

SENIOR PRE-REQUISITE EXAMS TIMETABLE TERM 3 2022



Exams are USUALLY 3 hours

AM 8-45-11.45

PM = 1.10-4.10

(be there 8.20)

(be there 12.45)

NOTE: CHECK CAREFULLY whether AM & PM times! CHECK CAREFULLY - ANY CLASHES?

1. STUDENT EXAM TIMETABLE - READ IT, AND ALL THE INFORMATION BELOW!

2. **NOTE: CLASHES:** Students will be contacted via school email and through your AMP mentor about known clashes and must adhere to the proposed time. ALL practical or aural exams must be completed in the set time slot. Written exams will be rescheduled for the next available time slot. Mr Barrett will contact you via your school email about your exam clashes. The email will be sent by **Monday 5th of September**. If you have not been contacted by this time, and there is a problem, you are to email pbarrett@mags.school.nz as soon as possible to arrange resolving the clash.
3. **PUNCTUALITY:** Check your daily timetables carefully to ensure you know where you have to be at all times. Punctuality is critical.
AM EXAMS = Be at school ready for AM exams by 8.20am, to be in room/hall. Morning exams start at 8.45am
PM EXAMS = Be at school ready for PM exams by 12.45pm, to be in room/hall. Afternoon exams start at 1.10pm.
NOTE: Afternoon exams are scheduled to finish at **4.10pm**, so this may affect your usual travel/transport arrangements.
NOTE: 11SD1 Double Science has a 3 to 3.5 hour exam (it has an extra half hour available so you could finish at 4:40pm that day)
THURSDAY exam times are clearly indicated on the exam timetable. This is not the usual later start time.
4. **ROOMS** : Lists of rooms for exam are posted each day on white boards and notice boards outside the back of the Hall, at the Library, the Student Centre, MH Block and A BLOCK. You must arrive early enough to read these and make your way to the correct venue.
Be there, ready to start, **AT LEAST 25 mins** before the start time.
5. **TALKING** : There is **no talking** once an exam has commenced. **Eating:** No eating or chewing gum is permitted.
6. **No dictionaries or translation aids**, electronic or otherwise, are allowed in examinations unless specifically indicated in the exam instructions. All **calculators** must have any programmable memory cleared. (**NZQA rule**). This will be checked on entry to the exam. **Cell phones** and **watches** are permitted only **if turned off** and in a transparent plastic bag on the floor. (**NZQA rule**).
7. **BAGS** are to be left at the front or back of the exam room/hall. **PENCIL CASES are not permitted (NZQA rule)**. Students must carry equipment in a transparent plastic bag (**NZQA**). **DO NOT bring your school bag unless you have to.**
8. **LATENESS** : Students who are late for an exam must get a late note from a Senior Manager. They will not be allowed to enter the exam room/hall until they have done so. Plan to catch an earlier bus/train than usual, just to be sure.
9. **UNIFORM** : Students will **NOT** be admitted to an exam in incorrect uniform. **NOTE: You are not permitted at St Lukes during the exam periods.**
10. **SPECIAL EXAM CONDITIONS : (SAC)** If you are a student who sits exams under special conditions e.g.; use a reader writer or have extra time, or use an electronic device - **make sure you complete the online request form or speak to Mrs Drake pdrake@mags.school.nz in the Learning Support Dept, to confirm your arrangements.**
11. **LEAVING EXAMS** : Students are **NOT** to leave an exam early other than through illness or an **URGENT toilet** request.
REPEAT: Students may NOT leave an exam early.
12. **EXAM LEAVE** : Senior students - Years 11, 12, 13 - only come to school to sit an exam, or with the WRITTEN permission/instruction of a staff member for tutorial or study purposes. At all other times they must be **at home studying**. Between AM and PM exams you may study in the back of the hall, but must vacate it at lunchtime to allow the setup of the PM Exams
13. **ABSCENCE from Exams:** Students who do not sit exam without good cause (e.g: medical certificate) will receive 'Not Achieved' and this will be recorded on their reports. You should contact your dean and make arrangements to sit any exam that you have missed within the exam period.
14. **ATTENDANCE at exams** is critical in the event that you are prevented from sitting your NZQA exams at the end of the year. Your school exam results are used to provide you with a **derived grade** and will also be used as a **pre-requisite** for your entry into next year's courses.
15. **INTERNAL ASSESSMENTS/TUTORIALS** : provision has been made for some internal assessments/checkpoints. Make sure you take full advantage of these and check with your teachers regarding any special instructions. The tutorials with an asterisk (*) require you to check with your teacher which session you should attend.

SCHOLARSHIP CANDIDATES NOTE:

- YOUR LEVEL 3 EXAMS TAKE PRECEDENCE IF YOU HAVE A CLASH.
- In the event of such a clash, you should sit your practice Scholarship exam in any of the later Scholarship exam sessions. Sessions that are unavailable for Scholarship exams are indicated on the timetable (as there is not space in the exam rooms/hall at these times).
- YOU MUST TURN UP – NO ONE WILL REMIND YOU!

COMMON ASSESSMENT TASKS (CAT)

- Level One Mathematics and all Digital Technology classes have assessments for actual NCEA credits. This is **THE ONLY** opportunity to gain these credits, there are no re-sits. There is no possibility of catchup assessments for the CATs. Attendance is compulsory for the students in these courses.
- Note that there are other practice Mathematics exams on Tuesday 20th in the afternoon (PM), that students will also need to attend.

NUMERACY PILOT

- Students involved will be communicated with to attend this assessment on Friday 23rd in either the morning or afternoon sessions. Further details will come from the mathematics department

PISA ASSESSMENT

- A limited number of students will be emailed regarding this international test to be held on Thursday 22nd in the morning (AM). You will receive communication from Miss Rose if you are involved

If you have further questions please check first with your AMP teacher or subject teacher and, if they cannot adequately answer your query, please don't hesitate to contact Mr Barrett the exam coordinator pbarrett@mags.school.nz

These examinations provide the opportunity for you to test yourself under the conditions that NZQA exams are run at the end of the year.
TAKE THEM SERIOUSLY!