# **Preparation for Digital Exams**

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

Go to <a href="https://www2.nzqa.govt.nz/">https://www2.nzqa.govt.nz/</a>

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 <u>NZQA home page</u> 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.

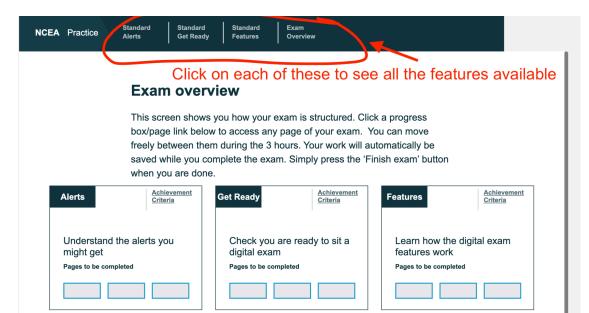
## 2. Overview of digital exams.

Go to the page <u>Digital Exam Preparation for Students</u>

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:



### 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.