

NCEA Digital Examinations

Technical specifications for student devices

Device specifications

- Most laptop and desktop computers are compatible with the digital examination platform.
- Chromebooks are supported
- Netbooks may be able to run the digital examination but are unlikely to be the best choice of device as they have very small screens and slow processors.
- Students may use their own devices if the school has a Bring Your Own Device (BYOD) programme and supporting policies, providing the devices meet the below criteria.

IMPORTANT: iPads and touch screen portable devices do not meet the security requirements of a digital examination and cannot be used.

Device Operating Systems

To deliver a digital examination, devices will need to be running the following operating systems (or derivative of), ensuring also that the operating system supports the web browsers noted below

- Microsoft Windows 7, 8.1, 10+
- Apple Mac OS 10.13+
- Chrome OS

Browser options

For optimal performance and experience, digital examinations will be offered in 2019 ONLY on the below list of supported browsers.:

Minimum Version	Recommended Version	
Google Chrome:	70	Current
Firefox:	59	Current
Safari (Mac):	11	Current

Device Preparation

- Prior to sitting a digital examination, the following device preparation is required:
- Notifications, screensavers and automatic updates must be disabled. Screen resolution should be set to a minimum of 1200 x 800 pixels.
- Devices are fully charged and their batteries can last for the duration of the assessment.
- Devices are virus-free.

IMPORTANT: students are required to be familiar with the device they will use during the digital examinations and regularly use computers in the classroom as part of their learning.

NZQA advises schools to:

- ✓ Remind students using BYODs to ensure setting changes have been made
- ✓ Ensure technicians check school-provided devices prior to the digital examinations.

Familiarisation Activities

Students and teachers must be familiar with the digital examination platform to be well-prepared.

This may be achieved in the following two ways:

Past digital examinations. The 2016 and 2017 digital examinations are available to experience. These digital examinations have a generic login for all users and allow students to experience the look and feel of a digital examination. Note: their work will not be saved.

A link to the previous examinations can be found here

<https://www.nzqa.govt.nz/ncea/ncea/>

Experiencing the tools found in the digital examinations. The Familiarisation Activity Tool navigates through the structure of a digital examination, from logging in, to submitting an examination, and includes tutorials on how to use the features found in the 2018 digital examinations. This activity does not include assessment material and student responses will not be saved.

NZQA strongly advises students log in to the activity as part of their preparation prior to sitting digital examinations.

Schools are required to ensure that staff and students involved in digital examinations are familiar with these resources prior to participating in the digital examinations.

You can find links to access these tools and find more information on the Familiarisation Activities here.

<https://www.nzqa.govt.nz/ncea/ncea-exams-and-portfolios/external/digital-exams/>

Examination room setup

A separate room or rooms from those sitting the paper examination is required for candidates sitting digital examinations.

Set the digital room up so that screen peeking is minimised.

If using Wi-Fi, test the network for reliable connectivity for school-provided computers and BYODs.

The digital examination room must comply with Health and Safety regulations (i.e. power wires not hazardous to students/teachers/supervisors etc).

Candidates are encouraged to take brief, micro-pause breaks during the examination to relieve eyestrain and muscular tension. During such breaks, they must not navigate away from the examination to other tabs or areas of the device.

Marking

- ✓ Digital examinations are marked by NZQA markers.
- ✓ Results will be available in January 2020, at the same time as paper-based results.
- ✓ Shortly after results release, candidates will be able to view their completed digital examinations online.

FDMC Rules

- Students **MUST** provide their own device for the digital exam. The required specifications are provided on the College Website.
- The device **MUST** have a robust battery life (at least 3 ½ hours).
- Students **WILL NOT** be allowed to charge their device during the exam.
- Students **MUST** go online and work through the familiarization tasks and at least one of the digital practise exams in preparation for the actual NZQA examination.
- Students **MUST** attend the pre-exam device check prior to the NZQA examination (i.e. bring their device to school to check that it is configured correctly for the exam and that it can access the College wifi).

- In **exceptional** situations the College will provide a device for a student wanting to sit a digital exam. The student must complete an **application form** which is available from the College office or they should see Mrs Stevenson.

- Students **will need to learn** to use the **shortcut keys** (Command C, Command V, Command Z [undo] Command Y [redo])