

New Plymouth Girls' High School

Senior End of Year Examinations - September 2017

Instructions to Students

Study leave

- Students in Years 11, 12 and 13 are on study leave from **Wednesday 13th September** until **Wednesday 20th September** inclusive.
- Year 9 or 10 students sitting examinations will have study leave for the day of their examination and for morning examinations they will be able to leave after tutor time the day before.
- Students are to wear mufti when attending school for examinations or study.
- Students are expected to be studying when they have no scheduled examination.
- Years 10, 11 & 12 Students wishing to study at school should report to **O3A or the library**

Examination times

Morning examinations - students must report to the examination room by **8.45 am**

The examination runs from 9am to 12pm (earlier finish for shorter examinations)

Afternoon examinations - students must report to the examination room by **12:45pm**

The examination runs from 1.00 pm to 4.00pm (earlier finish for shorter examinations)

Examination Attendance

- Students must attend examinations at the times scheduled.
- Please contact the absentee line if you are too sick or otherwise unable to sit an examination and **say which subject and level of the examination(s) you are missing**. Catch-ups for those with medical certificates* or similar will be on Wednesday 20th September in the Hall. (*give these to your dean on your return to school)
- Students who have special assessment conditions for examinations need to see Mrs McVicar to find out your examination timetable and rooms.

Clashes

- All examination clashes have been allocated to another time.

Examination Procedures

If you are later than 30 minutes for your examination you will not be permitted to sit the examination. Students may not leave the examination room during the first 45 minutes or the last 15 minutes of the examination.

Examination Entry

- Students sitting examinations in the hall are expected to line up outside in class lines in order of the teacher codes.
- If your examination is in a classroom you need to line up outside it.
- You need to be prepared for entry with your equipment out **in a clear plastic bag**.
- Only water in clear non written on plastic bottles and small unwrapped snacks in a clear plastic bag is allowed.
- **All cell phones are to be turned off.**
- Students may bring a small emergency clear plastic bag with them that they leave under their desk.
- Once you enter the examination room you are not allowed to communicate with other students.

Examination regulations

- Students are responsible for bringing their own pens, pencils, calculators etc
- Students with Graphic Calculators must know how to clear the memories on request.
- If required by your subject, you must have blank writing paper for your examination.
- **No** foreign language dictionaries may be taken into examinations.
- During the examination students **must not** communicate with other students, copy from another students work, make any undue noise or disturb other students.
- Students **must** follow any instructions given by the examination supervisor.
- Students **must not** engage in any dishonest practice or misconduct in connection with the examination.
- At the end of the examination students **must** hand in their answer paper and the question paper.

These regulations are similar to the NZQA regulations.

***Remember to check your examination timetable carefully
so that you arrive in plenty of time for your scheduled examinations.***