

Hi Margaret —

Periods 1 & 2 across the Junior exam blocks was the initial focus of the conversation — this is because — along with NZQA exams the Juniors need some SAC exam space.

I am sure anything outside these times we will work on.

Jo Williams
Deputy Principal

From: Margaret Sutton <msutton@mags.school.nz>
Date: Sunday, 8 November 2015 2:49 pm
To: Pamela Drake <pdrake@mags.school.nz>, Jo Williams <jwilliams@mags.school.nz>, Mohammed Tashmeer <MTashmeer@mags.school.nz>
Cc: Paul McKinley <pmckinley@mags.school.nz>, Ian Scoltock <iscoltok@mags.school.nz>
Subject: Re: Junior Exam Space for Readers and Writers

Hi Pam and Mohammed,

The only problem you will have with using those labs is if they are already being used by a junior class (as we tend to move classes into labs at this time of year). This will not take too long to check for you and we can come up with a list of free rooms. I can't get KMAR to work from home at the moment but I will work with Ian first thing tomorrow to get back to you on this. There are always some rooms free so it should not be an issue.

There are always lots of Science teachers around as well so if you can not get keys we can help you get into rooms.

Kind Regards,

Margaret

From: Pamela Drake <pdrake@mags.school.nz>
Date: Sunday, 8 November 2015 2:42 pm
To: Joanne Williams <jwilliams@mags.school.nz>, Mohammed Tashmeer <MTashmeer@mags.school.nz>
Subject: Re: Junior Exam Space for Readers and Writers

Hi everyone

Thanks for the suggestions, Jo.

If this is okay with the Science department, we will use the E20/21 rooms period 1&2 as first choice, then the A block rooms, and finally the B block rooms when the numbers require this.

Mohammed, please ensure you collect keys for all these rooms on Monday, and it's probably a good idea for Nesa to have a set as well.

Thus we will set up a base for Junior examinations in the E block corridor, outside E20/21/22

each morning. We need to get this information out to the students so that they don't come to the Learning Centre as this will be where the NZQA SAC base is.

Pam

From: Jo Williams <jwilliams@mags.school.nz>
Date: Friday, 6 November 2015 5:56 pm
To: Mohammed Tashmeer <MTashmeer@mags.school.nz>
Subject: Re: Junior Exam Space for Readers and Writers

Good Afternoon Mohammed

I don't know how many students you are requiring space for but suggest the following possibilities:

The only rooms that are certainly NOT in use during the Junior exam blocks and are ALSO not used for NZQA exams are science labs.

So I suggest — if you want to keep students together & have some students in E22 — then there are 2 labs — E20 & E21 adjacent to this room that would be free Periods 1 & 2.

Also, closer to where the LC is being based in G4/5/6 are any of the **A** Block labs — A12, 13, 14 or **B**11,12,13,14.

These should provide the flexibility & space you need.

I have cc'd Margaret STO & Ian SLK for their info re possible use.

Jo Williams
Deputy Principal

From: Mohammed Tashmeer <MTashmeer@mags.school.nz>
Date: Friday, 6 November 2015 3:59 pm
To: Jo Williams <jwilliams@mags.school.nz>
Subject: Junior Exam Space for Readers and Writers

Good afternoon Ms Williams

I have been doing booking for students who may need assistance during Junior exams.

We may need some more space to do carry out exams for students who may need Readers and Writers.

We have booked E22 for students who may need Computers and Extra Time.

However, it would be good to know if there are rooms or spaces that are available for these assessments.

Looking forward to hearing from you.

Regards
Mohammed