



NCEA EXTERNAL ASSESSMENTS

Co-Requisite Assessment Event #2 & KGS Derived Grade Exams

KingsGate School will conduct Co-Requisite Assessment Opportunity Two and NCEA derived grade practice exams during Term 3, Weeks 7, 8 & 9 and Term 4, Weeks 1 and 2. The timetable and assessment information are listed below and are available on the KGS NCEA Hub. [End of Year Timetable](#)

2026 KINGSGATE ASSESSMENT TIMETABLE				
Examinations available digitally shown in blue				
Date	Session	Year 10	NCEA Level 1 (Year 11)	NCEA Level 2 (Year 12)
TERM 3, WEEK 7 - YEAR 11-12 (NZ Tournament week)				
Wed 2 Sep	AM		Commerce Geography	Health Studies Digital Technologies Geography
Thu 3 Sep	AM		RESERVE	RESERVE
Fri 4 Sep	AM		Digital Technologies	Accounting
TERM 3, WEEK 8 - YEAR 11-12				
Tue 8 Sep	AM		Literacy Reading A Health Studies	Literacy Reading A Economics Earth & Space Sciences
Wed 9 Sep	AM		Literacy Writing A	Literacy Writing A Business Studies
Thu 10 Sep	AM		Numeracy A	Numeracy A Agriculture & Horticulture Sciences
TERM 3, WEEK 9 - YEAR 10				
Mon 14 Sep	AM	Literacy Reading B		
Tues 15 Sep	AM	Literacy Writing B		
Wed 16 Sep	AM	Numeracy B		
TERM 4, WEEK 1 - YEAR 11-12 Study leave begins Wednesday 14th Term 4, week 1				
Wed 14 Oct	AM		Mathematics & Statistics	Physics
Thu 15 Oct	AM		Physics Earth & Space Science	Mathematics & Statistics
Fri 16 Oct	AM		Chemistry & Biology	English
TERM 4, WEEK 2 - YEAR 11-12 Last day of study leave Tuesday 20th October Term 4, week 2				
Mon 19 Oct	AM		English	Biology
Tue 20 Oct	AM		Science	Chemistry



KINGSGATE SCHOOL EXAM CENTRE

INFORMATION

Laptops and Chromebooks

Digital assessments and exams are completed online. A paper version of a digital exam can only be completed by approved exception. In addition to preparation and study for your external assessments, it is important to become familiar with the digital assessment platform. Practice activities and steps for preparing YOUR device are available on the NZQA website under www2.nzqa.govt.nz/digital-assessment

Special Assessment Conditions

- Special Assessment Conditions have been finalised for each assessment and are arranged by the Principal's Nominee and SENCO. Approved candidates will have access to their NZQA SAC-approved entitlements for their NCEA external assessments.
- Polly text-to-speech is available for all Writing and Numeracy Co-Requisite Assessment candidates.

DO NOT BRING THE FOLLOWING UNAUTHORISED MATERIAL INTO THE EXAM ROOM

Electronic devices that can store, communicate, and retrieve information, including:

- Cell phones (other than in an emergency evacuation pack)
- Watches in any form (both analogue and digital)
- non-approved calculators
- approved calculators where the memory has not been cleared
- MP3 players and iPods
- programmable or Bluetooth-capable smart watches

- electronic dictionaries
- PDAs and electronic translators

Physical materials, including:

- Notes in any form
- Packets/boxes of tissues
- Water bottles which are not clear and free from labels and writing
- Dictionaries
- Lollies/food - requires SAC PN ECM approval

On Assessment Days

Students should attend school as usual and proceed to the Kg Exam Centre at the beginning of Period 1 (8:50 am) or Period 5 (1:45pm). Students will line up quietly outside Kg and be asked to show their student ID to the exam centre manager or supervisor.

Permitted items: your charged, working laptop/chromebook, power banks, approved stationery, calculators, headphones that are required

Candidates will listen to the supervisor's instructions and enter the Kg exam centre room quietly, placing any permitted non-essential items under their desk. *Students are not to speak*



to any other student sitting the assessment from this point on, and will listen to further instructions from the assessment supervisor.

Please note: NZQA END OF YEAR EXAM START TIMES ARE 9:30am and 2pm

Lateness

If you arrive late, you will receive a debrief of the information that was read aloud. Candidates will not be allowed to enter the exam room if they arrive more than 30 minutes after the official start time, and no time extensions will be granted for lateness.

During the assessment

Always listen to and follow your supervisor's instructions. Begin and stop writing or typing only when instructed to do so. Failure to comply with these instructions may be considered a breach of the rules and could lead to a formal investigation.

- If you have a problem, you should raise your hand.
- Do not borrow equipment from someone else.
- Do not talk to, communicate with, or otherwise disturb other students.
- Do not read or copy another student's work.
- You cannot leave the examination within the first 45 minutes or the last 15 minutes, even to use the toilet.

If you feel ill during the examination, think you performed badly as a result, or have to leave the room, you must:

- Inform the exam room supervisor that you are feeling unwell.
- Remain under supervision if you wish to leave the exam room, but return once you feel better.

At the end of the assessment

At the end of each exam, please stop writing or typing when instructed by the supervisor. You must submit all answer booklets and any other materials that need to be marked before you leave the examination room. It is essential to double-check that you have submitted all required materials at the conclusion of the exam.





Digital exams end of year Student checklist

Before exam day

Prepare yourself

- Try out the practice activities on the [digital exams](#) page of our website. This will help you get familiar with the digital external assessment platform.
- Look at the [Find past digital external assessments](#) page on our website to familiarise yourself with digital exams.
- Create an account on the [Login](#) page if you are new to NCEA.
OR
- Make sure you remember your email or username and password if you've already got an account. [Login](#) and check everything is correct. You'll use your NZQA Learner login details to log in to the exam.

Prepare your device

- If you're using a school owned device, complete the practice activities on this device.
- If you're doing a language listening standard or Te Reo Rangatira exam, check your headphones are compatible with your device.
- If you are providing your own device, complete the [digital assessment device check](#) on our website and make sure:
 - you use the Google Chrome 130+ browser
 - you use one of these operating systems:
Chrome OS, Microsoft Windows 10+ or Apple Mac OS 10.12+
 - if you have a VPN installed on your device that the location appears to be New Zealand, Australia or the Pacific islands.
 - you know how to disable notifications, screensaver and automatic updates.

On exam day

Remember to bring:

- your admission slip.
- your fully charged device.
- pens (black and blue colours are allowed) to take notes or in case you need to switch to paper.
- headphones (if you're doing a language listening standard or Te Reo Rangatira exam).
- your emergency evacuation pack: clear, sealable plastic bag containing phone (switched off), watch (alarms/notifications disabled), keys, money, bus pass, face mask and medicines.
- a fully charged power bank, stored in your emergency pack (optional).

On exam day:

- arrive at least 30 minutes early to set up.
- you can ask your supervisor to plug in your power bank during the exam.
- login from the NZQA homepage using your NZQA Learner login details.
- ask your exam supervisor for help if you have trouble logging in.
- you can switch to paper between standards but can't switch back to digital.
- you can choose to do your exam on paper if you don't agree to NZQA collecting digital activity data.

After exams

- Access your marked digital exam scripts through the digital external assessment platform in late January.
- Access your results from your NZQA Learner login mid to late January.
- Apply for a review or reconsideration if you choose to. [Reviews and reconsiderations](#)
- Find support on our web page: [Managing the pressure of exam results](#).

