

Year 12 and 13 Derived Grade Assessment Information

You will have received a Google form to indicate whether you intend to complete your online derived grade assessments (between Tues 26th Oct and Mon 1st Nov) either at school or at home.

- IF you intend to sit these assessments at home, you do not need to contact the College (as if you were absent)
- IF you are unwell and are unable to sit your assessment at the scheduled time, then normal processes apply. Inform your Dean and contact your subject teacher to arrange an alternative assessment time. If you have any cold or flu symptoms you must not come to school.
- IF you intend to sit these assessments at school, please read the following advice and instructions. It is important that you are aware and follow the Health and Safety advice provided by the Ministry about returning to school under Alert Level 3 and that you are prepared to complete these exams, given the new and unusual circumstances.

(1) Please meet at school at **9am** for the morning session, ready for a 9.30am start and at **12.30pm** for the afternoon session, ready for a 1pm start. You can leave when you are finished - quietly close laptop and leave the room.

(2) **Year 13** students - go to the **Hall** (max 60 students; you will need to have masks on and be socially distancing)

Year 12 students - go to the **New Gym** (max 60 students; you will need to have masks on and be socially distancing)

Year 11 students (sitting yr12 subjects) - go to the **New Gym**

Students may be directed to other classrooms as necessary to maintain effective distancing. As you enter, write your ID number on the roll with your own pen.

(3) **Your laptop will need to be fully charged**

- Make sure you have turned off notifications and updates
- Zoom monitoring will not be used in the exam - other authenticity measures will be applied

(4) Please make sure that you bring the following:

Laptop Charger

Water bottle

Lunch (but no food in the exam room)

Mask (must be worn)

Hand sanitiser

Jumper/Jacket (school uniform applies; but remember all windows and doors will be kept open)

Back up stationary (in case something happens to your laptop)

Student ID card (so you can put this on your desk and we can take a register of who is on-site)

(5) There will also be Study rooms available to you - Library, D1L, D2L (available sometimes) and the Science hub. Please be respectful in these spaces - they are for study, not socialising. There will be limits to the number of people in a room at a time and you will need to sign in and out. You must also wear your mask in these spaces and maintain distancing.