

A stylized yellow leaf graphic is positioned on the left side of the slide, extending vertically from the top to the bottom. It consists of a central stem with three large, pointed leaves branching out to the right.

Exams – Why?

It is vital that you sit these exams to complete your NCEA qualification or to gain higher level credits for subject or level endorsements.

Course selection decisions for 2023 will be made by Kaihautuu using these exam results.

The school does not run the exams. The Exam Centre Manager is the person in overall charge.

A stylized yellow leaf graphic with a central vein and two smaller leaves branching off, positioned on the left side of the slide.

What will it look like?

- Senior school exams start on **Monday 7th November** and finish on **Friday 2 December**.
- There will be 2 exam slots of 3 hours per day for students studying at levels 1, 2 and 3.
- **The morning exam slot will start at 9.30 am and will finish by 12.30 pm**
- **The afternoon exam slot will start at 2.00 pm and will finish by 5.00 pm.**

A decorative graphic on the left side of the slide, consisting of a vertical yellow stem with three stylized yellow leaves pointing to the right. The leaves have a dark yellow outline and a lighter yellow fill.

Where should you be and when?

- You should be off site when you have no exams. However, the school library will be available. Do not interrupt junior classes during the exams.
- When you come onsite, please enter and exit via gate 2
- Check your individual exam [timetable](#).
- If you do not have your admission slip you must get it reprinted and signed by Mr Bennett - Principal's Nominee or Ms Ward in **B12** before the exam.

What do I need to do, exams?

- Students must be in school uniform for exams.
- Go to the small gym **20 minutes** before your scheduled exam start time with all the equipment you need.
- Check your NSN on the gym wall for exam row seating.
- Sit at the assigned desk in the correct exam room as directed by an exam supervisor.
- If you arrive after the first **30 minutes** of the official exam start time you will not be allowed entry.

What do I need to do, exams?

- You must follow the instructions of the supervisor and not distract or disturb any other candidate.
- You must not breach the examination rules, share your work, or communicate other candidates.
- listen to the important information that is read to you at the beginning of each exam session.
- You may leave after 45 minutes if you wish, however, check you have completed all pages of your exam. To leave, raise your hand and the supervisor will collect your paper before you can leave your seat



What should I bring?

- Pens and equipment in a clear plastic bag.
- An emergency pack in a clear plastic bag may include – an inhaler, cell phone (switched off), keys, money, bus / train pass and medicines. This stays under your chair and may not be touched or opened without permission.
- Any calculator must be on silent, battery-powered and have no formulae stored.
- Clear water bottle with **ALL** labels removed





What about other things?

- Watches must be turned off and in your emergency pack.
- Any notes or books must be sealed in your bag and are not allowed in the exam room/gym.
- Lollies/food cannot be consumed in the exam rooms.
- Bags are to be left outside of the exam room/gym. Do not bring one to school unless necessary.

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During the exam

- Exam booklets are personalised for each candidate. Check that you are sitting at the correct desk by matching the NSN and exam code on your admission slip with those on the pre-printed labels on the set of booklets in front of you.
- Do not begin the exam until instructed to do so.
- Please read **ALL** the instructions on the front cover of the exam paper carefully.
- Raise your hand to quietly attract the attention of a supervisor if you must ask a question or have finished.
- All answer booklets will be collected by the supervisor at the end of each exam. Do not leave until this is done and you have been dismissed

A decorative graphic on the left side of the slide, consisting of a vertical yellow stem with three stylized yellow leaves pointing to the right. The leaves are simple, rounded shapes with a central vein.

What if I'm away?

- Candidates who cannot sit an examination because of sickness, accident, injury or a family bereavement or other emergency must contact Mr Bennett Principal's Nominee as soon as possible.
- Bt@pukekohehigh.school.nz
- The Principal's Nominee will give advice about eligibility for a Derived Grade application.

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What if I'm ill during the exam?

- If candidates feel ill during the examination and think they performed badly as a result, or have to leave the room, they must:
 - Advise the exam room supervisor that they feel unwell and if possible go to the nurse
 - See the Principal's Nominee as soon as possible for a Derived Grade Application.