

Digital End of Year Exam Checklist

Everything underlined is an active link to the NZQA website

A digital end of year exam is sat online on your laptop at your approved exam centre. Your confirmation email will tell you if your exam will be sat digitally.

If you are sitting any digital exams, these checks below are essential. **Have you:**

☐ **Created** your NZQA learner login account? **If not:**

1. Go to www2.nzqa.govt.nz/login/create-account/
2. If you don't know your NSN, just ask your kaimanaaki

☐ **Memorised** your NZQA learner login username and password? This is how you will access your digital exam standards on exam day/s.

☐ **Practiced** logging in to your NZQA learner login account?

☐ [Checked the laptop you are taking is compatible with the digital exam platform?](#)

If your **screen / monitor resolution shows as not supported**, this can be adjusted in your laptop settings. If you need help, just call the Hub at Te Kura on 0800 65 99 88, option 2.

☐ [Disabled automatic notifications, screensaver, updates?](#)

☐ [Prepared for the digital exam?](#)

- ☐ Have a play by trying out some features of the digital exam platform
- ☐ Practise a past digital exam
- ☐ Before exam day, contact the Principal's Nominee at your approved exam centre to discuss connecting your laptop to their school network.

On exam day/s, **remember to take:**

- ☐ Your **fully charged laptop** (or device with a physically attached keyboard)
- ☐ **Headphones** (compatible with your laptop) if you are sitting a Language listening standard
- ☐ Laptop **charging cord** or power bank
- ☐ **Mouse** (if you need one)
- ☐ **Pens** (black or blue) to take notes or just in case you need to switch to paper due to technical issues
- ☐ **Exam admission slip** (posted to you in late October)
- ☐ **Photo ID**