



YEAR 11 MCEA/NCEA EXAM TIMETABLE TERM 2 - 2024

Exams are 2 HOURS

MORNING = 8.45 – 10.45
(be there at 8.25)

AFTERNOON = 1.00 - 3.00
(be there at 12.40)

Date/time	MORNING EXAM 9.10 – 11.10	AFTERNOON EXAM 1.00 – 3.00
THUR 30 MAY	ENGLISH - 11EN1, 11ENE ESOL – 11EL3	GEOGRAPHY – 11GE1 MEDIA – 11MD1 TE REO MĀORI – 11RM1 (and Yr9/10 students) DIGITAL TECH – 11DT2 FRENCH – 11FR1 JAPANESE – 11JP1 BUILDING & CARPENTRY – 11BC4 (DSV – LINE 1)
Date/time	MORNING EXAM 8.45 – 10.45	AFTERNOON EXAM 1.00 – 3.00
FRI 31 MAY	SCIENCE – 11SI1 TE AO HAKA – 11HA1 FOOD & HOSPITALITY - 11FH4 (STU – LINE 2)	HEALTH – 11HE1 ACCOUNTING – 11AC1 GERMAN – 11GM1 MUSIC – 11MU1 PHOTOGRAPHY – 11PH1 (CRK - LINE 5) BUILDING & CARPENTRY – 11BC4 (DSV – LINE 5) CLASHES and CATCH-UP
WEEKEND	WEEKEND	WEEKEND
MON 3 JUNE	KING'S BIRTHDAY	KING'S BIRTHDAY
Date/time	MORNING EXAM 8.45 – 10.45	AFTERNOON EXAM 1.00–3.00
TUE 4 JUNE	HISTORY – 11HI1 PERFORMANCE PE – 11PF1 AGRICULTURE – 11AG1 DRAMA – 11DR1/11DRA VISUAL COMMUNICATION – 11VC1 (WHI – LINE 2) FOOD & HOSPITALITY – 11FH4 (STU – LINE 1) CLASHES and CATCH-UP	MATHEMATICS -11MA1, 10MTE CHINESE – 11CH1 FOOD & HOSPITALITY – 11FH4 (KUT – LINE 2) CLASHES and CATCH-UP
Date/time	MORNING EXAM 8.45 – 10.45	AFTERNOON EXAM 1.00–3.00
WED 5 JUNE	SCIENCE DOUBLE – 11SD1 SOCIAL SCIENCE STUDIES – 11SS3 FOOD & HOSPITALITY – 11FH4 (KUT – LINE 3) BUILDING & CARPENTRY – 11BC4 (DLY – LINE 6) CLASHES and CATCH-UP	BUSINESS – 11BU1 TECHNOLOGY PRODUCT DESIGN – 11TP1 FOOD & HOSPITALITY – 11FH4 (KUT – LINE 1) CLASHES and CATCH-UP
Date/time	MORNING EXAM 9.10 – 11.10	AFTERNOON EXAM 1.00–3.00
THUR 6 JUNE	ECONOMICS – 11EC1 PERFORMANCE RUGBY – 11PFR VISUAL COMMUNICATION – 11VC1 (SWT – LINE 3) PAINTING – 11PN1 (LND – LINE 6) PHOTOGRAPHY – 11PH1 (CRK – LINE 6) CLASHES and CATCH-UP	OUTDOOR ED – 11OE1 PAINTING – 11PN1 (LND – LINE 5) PAINTING – 11PN1 (MLG – LINE 2) BUILDING & CARPENTRY – 11BC4 (DSV – LINE 2) CLASHES and CATCH-UP
FRI 7 JUNE	NORMAL TIMETABLED CLASSES RESUME	

- ✓ CHECK the timetable CAREFULLY for all your exams
- ✓ CHECK CAREFULLY whether MORNING or AFTERNOON
- ✓ NOTE THAT THE FIRST THUR 30th (am) AND THUR 6th (am) START at the USUAL Thursday start time (9:10am)
- ✓ ALL SPECIAL ASSESSMENT CONDITIONS STUDENTS (SAC) need to apply online for SAC or go to the Learning Centre for help with arrangements.
- ✓ **WHAT DO YOU DO IF YOU have an EXAM clash?**
 - STUDENTS will be contacted by Miss Rose for a known Timetable clash by Monday 13th May.
 - STUDENTS MUST follow any exam clash change arrangements to ensure their paper is available.
 - STUDENTS who need an exam re-scheduled due to valid reasons must complete the form at the student centre and return the form to Miss Rose.
 - PRACTICAL SUBJECT EXAMS have specific times set for option lines. SEE YOUR TEACHER if you are unsure what option line your exam will be on for a Practical subject.



YR 11 MCEA/NCEA EXAM INFORMATION TERM 2 2024

These exams will likely be used for your MCEA certificate so it is important that you attend all exams and are aware of all of the arrangements below.

These will also be used as pre-requisite information for Level 2 course in 2025.

1. **CLASHES.** You will receive an email from Miss Rose about any clashes that we already know about and you must follow the instructions within the email. If you do not receive an email by **Monday 13th May** and find that you have a clash, then **you must complete the form at the student centre.**
2. **SPECIAL ASSESSMENT CONDITIONS:** If you are a student who sits assessments with special conditions eg; you have a reader/writer or have extra time, please complete the online SAC request form or see the staff in the Learning Centre.
3. **Punctuality:** Check your exam timetable carefully to ensure you know where you must be. Note: it takes time at the beginning to set up and at the end to collect papers.

AM: Arrive by 8.20am for morning exams to start at 8.45AM – MON, TUES, WED, FRI.

(NB: THU arrive by 8.45am for exam to start at 9.10am)

PM: Arrive by 12.35pm for afternoon exams to start at 1.00pm.

4. **Late to an exam.** Students who are late for an examination must get a late note from a Senior Manager first. They will not be allowed to enter until they have done so. Try to catch an earlier bus/train than usual, just to be sure.
5. **Rooms:** The Hall is used for MOST exams. However, classrooms are also used AND specialist rooms are used for Practical exams. The list of rooms for examinations will be put up each day on white boards and notice boards around the school including the **Albertian Quad, Old Library and Student Centre and on the Year 11 Google classroom. You must arrive to school early enough to read these** and make your way to the correct venue.
6. **Talking:** There is **no talking** once you have entered an examination room.
7. **Eating:** No eating or chewing gum is permitted. You may bring a water bottle with you.
8. **All watches (digital or analogue) must be removed** during the exam and placed under the desk. This is in line with NZQA regulations. There will be visual clocks within the exam room for students to keep time.
9. **Dictionaries or translation aids, electronic or otherwise, are NOT** allowed in examinations - unless specifically advised by the examiners.
10. **All calculators** must have any programmable **memory cleared** – you must learn to do this and have calculator cleared ready to show staff upon entry to the exam.
11. **Bags** are to be left at the FRONT or BACK of the examination room/hall. Pencil cases are **NOT** permitted – this is an NZQA rule. Students must carry equipment in a **clear** plastic bag. DO NOT bring your school bag unless you have to - leave BAGS somewhere else if you can!
12. **Mobile phones** must be **turned off** and in will need to be kept in your bag. You may find it easier to leave it at home.
13. **Uniform:** Students will NOT be admitted to an examination in incorrect **uniform.**

(NOTE: Students are not permitted at St Luke's in school uniform across the school day, during examination period)

14. **Leaving early from Exams:** Students are NOT to leave an examination other than through illness or an URGENT toilet request, and a staff member must accompany them. **Students may NOT leave an examination early if they have finished.**
15. **Exam Leave: Year 11 only** attend school to sit an examination, or attend practical exams or study purposes. At all other times they must be **at home studying. Students in other year groups** who are taking a Yr11 course for which there is an exam may have study leave for the morning of an afternoon exam. All other classes must be attended.
16. **YEAR 11 taking L2/L3 subjects** - it might be possible, within your study and exam commitments, for you to attend some of these classes. However, your Yr11 exams take precedence AND your teachers are aware that you are on official exam leave.
17. **Absence from Exams:** Students who do not sit examinations without good cause (e.g.: medical certificate) will receive 'Not Achieved' and this will be recorded on their reports. **SITTING school EXAMS is critical and will likely count towards you MCEA qualification.** In the event you miss an exam, contact your dean and arrange to come in at the earliest opportunity (the next available empty slot on your timetable) to catch up this exam.
18. **ARTS/TECHNOLOGY** – provision has been made for practical exams. Make sure you take full advantage of these and check with your teachers regarding any special requirements.
19. Please also be aware that the **bell times** during the exam week have been changed to allow for a two-hour exam slot.

Period 1 and 2 (morning exams) - AMP- Interval-Period 3-Lunch. - Period 4 and 5 (afternoon exams).