



Northcote College Senior Exams

12 – 20 September 2024

Year 11, 12 & 13 Student Information

PLEASE CHECK YOUR TIMETABLE CAREFULLY!

During study leave when you do not have an exam you can **remain at home and STUDY** or you can **study at school in the library**. Take special advantage of the Flexible Learning Day on Thursday 5 September and Mid-term break on Friday 6 September 2024.

Normal classes for all senior students resume on Monday 23 September (Day 6).

Uniform

Students are to attend exams in CORRECT SCHOOL UNIFORM. Year 13 students must dress to code.

Reader/Writer

If you qualify for assistance contact Mrs Mistlberger for your personalised exam timetable.

Absence (sickness, bereavement, etc)

- Ring the attendance office ext. 750 on the day of the exam.
- State the exam you are missing and the teacher's name.
- You must provide a medical certificate, issued on the day of the exam. The medical certificate should be handed to Student Reception, Te Korowai Aroha, on your return.
- If you cannot provide a medical certificate leave a message for Ms Hall and she will contact your parents.

Clashes

If you have an exam clash you must collect an *Exam Clash Form* from outside Mr Plummer's (Mr Reed) office and return it as soon as possible.

Exam materials

Bring equipment into the exam room in a clear plastic bag. Students can bring:

- pens (black and blue colours are permitted) pencils and an eraser
- an approved calculator for subjects where a calculator has been used during the year.
- Digital Exams will require your own fully charged device.

Calculators must be silent, hand-held, non-printing and work from their own power. Students cannot keep notes, routines or store files in the calculator memory. Teachers or supervisors will check the calculator memory is cleared before it can be brought into the exam room.

Emergency evacuation and student pack

Students are allowed to bring items for an emergency evacuation into the examination room in a clear, sealable plastic bag. This pack must stay under the chair and not be touched or opened without the permission of the supervisor. Contents could include a mobile phone (switched off) or other electronic device, keys, money, bus pass and medicines.

Banned items

Do NOT bring:

- blank paper or refill paper
- correcting fluid
- books, written notes, watches (digital or analogue) or electronic notes
- English dictionaries, foreign language dictionaries, or te reo Māori dictionaries or translators
- any electronic device (including a watch) which has the capability to store, communicate and/or retrieve information except approved calculators, including watches, for paper based exams.

On the day of the exam

Arrive at least 15 minutes before the exam starts to find out the location of the exam room arranged by the school.

If you arrive more than 30 minutes after the exam has started you will not be able to sit the exam or enter an exam room.

In the exam room

- Listen to and follow the instructions of the supervisor.
- Sit at the desk allocated.
- When told, check that all pages in each exam booklet are printed correctly.
- If you have a problem, you should put your hand up.
- Students are discouraged from leaving the exam early. Only the teacher in charge of the exam can allow early release and you cannot leave in the first 45 minutes or the last 15 minutes of the examination, even to use the toilet.

During the exam

Students should:

- not borrow equipment from someone else
- not talk to, communicate with, or do anything to disturb other students
- not read or copy another student's work.

Writing answers

Students should:

- follow all the instructions on the front cover of the exam booklet
- use only black or blue pen
- not write in pencil unless instructed to do so. Work in pencil or erasable pen will not be accepted if a student applies for review or reconsideration
- write neatly, so the marker can read the answers
- cross out any work you do not want marked
- not write or draw anything that may be regarded as offensive
- not write to the marker or write in the part of the answer booklet 'For assessor's use only'
- not write answers for one standard in the answer booklet for another. Where students fill up their answer booklet, they may request extra paper
- fill in your details at the top of any additional sheets of paper provided and put them inside the answer booklet.

At the end of the exam

Students must stop writing when the supervisor indicates. You must hand all material (including resource sheets) to be marked to the supervisor before you leave. If you take any work outside the examination room, it will not be marked.