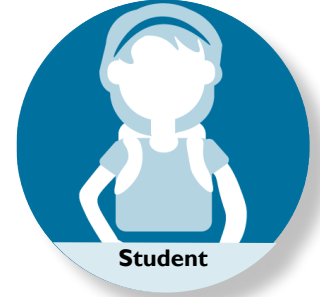


NCEAOnline Preparation Timeline



Preparation is key to ensuring a smooth digital exam experience.

This timeline gives you an idea of who needs to do what, when as you prepare for and run digital exams.



	Principal's Nominee	Teacher	Student
Term 1 PLAN	<ul style="list-style-type: none"> With your SLT, decide if you are ready to offer digital exams this year. Work with HODs, teachers and SENCO to decide which students will do digital exams. 	<ul style="list-style-type: none"> With your PN, decide if entering students in a digital exam is appropriate, including for students with a SAC condition. Practise computer skills with your students. 	<ul style="list-style-type: none"> If you are entitled to Special Assessment Conditions, work with your school to decide if digital exams are appropriate for you.
Term 2 PREPARE	<ul style="list-style-type: none"> Find an ECM who is confident supporting digital exams. Think about how your school can support offering practice exams digitally. Make a plan for who will provide and test devices: BYOD, school provided or a mix. 	<ul style="list-style-type: none"> Use past digital exams and familiarisation activities to get familiar with the digital exam platform. Think about how you could offer practice exams digitally in your subject. Support students to set up their NZQA student login. 	<ul style="list-style-type: none"> Practise your computer skills: typing, reading and navigating web pages. Set up your NZQA student login or check you remember your details.
Term 3 PRACTICE	<ul style="list-style-type: none"> Watch videos for PNs on preparing for digital exams. Submit digital entries to NZQA by 1 September. Confirm which SAC students will be doing a digital exam. 	<ul style="list-style-type: none"> Familiarise student with the device they will be using in their digital exam Go through the familiarisation activities with your students. Run practice exams with your students. 	<ul style="list-style-type: none"> Get familiar with the device you'll be using in your digital exam. Go through the familiarisation activities on the NZQA website. Practise using past digital exams.
Term 4 EXAMS	<ul style="list-style-type: none"> Before exams, have students check their device using the digital exam device check. Have technical support on-site or available by phone during all digital exams. 	<ul style="list-style-type: none"> Before exams start, have students check their device using the digital exam device check. Practise device set up with students: disabling notifications, screensavers and automatic 	<ul style="list-style-type: none"> Before exams start, check your device using the digital exam device check. Check your NZQA student login Practise setting up your device: disabling notifications,
January RESULTS	<ul style="list-style-type: none"> Exam scripts available to students in their NZQA student login. Debrief with your SRM, SLT and teachers and consider what you need to do to scale up. 	<ul style="list-style-type: none"> Exam scripts available to students in their NZQA student login. Students can screenshot and print their digital exam to share with you (e.g. for advice on a reconsideration). 	<ul style="list-style-type: none"> Your exam scripts will be available to view in your NZQA student login. You can apply for a reconsideration online via your NZQA student login.