

Preparation for Digital Exams

1. Set up your NZQA account (if you have not already done so)

Go to <https://www2.nzqa.govt.nz/>

Click "Login" and scroll down to find "Learner log in" and **right underneath it, click on "Create or activate account"**

- Use your school gmail account
- Use a password you will remember!
- If your Chromebook asks if you want to save the password, say YES!

Follow the instructions to check your school gmail and click on the link you will have been sent to verify your account. When you do this, you will be asked to enter your NSN (National Student Number) - this can be found on Kamar by logging into the Student Portal, or asking your English teacher.

Then enter your date of birth, tick a couple of boxes, and you should be logged in. You will be able to see your credits to date and your exam entries.

Log out, close all your tabs, then go back to the [NZQA home page](#) and log in to your account again to make sure it works. Then **log out for the next steps.**

Make sure you have logged OUT of your NZQA account for the rest of the preparation.

2. Overview of digital exams.

Go to the page [Digital Exam Preparation for Students](#)

Watch the 4-minute video about the digital exam platform.

3. Get to know the exam software.

Scroll down on the same page to the section **Have a play** and click on the link "Digital Exam Practice". This section is to familiarise you with the exam software. Go through all the modules to learn how to use tools like the highlighter and spelling checker etc. When you get to this screen, make sure you explore all the options on the top menu bar:

The screenshot shows the top menu bar with the following items: NCEA, Practice, Standard Alerts, Standard Get Ready, Standard Features, and Exam Overview. A red circle highlights the 'Standard Alerts', 'Standard Get Ready', and 'Standard Features' items, with an arrow pointing to the text 'Click on each of these to see all the features available'. Below the menu bar, the 'Exam overview' section is displayed. It contains a paragraph explaining the exam structure and progress tracking. Below the text, there are three columns: 'Alerts', 'Get Ready', and 'Features'. Each column has a title, a description, and a 'Pages to be completed' section with three empty boxes.

Click on each of these to see all the features available

Exam overview

This screen shows you how your exam is structured. Click a progress box/page link below to access any page of your exam. You can move freely between them during the 3 hours. Your work will automatically be saved while you complete the exam. Simply press the 'Finish exam' button when you are done.

Alerts	Get Ready	Features
Understand the alerts you might get	Check you are ready to sit a digital exam	Learn how the digital exam features work
Pages to be completed	Pages to be completed	Pages to be completed

4. Complete online practice exam(s).

Scroll down further on the same page and click on [Find past Digital Exams](#).

Enter the relevant exam you want to practice, e.g.

- Literacy Reading - Level 1
- Literacy Writing - Level 1

It will ask you to log in. **DO NOT use your actual NZQA login.**

The **practice exams** have a special practice login NSN and code as below:

NSN: View2024

Verification code: Tw3nty/24

When you are asked for a four-digit pin, enter 0000.

Follow the instructions and complete the practice exam(s).

It is recommended that you complete at least one practice exam for each standard you are sitting.