

## Speech New Zealand Theory Examinations

### Process for Speech New Zealand Online Theory Examinations 2017

1.	<p>To enter exams:</p> <p>Closing date for <b>May</b> exams is <b>24 March</b>.</p> <p>Closing date for <b>August</b> exams is <b>30 June</b>.</p>	<p>Email: <a href="mailto:theorysnz@gmail.com">theorysnz@gmail.com</a></p> <p>Name of candidate</p> <p>Email address for candidate</p> <p>Phone number for candidate</p> <p>Centre: (e.g. Hawkes Bay, Hutt Valley)</p> <p>Syllabus: Speech &amp; Drama or Public Speaking</p> <p>Level: Advanced Associate Performance; Advanced Associate Teaching; LSB Performance; LSB Teaching; Fellowship</p> <p>Payment for all exams must be made at time of entry. For theory exams please direct credit 02-0500-0580136-000. In the particulars put your name and 'theory'. Or you can post a cheque to Speech New Zealand, P O Box 12 023, Wellington 6144</p>
2.	<p><b>Papers sat on 6 May are:</b></p> <p>Advanced Associate Speech &amp; Drama: Paper 1 Teaching or Performance, Paper 2 Teaching, Paper 5 Performance</p> <p>Advanced Associate Public Speaking: Paper 1 Teaching or Performance, Paper 2 Teaching or Performance</p> <p>Licentiate Speech &amp; Drama and Public Speaking: Papers 1,2,3,4,5,6 Teaching or Performance</p> <p><b>Papers sat on 13 May are:</b></p> <p>Advanced Associate Speech &amp; Drama: Paper 3 Teaching or Performance, Paper 4 Teaching or Performance</p> <p>Advanced Associate Public Speaking: Paper 3 Performance, Paper 4 Teaching or Performance, Paper 5 Teaching</p> <p>Licentiate Speech &amp; Drama and Public Speaking: Papers 7,8,9,10,11,12 Teaching or Performance</p>	
3.	<p><b>TIME OF EXAMINATION</b></p>	<p>Candidates may sit the exam anytime between 9.00am and 3.30pm. Time allowed for exam is one and a half hours. Please include the time the candidate would like to sit the exam on the email with the entry details.</p>
4.	<p>Process</p>	<p>At the time the candidate has chosen to sit the paper it will be emailed to them. The candidate must respond by email to say they have received the paper. The candidate has 1.5hrs to answer the question. They must email their answer to <a href="mailto:theorysnz@gmail.com">theorysnz@gmail.com</a></p> <p>An email will be sent from the office confirming receipt of the script. Answers should be between 1,000 and 1,500 words in length and must be submitted as Word documents. Answers not sent to the office within one and half hours will be marked Did not Achieve.</p>
5.	<p>Declaration</p>	<p>A statutory declaration will be sent with the exam paper stating that the exam answer is the candidate's own work and that they acknowledge that any plagiarism will result in Not Achieved. The candidate must sign this declaration (a typed signature is acceptable) and return this with their answer. All scripts will be checked for plagiarism.</p>
6.	<p>Assistance</p>	<p>If there is a technical issue and you do not receive the exam paper by email you must phone National Office 04 498 9660 within 15 minutes of the start time of your exam.</p>

## Tips for sitting theory exams online

1. Sit down in a quiet space where you won't be interrupted.
2. Check your laptop is charged and your wifi connection is stable (or have a hard-wired connection). Disable pop-up blockers. Close all unnecessary programs like Facebook or Mail that send pop-up notifications.
3. Read the instructions thoroughly and carefully and check whether you choose which question to answer or whether all questions are mandatory.
4. Time management skills: keep an eye on the clock! It may be worth finishing five or ten minutes early to save your paper and return it to the Office within the allocated one and a half hour time frame. Set yourself a timer so you are aware of your timing.
5. You are allowed to use your study notes – so keep your resources close at hand. Please note: Plagiarism is prohibited and all work will be checked for plagiarism. Even though the exam is “open book”, it is still important to study and review just as if you were taking the test in a classroom.
6. Check your work before you submit it.
7. Remember to attach your statutory declaration that the work is your own.
8. Save copies of the questions and answers and confirmation email from the Office.