



## What To Do In Derived Grade Examinations – Written and Digital.

**Examination Materials:** You have to bring your own equipment such as black or blue pens, pencils, approved calculators. You may not borrow equipment from someone else during the examination. These should be in a clear plastic bag.

**Calculators:** You may take no more than two NZQA-approved calculators into the examination room for an approved subject. Teachers or supervisors will check that you have cleared ALL calculator memories before you begin the exam. You can only use a calculator in the examination room if its memory has been cleared.

**Emergency Evacuation Pack:** You may take items for an emergency evacuation into the examination room in a clear sealable plastic bag. This pack stays under your chair and must not be touched or opened without the permission of a supervisor. Contents could include a mobile phone (switched off) or other electronic device (switched off), keys, money, bus/train pass and medicines.

### Rules for Students

**You are not allowed to bring the following into the examination room:**

- any electronic device unless it is switched off and inside the (an electronic device is anything that can store, communicate and/or retrieve information and includes all cell phones).
- any paper or any notes in any form
- any watch of any type (digital or analogue).
- any food or drink. Only water in a clear bottle is permitted

**In an examination you are not allowed to:**

- talk to, communicate with or disturb other candidates.
- copy another candidate's work
- communicate with the marker, including writing or drawing anything that could be viewed as offensive
- **leave the examination room within the first 45 minutes or the last 15 minutes of the examination**
- touch or open any emergency evacuation pack without the permission of a supervisor.

### Examination Days – Written Examinations:

Arrive early – at least 20 minutes before the examination starts. Assemble in the canteen quad. Find out which is your examination room on the whiteboard outside the hall entrance.

**In the examination room:**

- listen to and follow the instructions of the supervisors
- when you are told to open the pack, check that you have all the booklets and that all the pages in each booklet are printed correctly
- if you have any problems put up your hand
- if you leave the examination early you are not allowed to return.
- you must not take any answer booklets or any paper provided by the supervisor out of the examination room.



If you arrive more than 30 minutes after the official start of the examination you will NOT be able to sit the examination.

- use only black or blue pen.
- write neatly, so the marker can read your answers
- do not write in pencil unless instructed to do so
- extra paper will only be provided by a supervisor.

**At the end of the examination:**

- follow the instructions of the supervisor
- stop writing and add nothing more when the supervisor tells you the examination has ended
- hand in all your answer booklets
- take from the examination room all the equipment you brought in.

**Digital Examinations:** The same written examination instructions apply. In addition:

**In the examination room:**

- sit where the supervisor tells you
- follow the supervisor's instructions to prepare your device/computer for use and log in
- the supervisor will give you the code that starts the examination.

**When completing your answers:**

- follow all instructions given in the examination
- all work you submit will be marked
- if you decide you do not want to answer the digital examination electronically, put your hand up and ask the supervisor for a paper copy. When you are attempting a standard, you cannot write some of your answers digitally and the rest in an answer booklet.

**At the end of the examination:**

- submit your answers as instructed
- hand in planning paper and ALL answer booklets where provided
- follow the supervisor's instructions to log off and pack up the equipment.

**Digital examination data collection.**

By sitting a digital examination, you are agreeing that NZQA can collect and keep digital data about your examination activity. This activity data may include, but is not limited to:

- your mouse movements and clicks
- any screen information
- any times you are locked out
- all saved versions of your answers.

NZQA will keep this data safe and not share it in any way that could identify you. NZQA may use it to identify possible breaches of the rules or improve future examination design.