

SECTION 11 PUBLIC EXAMINATION REGULATIONS

11.1 Eligibility

Public examinations are required for some provincially authorized Grade 12 course evaluations. Results on these examinations are calculated on a 60/40 basis with the school evaluations in determining final grades.

Any student who has received instruction in relevant courses, and any private candidate, may write the public examinations in June, August or November subject to the following conditions:

- (a) No student may write a public examination in any course in which he/she has not received instruction in school unless he/she is a private candidate who has been out of school for at least a year.
- (b) All candidates are required to adhere strictly to the regulations regarding conduct of candidates.

11.2 Public Examinations Registration

Registration for the public examinations is as follows:

- (a) For June public examinations, registration will be conducted as part of the normal student and course registration.
- (b) For August and November public examinations, students will register directly with the High School Certification office by mailing or faxing the registration form. This form can be found online at:
<http://www.gov.nl.ca/edu/k12/evaluation/exams.html>
- (c) Private candidate registration is made by the individual through the High School Certification office by mailing or faxing the registration form. This form can be found online at:
<http://www.gov.nl.ca/edu/k12/evaluation/exams.html>

11.3 Public Examination Re-Reads

There is a **fee** of \$10.00 per examination. For a reread, a qualified marker reviews the marking of an examination to determine whether the marking standard originally intended had been accurately applied in the marking, together with an automatic recheck of the mark calculations.

Note: All public examinations with a mark between 45 and 47 will be reread automatically for all exam administrations.

The reread deadline for the June and August administrations is set annually between the 7th and the 14th of September. Rereads are not carried out later than this for two reasons:

1. First, in order for scholarships to be awarded, an accurate data file must be generated and this can only be done after rereads are completed and student marks will no longer change.
2. Second, rereads are completed by practicing teachers who are back in the classroom beginning in September. As all rereads must be completed onsite at the Department of Education, the completion of rereads is problematic once the school year has begun.

11.4 Special Consideration Policies

Any principal may, on a student's behalf, request and be granted special consideration with respect to public examinations in any of the following special circumstances:

(a) **Accommodations**

Suitable accommodations to the public exam evaluation will be provided for students who, because of a permanent or temporary incapacity, are unable to perform in the examination in the usual manner. Such accommodations refer to the use of any reasonable means or special arrangements which are appropriate for students with exceptionalities to ensure all students have a fair opportunity to demonstrate their achievement under suitable conditions.

The Government of Newfoundland and Labrador recognizes its responsibility to provide reasonable accommodation to students with identified exceptionalities. The purpose of the "Public Exams Accommodation (PEAA) Policy" is to establish guidelines to provide reasonable accommodation during public examinations for students with identified exceptionalities. (The PEAA policy document can be found online at: <http://www.gov.nl.ca/edu/k12/evaluation/exams.html>)

The PEAA Policy lists and clarifies the most common adaptations and accommodations used by students with identified exceptionalities during public examinations. In special circumstances other forms of assistance may be required depending on the particular needs of the student. Determination of the use of other types of assistance or procedures will be made on an individual basis by the manager for evaluation and certification at the Department of Education and Early Childhood Development in consultation with the district's education officer for student support services.

1. Students with identified exceptionalities will be provided with accommodations.

These accommodations **must be both**;

- (i) Consistent with the student's Individual Education Plan (IEP) and Record of Accommodations
 - (ii) Consistent with the accommodations outlined in this policy
2. Such accommodations refer to the use of any reasonable means or special arrangements in addition to those used generally for other students. These accommodations are appropriate to ensure all students have a fair opportunity to demonstrate their achievement under suitable conditions. Special accommodations include but are not limited to:

- extra time
- dictation of responses
- reading of the exam with clarification of instructions
- transcribing
- large print or Braille
- sign language
- alternate setting within the school
- use of word processing software with spell check and grammar check
- use of voice and text recognition software
- use of other forms of assistive technology

3. Specific conditions for requesting adapted evaluation in the public examinations are as follows:

- As necessary, accommodations during the evaluation may be provided to offset specific need(s) that have been acknowledged by team members. Accommodations requested must be consistent with the recommendations of the student's Comprehensive Assessment Report and have been previously utilized effectively by the student.
- Accommodations to evaluation may include only such alternative means as are necessary for a fair and effective evaluation. The grading standards used will be the same as for all other students.
- No course may be evaluated by means which exclude the use of skills that are considered integral or essential to the course. For example, in a Language Arts course, specific skills include reading and viewing, writing and speaking (as well as listening in the instances of French Language Arts).

(b) **Deferrals**

Any candidate who does not write the June administration of a public examination may write the August administration as a deferred exam. A request for deferral is to be made in writing by the school principal, on the student's behalf, to the Manager of Evaluation. The request should contain the circumstances surrounding the student's absence from the June exam.

(c) **Projected Marks**

Any candidate who legitimately misses the June, August and November administrations will be awarded a final mark in a course using the school submitted mark and a projected public examination mark subject to the following conditions:

- (i) The reason for missing the examinations must be one of a temporary incapacity to write the examinations due to such causes as illness, injury, hospitalization, incarceration, approved educational travel, or death in the immediate family during the examination period.
- (ii) A request for awarding of marks is to be made in writing by the candidate, or the principal on a student's behalf, to the Manager of Evaluation and Certification. It should contain written verification of the circumstances by an independent authority, such as the attending doctor in the case of medical causes, or a school official, making reference to the nature and cause of the incapacity, and stating the particular dates on which the candidate was incapacitated.
- (iii) A final mark will be awarded, based on the candidate's school marks as well as a projected exam mark. The final mark to be awarded is the average of the student's school mark (adjusted, if applicable) and a predicted exam mark. A projected exam mark is calculated based on the average difference between school and public exam marks for the school. For example if the school average for a particular course going into the exam was 80% and the school average on the exam was 75% (i.e., a drop of 5 marks) a projected exam mark for a student would be 5 marks less than his/her school mark. His/her final mark would be the combination of the school mark and the projected exam mark.

11.5 Regulations for Candidates

All candidates for the public examinations are to be familiar with, and follow, all regulations regarding preparation for and conduct during examinations.

Materials

1. Where they are required, candidates are to bring such personal materials as pens, pencils, eraser and rulers.
2. Candidates may not bring textbooks, notes, paper or any other materials into the examination room unless instructed to do so.
3. The use of a scientific calculator, or an approved graphing calculator, will be permitted **ONLY** during Science, Mathematics, and World Geography examinations¹. Under no circumstances may a phone, Google watch, or any other electronic device with internet capability be available to the student or used during the examination.
4. Candidates may not pass materials to other candidates during an examination, except as directed by the supervisor.
5. Candidates may not communicate with other candidates during an examination.

The Exam Room

6. Should candidates require assistance of any kind, or need to move around or leave the room, they are to request the appropriate assistance or permission from the supervisor.
7. Any candidate who arrives prior to 10:00 a.m. for morning sessions and 2:00 pm for the afternoon sessions shall be permitted to enter the examination room and begin the examinations late. To ensure confidentiality and fairness, no student is permitted to leave the exam room until 10:00 a.m. for morning sessions and 2:00 pm for afternoon sessions.
8. Students, other than those who have approved accommodations, can be granted extra time at the rate of 10 minutes per examination hour (i.e., for a three hour examination the maximum allowable time is three and a half hours).

Examination Booklets

9. Candidates should read and follow all instructions contained on the examination papers.

¹ See the "Calculator Use" section for further information.

10. Examinations should be written single-spaced, as neatly as possible, on the lines provided in the examination booklet using blue or black ink. A pencil is recommended for mathematical computations and drawing figures and diagrams, and is required for shading responses on machine scorable answer sheets.
11. Candidates are permitted to use paper for rough drafts of answers as approved by the supervisors.
12. Candidates are not permitted to place their names, any distinguishing marks, or inappropriate written matter on any examination paper. However, names are required on machine scorable answer sheets.
13. In the event that an error in the wording of an examination paper is detected or suspected, candidates are advised to leave the item(s) in question until last, and use their own judgment in interpreting and answering the item(s) as best they can.
14. Supervisors should not make any observations or interpretations regarding examination papers, except to read and explain instructions as they are written. Should errors actually exist; any adjustments required will be made by the Department of Education & Early Childhood Development at the time of marking.

Academic Dishonesty

14. Any candidate who, through accident or otherwise, obtains improper access to examination papers prior to writing, or who impersonates another candidate or allows someone to impersonate him/her, or who engages in any other form of copying, cheating or academic dishonesty in any examination including using any device with internet capability (cell phone, Google watch etc.), will be disqualified from the examination in question. It should be noted that it is a criminal offence under the Criminal Code of Canada for any person to have another person write an examination in his/her name.

The candidate in question will receive an examination score of 0 which will be used to determine the students' final grade for that subject.

The student will be permitted to write a supplementary exam in August or November (if applicable).

If a school suspects a student(s) is engaged in academic dishonesty, the following steps are recommended:

1. The external supervisor informs the chief supervisor (principal) or designate immediately.
2. The chief supervisor or designate asks the student to quietly leave the exam room.
3. The chief supervisor or designate, accompanied by another adult, escorts the student to a quiet area to further investigate.

4. If it is deemed that academic dishonesty has occurred, the evidence is documented and sealed and the exam taken from the student.
5. The chief supervisor or designate contacts the Manager of Evaluation.
6. The chief supervisor or designate notifies the parent(s)/guardian(s), informing them of the event and the consequences.
7. The chief supervisor or designate completes a detailed incident report to submit to the Department of Education & Early Childhood Development.
8. The evidence, the exam and the incident report are submitted to the Department of Education and Early Childhood Development as soon as possible.

Calculator Use

15. The use of a scientific calculator, or an approved graphing calculator, will be permitted only during science and mathematics public examinations. The calculator must run silently and be battery powered.
16. Schools must ensure that students taking public examinations in science and mathematics have access to an approved calculator for public examinations.
17. All scientific calculators are permitted for public examinations. Only approved graphing calculators (see list below) will be permitted for public examinations.

Approved Graphing Calculators
TI-82 TI-83 Plus TI- 84 Plus C Silver TI-Nspire cx TI-Nspire cx 2 Sharp EL-9600C
Not Approved Graphing Calculators
TI-Nspire cx CAS TI-Nspire cx 2 CAS TI-89 Titanium CAS

18. Students must ensure that all calculators used during public examinations are cleared of their memory prior to entering the room. It is the responsibility of the student to show that their calculators have been cleared of all memory.

Examination supervisors must require a student to demonstrate a calculator has its memory completely cleared before the examination is delivered and at any time during the examination. The clearing instructions for the approved graphing calculators are found online in the regulations for candidates (<http://www.gov.nl.ca/edu/k12/evaluation/reg.pdf>). Any graphing calculator **NOT** in the list provided is not permitted in the exam room.

19. No device shall be used during an examination to retrieve course related text, formulae, images or any other material of a similar nature unless explicitly authorized by the examination instructions.
20. No device capable of communicating with another device or student shall be used during an examination.
21. The following are **NOT** permitted during a public examination:
 - (i) devices with computer style keyboards;
 - (ii) handheld minicomputers or laptop computers;
 - (iii) text editing devices such as electronic writing pads or pen-input devices (e.g., any cell phone, smart phone or P.D.A. (personal digital assistant) devices such as Axim™, IPAC™, pocket organizers, Palm™, or BlackBerrys™, etc.); or,
 - (iv) communication devices such as cell phones, smart phones, Google watches or other similar devices with internet capability.

A Reminder to Students and Teachers

Clearing the memory on all calculators is required prior to examinations. The chief supervisor is responsible for knowing how to do this and to ensure that it has been done.

Clearing all memory on your calculator may result in a loss of data, programs, applications (software) etc., from your machine. It is your responsibility to backup such information should you wish to retrieve it after examinations are over.

Clearing all memory on your calculator also has the effect of returning it to its factory specification including, for example, display contrast. Please ensure you know how to restore/adjust the display contrast on your calculator prior to clearing the memory. Factory settings for contrast assume strong batteries. If your calculator display becomes faint or invisible upon clearing the memory or performing a reset, adjust the contrast until the display is visible and clear.