



10 September 2018

Dear Parents/Caregivers and Students in Years 11-13

Derived Grade Exams: Wednesday 19 September-Wednesday 26 September 2018

It is the time of year again when our senior students sit exams in preparation for NZQA external exam in November. It is important that students prepare for 'Derived Grade Exams' as these grades are submitted to NZQA and will be used in the event of a student being prevented from attending the November exams due to a temporary illness, trauma or other serious event of a significant nature.

EXAM TIMETABLE:

Please find attached the timetable for the Derived Grade Exams which start on Wednesday 19 September 2018. Please read the timetable and highlight the exam sessions you need to attend. If you have an exam clashes please complete the form at the bottom and hand this into the office by Wednesday 12 September.

START TIMES:

These exams are held in the Social Science Block and students need to report to the Hall corridor entrance 15 minutes prior to the start of the exam. Exams either start at 9 am for the morning session or 12.30pm, 1pm or 2pm for the afternoon session. No exam will go past 3pm. Please read the information posted in the corridor about the room allocation and wait for further instructions from the staff.

LENGTH OF EXAMS:

The length of exams varies and is indicated on the timetable. Students will be allowed to leave after 45 minutes but must remain for the final 15 minutes, as per the NZQA rules. We strongly encourage students not to leave as soon as 45 minutes has elapsed. Students should take their time to give themselves the best chance of achieving. If you need to leave the room for a toilet break you must get permission from the exam supervisor.

DRESS CODE:

All students must be in full school uniform.

STATIONERY:

You are expected to bring your own pens, ruler and calculator. Check with your subject teacher if you require any other items for the exam. All items must be carried in a clear plastic bag for exams. In addition to stationery you are allowed to bring a water bottle into the room. For the exams that have a "D" next to them are digital, meaning you need to bring your chromebook fully charged. Please note, as per NZQA rules, cell phones and watches are prohibited and need to be left in your bag at the front of the room.

ATTENDANCE - EXAM LEAVE:

Students are on 'exam leave' when they do not have an exam to attend. Normal timetabled classes will not be running, however students who are taking a senior art class are expected to turn up to school to work on their portfolio. Students have the option to study at home (please complete the slip below) or study at school. Supervised study rooms have been allocated for the six days and a roll will be kept each period. Students will not be allowed to study in the Library, Cafe area or Social Science block. All students must be in full school uniform if they are studying at school.

Study Rooms:

Maths and Health = Room 1

English, Business and Accounting = Room 13

Social Science = Room 10

Science = Lab B

SUBJECTS WITHOUT A DERIVED GRADE EXAM:

If a subject does not have an exam (or your child is not entered in the external exam in November), the expectation is that the exam leave time is used to work on any internal assessments. Your child should discuss this with their subject teacher prior to the exam leave.

If students have any questions about the derived grade exams they should speak to their mentor teacher or Dean.

If your child is feeling anxious about the exams please contact the Year Level Dean or School Counsellor via the school office or email.

Yours sincerely

Mr S Bermingham
Deputy Principal

EXAM CLASHES:

Name:		Mentor:
Please specify below the date and subjects that clash:		
Date	Subject # 1	Subject # 2

Please hand this slip into the office by **Thursday 13 September 2018**

EXAM LEAVE: STUDY AT HOME

I wish to advise that my child will be studying at home during the exam leave period.

Student Name:	
Parent Signature:	
Date:	

Please hand this slip into the office by **Thursday 13 September 2018**