

NCEA IMPORTANT INFORMATION

Commencing: Wednesday 7th November, 2018.

All students who have entered for external examinations will receive their examination admission slip after prize giving on Friday 2nd November. It shows the external standards which your daughter has entered as at 1st September. If your daughter has decided to withdraw from a standard no action is required but **should a standard not appear on the list, please contact Mrs Jackson immediately to ensure a late entry has been made.**

The slip needs to be checked carefully and kept in a safe place as it is required for students to be able to enter the examination room. With the admission slip is an information sheet regarding the timetable and procedures for applying for a **derived grade**. If your daughter is ill on the day of the examination she may be eligible for a derived grade. The form to apply for a derived grade is on the NZQA website or a copy can be obtained from Mrs Jackson. A doctor's signature is required on the application form.

Remember students can keep up to date with their credits for NCEA by visiting the NZQA website and using their NSN and self-generated password. It is here that students obtain their examination results so it pays to become familiar with using the site before the external results arrive.

Time of Exams:

- Morning examinations start at 9.30am
- Afternoon examinations start at 2.00pm

Rules and Procedures:

- Students need to be at the examination room **30 minutes prior** to the starting time as it can take some time to get all the students seated.
- If a student arrives late for an exam they may be admitted up to 30 minutes after the examination has started but will not be allowed any extra time.
- Students cannot leave the exam room within the first hour or the last 15 minutes of the exam.
- Correct school uniform must be worn.

Venue for Exams:

- All examinations are held at Sacred Heart Girls' College, including those studied by correspondence.
- Most examinations will be held in the school gym. The location of any examination in alternate rooms will be shown on the board outside the gym.

Equipment Required for Examinations:

- Admission slip with the NSN number
- **Scholarship candidates need photo ID**
- A **clear bag** containing pen (make sure you have spare pens), ruler, calculators, protractor, etc
- Students are also permitted to take into the exam, in a clear sealable plastic bag, the following items: cell phone turned off and with alarm deactivated, wallet, keys, money, bus/train ticket
- **DO NOT** take: ipods, walkmans, watches, correction fluid or any written material

Examination Conditions Apply:

Students cannot communicate with others in any manner and all students must have their own equipment.

Contact: Mrs Cushla Jackson, D.P. Curriculum. cjackson@shgcham.school.nz