

## **Senior Student Preparation for External Examinations**

External examinations commence on Friday 9<sup>th</sup> November 2012. All senior students should be making full use of the time available to fully prepare for them. They are the final component of the year's academic work and will provide a "passport" to further study, training and/or employment.

For those returning to College next year it is important that students achieve at least the minimum performance to enter courses they wish to study in 2013. It is better to achieve at a higher level of performance as this will make the next level easier to cope with. For those heading into further education at University or Polytechnic, performance in these examinations could be critical in terms of achieving entry requirements or reaching the University Entrance Standard.

NCEA Level Certificates will be endorsed if students achieve, overall, at a higher level. For each Level students gaining 50 or more credits at merit or better will receive their level certificate "with Merit". Those achieving 50 or more credits at excellence will have their certificate endorsed "with Excellence". Also individual courses of student can be similarly endorsed as long as students gain at least 14 credits, there are at least three credits from both internal and external standards.

### **To best prepare for these examinations students should:**

- Develop a study timetable which allows for all subjects to be revised properly
- Take advantage of revision programmes at College at times offered
- Work through examination papers from previous years. These can be found on the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
- Seek assistance from teachers if clarification is needed
- Spend less time in other activities including paid work until the examinations are completed. There will be plenty of free time after the examinations have ended until College/University/Polytechnic recommences next year

### **For the examination**

- Ensure that the date and time of each examination is clearly understood
- Ensure that necessary writing materials etc are brought to the examination
- Take full use of the time available and don't leave early unless everything possible has been completed
- Anyone found to be using a mobile phone during any examination will have the matter reported to NZQA and a possible outcome could be disqualification from the examination. Please use common sense

### **If an examination is missed**

- If, for any reason, a student is unable to attend an external examination, he/she must ring the College Office on the day of the examination but prior to the start time
- If an examination is missed for compassionate reasons (illness, major traumatic event etc), obtain a compassionate consideration request form from the office or Mr Burtton. Return the completed form to Mr Burtton or to the office
- If the examination is missed for illness, a doctor's note will need to be obtained on the day and included with the documentation