

# RATHKEALE COLLEGE & RATHKEALE / ST MATTHEW'S SENIOR COLLEGE

## Expectations of Students during NCEA Exams

During the exam period all students are expected to:

- Wear correct school uniform (including to and from the Rathkeale College site).
- Bring their NZQA Exam Admission Slip. For Scholarship exams, students need to have **photo ID**.
- Be at the exam venue 20 minutes prior to the start of the exam. Assemble in front of the auditorium steps.
- Have all the necessary equipment such as pens, pencils, calculator, ruler etc in a **clear plastic bag**. [No paper is required.] Sharing of equipment is not permitted.
- Have calculators visible and available for clearing outside the exam venue.
- Leave your cell phone and watch outside.
- Enter the exam room in silence and sit in the designated row at the designated seat. Supervisors will give students instructions on this before each exam.
- Work silently during the exam time without causing distraction to others.
- Make an honest attempt at the exam papers and utilise the time fully.
- Communicate only with the exam supervisors, by raising a hand and waiting for the supervisor to arrive.
- Leave quietly taking all personal belongings.

Exam session times: 9.30am – 12.30pm and 2pm – 5pm

## Expectations of Students during Study sessions for NCEA Exams

When at Rathkeale College for study sessions all students are expected to:

### **Dayboys**

Dayboys are welcome to study at school. They should either be attending one or more of the supervised study sessions in the library (9 – 10.15am, 11am – 12.15pm and 1.30pm – 2.45pm), or an extra class/tutorial organised with a member of staff. They are also expected to fulfil attendance at rehearsals, sports practices and fixtures as agreed with their coaches. Dayboys may not be in school to use the pool, gym, cricket nets etc. during the supervised study sessions. If coming to school, boys are expected to:

- Wear correct school uniform (including to and from the Rathkeale College site).
- **Sign in and out** of the Rathkeale College office.

### **Boarders (boys):**

- **Year 13**
  - Will have study sessions during the day in the boarding house.
  - Any requests for leave during exams must follow the normal procedure by consulting the Housemaster.
- **Year 12 and 11**
  - Must report to the library promptly at the start of each study session with sufficient study material.
  - Study sessions will be timetabled from 9.00am, 11.00am and 1.30pm.
  - Requests for leave during exams must follow the normal procedure by consulting the Housemaster.

- Boarders (girls)
  - Please follow the St Matthew's procedures regarding study and requests for leave.

**General**

- Lunch will be available to those studying or completing exams at the usual time of 12.40pm
- Buses
  - Boys' morning: ex Tranzit at 7:50am
  - Girl's morning: ex St Matthew's at 8:35am
  - All students afternoon: ex Rathkeale at 3.10pm, 4.10pm, 5:05pm

AJG, 1 November 2018