

NCEA EXAM INSTRUCTIONS

- **Check your exam entry slip for details of name and address and that all of your subjects and standards are on these. If you were a late entry, you may not have some subjects/standards on your slip. If you have not received a slip or have subject/standards missing, see Mr Burttton urgently.**
- Morning exams: 9:30 – 12:30 Afternoon exams: 2:00 – 5:00. Be at your exam early especially if in the Auditorium – be outside by 25 minutes before start of exam.
- Can arrive up to 30 minutes late, can leave after 45 minutes, can not leave during last 15 minutes.
- Exam rooms are Auditorium and P block with some other rooms used for reader/writers. Check where your exam is on the glass windows at entrance to Auditorium and Sports noticeboard.
- Students with reader/writers will go to designated rooms.
- Exam clashes – letters issued.
- **YOU MUST BRING YOUR EXAM ENTRY SLIP.** You are not allowed entry without this. Copies can be made in the College office but this takes time so bring your exam slip with you!
- You are not allowed to take bags into an exam room, pens, pencils , rulers, calculators etc must be taken inside a **clear plastic bag. Use a second clear plastic bag for keys, cell phones (switched off).** Bring spare pens, put fresh batteries in your calculator. **Equipment can not be shared.** For Maths and some Science exams, programmable or graphics calculators must have their memory emptied before the exam. Do this before the exam so this can be shown – otherwise you may be delayed. Please switch off alarms on your watches. **Do not bring or use twink. Do not use pencil** or red/green pen.
- Be careful with your cell phones – if it is used or it rings, you may be excluded and your results for all standards in the exam will be not achieved. The rules have changed re cell phones – see above.
- Avoid bringing in food or drink to the exam rooms. Go to the toilet just before you line up for the exam.
- For large exams in the Auditorium you will be lined up according to your school **exam code**. You must enter in the correct order as you already have a desk assigned to you. Notices on the poles along the walkway will divide you into groups for this. Your exam code is on your exam entry slip. You will also need to line up in order of exam code for exams in other rooms.
- Make sure you know when your exams are on, especially morning and afternoon sessions. Get someone at home to check each day for you as well.
- If you miss an exam for medical or accidental reasons (**not** misreading the timetable!) you must get and fill in a Derived Grade application form (from the College Office). Then return this to the College Office for Mr Burttton. If you are ill, you will need a detailed medical certificate from your Doctor = fill in relevant space on form. If there are other reasons e.g. a traffic accident delaying you, or a death in your close family; you also need details for this.
- **School uniform must be worn to exams** (not year 13)
- **Scholarship candidates need photo ID** in addition to Exam entry slip. Please bring Drivers licence or school ID card.