



# COVID-19/NCEA EXAMINATION INFORMATION

## Monday, November 9



Dear Parents/Guardians and Young Men,

### Re: NCEA Examinations and Covid-19

While we are currently at Alert Level 1, and hope to remain there, events of recent months have shown how quickly this can change and we believe it is important that young men and parents have information about contingencies for NCEA examinations should there be a change in alert levels. Below we have outlined possible implications for each alert level. Should there be a change in alert level, and we have no information to suggest this is likely, specific information would be communicated with you as soon as possible at that time.

We appreciate that Covid-19 has caused considerable anxiety for many young men and whānau. The intent of this communication is not to add to that, but rather to provide reassurance to you and your son that his health and wellbeing is paramount and consequently this might help to alleviate some anxiety should there be a sudden change to the alert level.

Students are reminded that good hygiene practices, in particular regular hand washing (including before and leaving home and upon returning) and coughing/sneezing into a tissue or your elbow, are essential at all alert levels. At all alert levels, any student who is unwell should not attend school. If this occurs, you need to contact the Main Office as soon as possible (3545176). In order to apply for a Derived Grade, students must be seen by a doctor and have the appropriate NZQA forms (available from the school office) filled in and completed. Please check the NZQA website for further information (ctrl + click or copy and paste into your web browser): <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/managing-national-assessment-in-schools/derived-grades/> A Medical Certificate is not sufficient evidence to apply for a Derived Grade, the official NZQA form must be completed by a medical professional.

### Alert Level 1

- Daily examination venue information displayed on Stratus so that students do not have to congregate near the venue to receive this information.
- Examinations can take place without any restrictions or special conditions.
- Examination rooms, in particular high touch surfaces, are cleaned regularly.
- All students sit their examinations at a specified seat. Appropriate physical distancing is part of normal examination processes so will be in place regardless of the alert level.

### Alert Level 2

- The student entry into and exit from examination venues will be controlled so that physical distancing can be maintained.
- Daily examination venue information displayed on Stratus so that students do not have to congregate near the venue to receive this information.
- Examinations can take place without any restrictions or special conditions.
- Examination rooms, in particular high touch surfaces, are cleaned regularly.



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- Hand sanitiser and/or hand washing facilities will be available and students will need to sanitise/wash their hands prior to entering the examination room.
- All students sit their examinations at a specified seat. Appropriate physical distancing is part of normal examination processes so will be in place regardless of the alert level.

### **Alert Level 3**

- Examinations will continue at Alert Level 3.
- Face coverings are not mandatory at any alert level but would be encouraged if we are at Alert Level 3.
- The student entry into and exit from examination venues will be controlled so that physical distancing can be maintained.
- Examination supervisors will not be able to move within 1.5m of students sitting examinations.
- Daily examination venue information displayed on Stratus so that students do not have to congregate near the venue to receive this information.
- Examinations can take place with appropriate health protocols in place.
- Hand sanitiser and/or hand washing facilities will be available and students will need to sanitise/wash their hands prior to entering the examination room.
- Examination rooms, in particular high touch surfaces, are cleaned regularly.
- All students sit their examinations at a specified seat. Appropriate physical distancing is part of normal examination processes so will be in place regardless of the alert level.
- At the conclusion of each examination students are required to immediately leave school grounds and return directly home and to reduce their contact with others.

### **Alert Level 4**

- Alert Level 4 means a total lockdown with only essential services operating. NCEA examinations would not be permitted to take place at Alert Level 4 and the Derived Grade process would be enacted by NZQA for all candidates.

Thank you for your continuing support of your son and the school through this challenging year. We wish him all the best for the upcoming examinations.

Kind regards,

D M Bovey  
RECTOR



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