

2023 NCEA EXAM INFORMATION

1. Rooming information

If your exam is not listed on the following page, it will be in A block. Details will be on display in front of A block on exam day.

Where multiple rooms are needed for an exam you need to know your **exam code** to work out which room you are in. This code is shown on the top-right corner of your exam **admission slip**. It is a letter followed by a number, eg E145. The **multiple room list** is on the next page.

Examinations Admission Slip
-- ORIGINAL --

Exam Code: **E145**

NSN: **0123456789**

Verification Code: **Air43catch**

Sort Key: 10BWP

Keep your Verification Code and NSN confidential, keep it in a safe place and do not share it with anyone.

Your exam booklets will be personalised. Instead of your name being printed on the booklets, your **National Student Number (NSN)** appears i.e. a 9-digit number. This number is also on your exam admission slip.

If you are not sure which room you are in, there will be staff present on the day who can help you.

2. Derived Grades

If illness or exceptional circumstances prevent you from attending an exam or preparing for an exam, please contact Mr Melton (Principal Nominee) as soon as possible, ph.325 2121 or email tme@lincoln.school.nz. He can give advice on the derived grade process if you are eligible. In all cases, derived grade application forms need to be completed. Mr Melton has these.

3. Reminders:

- You need to take your exam **admission slip into every exam**, otherwise you can't enter the exam room. If you lose the slip you can reprint it or pay \$1.00 at the office for a new copy. Please do not write or draw on the admission slip or share it with anyone.
- All exams are 3 hours long (you can't leave in the first 45 minutes or last 15 minutes).

Exam time	Report outside exam room	Start time	Finish time
<i>Morning</i>	<i>9:10am</i>	<i>9:30am</i>	<i>12:30pm</i>
<i>Afternoon</i>	<i>1:40pm</i>	<i>2:00pm</i>	<i>5:00pm</i>

- Make sure you are on time. If you are more than 30 minutes late after the start of an exam, irrespective of the reason, you will not be able to sit any papers from that exam. Getting the time wrong does not make you eligible for a derived grade.
- Please check the details from the NZQA's *Candidate Information sheet*. Both of these were distributed during Linc in week 2. Spare copies are available for the school office. This sheet explains:
 - The exam **rules**
 - How to **access your results** online (they are not sent out to you)
 - What you can take in the **emergency evacuation pack** (A4 size, clear plastic sealable bag that is kept under your seat, but kept closed during the exam)
 - What **materials** are needed including calculators that should be in a clear plastic bag (do not bring your own paper or a watch of any type – digital or analogue)
 - Only use blue or black pen. Don't use correcting fluid (twink) or pencil (unless instructed) as you won't be able to appeal your grade.
- Please make sure you have set up an NZQA login so you can access the digital exams and your NCEA results in January** (they are not sent in the mail). Go to www2.nzqa.govt.nz/login. You also request your certificate, Results Summary and Record of Achievement from the NZQA learner login (they are not sent out unless requested online).