

## APPENDIX 2: 2022 PN Access to Exam PDFs

If your ECM does not have enough exam booklets **for candidates in an exam and/or you need to print special papers for SAC candidates**, you can access PDF files on the day of the exam via the High Security section. This link is only available if your school is an exam centre.

<p><b>EmailLink</b> NB: Opens in new window on NZQA website</p> <p><b>High Security Features</b></p> <p><b>School's Administration</b></p> <p><b>Data File Submission</b></p> <p><b>Download Exam paper PDF Files</b> Files are available 45 minutes before the exam start time until the end of the exam session</p> <p><b>RAS Pilot Assessment Download</b> Files are available for a set date and time for those schools participating in Pilots. Refer to Subject Instructions for timeframes.</p> <p><b>Billing Report</b> (view and print out candidate billing details)</p> <p><b>Principal's Report</b> (view a list of all principal related reports available)</p>	<p>For teachers and school managers to use for assessing. Opens in new window</p> <p><b>Derived Grade Updates</b> Opens in new window</p> <p><b>Results Entry</b></p> <p><b>Provisional results entry</b></p> <p> Visual Arts Instructions (1.20MB)</p> <p> L1 MCAT Instructions (1.25MB)</p> <p> Covid affected MCAT Results Entry Instructions (1.26MB)</p> <p><b>Final results entry</b></p> <p> Visual Arts Instructions (1.20MB)</p>
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Exam Paper PDF files are only available on the day the exam is being held **from 45 minutes before the exam start time until the end of the exam session**. If you click on the link outside of the time parameters exam session files will not be displayed or be available for download.

<p><b>EXAM PAPER PDF FILES DOWNLOAD - 2022</b></p> <p>School's Home</p> <ul style="list-style-type: none"> <li>- Key Indicators</li> <li>- Candidate Search</li> <li>- Standard Search</li> <li>- Digital Submission Upload</li> <li>- Reports</li> <li>- Statistics</li> <li>- Record of Achievement</li> <li>- School's Administration</li> <li>- Data File Submission</li> <li>- File Downloads and Searches</li> <li>- Billing Report</li> <li>- Financial Assistance</li> <li>- Exam Centre Timetable</li> <li>- ECM Recruitment</li> <li>- Circulars</li> <li>- Forms</li> <li>- Logout</li> </ul>	<p>Exam Paper PDF Files Download - 2022</p> <p>Currently no available sessions to download Return to <a href="#">main menu</a>.</p>
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When you click on the link within the time parameters described (after 8.45am for morning exams and 1.15pm for afternoon exams), the exam session(s) will be displayed and available for download.

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<p><b>EXAM PAPER PDF FILES DOWNLOAD - 2021</b></p> <p>School's Home</p> <ul style="list-style-type: none"> <li>- Key Indicators</li> <li>- Candidate Search</li> <li>- Standard Search</li> <li>- Digital Submission Upload</li> <li>- Reports</li> </ul>	<p>Exam Paper PDF Files Download - 2021</p> <p>These are only to be accessed if your ECM does not have enough exam papers or for SAC candidates requiring special papers</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Session Code</th> <th>Session Start Time</th> </tr> </thead> <tbody> <tr> <td>NCEA L1 Business Studies</td> <td>L1-BUSI</td> <td>Mon Nov 01 10:15:00 NZDT 2021</td> </tr> </tbody> </table> <p><a href="#">Download</a></p>		Title	Session Code	Session Start Time	NCEA L1 Business Studies	L1-BUSI	Mon Nov 01 10:15:00 NZDT 2021
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Once downloaded, the zipped files include the Question/Answer/Resource booklets for all standards in the session including translated booklets where appropriate. Audio files are not included as your ECM has access to these.

When you click the download button it may take a few minutes for the zipped file to download to your device depending on the file size.

To open the PDFs, you require an access code. Downloading the file will send an automated email to your Principal's Nominee (PN) email address.

The email is sent from [webmaster.nzqa.govt.nz](mailto:webmaster.nzqa.govt.nz) and includes:

- the access code to open the pdfs contained in the zipped file
- the ESAA ID of the requester.

If you don't receive an email, check your junk mailbox.

**If you have not downloaded the file and you receive an email, contact your School Relationship Manager immediately.**

We recommend that you check in the School Administration section that your PN contact details are correct. The PN is responsible for putting processes in place if they are unavailable during the exams period. Emails will only be sent to PN email address.

If there are any issues accessing the files via the link you can call 0800 222 230 and request a PDF. In this situation, PDFs will be emailed to the PN's email address and the access code texted to your cellphone.

If you require access to PDFs for RAS Assessments, use the RAS Pilot Assessment Download Link which sits below the Download Exam Paper PDF files link, as displayed above.

Where possible when **printing PDFs** use the booklet function with staples in the centre fold or print onto A3 paper, then fold to A4 booklet format and staple in the centre fold. Please avoid corner staples as these cause problems in the scan and sort to marker processes.