

7 September 2022

Dear Parents / Caregivers

Attendance at Level 1-3 NCEA Practice Examinations

Please inform the school office if your child is unwell and unable to attend their scheduled Practice Exam session(s). You will receive an absence notification of your child's absence if we have not received any notification from you.

If possible depending on the circumstances, we will attempt to reschedule a missed exam session. Please be aware there is limited opportunity to reschedule a missed practice exam session and a **medical certificate will be required**.

These practice exams are valuable as an essential part of students' learning and preparation for their final end of year external examinations. In the case of certain exceptional circumstances, these results may be necessary to support a derived grade application to NZQA, such as severe illness or bereavement (formal process through Mrs Pottow – NZQA PN).

There is NO provision in 2022 for not attending end of year exams. Students will be required to sit end of year examinations in order to gain external credits.

Ngā mihi

Carol Pottow MA, HDE

Assistant Principal Botany Campus/Principal's Nominee/International