

Your Exams Admission Slip

Your **Exam Code** and **NSN** (National Student Number) are printed at the top right-hand corner of the Admission Slip.

EXAM CODE: This is used by the exam supervisor to place you in the correct seat with your correct booklets.

NSN: This is your number for every year you enter national qualifications. Use this number to create an account on the NZQA website (www.nzqa.govt.nz/login/) using the 'Students & Learners Login' link. You will be able to view your personal and entry details and login to the digital exams (if applicable).

ARRIVING FOR EXAMS

Make sure that you arrive at the exam room by the **Report Time** shown on the other side of this page. This will give you time to get ready for the exam.

EXAM SESSION

The name of the exam session, (eg, NCEA L1 Biology) may not be the same name as the course you are doing at school (eg, NCEA L1 Science). Check the standard numbers displayed under the exam sessions.

NZQA EXAMS

By entering for NZQA external assessment you have agreed to follow all Rules and Instructions for Candidates on the Candidate Information Sheet and the NZQA Assessment (including exams) Rules (<https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/>).

NZQA will investigate any reported possible breach of the rules. There may be a penalty for a breach.

REMINDERS FOR CANDIDATES

- **If you arrive after the official start time of the exam, the time is not added at the end. If you arrive more than 30 minutes after the official start time of the exam you will NOT be able to sit the exam.**
- Follow all instructions of any exam supervisor.
- All work you submit for marking must be your own.
- You **must** write your exam answers in the NZQA answer booklets or on the extra paper given to you by a supervisor. Please ensure you **do not** write in the cross-hatched area on the NZQA answer booklet, as this area may be cut off when the booklet is marked.
- Tick the box on the front page of any unused answer booklets to indicate you have not written anything inside and place them in a separate pile on your desk to be collected by the supervisor at the end of the exam.
- If you switch to the paper exam from digital, you cannot switch back to the digital exam.
- Answers for digital exams must only be submitted via the NZQA digital exam platform.

In an exam you are not allowed to:

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

TAKE THE FOLLOWING INTO THE EXAM ROOM:

- your Exams Admission Slip. **Do not write on it in any way, at any time**
- a see-through pencil case or a clear sealable plastic bag to hold your pens and pencils, including coloured, to use if needed
- blue or black pens. Answers in pencil or erasable pen will be will not be accepted for reconsideration or review
- no more than two NZQA-approved calculators for an approved subject
- headphones (for language or Te Reo Rangatira digital exams) and any device the school has asked you to bring to the digital exams
- an emergency evacuation pack containing items for an emergency evacuation in a clear, sealable plastic bag
- photo ID (only if you are sitting an NZ Scholarship exam or sitting your exam at a school where you do not study).

EMERGENCY EVACUATION PACK

You may take items for an emergency evacuation into the exam 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 cell phone (switched off) or other electronic device (switched off), keys, money, mask or face covering, bus/train pass and medicines. NZQA, or any employee, is not responsible for any loss or damage to any of your property during the exam period.

LEAVE OUTSIDE THE EXAM ROOM:

- any electronic device not required for a digital exam unless it is switched off **and** inside your sealed emergency evacuation pack (*an electronic device is anything that can store, communicate and/or retrieve information and includes all cell phones*)
- any paper – except for your Exams Admission Slip
- any notes, in any form
- a watch of any type (digital or analogue)
- correcting fluid. If you use this in your NZ Scholarship booklets, they will not be accepted for reconsideration or review.