



14 October 2021

Dear Parents, Caregivers and Students

Thank you for your patience and flexibility. We understand that many of you are feeling anxious however, please be reassured that we will continue to support your child/ren as best we can.

Firstly, while these Practice Examinations do contribute towards each subject's final Derived Grade, they are not the sole element. The final Derived Grade can be determined by a number of qualitative examples and evidence. We are confident, that our teachers know their students, and that often these school-based examinations triangulate the student's aptitude from the whole year.

Secondly, we need to reaffirm that these are not open book examinations.

How to Access and Answer an Online Examination.

After consultation with our Heads of Faculty, the majority of our Practice Examinations will be on Education Perfect. This is robust digital platform designed for schools to ensure authenticity and academic honesty. Our students are very familiar with this digital platform and it is very close to the digital exam browser used by NZQA. Students will be given time at the start of the examination to log into Education Perfect to ensure they have access. Students can email their class teacher if there are any issues logging in. Remember to **sign in with your School account** on the **educationperfect.com** site. We would encourage students to login to Education Perfect over the weekend to ensure their access.

However, there are some subjects that require students to graph, show working, or annotate a specific aspect of the exam paper. In these subjects, information and the submission will be found on the class OLE page. Our curriculum leaders are working hard to put this information for Week 1 over the next few days. Information regarding Week 2, will come after the Government's announcement on Monday 18 October.

The Process Before Each Exam

1. Please log onto your Teams class or designated Teams Group for that Subject. Information will be posted on your class OLE page. For morning exams, please join that Teams call at **8:20am** and **12:20pm** for an afternoon exam.
2. During this call, your teacher or supervisor will direct you to the Education Perfect Login details.

NOTE: If there are any problems at login then an electronically shared version of the exam is the default (questions on electronic copy) in the Chat function – they will answer on Word doc or refill. In this case your submission will be photographs of essay or Word Document submitted to teacher online at appropriate time.

3. The teacher or supervisor will read any Subject Specific Procedures how to show working, graphing etc and how to upload those details.
4. Students will then be provided with the examination access code if doing it via Education Perfect or directed to the OLE for electronic questions etc. If a student has any issues or concerns, please communicated these in Teams Chat.
5. Depending on the subject, students **MAY BE GIVEN** the opportunity to leave the Teams Call/Chat at this stage and continue in Education Perfect. Others may want to minimise the Teams and mute, so they can access the Chat function easily. Other Subjects may require the student to stay online- individual specifics will be relayed to the student on the OLE and at the start of the exam.

COLLEGE

For Boys and Girls in Years 7-13
130 Pakuranga Road, Pakuranga 2010
PO Box 51060, Pakuranga, Auckland 2140
Phone +64 9 577 0749 Fax +64 9 577 0700

BOYS' SCHOOL

For Boys in Years 1-8
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PRESCHOOL

For Boys and Girls aged 3 and 4
514 Remuera Road, Remuera 1050
PO Box 28399, Remuera, Auckland 1541
Phone +64 9 520 8814 Fax +64 9 524 7657

During the Exam

A teacher will be made available on the Teams Call Chat during the period of exam to respond promptly to student queries. If there are technical difficulties, you may like to follow the following steps

- Change browsers if you cannot get Education Perfect started
- If you find their text being erased when they edit, press INS (next to delete) -for Education Perfect.
- Be patient to allow the system to load under pressure
- If access issues persist: wait – but move to a Word Electronic copies of exam after about 3 minutes
- Education Perfect saves every keystroke- 'refresh' if needed

For students who are completing tasks not on Education Perfect, you will be directed to the OLE with details on how to access and submit Word Documents, scanned or photographed submissions.

For students approved by NZQA to have Special Assessment Conditions (SAC), we have been in communication with our Enhanced Learning team. For students who have been allocated a 'Reader' for their examinations, papers will provide students with Text to Speak options. Students who require a 'Writer', can continue to type their responses via a laptop or use the Dictate function in Microsoft Word. Please feel free to contact your Enhanced Learning case manager for more details.

At the End of the Exam

For those exams which are not on Education Perfect, students will be given extra time to submit on the OLE.

Again, we recognise that this is a difficult time, however we have every confidence that our teachers and processes will support our students as they undertake these assessments.

Your sincerely



Angee Robertson
Deputy Principal - Curriculum

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