

Prayer for studying

Dear Lord, Help me to be the best student I can be.

Help to study well and to study often, especially when I don't feel like studying at all.

Help me to listen to my teachers and my coaches.

Help me to treat others as I would like them to treat me.

Help me to be a good friend to others.

Help me to do the best work I can do.

Help me to use all the gifts you have given me.

Help me to trust in you, Lord, and in your love for me.

Amen.

NCEA Examinations

Morning exams start at 9.30am

Be here by 9.10am

Afternoon exams start at 2.00pm

Be here by 1.40pm

Admission Slip

- You must take your admission slip to every exam.
- It must be face up on your desk during all exams.
- Do not write on it.
- Do not give it to someone else to look after.
- Ms. Wards or Mrs. Taylor will help you if you lose it – but don't!

Exam equipment:

- Bring your own equipment into the exam room in a clear plastic bag. You can take:
 - pens (only black or blue), pencils and an eraser
 - highlighters
 - an approved calculator for subjects where you have used a calculator during the year.
- Teachers will clear the calculator memory before you enter an exam room.

Banned items:

Do not bring the following items into the exam room:

- blank paper or refill paper
- Twink
- cellphones or ipods or earphones
- any kind of dictionary
- any electronic devices except approved calculators.

On the day of the exam

Arrive at least 20 minutes before the exam starts. If you are more than 30 minutes late, you will not be able to enter the exam room.

In the exam room

- At all times, listen to and follow the instructions of the supervisor.
- Sit at the desk where you are told to sit. The exam booklets at this desk will have been selected and coded just for you.
- When you are told, check that all pages in each exam booklet are printed correctly.
- If you have any problems put up your hand.
- You cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.
- If you leave the exam early, you may not return.

During the exam

- Do not borrow equipment from someone else.
- Do not talk to, communicate with, or do anything to disturb other candidates.
- Do not read or copy another candidate's work.
- Do not write or draw anything that is not part of your exam answer.
- Answer all questions to the best of your ability. Check and recheck your work. Stay till you are confident of a good grade.
- Everyone has up to 3 hours in every exam.

Writing your answers

- Follow all the instructions on the front cover of the exam booklet.
- Use only black or blue pen. Do not write in pencil unless instructed to do so.
- Write neatly, so the marker can read your answers.
- Cross out any work you do not want marked.
- Do not write to the marker or write in the part of the answer booklet 'For assessor's use only'.
- Do not write your answers for one standard in the answer booklet for another. If you have filled up your answer booklet, you may request extra paper.
- Write your name at the top of any additional sheets of paper provided and put them inside the answer booklet.

At the end of the exam

- Stop writing when the supervisor tells you to.
- Hand all material to be marked to the supervisor before you leave.
- If you take any work outside the examination room, it will not be marked.

During exam leave

- Study at home, unless a teacher has made a particular time to meet with you.
- Wear school uniform to school for all exams and tutorials.
- Attend all exam sessions you are entered in.
- If you are sick or have a family emergency, you **MUST** contact Ms Wards. You will need to get a doctor's certificate (if sick) and fill in an application form to apply for a derived grade.

Most importantly:

- Don't panic.
- Respect both supervisors and other candidates.
- Study hard and do your best.

Results

- You can check your internally assessed results on the NZQA website at any time. If any results are not right, tell Ms. Wards immediately.
- Your exam results will be available on the NZQA website from mid-January.
- If you want to receive a results notice in the post, you will need to request this online by 31 December (see Ms. Wards if you need help).

Prayer before exams

Loving God
be with me now,
as I prepare for my exams.

Thank you for the many talents and gifts you have
given me and for the opportunity of education.

Calm my nerves and anxiety, help me
to remember all that I have studied,
to express it clearly and to answer the questions
the very best that I can.

Holy Spirit, sit with me in my exam
- and always.

In Jesus' name

Amen