

# NZQA Student Briefing

## Manurewa High School



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

**QUALIFY FOR THE FUTURE WORLD**  
**KIA NOHO TAKATŪ KI TŌ ĀMUA AO!**

## Before Exam day

Ensure you read the Candidate information sheet which was sent out to you by NZQA

Ensure you have your admission slip and the exams you are entered for are correct!

Ensure you understand the rules and procedures during the exam period. Ask if anything doesn't make sense

# What to bring with you

**1. You MUST bring your admission slip** with you to EVERY exam. You will not be able to enter the exam without one and will need to contact Ms. Thaver or Ms. Hards if you have lost this. You will not be given extra time if this makes you late to an exam

**2. Photo ID MUST** be brought for all scholarship exams or if attending an exam at a school you do not study at. It is useful to bring ID to all exams so supervisors can identify you easily

# What to bring with you

- 3. Exam materials** - are brought by you. Includes black or blue pens only, pencils and any devices you have been asked to bring by the school (own laptop/ calculator). Check materials with your teacher.
- 4. Only NZQA approved calculators**, cleared by a teacher are allowed in the exam room.
- 5. Emergency evacuation pack** - In a clear plastic bag to go directly under your chair at all times. This **MUST** not be touched unless given direct permission from a supervisor, or in case of a real emergency. Contents include a mobile phone (switched off), keys, watch, money, bus/train pass and medication

## Before your exam (on the day)

- Arrive early to your exam room! (at least 20 minutes before the exam start time)
- Ensure you bring your admission slip, ID, exam materials and anything else you need with you to the exam (maybe pack these the night before!)
- Double check your room on exam day when you arrive at the school
- Find your room and wait **QUIETLY** outside the exam room until a supervisor calls you in

## DO NOT bring into the exam room:



Cellphones



Watches - of any type



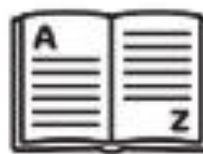
Notes / Blank paper



Electronic Devices



Correction Fluid



Books / Dictionaries

# Before you enter the room remember

- No bottles with labels etc.
- No food or packaging or any kind
- Any coats and jackets **MUST** be left at the front of the exam room, or not brought with you at all
- Ensure you have no writing on your hands, arms etc. You will be asked to wash this off if you have any and this will be considered a possible breach of exam rules

# Entering an exam room

- Please wait quietly outside your exam room until a supervisor calls your Exam Code number and allows you to enter the room. **Please wait quietly** so supervisors to not have to shout.
- NEVER enter an exam room without a supervisor calling you in, this will be a considered a possible breach of exam rules
- If you arrive at the exam room after the supervisor has called your number, wait patiently at the room door for a supervisor to let you in. **DO NOT** enter the exam room without a supervisor letting you enter. This includes if you are late



## In the exam room

- You must be silent from the moment you enter the exam room to the moment you leave
- Ensure you are sitting at the correct desk - check your booklet on your desk is yours and your NSN and exam code match your admission slip.
- Listen and follow all supervisor instructions at all times
- Do not open your exam booklet until told to. Once opened, check you have all the correct booklets and standards you are sitting
- Put your hand up if you have any problems

# In the exam room

- Follow all instructions on your exam booklet
- Only write in blue or black pen
- Do not write in pencil unless instructed to do so
- Do not use correction fluid
- Clearly cross out all work you do not wish to be marked
- Extra paper is only provided if you have completely filled your exam booklet
- Place flow wrap on the floor for supervisors to collect

# Late to an exam or leaving early?

- You can enter an exam up to **30 minutes** after the start time. You will not be able to enter after this time (10am or 2.30pm). No excuses
- If you would like to leave the exam early, raise your hand so a supervisor can collect your booklet and **leave the exam in silence** so you don't disturb others.
- You cannot leave the exam room 45 minutes after the start of the exam and 15 minutes before the end of the exam

# Toilet breaks

- One student is allowed to go to the toilet at a time. Please raise your hand if you need to go to the toilet and wait for a supervisor to let you go
- No extra time is given for toilet breaks
- If you take 3 or more toilet breaks during on exam, a possible breach of exam rules form will need to be completed by a supervisor to let NZQA know

# Finishing your exam

- Once you leave the exam room you are not able to return
- Never take any booklets out of the exam room, these must be collected by a supervisor before you leave
- Do not continue writing once a supervisor has finished an exam
- Ensure all the booklets you have written in are correct with you NSN number and Exam Code

# Finishing your exam

- Ensure any additional paper used is labelled correctly at the top
- Tick the box on any exam booklets that were not used at the top
- Take all your equipment out of the exam room upon leaving

## Possible Breach of Exam rules

- If you fail to follow the rules and instructions presented here and communicated by supervisors on exam day, this will be considered a possible breach of exam rules. A form will be filled in and sent to NZQA with your exam paper. These will be filled in with facts only and the supervisor will let you know if this happens

# COVID information

- Do not attend your exam if you are feeling unwell, or displaying any Covid symptoms in any way. Contact your school in this instance asap.
- If you start feeling unwell during an exam, let a supervisor know asap.
- **All students and exam supervisors are required to wear face masks while inside the exam room**
- If you show symptoms during an exam, a supervisor will talk to you and make a decision about what to do, this may involve removing you from the exam. Please respect their decision and staff in these situations



# Final messages

- Ensure you read the information sent by NZQA before your exams.
- Ensure you do not bring in any watches, electronic devices, paper, coats, jackets etc into the exam room (or leave coat/jackets at the front)
- Follow supervisor instructions at all times and please be respectful
- Never enter an exam room without being called in
- Do not attend an exam if unwell in any way and contact the school in this instance asap

# Any Questions?

Contact:

Ms. Thaver [tr@manurewa.school.nz](mailto:tr@manurewa.school.nz)

Ms. Hards [hm@manurewa.school.nz](mailto:hm@manurewa.school.nz)