

## SECTION 12 PUBLIC EXAMINATION ADMINISTRATION

### 12.1 The Public Examination Schedule

The public examination schedule is set on the basis of the advance public examinations registrations and is normally available in early February. Examinations are grouped into a minimum number of sessions such that the smallest possible number of candidates is required to write two or more examinations on the same day.

June examinations are conducted during the school day, ending as close as possible to the last day of the school year. Schools will integrate the final examinations for all other courses they are offering into the provincial schedule so that the overall examination period begins and ends as close as possible to the last day of the semester. August examinations are conducted during work hours at schools within each district or region. These sites are determined in consultation with districts. November examinations are held in the evening at sites determined in consultation with districts.

Prior to the June examination period, each candidate for public examinations will be provided a registration card which includes a copy of his/her own examination schedules.

### 12.2 Public Examinations Centres

For June examinations, each high school offering public examination courses shall serve as an examination centre for its own students and for any private candidates.

Candidates for more than one examination or more than one course level or grade may be grouped together in the same room, provided that those writing the same public examination are seated at least 1.5 metres apart to each side with sufficient space to the front and back of each seat for supervisors to pass.

Any space used as an examination room is to be cleared of all materials bearing visible information relevant to any course being examined.

**Principals are the chief supervisors for June public examinations.** They are responsible for arranging the examination room(s) in accordance with these regulations prior to the examination period.

For August and November examinations, district personnel or their designates are responsible for ensuring that access to the building, a telephone, photocopying equipment, and secure storage facilities are available for the use of the external supervisor during the examination period. External supervisors for August and November will be notified as early as possible concerning the number of candidates

registered for each session at their centres and if any student has a documented exceptionality.

## 12.3 Supervision of Public Examinations

June public examinations are conducted under the supervision of each school principal and his/her teaching staff. The school principal is the chief supervisor for the exam centre with responsibility for the overall administration of the centre in accordance with the chief supervisors' instructions provided. The principal should ensure the following functions are followed in preparation for the examinations:

- (a) The principal (chief supervisor) must recruit and recommend to the Manager of Evaluation one responsible adult from the community who is not an employee of the school district to act as an external supervisor. The responsible adult cannot be a member of the immediate family of any candidate in order to act as external supervisor for the center.

The June external supervisor shall be responsible to the Manager of Evaluation for the following:

- i. Being in attendance at the examination center for all sessions of the exams, visiting the examination room(s) during each session and ensure that all regulations and procedures for the examinations are being observed.
- ii. Signing to verifying the condition of all envelopes containing examination papers as they are opened by the supervisors at the beginning of each examination session. Each examination envelope should be examined to determine whether it has been tampered with. If any irregularities are discovered they should be noted on the envelope(s) concerned and reported in the External Supervisor's Report at the end of the examinations.
- iii. Reconcile the attendance sheet against the return envelopes containing completed examinations to ensure ALL completed exams are returned. Then complete and sign all return envelopes as they are sealed following each examination session.
- iv. In the event of an emergency necessitating the advance opening of examination envelopes, assuming custody and responsibility for secure storage of all opened papers until they are presented to the school supervisors immediately prior to the examination sessions.
- v. At the end of the examination period, making a written report on his/her observations during the examinations directly to the Manager of Evaluation using the confidential Irregularities/Problems report.

- vi. Assisting the principal as directed in carrying out administrative duties involved in the conduct of the examinations, provided that such duties do not conflict or interfere with the functions listed above.
- (b) The principal will receive, check, and provide secure storage of examinations and materials forwarded to the center. This will entail checking all items received against the enclosed Inventory Control list and reporting any shortages or omissions immediately to the High School Certification office.
- (c) Prepare a supervision schedule for the staff. ***Teachers must NOT be assigned to supervise sessions or enter the exam room for courses they have taught during the current school year or examinations taken by members of their immediate families.*** Principals are responsible for ensuring that there are sufficient supervisors available to provide adequate supervision for each session.

## Chief Supervisors' Instructions

Each school principal (or the principal's designate) acting as the chief supervisor for the June examinations shall be responsible, with the assistance of their associates, for completing the following duties:

1. Administer the supervision schedule that was prepared in advance by the principal. Chief supervisors are to record on the External Supervisors' Attendance and Information form provided the employment of all external supervisors.
2. Ensure that the prescribed examination schedule is followed. Permission for any change has to be approved by the Manager of Evaluation.
3. Ensure that candidate seating regulations are adhered to, and that candidates comply with all regulations regarding their conduct during the examinations. Details of any irregularities are to be recorded in the Irregularities/Problems report.
4. Complete the provided attendance register for each examination noting any irregularities.
5. Ensure that all papers and materials required for each session are brought to the examination room, as per the examination schedule, and that the envelopes containing the examination papers are opened, as follows:
  - i. In the presence of the candidates and the external supervisor, allowing the external supervisor to examine and make any notes considered necessary on each envelope as it is opened. Both the principal (or the principal's designate) and the external supervisor are to sign each envelope verifying its condition upon opening.

- ii. Any sign of irregularity in this regard is to be described on the envelope provided and noted in the Irregularities/Problems report at the end of the examinations.
- 6. In the event that an insufficient number of examination papers have been provided, the Manager of Evaluation is to be consulted immediately for further instructions (729-6261).
- 7. At the beginning of any candidate's first session, read the Regulations for Candidates and place the provided copy of these regulations in the examination room.
- 8. Administer each examination according to the following procedure:
  - i. In sufficient time before the examination is scheduled to begin, assemble candidates in their designated places and establish order.
  - ii. Open the examination envelopes as indicated in 5 above.
  - iii. Distribute the examination papers face up, instructing candidates to keep them closed until the beginning of the examination.
  - iv. Refer candidates to the general instructions for the examination printed on the title page as they are read and explained. Remind candidates to check that they have the correct paper for the exam they wish to write, and to complete all information blanks on the title page of the examination paper. Candidates must put their examination numbers in the spaces provided on top of the title page.
  - v. Remind candidates that in the event an apparent error or omission is observed or suspected on any examination paper, they are advised to leave the item(s) in question to the last, and then use their own judgement in interpreting and answering the item(s) as best they can. Should errors actually exist; any adjustments considered necessary will be made by the Department of Education and Early Childhood Development at the time of marking.
  - vi. Ensure that candidates are aware of the suggested time for the examinations indicated on the exam paper.
  - vii. Collect examination papers and machine scorable answer sheets before candidates are permitted to leave the room upon completion of the examination.
  - viii. When all candidates have finished and all examination papers and answer sheets have been collected and checked, proceed with packaging.

- ix. Subject teachers are not permitted to access or view public exams in courses they currently teach (e.g.; Physics 3204 teachers cannot view the Physics 3204 public exam).
9. Upon completion of each examination, seal and temporarily store all papers and the Attendance Register for the course, as follows:
- i. At the conclusion of each exam session, please determine the number of students who did not complete their public exam after 3 1/2 hours of writing and fill in the chart provided.
  - ii. Arrange all examinations and all machine scorable sheets separately and in numerical order with the lowest number on top.
  - iii. Write on the outside each envelope, in numerical order, the exam numbers to be contained in each return envelope. The completed examinations and corresponding machine scorable sheets must be placed in the same envelope. Do not place two different exams in the same return envelope. **Do not place machine scorable sheets inside the examination booklets.**
  - iv. **Prior to sealing each envelope, double check and reconcile the attendance sheet against the return envelopes containing completed examinations.** The attendance sheet, confirming which students wrote the exam, MUST match the student numbers on the return envelope(s). This is your check to ensure that ALL completed exams are returned.
  - v. Sign each envelope as it is sealed, permitting the External Supervisor to sign each envelope.
  - vi. Securely store the sealed envelopes to await forwarding to the Department of Education and Early Childhood Development following completion of the last examination.
10. Package and forward all examinations and other returnable documents and materials, using **registered mail** as follows:
- i. For schools where there are a large number of exams, these should be sent in the mail at the end of every day (or at the beginning of the following day).
  - ii. For schools where the number of exams is small, exams should be sent in two shipments. The first mailing should take place following Thursday's exams, and the final mailing should take place following the last exam.
  - iii. Package all sealed return envelopes containing the examinations, together with the Attendance Registers, and return PREPAID to the High School Certification office immediately. Chief supervisors may deliver the

papers and materials directly to the High School Certification office on the work day immediately following the last examination.

- iv. The Irregularities/Problems report is to be mailed directly to the High School Certification office.
  - v. All reusable materials such as return envelopes, examination envelopes, and emergency supply envelopes, bearing certified information regarding the opening of exams are to be packaged and mailed to the High School Certification office.
  - vi. **Unused examinations must also be packaged and mailed in original envelopes in which they were shipped by the Department of Education and Early Childhood Development. No unused examinations may be retained, copied or duplicated in any way.**
  - vii. Reimbursement of expenses incurred for the forwarding of papers and materials to the Department of Education and Early Childhood Development will be made only in the case of expenditures for postage or other public transport means as verified by receipts. Personal travel between schools and the Post Office or the Confederation Building will not be reimbursed.
- 11. Ensure all expenditures that may be necessary in the operation of the center, such as making telephone calls to the Department, purchasing wrapping materials if necessary, postage, and unusual traveling in emergencies are recorded. Chief supervisors will be reimbursed for all such necessary expenses on submission of expense claims by way of the Chief Supervisor's Report.
  - 12. Contact the Manager of Evaluation in the event of any problem which cannot be resolved locally without infringing upon the regulations.
  - 13. At the conclusion of the examinations, make a written report to the Manager of Evaluation regarding the following:
    - i. Details of any irregularities with respect to normal procedures for the examinations
    - ii. Details of any breaches of the Regulations for Candidates
    - iii. Verification of the service of all external supervisors and details of any absences or irregularities in this regard
    - iv. Enumeration of all necessary expenses with receipts