be kept or destroyed.
- 8 **You** must check that **all** of your answer booklets have been collected before leaving.

Once all the booklets have been collected:

- 9 Put up your hand if your booklets have **not** been collected. **Wait – check no hands go up.**
- 10 All the booklets have been collected, you may now leave quietly.

All candidates have finished early

If all candidates have finished the exam after the *Last 15 minute* announcement and before the official end time, you may end the exam early if **all** candidates are in agreement.

If any candidates are still writing, those who have finished must wait.

Processing completed booklets

In a large room the ECM will explain exactly what each supervisor must do to check all booklets have been accounted for.

As you collect booklets from each candidate check you are handed the correct number, using the attendance roll to assist you.

Match the sets of booklets collected to the number of candidates who completed the exam in the room.

For example:

- You have collected all 17 sets of booklets in your exam room.
- There were three absentees.
- You have checked that each set of Absent booklets has been correctly stickered with the red 'ABS Absent' label folded over the top right-hand corner of the pack. Do not cover the barcode with this label as it needs to be scanned.
- Twelve of the candidates left the exam room early; you checked their sets of booklets against the attendance roll and have placed these completed booklets on top of the three sets of unopened booklets for absent candidates.
- You have already collected 15 sets of booklets prior to the end of the exam.
- The remaining two candidates worked for the full three hours of the exam. Their booklets were collected, checked and counted.

The attendance roll has been marked and you are satisfied that every candidate's booklets have been accounted for.

- Take the attendance roll and the booklets to the ECM to be packaged in the correct green courier bag ready for courier pick up.
- If you have any buffers (spare booklets) check that these do not contain any writing before you leave the room.
- Hand these buffers to the ECM. If there are any with writing in them, you need to alert the ECM immediately.

If there are any problems, contact NZQA immediately.

Candidates using computers in non-digital exams

This section explains the supervision requirements for SAC candidates who are entitled to use a computer as part of their special assessment conditions in paper-based exams.

Candidate Information

All candidates who will be using a computer as part of a SAC entitlement will have received information on exam procedures from their school. This information is in Appendix A.

Use of spellcheck and grammar check functions

Candidates using computers may use spelling and grammar check functions.

Role of the PN

The PN has responsibility for ensuring that all computers used in an exam:

- have been cleared of all files/data created before the exam (except those that are systems-related)
- do not have access to any external information via wireless or Bluetooth
- can print to a supervised printer.

It is not your responsibility or the ECM's to arrange for a computer or printer to be available for a candidate's use in the exams. If the equipment is not ready at the start time of the exam, extra time is not permitted.

If a technical issue arises on start-up, extra time can be provided. See Appendix B for further details on PN responsibilities.

Management and supervision of SAC candidates using computers

Up to 35 candidates can be in a room with a supervisor, their computers and a printer.

NZQA does not supply electronic copies of booklets for a candidate to complete on the screen. Candidates read from their hard copy booklets.

Before the exam

Ensure that you know how to contact the technician in the event of any mechanical or technical fault.

During the exam

Your responsibilities during the exam are to:

- Read the *Pre-Examination Instructions*.
- Ask each candidate to type their name onto their computer screen to be printed out, before the start of the exam.
- Collect the printing and check that each candidate has a printout. If they do not, call for the technician.
- Assist any candidate having difficulty entering their NSN, exam centre/exam code or standard number.
- Remind candidates that they must print out the work for each standard on separate sheets of paper as they complete each standard. Hand out one clear plastic bag to each candidate for each standard they are sitting.
- Collect printed work from the printer and sign each page. Return printed work to each candidate as it comes out of the printer. Any work which is printed and cannot be identified is to be destroyed at the end of the exam.

Technical issues

Candidates may only ask for technical assistance if they have mechanical problems, software issues or printer issues. You must not help them with the exam or with their computer software.

If an issue occurs which requires technical assistance, record the time taken by the technician to resolve the issue. This time is to be given to the candidate at the end of the exam. If the problem is going to take more than 20 minutes to resolve, tell the candidate to speak with their PN.

Candidates will not receive extra time if they lose work which has not been saved.

Printing of candidate work

It is the school's responsibility to organise printers for candidates using a computer. All candidate work must be printed within the three-hour exam session, not once the exam has finished.

Each candidate may have:

- A printer of their own beside their computer. They can collect their own printing without standing up.
- A printer in the room being used by other candidates. You will need to collect their printing and hand it to them.
- A printer elsewhere in the school. The school must provide someone to bring printing to the room being used by candidates and hand this to the you for distribution.
-
- You must not leave the exam room to collect printing or let the candidate leave their seat to collect printing.

The 'Last 15 minutes' announcement

- Remind candidates to check they have their printed work for completed standards.
- Tell candidates they may not print after the exam has finished.

Five minutes before the end of the exam

- Advise candidates there are five minutes left and they should save and print out any work they want marked.
- If a candidate tells 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. Return this work to them.

At the end of the exam

- If candidates have not saved an answer, and it is not printed, they cannot do this work again. The exam is finished.
- Remind candidates that their printouts for each standard must be put inside the correct booklet; each booklet must be placed in a clear plastic bag and the top sealed. Work for one standard goes in one bag, ie, a candidate entered for three standards submits three plastic bags.
- If a candidate(s) was given extra time because of technical issues complete a blue *Special Report of Supervisor* form. You may add more than one candidate's name onto this form for similar issues.
- All plastic bags and all forms go to the ECM.
- Lock the computer room before you leave.

Delivery of bags and forms to the ECM

- Hand the sealed plastic bags of candidate work and any blue *Special Report of Supervisor* forms to the ECM.
- Advise the ECM that the PN (or their delegate) may now copy candidate work onto another storage device and delete the candidates' original files.

ECM responsibilities

- The ECM will place the completed copy of the *Principal's Attestation for SAC candidates* form in a clear plastic bag.
- Return the bag to NZQA with unused materials once all exams have finished.

PN's responsibilities at the end of the exam

- It is the responsibility of the PN to make backup copies of all candidate work completed on a computer and to secure this, in the event it is required later by NZQA.
- After this, all work completed by candidates on computers is to be deleted. This is the responsibility of the PN.

Appendix A: Computer use - candidate responsibilities

The supervisor/teacher may need to check you understand this information.

Before the exam starts

- You must use the computer that has been cleared for you.

Labelling your work

- Header - at the top of each page you must label your work with your NSN, Exam Centre (school number) and Exam Code and the number of the standard your answers are for.
- Do this before any exam starts and print the page to check that your computer is printing correctly. If it is not, put up your hand and tell the supervisor.
- If you have difficulty with labelling your work, the supervisor can help you.

During the exam

- You may not access any external information via wireless or Bluetooth.
- You may not access any files created before the exam, except for systems files.
- If you have any problems, put up your hand and wait for the supervisor. If there is something wrong with the computer, they will call a technician to solve the problem. The supervisor or technician cannot help if you do not understand something, do not know how to use the software or lose your work.
- If the problem is not your fault, the supervisor will keep track of the time taken and add this time to the end of your exam. If the problem is going to take more than 20 minutes to be resolved in an exam, discuss this with your PN.

Saving and printing

- Save your work as you go. If you do not save your work and you lose it, no extra time will be given to you.
- The work for each standard must be printed on separate sheets of paper.
- **All work** must be printed out before the exam finishes.
- It is a good idea to print your work when you have finished each standard.
- In an exam, the school will organise either a printer in your exam room or a networked printer in a central location. If you print to a networked printer, the school will organise someone to bring your work to you in your exam room.
- You **must not** leave your seat to collect your printing. It will be brought to you.

End of the exam

- Check you have all your printouts. If you do not, tell the supervisor.
- If you have not saved your work and it has not printed, you cannot do it again. The exam is finished.
- Check your NSN, Exam Centre/Exam Code and standard number appear on the top of every sheet of paper. If they don't, tell the supervisor and you may handwrite them.

Packing your materials after exams

- Put the computer printout for the first standard inside the answer booklet for that standard.
- Put the booklet inside the clear plastic bag and close the top.
- Repeat with any other standards, if you did work for them
- Do not put more than one booklet in each plastic bag.
- Your supervisor will collect your bag(s) and any booklets with no work in them.
- **All** answer booklets given to you must be given back to the supervisor, even if you did no work for these standards.

Appendix B: Computer use in exams – PN’s responsibilities

Schools are required to follow these processes for all Special Assessment Candidates (SAC) approved to use a computer to type and print their work. They must be followed for exam by each candidate.

Before every exam

School computers

The PN is responsible for ensuring that candidates using a computer:

- do not have access to any external information via wireless or bluetooth.
- have their mobile phones powered off, in their emergency packs.
- do not have access to any files created before the exam (except those that are systems-related).
- cannot read one another’s screens
- are able to print from their computer to a supervised printer in the exam room or a networked central printer
- understand they may not collect printed work themselves.

Note: If no printer is available in the exam room, a school-provided supervisor will be stationed at any networked central printer to gather any printed material for SAC candidates and take it to the exam room. This preserves the security and authenticity of the exam material.

Candidates’ own devices

The PN needs to be aware that there are difficulties in setting up candidates’ own devices to ensure candidate work is authentic.

If candidates use their own devices, the PN is responsible for ensuring candidates:

- do not have access to any external information via wireless or bluetooth.
- have their mobile phones powered off, in their emergency packs.
- do not have access to any files created before the exam (except those that are systems-related).
- are able to connect their devices to a supervised school printer and print their work.

No flash drives or other portable storage devices are to be used during any exam.

Technical resourcing for exams

The PN will ensure that:

- a technician is on site at all times when computer/devices are in use
- the technician is readily available to assist the supervisor of the assessment
- any printer used is well-stocked with paper, and that replacement ink or toner cartridges are on-site in the event these run out during an assessment.

Technicians may only help with:

- mechanical problems
- software issues
- printer issues

Technicians may not help where the candidate does not understand something, know how to use the software or loses their work.

The time taken to resolve an issue *not of the candidate’s making* will be recorded by the supervisor. This time will be added to the end of the exam for that candidate. If the time taken to resolve such an issue is going to exceed 20 minutes in an exam, the candidate is entitled to apply for a derived grade.

At the end of an exam

- A backup of each candidate’s work must be saved to a secure location only accessible to the PN.
- All files created by a candidate for the exam are to be permanently deleted after backups have been made, and before the computer is next used.

At the end of all exams

The PN is required to complete the *Use of Computers in Examinations* form to confirm that the correct procedures for the use of a computer in exams have been carried out by, and for all, candidates.

This form is available for download from:

<http://www.nzqa.govt.nz/audience-pages/secondary-schools-and-teachers/forms/>

This signed form is handed to the ECM to be included in the documents sent to NZQA after the completion of all exams.

Appendix C: Do I use a blue, purple or pink form?

Blue Special Report of Supervisor	Purple Possible Breach of Examination Rules form
Candidate appears twice on the attendance roll.	Candidate found with mobile phone in pocket during exam.
Candidate writes in the wrong booklet.	Candidate's phone or watch alarm rings in bag in exam room.
Candidate booklet has loose pages, or it appears the booklet may fall apart or is damaged.	Candidate refuses to obey a supervisor instruction.
Candidate leaves the exam room more than twice to visit the toilet.	Candidate's admission slip contains handwriting - seen after exam has started.
Candidate cannot wait to use the toilet and is permitted to go in the first 45 minutes.	Candidate found with notes in exam.
Candidate becomes ill during an exam.	Candidate disrupts others in exam.
Candidate refuses to hand in booklets at end of exam or there is a booklet missing.	Candidate has writing on hands/arms etc.
Candidates have to leave the exam room because of an emergency eg, fire alarm.	Candidate seen wearing a watch after the exam has started.
Problems with equipment in exam.	Candidate suspected of copying from another.
Disturbance, not created by a candidate, which does not necessitate evacuation.	Candidate communicates with another during exam.
Candidate had to use non- NZQA refill paper supplied by a supervisor as a last resort	Candidate found with translation device in exam - not stored in evacuation pack.
A candidate with enlarged or special papers has written in the non-barcoded booklet(s).	Candidate seen to write rapidly after return from toilet visit – possible frequent visits also.
Candidate on the additional or late roll is absent.	A USB/memory stick is seen sticking out of a computer used by a SAC candidate.
Pink Candidate Given Non-Barcoded Booklet(s) form	
Candidate(s) on the additional roll.	
Candidate(s) NOT on any attendance roll.	
Candidate(s) requests a booklet(s) which is not included in their set of booklets.	
Candidate(s) on the Late Entry attendance roll.	

For more details see 'Dealing with Issues in Exams'.

Appendix D: Checklist for supervisors

✓	Exam materials for each room
	Sets of barcoded exam booklets
	Buffer exam booklets - if required
	'ABS Absent' stickers
	Attendance roll (or part of one), copy of late entry attendance roll, and pen
	NZQA- supplied supplementary paper for answers only (keep secure)
	Pink Candidate Given Non-Barcoded Booklet(s) forms
	Blue Special Report of Supervisors
	Yellow Candidate Late to Examination form
	Special materials for the exam eg, computer and speakers
	Clear plastic bags for booklets containing supplementary paper or two SAC candidate booklets and forms
	Toilet Roll
	Correctly labelled green courier bag(s) for the session (may be retained by ECM)
✓	Setting up the exam room
	Exam signs outside and inside the room
	Walls cleared of posters/student work. No books near any candidates
	A working clock visible to all candidates
	Whiteboard to show exam times in 15-minute intervals
	Whiteboard pens
	Desks arranged so candidates' work cannot be seen by others
	No wobbly chairs or desks
	Your desk – best located in front of candidates
	Exam booklet sets arranged on desks in attendance roll order
✓	Getting ready to start the exam
	Candidates have admission slips ready. No slip – send candidate to PN
	Calculator memories cleared by teaching staff before candidates enter room
	Candidates brought into room in attendance roll order
	Candidates sit at desks as directed and put admission slips on desks face up, opened out
	Check booklet packs against exam code on admission slip to confirm correct seating
	Read the Pre-Examination Instructions aloud about 10 minutes before start of exam
	START THE EXAM
✓	During the exam
	Supervise candidates closely – active supervision at all times
	Be alert to candidates arriving late. Candidate Late to Examination form is completed and signed.
	After 30 minutes, collect in all absent (ABS) booklets Complete attendance roll – write 'A' in the 'Absent' column Fold a red 'ABS Absent' sticker over top right-hand corner of each pack (not over barcode!) Put packs in green courier bag
	After 45 minutes, candidates can leave the exam if they wish.
	If candidates finish early: <ul style="list-style-type: none"> • Collect all booklets and complete attendance roll – write number of booklets in 'Number Booklets Collected' column • Note time on attendance roll in 'Time Left' column on front of all booklets • If extra paper used, total the number of pages and write amount in 'Extra Paper' column • Secure extra paper inside correct booklet(s) and place in clear plastic bag • Quietly dismiss candidates from their desks. Monitor departure.
	No one to leave in the last 15 minutes unless all have finished their exam and agree.
✓	End of exam (12.30 pm or 5.00 pm)
	Everyone quiet and seated
	Collect all booklets. Check number handed in with each candidate. Do not record 'Time Left'
	Record booklets collected on attendance roll in 'Number Booklets Collected' column
	Record supplementary paper used in 'Extra Paper' column on attendance roll. Secure supplementary papers with correct booklets and place in clear plastic bags
	When all booklets collected, dismiss candidates
✓	Post-exam processing
	Check all candidates' booklets have been collected/accounted for. Use attendance roll to assist.
	Check non-barcoded booklets have been clearly labelled and in plastic bag
	Ensure green bag (or pink guinea pig bag) contains correct booklets/materials before sealing
	Peel 'Customer Copy' label off green bag and stick in ECM Notebook for tracking
	Ensure bag(s) handed to courier, especially any pink guinea pig bags

Appendix E: Pre-Examination Instructions

Before the start of each examination read these in a clear voice so that everyone can hear:

- 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.