RATHKEALE COLLEGE &
RATHKEALE / ST MATTHEW'S SENIOR COLLEGE 2026

Expectations of Students during NCEA and Scholarship Exams.

Exams will take place in the Auditorium at Rathkeale. During the exam period all students are expected to:

- Wear correct school uniform (including to and from the Rathkeale College site).
- Bring their NZQA Exam Admission Slip. For Scholarship exams, students need to have **photo ID**.
- Be at the exam venue 20 minutes prior to the start of the exam. Assemble outside the entrance to the Auditorium.
- Have all the necessary equipment such as pens, pencils, calculator, ruler etc in a **clear plastic bag**. [No paper is required.] Sharing of equipment is not permitted.
- Have calculators visible and available for clearing outside the exam venue.
- Leave cell phones and watches outside or bring them in inside a clear plastic bag. Phones must be switched off.
- Enter the exam room in silence and sit in the designated row at the designated seat. Supervisors will give students instructions on this before each exam.
- Work silently during the exam time without causing distraction to others.
- Make an honest attempt at the exam papers and utilise the time fully.
- Communicate only with the exam supervisors, by raising a hand and waiting for the supervisor to arrive.
- Leave quietly taking all personal belongings.
- Digital exams: students need to be able to log in to their NZQA account and devices need to be fully charged before the start of the exam.

  Exam session times: 9.30am – 12.30pm and 2pm – 5pm

Expectations of Students during Study sessions for NCEA Exams

When at Rathkeale College for study sessions all students are expected to wear correct school uniform (including to and from the Rathkeale College site).

Day students

Dayboys are welcome to study at school. They should either be attending one or more of the supervised study sessions in the library, or an extra class/tutorial organised with a member of staff. Girls are also welcome to attend extra class/tutorials organised by a member of staff. All students are also expected to fulfil attendance at rehearsals, sports practices and fixtures as agreed with their coaches. Students may not be in school to use the pool, gym, cricket nets etc. during the supervised study sessions. If coming to school, all Rathkeale and St. Matthew's students are expected to:

- Wear correct school uniform (including to and from the Rathkeale College site).
- **Sign in and out** of the Rathkeale College office.

Boarders (boys):

Year 13

- Will have study sessions during the day in the boarding house.
- Any requests for leave during exams must follow the normal procedure by consulting the Housemaster.

Year 12 and 11

- Must report to the library promptly at the start of each study session with sufficient study material.
- Study sessions will be timetabled from 9.00am, 11.00am and 2pm.
- Requests for leave during exams must follow the normal procedure by consulting the Housemaster.

Boarders (girls):
Please follow the St Matthew's procedures regarding study and requests for leave:

- Study quietly at the times organised for you
- No town leave is allowed until the house manager on duty has arrived and approved the request
- Put your name on the sheet provided in the office if you require a minibus or see the house manager to arrange extra runs.

General

Lunch will be available at 12.30pm to those studying or taking exams

Buses

- Boys' morning: ex Tranzit at 7:50am and St. Matthew's at 8am (calling at First Street at 8.05am)
- Girl's morning: ex St Matthew's at 8:35am
- All students' afternoon: ex Rathkeale at 3.10pm and 5:05pm

Driving: any student driving to school must already be in possession of a School Driving Licence.

MFN
November 2026