



Bec McKenzie

**Exam centre
manager**

Important information about

Admission slips

And

General rules

For NCEA exams 2025



Mrs Lewis



Ms Henry

**Principal's
Nominees**

If you are sitting at least one external exam, you will have an admission slip

**2024 Exams Admission Slip
-- ORIGINAL --**

Exam Centre: 273 Wellington High School



School: 273 Wellington High School

Exam Code:



NSN:



Sort Key:



Exam Session	Date	Report Time
NCEA L3 English (D)	Wednesday, 6 November 2024	09:10 AM (or the earlier time advised by your school)
91472 Respond critically to specified aspect(s) of studied written text(s), supported by evidence	91474	Respond critically to significant aspects of unfamiliar written texts through close reading, supported by evidence
NCEA L3 Agricultural and Horticultural Science	Monday, 11 November 2024	01:40 PM
91531 Demonstrate understanding of how the production process meets market requirements for a New Zealand primary product(s)	91532	Analyse a New Zealand primary production environmental issue
NCEA L3 Biology	Wednesday, 13 November 2024	01:40 PM
91603 Demonstrate understanding of the responses of plants and animals to their external environment	91605	Demonstrate understanding of evolutionary processes leading to speciation
NCEA L3 Classical Studies (D)	Tuesday, 26 November 2024	09:10 AM (or the earlier time advised by your school)
91394 Analyse ideas and values of the classical world	91395	Analyse the significance of a work(s) of art in the classical world
NCEA L3 Media Studies (D)	Wednesday, 27 November 2024	01:40 PM (or the earlier time advised by your school)
91490 Demonstrate understanding of an aspect of a media industry		

Your Exams Admission Slip

Your **Exam Code** and **NSN** are printed at the top right-hand corner of the Admission Slip.

Exam code: This is used by the exam supervisor to place you in the correct seat with your correct booklets.

NSN (National Student Number): This is your number for every year you enter national qualifications. Use this number to create a learner account on the NZQA website: www2.nzqa.govt.nz/login/create-account/. You will be able to view your personal and entry details, log into digital exams (when applicable) and access your marked exams.

ARRIVING FOR EXAMS

Make sure that you arrive at the exam room by the **Report Time** shown on the other side of this page. This will give you time to get ready for the exam.

EXAM SESSION

The name of the exam session, (e.g. NCEA L1 Chemistry & Biology) may not be the same name as the course you are doing at school (e.g. NCEA L1 Science). Check the standard numbers displayed under the exam sessions.

NZQA EXAMS

By entering for NZQA external assessment you have agreed to follow all Rules and Instructions for Candidates on the Candidate Information Sheet and the NZQA Assessment (including exams) Rules: www2.nzqa.govt.nz/about-us/rules-fees-policies/nzqa-rules/#e10678_heading1

NZQA will investigate any reported possible breach of the rules. There may be a penalty for a breach.

REMINDERS FOR CANDIDATES

- **If you arrive after the official start time of the exam, the time is not added at the end. If you arrive more than 30 minutes after the official start time of the exam you will NOT be able to sit the exam.**
- Follow all instructions of any exam supervisor.
- All work you submit for marking must be your own.
- You **must** write your exam answers in the NZQA answer booklets or on the extra paper given to you by a supervisor. Please ensure you **do not** write in the clearly defined margins on the NZQA answer booklet, as this area may be cut off when the booklet is marked.
- Draw a cross through the box on the front page of any unused answer booklets to indicate you have not written anything inside (and ensure you have drawn a line through any answers you may have started, if you do not want them to be marked) and place them in a separate pile on your desk to be collected by the supervisor at the end of the exam.
- If you switch to the paper exam from digital, you cannot switch back to the digital exam.
- Answers for digital exams must only be submitted via the NZQA digital exam platform.

IN AN EXAM, YOU ARE NOT ALLOWED TO:

- Talk to, communicate with, or disturb other candidates.
- Copy other candidates' work.
- Access any internet site except the assessment platform and the NZQA website (to log into it).
- Communicate with the marker, including writing or drawing anything that could be viewed as offensive.
- Leave the exam room within the first 45 minutes or the last 15 minutes of the exam.
- Touch or open any emergency evacuation pack without the permission of a supervisor.

TAKE THE FOLLOWING INTO THE EXAM ROOM:

- Your Exams Admission Slip. **Do not write on it in any way, at any time.**
- A see-through pencil case or a clear plastic bag to hold your pens and pencils, to use if needed.
- Plus any black pens

Admission slip rules

- You **MUST** bring it to every exam - keep it safely in a plastic sleeve or pocket. You will not be allowed in to the exam without it.
- You **MUST NOT** write on it.
- You must not share it with anyone else.
- If you forget it, student services has **ONE** spare copy. After that you will need to go to the library when you arrive, login to your NZQA site and print off another one. In either case you will need to get Mrs Lewis or Ms Henry to sign it. At least one of us will be in the foyer area before each exam.
- Please read all the rules and regulations on the back of your slip, as well as the Candidate information sheet which your rōpū teacher will give you.

When you get your admission slip, you will need to check it has all the exams on it that you are expecting to sit

If you were entered for exams you no longer intend to sit, that is fine. You just don't turn up for the exam.

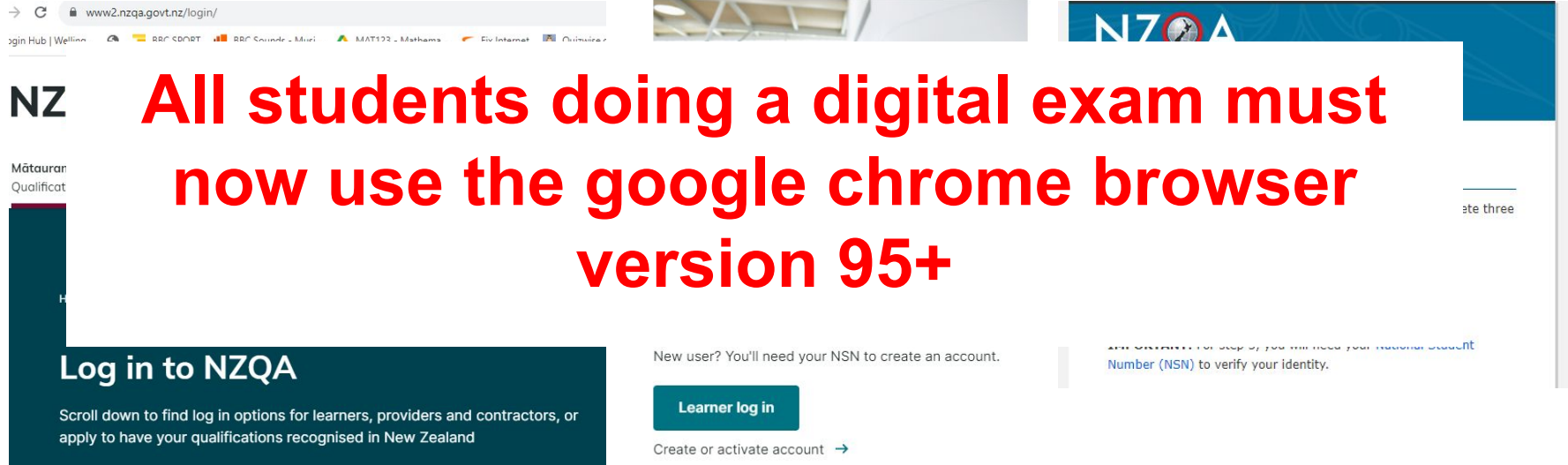
If you were entered after 1 September, the exam may not appear on your sheet and you will need to print another one - go to your NZQA site to do this and then come and get me to sign it.

If you think you should be entered for an exam and it isn't on your sheet, it's probably too late but please check with your subject teacher first and then come and see me **as soon as possible (M507)**.

If you need to print a new admission slip or you are doing a digital exam, you must log on to your learner login on the NZQA website. All of you should have an NZQA site which for you know your email address and password.

Create An Account

If you haven't logged in before, you will need to know your National Student Number (NSN) to complete your account creation. <https://www2.nzqa.govt.nz/login/>



The image shows a screenshot of the NZQA login page. At the top, there is a navigation bar with the NZQA logo and a search bar. Below the navigation bar, there is a large red text overlay that reads: "All students doing a digital exam must now use the google chrome browser version 95+". The background of the page is white with a blue header. On the left side, there is a dark blue sidebar with the text "Log in to NZQA" and "Scroll down to find log in options for learners, providers and contractors, or apply to have your qualifications recognised in New Zealand". In the center, there is a form with a "Learner log in" button and a link to "Create or activate account". On the right side, there is a text box that says "New user? You'll need your NSN to create an account." and a link to "Create or activate account".

All students doing a digital exam must now use the google chrome browser version 95+

Log in to NZQA

Scroll down to find log in options for learners, providers and contractors, or apply to have your qualifications recognised in New Zealand

New user? You'll need your NSN to create an account.

[Learner log in](#)

[Create or activate account](#) →

Any information for step 2, you will need your National Student Number (NSN) to verify your identity.

Check information, especially address. If you are doing a digital exam, this is how you will log on so **you must know your username and password**



Wellington High School Hub
Te Kura Tuarua o Taraika ki Pukeahu

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★ [NZQA Digital Exam Login](#) ★

[NCEA Exam Information](#)

SCHOL CLASSICAL STUDIES

	STAGE							
	R1	R2	R3	R4	R5	R6	R7	R8
1								
2	A100		G120		J123			
3		D122		H124				
4	D101		H100		K101			
5		E104		A103				
6								

Seating plan for hall exams

SCHOL CLASSICAL STUDIES

L1 MATHS

	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	R16	
1					CA31		E132		H126		J135		L132				1
2			A147	B142	C134	D137	E133	G135	H128	H142	J137	K136	L133				2
3		A136	A149	B143	C135	D138	E135	G137	H129	H143	J140	K137	L135				3
4	A126		B114	B144	C139	D140	E136	G138	H130	H144	J141	K138	M123		Y103		4
5		A138	B125	B146	C140	D141	E137	G141	H131	H145	J142	K139	S124			Y121	5
6	A127		B127	B148	C143	D142	E139	G142	H132	H147	J146	K141			Y110		6
7		A139	B128	B149	C144	D143	E144	G143	H134	H148	J147	K142	X108			Y122	7
8	A128		B129	C112	C145	D146	E148	G144	H135	H149	K127	K145			Y111		8
9		A140	B130	C113	C146	D147	E149	G145	H136	J125	K128	K146	X115			Y124	9
10	A131		B133	C114	C148	D148	G125	G146	H137	J126	K129	L120			Y112		10
11		A142	B134	C123	D102	D149	G127	G147	H138	J127	K130	L127	X116				11
12	A132		B136	C127	D127	E126	G131	G148	H139	J128	K131	L129			Y113		12
13		A144	B138	C129	D129	E129	G132	G149	H140	J130	K134	L130	X121				13
14	A134		B141	C130	D132	E130	G133	H125	H141	J134	K135	L131			Y118		14

Special Assessment conditions

If you are entitled to SAC, please make sure you have talked to Ms Hannagan about what you need before you go on study leave.

On the day of each exam, go to Level 4 and check the board in the open level to find out where your exam is.

If you have SAC that includes a reader or a writer, please let Ms Hannagan know beforehand if you are not going to turn up. We don't want to be paying supervisors who are not needed and they may be able to be used elsewhere.

A reminder about rules for the exams

Phones must be off and either left in your bag at the back or put in a plastic bag under your exam desk



Watches are not allowed to be worn and electronic ones must be turned off and left in your bag at the back

No hats, hoodies or heavy outdoor coats with lots of pockets can be worn in the exam



You may bring a water bottle (water only) but it must be in a totally clear plastic bottle



Emergency pack

If there is an emergency and we have to evacuate, you will not be able to collect your bags from the back of the hall. You can have an emergency pack under your exam desk with your phone (turned off), a snapper card or money, door key etc - things that will allow you to get home if you can't return to the exam room. **Everything must be in a clear plastic bag.**



MASKS



Masks are not compulsory in exams. The choice is yours. However, if you have a slight cold or cough, the ECM may require you to wear one for the protection of others. Masks will be provided if you want one.

Derived Grades

Please be really clear that you cannot claim a derived grade just because you did well in the DGE and you're happy with that grade!



If you are ill on the day of an exam, or suffer some traumatic event, you can apply for a derived grade - if you have one - from the school exams. Please send an email with details to Ms Henry or see her in person. You will need a medical certificate for an illness. If you have covid, it will be treated the same as any other illness.

Year 13s

By the start of next year you will need to make sure that the email address NZQA holds for you is NOT your school one. As leavers, you will lose access to your school emails early in 2026



**Now a few words from your Exam Centre Manager,
Bec McKenzie**





Good Luck