

# Examination Rules and Procedures for Geraldine High School

## Practice Exams

**Dates: Tuesday 15 - Friday 18 October**

**NOTE: You are expected to attend school on Monday 14 October**

### **Purpose of Exams:**

- To practice your externals in an exam setting.
- Get you preparing for externals.
- Add to data for determining academic prizes at senior prizegiving.
- Provide derived grade evidence in case you are not able to attend NZQA exams at the end of the year for a reason that derived grades are considered. This link takes you to information about derived grades and rules for end of year exams: <https://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/ncea/exams-and-portfolios/2019-Candidate-Sheet-October-final.pdf>
- Gives you a backup opportunity to get into courses next year if you do Not Achieve the NZQA exams but do pass the practice exams.

### **Study leave:**

All Year 11-13 students are on study leave during this time.

### **Expectations - study and signing in and out:**

- Students are either at school sitting an exam, or at home or school studying.
- **Study space:** The library will be available for study. The Common Room is not for study. Please be considerate of others who are studying and those classes around you.
- **Sign in and out:** All Y11-13 students at school for study must sign in/out at the main office. You do not need to sign in for an exam. However if you stay after an exam you must sign in then. This is important for Health and Safety.
- **Tutorials:** Students must make prior arrangements if they wish to see a teacher for study / tutorials. Teachers need to know students are coming.
- Students are not to be playing on the fields as Y7-10 classes are running as normal.

### **Expectations - uniform:**

- All students are to be in correct school uniform when sitting an exam. You are not allowed blankets, slippers etc.
- **To travel on the school buses students must be in school uniform.**
- Students who do not travel by bus but are coming into school to study or have a tutorial (they are not sitting an exam) may be in mufti.

## The Exams themselves:

You are responsible for:

- taking the correct equipment to the examination room and making sure that it is working.
- being at the exam on time.
- understanding the rules and expectations set out below.

### Attendance:

- Where an exam/practical or reassessment has been listed, it is **compulsory** for students to attend if they are entered in these standards. Failure to do so will result in the student being listed as truant.
- **Absence:** absent from school on the day of an exam students must **phone the School Office** on that day and provide a **medical certificate** on your return.
- **Where do I go?** Students should assemble in the correct location (see your exam timetable) **15 minutes prior** to their exam.
- Supervising teachers will check attendance
- **Exam timetable:** Consult your own copy of the exam timetable to ensure that you attend all exams at the appropriate time and place.
- **Lateness:** Students who arrive late must come to the Front Office. Teachers supervising the exam will be notified by the Office Staff and then students will be escorted into the exam by a teacher **if it is within the first 30 minutes of the exam starting**. No additional time will be given.
- **Bags: MUST** be left in the Hall Foyer, not outside
- **If you have a reader/ writer:** go to the hall and you will be collected from there.

### Times of Exams:

- **Morning exams 8.45am - 11.45am**
- **Afternoon exams start 12.45pm - 3.45pm**

### Length of Exam:

- **Required time in the exam:**
  - All students will remain in the exam room for a **minimum of 1 hour**;and
  - you **cannot leave the exam room in the last 15 minutes** of the length of the exam.
  - **During the first 45 minutes of an exam and the last 15 minutes you cannot leave the exam room, even to use the toilet.**

### What you can bring into exams (as per NZQA rules):

Students are responsible for taking the correct equipment to the exam and making sure that it is working.

Bring equipment into the exam room in a clear plastic bag. Students can bring:

- pens (black and blue colours are permitted) pencils and an eraser, a ruler
- an approved calculator for subjects where a calculator has been used during the year. Calculators must be silent, hand-held, non-printing and work from their own power. Students **cannot** keep notes, routines or store files in the calculator

memory. Teachers or supervisors will check the calculator memory is cleared before it can be brought into the exam room. There is a list of [Approved calculators](#).

### **Emergency evacuation and student pack**

Students are allowed to bring items for an emergency evacuation into the examination room in a clear, sealable plastic bag. This pack must stay under the chair and not be touched or opened without the permission of the supervisor. Contents could include a mobile phone (switched off) or other electronic device, keys, money, bus pass and medicines.

### **Banned items**

Do not bring the following items into an exam room **unless sealed in the emergency evacuation pack**:

- blank paper or refill paper
- correcting fluid (Twink)
- books, written notes or electronic notes
- cell phones or pagers
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- watches of any type (digital or analogue)
- any electronic device which has the capability to store, communicate and/or retrieve information except approved calculators.

### **You may also bring in:**

- A clear drink bottle containing water only.

### **Communication in the Exam. Students will:**

- Only communicate with the supervisor. Put your hand up.
- Follow the supervisors' instructions at ALL times
- Behave in a polite and courteous manner during the exam
- Ask the supervisor for permission if for any reason they need to leave the exam. Put your hand up.
- When finished place all loose pieces of paper in your exam document and put up your hand for the supervisor to collect. You must not take any answer books or loose pieces of paper out of the room.
- When students leave the exam they must leave the building, not go to the toilet in the hall building.

### **When writing your answers:**

- follow all the instructions on the front cover of the examination booklets
- use only black or blue pen. Red or green pen is used by the markers
- write neatly, so the marker can read your answers
- do not write in pencil unless instructed to do so. For end of year NZQA exams answer booklets containing work in pencil or erasable pen will not be accepted if you apply for a review or reconsideration.



