

# RONGOTAI COLLEGE



## Term 3 Senior Examinations 2020

### Student Guide

Practice senior Examinations are an important tool to prepare for external examinations. They must be conducted formally to allow for the possibility of you receiving a Derived Grade should you be absent from the NCEA examinations. The following basic rules apply:

- Practice senior Examinations are compulsory. If you are absent from an examination see your HOD/TIC of the subject you missed. You are expected to be available in a free spot during the examination week to catch-up the missed examination.
- You must report outside the location of your examination (most are in Renner Hall) at the start of your examination (by 8:45am for 8:55am start for morning examinations, and by 1:20pm for 1:30pm start for afternoon examinations). See the **Examination Timetable**.
- You will not be admitted to the Examination if you are late.
- Similar to NZQA externally assessed examinations, you may leave after 60 minutes. No student may leave in the final 15 minutes.
- Use the examination booklet provided. You will need a clear plastic bag to contain your (blue/black) pens, approved calculators. Pencils are only to be used if directed by your subject teacher eg. Geography. You may have a clear drink bottle.
- You are allowed to have an “emergency pack”; a plastic bag with items such as money, mobile phones (turned off), keys, bus pass, and medicine. This is to be left unopened during the examination and under your chair. You will not be allowed to wear a smart watch into the exam hall.
- You may not talk, communicate with or disturb other students. Do not read or copy another student’s work.
- Write your name and teacher’s name on the front of your examination papers.
- If you have any problems, put your hand up and a staff member will attend to you.
- You are responsible for taking the correct equipment to the examination room and making sure that it is working.
- You must follow the instructions of the examination supervisor.
- Any questions, see Mr Reddy.