

# Examination Guidelines

## Purpose

Examinations are conducted annually for students completing Year 6. The purpose of the Examination guidelines is to ensure that examinations are properly conducted and that examination related documents are completed and returned to the PEO's office on time.

## Responsibility

Each Head Teacher is to ensure that the examination centre is prepared before the sitting dates.

Each Year 6 teacher is to assist the Head Teacher to carry out the examination formalities.

The Head Teacher is responsible for arranging accommodation for visiting examination supervisors.

The Head Teacher has overall responsibility to ensure that there is no disruption during the sitting period and that there is no cheating or other irregularities before or during the examinations.

The Head Teacher has the overall responsibility to ensure that all examination related documents are completed and returned to the PEO's office according to the Examination Office timetable.

## Policy

Schools shall be prepared in advance for examinations and set aside a suitable examination centre.

Suitable supervision shall be given so that there are no disruptions, cheating or other irregularities.

No child may be excluded from sitting the examinations on the grounds of unpaid school fees.

Examination documents are to be completed and returned to the PEO's office according to the Examinations Office's timetable.

## Procedure

The Examinations Office will notify schools of the examinations timetable in July.

Two weeks before the examination day, papers shall be distributed to the Provincial offices. Inspectors and PEOs check the papers for each school.

Inspectors and PEOs deliver the papers to the schools, or notify the schools to come and pick the papers up from the PEO's office.

The Head Teacher sorts and checks the documents on arrival.

The Head Teacher holds the examination papers until the scheduled examination time.

The PEO notifies each school of the names of examination supervisors. If the supervisors require, PEOs arrange for transport and the Head Teacher arranges for their accommodation.

Preparation of the classroom for the examination shall be done outside teaching hours.

Supervisors conduct the examination according to instructions issued by the Examinations Office.

During the examinations, the supervisor checks to ensure that each child has written the correct candidate number on their papers and they have every page of the examination.

Supervisors ensure that children do not write with pencils or green or red pens.

Examination papers are collected immediately at the end of each examination and the supervisor places the papers in the envelope provided and seals it.

The supervisor fills in an Examination Report form at the end of each examination. The Head Teacher fills in an Examination Report at the end of the examinations.

All papers are to be kept in a secure place until they are to be taken to the PEO's office.

The papers are then to be delivered by the Head Teacher by hand to the PEO's office. At the PEO's office the Head Teacher signs the Examinations book to register the completed papers.