



**Ministry of Education, Heritage & Arts**

**POLICY ON EXTERNAL EXAMINATIONS AND**

**ASSESSMENT**



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## **1.0 POLICY OBJECTIVE**

The purpose of this policy is to provide a framework and to maintain a coordinated, consistent conduct of external examinations and assessments. The Curriculum Development Unit (hereinafter referred to as CDU) and Technology and Employment Skills Training (hereinafter referred to as TEST) are responsible for setting appropriate assessments that will foster learning, and most of which is conducted through formal examinations.

The policy is intended to make clear the procedures, expectations, rules and protocols which relate to assessment matters. It is also intended for the guidance of students', teachers, parents and other important stakeholders.

The policy shall apply to the conduct of all national external examinations and diagnostic assessment – Literacy and Numeracy Assessment (hereinafter referred to as LANA) in Fiji, envisioned to contribute towards the achievement of quality education.

## **2.0 POLICY**

### **2.1 EXAMINATION AND ASSESSMENT**

Assessment and Examination is an important part of the teaching and learning programme as it provides students, parents, teachers, and other important stakeholders with valuable information about students' learning. This information is useful, both to monitor and improve teaching and learning strategies and to measure the outcomes of learning at particular key stages. The information is also used by higher institutions in the selection of students for scholarships, university and tertiary studies, and employment.

### **2.2 EXAMINATION ADMINISTRATION**

The administration of external examinations (Years 6, 7, 9, 8, 10, 11, 12 and 13) and the LANA programme shall be coordinated by the Examinations and Assessment Unit (hereinafter referred to as EAU) of the Ministry of Education, Heritage & Arts (herein after referred to as MoEHA), for the purposes of providing a measure of the extent of students' achievement of curriculum objectives and certification.

### **2.3 eEXAMINATIONS**

eExaminations processes and procedures shall comply with standards and requirements that maintain the reliability, validity, fairness and transparency in educational assessment. This includes strict adherence to security and confidentiality procedures by all who are involved in examinations and assessment processes.

### **2.4 INTERNAL ASSESSMENT**

The examination and assessment system shall be efficient, effective and responsive to the changing assessment needs of students and other stakeholders in education. In doing so, a cut out percentage of school-based assessments for Years 12 and 13 will be included in or towards the examination marks for certain subjects. The process necessitates a comprehensive procedure in assessing, analyzing, evaluating, moderating and reporting students' achievements.

## **2.5 PROCESSING OF RESULTS AND REPORTS**

MoEHA will ensure timely release of results and examination information to inform students and other key stakeholders on examination and assessment performance for improvement and the certification system. Examination reports will also be shared out to inform policy makers, teachers and school managements on improvement measures for teaching and learning.

## **2.6 MALPRACTICE**

There are instances of malpractice that includes intention to give unfair advantage in an examination or assessment and due to ignorance of the examination or assessment regulations.

## **2.7 PROVISIONS FOR STUDENTS WITH SPECIAL NEEDS**

MoEHA's endeavor for inclusive education, involve students with special needs accommodation and practical support during LANA and external examinations.

## **3.0 BACKGROUND**

- 3.1 The need to provide directions for all who are involved in examinations and assessment is obvious, given the need for consistency in the application of sound assessment principles in all aspects of examining to ensure that examinations and assessments fulfill the purposes for which they are set out to do.
- 3.2 Initiated as part to the education reforms is the reintroduction of external examinations at Year 6, 7, 8, 9, 10, 11 levels in addition to the current Fiji Year 12 and 13 Certificate Examinations.
- 3.3 The intent was based on established rationales which is to:
  - i. ensure standard coverage of syllabus within an academic year and;
  - ii. ensure teachers and stakeholders get to know the correct academic status of students' stock of knowledge and performance through examinations.
- 3.4 Subsequent to the above, the cabinet approved the removal of scaling was grounded on the view that despite its principled approach to address subject equivalence, it conceals the true mark or the students' real achievement.
- 3.5 This policy will support the strategic direction of the MoEHA in establishing, monitoring and maintaining standards of assessment for the continuous improvement of learners.



## **4.0 DEFINITIONS**

### **4.1 Assessment of Teaching and Learning Administration System (ATLAS)**

It is an exam mark processing software which contains data that can be used to generate reports to assist policy makers and provide advice that can be directed towards improving learning.

### **4.2 Extra Mural candidate**

One who is not enrolled as a full-time student.

### **4.3 Fairness**

The extent to which an examination is free of bias in any form, whether geographic, economic, physical, cultural, gender based, ethnic or religion.

### **4.4 Fiji Education Management Information System (FEMIS)**

It is a database of school, student, teacher and other information that simultaneously meets a range of MoEHA's needs and is accessible to all levels of the Ministry.

### **4.5 Integrity**

It refers to adherence to moral principles of honesty, truth, truthfulness, honour and reliability.

### **4.6 Internal Assessment (IA)**

Defined as school-based assessment activities which contribute towards a percentage of the final external examination.

### **4.7 Moderation**

The adjusting of internal assessment scores to address inconsistencies in marking and to bring about comparability.

### **4.8 Policy**

A policy reflects a concise summary of the "rules" governing the implementation of the MoEHA processes.

### **4.9 Reliability**

They enable consistent judgments of student performance; an assessment technique that measures the consistency of marking an assessment item or test.

### **4.10 Scaling**

A mathematical process which allows the adjustment of marks distributions in an examination for the purpose of achieving comparability between the subjects and validity in the ranking of students.



#### **4.11 School-Based Assessment (SBA)**

Assessment done in school on a continuous basis to determine students' achievement of learning outcomes.

#### **4.12 Special Needs (students)**

Disabilities of students for which special provisions are needed to address the effect of the disability on test performance.

#### **4.13 Standard**

The agreed content standards which are statements of the subject-specific knowledge and skills that schools are expected to teach students, indicating what students should know and be able to do or performance standards which are indices of qualities that specify how skillful or competent a student demonstration must be.

#### **4.14 Validity**

The extent to which an examination or assessment is able to achieve the purpose for which it is set out to do.

### **5.0. RELEVANT LEGISLATIONS AND AUTHORITIES**

#### **5.1 Relevant Legislation or Authority**

- 5.1.1 The Constitution of the Republic of Fiji – 2013
- 5.1.2 Examinations Act, Cap 262A
- 5.1.3 Education Act 1978
- 5.1.4 Public Service Act, 1999
- 5.1.5 Public Service General Regulations 1999
- 5.1.6 Fiji School Leaving Certificate Examination Regulations 1991
- 5.1.7 Fiji Seventh Form Certificate Examination Revised Regulation 2007
- 5.1.8 Official Secrets Act 1938
- 5.1.9 National Policy for Curriculum Assessment and Reporting
- 5.1.10 Policy in Occupational Health and Safety in MoEHA Offices and School
- 5.1.11 Policy in Information – Privacy and Security
- 5.1.12 Policy on Effective Implementation of Inclusive Education in Fiji
- 5.1.13 Fiji Education Management Information System Policy

### **6.0 PROCEDURES**

#### **6.1 EXAMINATIONS AND ASSESSMENT**

##### **6.1.1 LANA**

- 6.1.1.1 LANA is a diagnostic tool for assessment that measures students in their basic skills of Literacy and Numeracy.
- 6.1.1.2 The LANA programme are administered at the Years 5 and 7 or at intervals determined by the MoEHA.
- 6.1.1.3 The CDU shall be responsible for the item construction, trialing of items, processing of trialed items and selection of items for the item bank.

- 6.1.1.4 The processing and reporting of the trial items are done at EAU as it involves the use of the software RUMM2030 for Rasch Analysis to confirm valid items.
- 6.1.1.5 A formal deliberation session is then organized between EAU and the LANA officers to reflect on the trial items for selection, rewording and retrials.
- 6.1.1.6 The CDU will also be responsible for the compilation of the LANA papers by using items in the item bank and guided by the agreed blueprint.
- 6.1.1.7 The EAU shall be responsible for the printing, packing and timely dispatch of LANA papers to all primary schools.
- 6.1.1.8 To maintain the integrity of the LANA administration it is essential that all primary schools around the country administer LANA on the dates scheduled and they must be conducted under common test conditions.
- 6.1.1.9 The Head Teacher plays a critical leadership role in the administration of LANA and shall be responsible for the security, confidentiality, and overall conduct, preliminary analysis of results, remedial work and timely submission of all returns pertaining to LANA directly to EAU. The Head Teacher may delegate the administrative responsibilities and requirements of the LANA to an appropriate staff member.
- 6.1.1.10 Head Teachers must ensure that all instructions, guidelines and procedures provided by the EAU on the conduct of the LANA are strictly adhered to.
- 6.1.1.9 Head Teachers shall ensure that LANA supervisors are selected according to the criteria defined by the EAU through the LANA instructions.
- 6.1.1.10 When administering the LANA, supervisors shall be required to follow the instructions provided.
- 6.1.1.11 The Head Teacher shall be responsible for the timely submission of the original LANA Answer Sheet and other returns to EAU for the processing of the national data.
- 6.1.1.12 The results of the assessment shall be reported to schools in terms of the educational outcomes achieved by students using contemporary procedures.
- 6.1.1.13 These shall be used to inform teaching and learning as well as monitor standards of literacy and numeracy at the school and at national levels.
- 6.1.1.14 The EAU shall produce a report for the MoEHA for each of the levels tested to support Literacy and Numeracy Strategy (hereinafter referred to as LANS).
- 6.1.1.15 The development of any changes or new initiatives must include training and professional development as well as consultations with the stakeholders concerned.
- 6.1.1.16 Students with special needs shall be accommodated based on the provisions outlined in 6.7.
- 6.1.1.17 The expansion of the LANA to include any other levels of schooling or its exclusion from any of the existing two levels shall be at the discretion of the Permanent Secretary for Education Heritage and Arts (hereinafter referred to as PSEHA).

## **6.1.2 External Examinations**

### **6.1.2.1 External examinations shall be administered for the corresponding levels:**

Year 6 – Fiji Year 6 Examination (FY6E);  
Year 7 – Fiji Year 7 Final Examination (FY7FE);  
Year 8 – Fiji Year 8 Examination (FY8E);  
Year 9 – Fiji Year 9 Final Examination (FY9FE);  
Year 10 – Fiji Year 10 Examination (FY10E);  
Year 11 – Fiji Year 11 Final Examination (FY11FE);  
Year 12 – Fiji Year 12 Certificate Examination (FY12CE); and  
Year 13 – Fiji Year 13 Certificate Examination (FY13CE).

## **6.1.3 FY6E, FY8E and FY10E**

- 6.1.3.1 FY6E, FY8E and FY10E are external summative examinations to measure students' learning after six to ten years of schooling.
- 6.1.3.2 The examination also helps schools define important pathways for improvement.
- 6.1.3.3 All are non-elimination and non-certification examinations, so **all** students will still progress to the next level.

## **6.1.4 Standard Examinations**

- 6.1.4.1 For Years 7, 9 and 11 Final Examinations, the CDU and TEST prepare a standard summative examination for all schools in each examinable subject.
- 6.1.4.2 They are placed parallel with other levels of external examinations, with the only exception that it shall be administered and results processed at the school level.
- 6.1.4.3 The purpose of the assessment program is to ensure standard coverage and achievement of learning outcomes in the different levels.
- 6.1.4.4 It also allows and defines important pathways for improvement for the respective levels.
- 6.1.4.5 Head Teacher/ Principal shall manage the examination supervision internally. Notwithstanding as spelled, those schools wishing to engage external supervisors may do so and bear the cost from their internal school budget.



## 6.2 EXAMINATION ADMINISTRATION

The following procedures outline the standards and requirements in educational assessment that helps maintain the validity, reliability, fairness and in upholding the integrity of the examinations processes.

The following procedures apply in the conduct of the following external examinations:

- a) FY6E;
- b) FY8E;
- c) FY10E;
- d) FY12CE;
- e) FY13CE.

### 6.2.1 Eligibility to sit the examination

- 6.2.1.1 Any student who has fulfilled the entry and curriculum requirements for an examination and is endorsed as a candidate by the Head Teacher /Principal is eligible to appear for the examination.
- 6.2.1.2 A student who has not met such requirements may be recommended by the Head Teacher/ Principal not to appear for the examination however, prior to exclude must be endorsed by the PSEHA in concurrence with the Minister for Education (hereinafter referred to as ME).
- 6.2.1.3 Any such recommendation must be made to the PSEHA before the start of the four weeks prior to the beginning of the examination.
- 6.2.1.4 Any other student who has not met such requirements and is deemed to be in special circumstances may seek approval to be assessed through an examination from the PSEHA **no later than the registration deadline**.
- 6.2.1.5 The latter also applies to students who do not attend school on a full-time basis and who may appear as part-time candidates provided they meet the requirements for such candidacy.
- 6.2.1.6 Apart from the foregoing conditions, no student should be denied the opportunity to sit for the examination except with the approval of the PSEHA in concurrence with the Honorable Minister for Education (hereinafter referred to as ME).

### 6.2.2 Registration for examinations

- 6.2.2.1 The registration details of each student must be entered directly into the Fiji Education Management Information System (hereinafter referred to as FEMIS) database through the Head Teacher /Principal of the school before the registration deadlines in the current school year.
- 6.2.2.2 Schools without Internet access will submit up to date student data to their respective District Education Office for student registration update into FEMIS.
- 6.2.2.3 The Head teacher/Principal must ensure that the student's registration details including the birth registration number (hereinafter referred to as BRN) for local students and the passport number for any overseas student are correctly entered in FEMIS.

- 6.2.2.4 For examination purposes, EAU will update the relevant registration details for Year 6, 8, 10, 12 and 13 students to the Assessment of Teaching and Learning Administration System (hereinafter referred to as ATLAS) database.
- 6.2.2.5 Any registration, transfer of students or amendments after the registration deadlines shall be communicated in writing to the Director Examinations and Assessment Unit (hereinafter referred to as DEAU) no later than 31<sup>st</sup> of August. The approved change shall be updated by schools in FEMIS.
- 6.2.2.6 Any candidate who has not registered for an examination/ subject(s) but has had his/her registration confirmed by the EAU by way of the relevant registration report is allowed to present himself/herself for an examination on the scheduled time, in concurrence with the PSEHA.
- 6.2.3 Index Numbers**
- 6.2.3.1 The student's identification number in FEMIS will be maintained as the consistent examination index number for the student in ALL the levels of external examinations.
- 6.2.4 Examination Scripts**
- 6.2.4.1 All examination papers prepared and quality assured by CDU and TEST shall be administrated by their respective PEOs and received in both soft and printed form through the Principal Education Officer Examination (hereinafter referred to as PEOE) on the scheduled dates.
- 6.2.5 Extra Mural Candidates**
- 6.2.5.1 The FY12CE and FY13CE are also available for persons who are not full-time students but had previously sat these examinations.
- 6.2.5.2 Such candidates must apply to the PSEHA not later than the registration deadlines for the examination to be considered as extramural candidates.
- 6.2.5.3 This facility is available for anyone who is over the age of 18 years. Detailed procedures will be made available to those whose candidacy have been granted.
- 6.2.6 Examination Fees**
- 6.2.6.1 There are no registration fees. However, late registration fees, transfer fees, change of subject fees and additional subject fees apply where appropriate. These fees are prescribed in **Appendix 1**.
- 6.2.6.2 Failure to pay any of the above fees when due will result in the withholding of the examination results for the subject(s) concerned.

### **6.2.7 Subjects Offered**

- 6.2.7.1 A full-time candidate may enter for the examination in one or more subjects up to a maximum of **six subjects** in FY12CE and up to a maximum of **five subjects** in FY13CE. An extramural candidate may enter for the examination in no more than four subjects.
- 6.2.7.2 In any one year, no candidate shall enter for the same subject for the FY12CE and FY13CE.
- 6.2.7.3 The subjects offered for each examination are shown in **Appendix 2**.

### **6.2.8 Examination Date(s)**

- 6.2.8.1 The date(s) for an examination is/are determined by the Ministry of Education early in the year of the examination and gazetted in the *Education Gazette* and also circularized through the office of the PSEHA.

### **6.2.9 Timetable**

- 6.2.9.1 The timetable for an examination is issued at least 4 weeks before the date of the examination and gazetted in the *Education Gazette*. If necessary, a change(s) may be made to a timetable with the authorization of the PSEHA.

### **6.2.10 Late Scripts**

- 6.2.10.1 If for some reason, an answer script is left behind at a centre and not submitted with the others by the Chief Supervisor, such a script, when sent to the Director Examinations and Assessment Unit, must be accompanied by the concerned candidate's certified true copy of the original internal annual examination results for verification.

## **6.3 eEXAMINATIONS**

- 6.3.1 Examination papers for certain levels shall be distributed to schools through FEMIS.
- 6.3.2 Only schools with good connectivity will be serviced using the e platforms and papers for schools with intermittent or poor connectivity shall be printed.
- 6.3.3 The eExaminations operates in four layers:
  - a. Understand the process;
  - b. Change of school password;
  - c. Confirmation by schools on their readiness;
  - d. Printing of Question Papers and Answer Booklets.
- 6.3.4 The mentioned layers dictate all the quality assurance measures till the printing of papers.



### **6.3.5 Printing of Papers**

- 6.3.5.1 A team including the following **only** shall be allowed in to the printing or the collation room:
- a. Head Teacher/Principal;
  - b. Examination Chief Supervisor;
  - c. School Administration officer;
  - d. Designated teachers.
- 6.3.5.2 All personnel shall sign a declaration to affirm impartial measures and conduct throughout the examination paper production period.
- 6.3.5.3 All paper production process will be strictly confined to the day of the examination as e copies of the papers timetabled for the day will be released at **0700hrs** for Head Teachers/ Principals to access and download.
- 6.3.5.4 For instance where two papers are scheduled, both e copies will be released at the same time for advance preparation for the ensuing afternoon session.
- 6.3.5.5 Head Teachers/ Principals are sanctioned to acquire assistance from teachers hence the numbers of teachers they wish to enlist and the arrangement they desire to employ to ensure paper security and timely completion of the process before the examination session commences will be entirely their prerogative.
- 6.3.5.6 All printing expenses shall be supported by the individual schools through the Free Education Grant (hereinafter referred to as FEG).
- 6.3.5.7 Schools shall verify, confirm and maintain a proper record of the exact number of printed copies and report these to the EAU.
- 6.3.5.8 Printed papers shall be stored safely in a specified and secured room in the school till the commencement of the examination.
- 6.3.5.9 The examination administration and dispatch will be maintained in strict adherence to the standard as required.
- 6.3.5.10 Breaches of the examination paper production measures will be subject to the procedures and sanctions stipulated in the *Examination Act Cap 262A*.

## **6.4 INTERNAL ASSESSMENT (IA)**

IA is administered by the relevant subject advisors at the CDU and the TEST section for their respective subjects for the FY12CE and FY13CE.

### **6.4.1 Moderation**

The process allows teachers to share their expectations and understanding of benchmarks and ensures the teachers with the CDU/TEST officers make reliable, valid and evidence – based decisions.

All IA scores are moderated externally by CDU/TEST subject advisors.

#### **6.4.1.1 Moderation in English and Vernaculars**

- 6.4.1.1.1 Students undertake a common task with a common criteria for marking. The IA component comprises 20% of the student's final mark, with 80% from the exam mark.
- 6.4.1.1.2 The moderation process of the marks from schools is undertaken within each district. Schools bring in samples of work and these are piled according to highest/middle and lowest works.
- 6.4.1.1.3 Samples are moderated by the moderating group, with the group coming to a consensus for each of the highest/middle/lowest samples.

#### **6.4.1.2 Moderation for TEST subjects**

- 6.4.1.2.1 TEST includes 6 subjects in Year 12 : Agricultural Science; Computer Studies; Home Economics; Office Technology, Technical Drawing and Design and Applied Technology and 5 subjects in Year 13: Agricultural Science, Computer Studies, Home Economics, Office Technology and Introduction to Technology. These subjects have a large practical component; hence the students' final marks are comprised at 60% of Exam score and 40% IA mark.
- 6.4.1.2.2 IA Tasks are set centrally, along with a marking rubric, though there is some room for schools to further direct the tasks according to the specific areas of study. Hence, students should be attempting IA tasks with similar demands.
- 6.4.1.2.3 Teachers mark the students' project according to the rubrics supplied and these marks from teachers are then subjected to the moderation process.
- 6.4.1.2.4 Basically, teachers select three work samples from their school for each TEST subject; these are intended to be the best effort, the weakest effort, and a median effort.
- 6.4.1.2.5 There are detailed processes whereby each piece of work is inspected by at least three people present (one teacher from each school, plus one TEST Officer).

#### **6.4.1.3 Administration of IA moderated marks at EAU**

- 6.4.1.3.1 The moderated scores are then sent to the EAU where they are combined with the weighted raw examination scores.
- 6.4.1.3.2 All moderated **IA scores** must reach the EAU by the **30<sup>th</sup> of September**.
- 6.4.1.3.3 If, for any reason, a moderated IA score is late and is not incorporated in the processing of examination scores, the student concerned will receive the examination **mark** only for the subject and likewise when the student only attempted the project and had not sat for the examination, the project mark will be considered as the final mark in the provisional result.
- 6.4.1.3.4 Any late moderated IA scores may be accepted only under exceptional circumstances and incorporated in the processing only if they are received at the EAU within **30 working days** of the release of the provisional results of the examination concerned.



6.4.1.3.5 All repeaters at the FY12CE and FY13CE level must be reassessed for IA in the year of the examination.

6.4.1.3.6 For FY12CE and FY13CE, subjects with IA components with their weightings are given in **Appendix 3**.

#### **6.4.1.4 Conduct of the Examination**

6.4.1.4.1 The Chief Supervisor is in overall charge of the conduct of an examination at any one Centre on the day of the examination. He or she will be guided by the procedures outlined in *The General Instructions for Chief Supervisors*.

#### **6.4.1.5 Before the Examination Day**

Preparations must be made before the day of the examination with the Principal to ensure the following:

6.4.1.5.1 No written material, charts, drawings, etc. are left on the walls, blackboards, inside or on desks of/in the examination room on the examination day;

6.4.1.5.2 The rest of the school is quiet and students are kept well away from the vicinity of the examination room;

6.4.1.5.3 Candidates must be briefed fully about Examination rules and regulations before the examination day;

6.4.1.5.4 A member of the community of parents and teachers is available on the day of the examination to be one of the three parties who witness and sign for the:

6.4.1.5.4.1 opening of the parcel/box of examination papers before each subject is sat, and,

6.4.1.5.4.2 packing and sealing of answer scripts at the end of each examination.

#### **6.4.1.6 Examination Day**

On the day of the examination, the following procedures shall be strictly observed:

6.4.1.6.1 The timetable for the examination shall be **strictly** adhered to.

6.4.1.6.2 The boxes of question papers shall be opened no earlier than 20 minutes before the starting time for each paper by the Chief Supervisor in the presence of the Principal or his or her representative and a member of the community of parents and teachers. These three parties will together certify the security of the papers before they are opened.

6.4.1.6.3 The three parties will similarly certify the sealing of the answer scripts at the end of each examination in the examination room.



- 6.4.1.6.4 The Principal or a senior teacher is to be present at the start of each examination session to assist the Chief Supervisor in the identification of each candidate.
- 6.4.1.6.5 Any errors or omissions in a paper are to be clearly communicated to the candidates by the supervisor verbally and on the blackboard/whiteboard as given in the **Special Instructions for Chief Supervisors**.
- 6.4.1.6.6 No one, other than the Supervisors or Education Officers, is to enter or be in an examination room during an examination.
- 6.4.1.6.7 **No examination paper is to be taken out of** the examination room while the examination of that particular paper is in progress.
- 6.4.1.6.8 Late arrivals to the examination room may be admitted up to the end of the first 45 minutes and no **extra time is to be given to late arrivals**. However, late arrivals due to adverse local weather conditions or unforeseen circumstances should be admitted and given the full time from the time of arrival on a case by case basis.
- 6.4.1.6.9 All spare copies of question papers are to be given to the Head Teacher/ Principal at the end of the examination **after** all the students have left the room and all answer scripts have been sealed.
- 6.4.1.6.10 No refreshments including *kava* are to be served to supervisors when an examination is in progress.
- 6.4.1.7 Examination Rules for Candidates**
  - 6.4.1.7.1 A candidate should report to the examination room 10 minutes before the examination is to start. Any candidate arriving later than 45 minutes from the start of the examination will not be allowed into the examination. Late arrivals are not given extra time.
  - 6.4.1.7.2 No candidate is allowed to take any paper, note book, books, mobile phones and other electronic devices into the examination room.
  - 6.4.1.7.3 The use of CASIO fx82 series calculators shall be allowed and it must be silent, battery-operated and non-programmable.
  - 6.4.1.7.4 The time allowed for reading each paper is as prescribed on the question paper.
  - 6.4.1.7.5 No candidate is allowed to talk, whisper or make signs to another candidate and look at or copy any other candidate's answers or show any answer for another candidate to copy during an examination.
  - 6.4.1.7.6 No communication with the marker or examiner in any way on the answer script is allowed.
  - 6.4.1.7.7 No candidate is allowed to leave the examination room until one hour has passed and during the last 15 minutes of an examination.

6.4.1.7.8 A candidate may be disqualified if he or she breaks any of the above rules.

#### **6.4.1.8 Unusual Weather Conditions**

6.4.1.8.1 In the event of unusual weather conditions, Chief Supervisors will conduct an examination according to the procedure set out for the same in *The General Instructions for Chief Supervisors*.

#### **6.4.1.9 Security and Confidentiality of Examination Papers**

6.4.1.9.1 All information is confidential and must not be discussed with or given to unauthorized persons.

6.4.1.9.2 Anyone entrusted with the responsibility of preparing, printing, packing and dispatching, supervising, marking and body-script checking, and/or keeping examination papers is required by law to observe the following strictly:

- a) NOT to show or give a hard copy or soft copy of an examination paper or parts of the examination paper to anyone before the given time of the examination;
- b) NOT to tell anyone what is in a paper except the candidates during the examination;
- c) NOT to lose examination scripts through personal negligence and reckless behavior.
- d) NOT to collude with any of the personnel referred to in 6.4.1.9.1.

6.4.1.9.3 The penalty for breaking the national external examination law is a fine of up to \$2,000 or 2 years imprisonment or both.

#### **6.4.1.10 Examiners**

6.4.1.10.1 An examiner for a subject is the subject specialist officer from CDU and TEST with the relevant educational qualification and experience within the MoEHA. He or she must meet the following criteria:

- a) The person and his or her spouse are not teaching the subject and affirmed in the note of declaration;
- b) She/he does not have a child, or a relative living with him or her, appearing for the subject;
- c) She/he does not engage himself/herself in any private tutoring of the subject in the year concerned.

6.4.1.10.2 Every subject has a chief examiner who may be assisted by one or two panel members. The chief examiners and panel members are required to abide strictly by the instructions they are given in order to meet the professional standards required of their papers and the strict deadlines imposed by the MoEHA.

#### **6.4.1.11 Moderators**

6.4.1.11.1 A moderator for a subject is a person with the relevant educational qualification and experience from within CDU/ TEST of the MoEHA. He or she must meet the following criteria for security reasons:

- a. The person and his or her spouse are not teaching the subject in the year concerned;



- b. The person does not have a child, or a relative living with him or her, appearing for the subject;
- c. The person does not engage himself/herself in any private tutoring of the subject in the year concerned.

6.4.1.11.2 Every subject has a moderator who should work closely with the chief examiner for the subject concerned. Moderators are required to abide strictly by the instructions that they are given in order to meet the professional standards required of their papers and the strict deadlines imposed by the MoEHA.

#### **6.4.1.12 Markers**

6.4.1.12.1 To be appointed a marker for a subject, a person must meet the following minimum criteria:

- a. Has a recognized teaching certificate with the relevant qualification majoring in the subject concerned;
- b. Has taught the subject at the level concerned for at least five years;
- c. Has his or her qualification(s) and appointment endorsed by his or her Principal.

6.4.1.12.2 To continue as a marker, one must maintain consistently good reports particularly in abiding by the marking schedule and in meeting deadlines.

6.4.1.12.3 For the purpose of ensuring quality and efficiency in the marking process, the following must be complied with in the selection of chief markers and markers for the various subjects:

- a. A person may be the chief marker for a subject at only one level of examination in any one year unless approved by DEAU;
- b. A person may be a marker for a subject at only one level of examination unless approved by DEAU.

#### **6.4.1.13 Supervisors**

Supervisors will bear full responsibility for the conduct of examinations. A supervisor has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination.

The established ratio for supervisor/ student shall be within the **1: 30** students to ensure sound management of the examination.

##### **6.4.1.13.1 Chief Supervisors**

Every examination center or school is allocated a chief supervisor who is responsible for the conduct of the examination on the examination day and for all other preparatory and post-exam functions as outlined in *The General Instructions for Chief Supervisors for Primary and Secondary Examinations*.



He or she is appointed by the PSEHA and must meet the following criteria:

- a. Have no children, or relatives living with him or her, appearing for the examination anywhere in Fiji;
- b. Is not a member of the school committee or associated with the running/administration of the school;
- c. Is not a teacher or an employee at the school;
- d. Is not the spouse of a teacher whose school is presenting candidates for the examination;
- e. Is not associated with anyone in the administration of the school i.e. being wife or husband of the school manager, chairman, secretary, treasurer or member of the school committee;
- f. Is over the age of 30 and below 65, but for exceptional cases with the approval of PSEHA;
- g. Has a reasonable command of the English language and/or has reached Year 13 level of education or equivalent;
- h. Has been an assistant supervisor for at least two years with good reports;
- i. Is physically fit to carry out the necessary duties;
- j. Has not been convicted of fraud or dishonesty of any nature.

#### 6.4.1.13.2 Assistant Supervisors

Assistant supervisors are appointed by the PSEHA to assist the chief supervisors in controlling the conduct of the examination. They are required to abide by the rules given in *The General Instructions* for Assistant Supervisors.

To be appointed an Assistant Supervisor, a person must meet the following criteria:

- a. Have no children, or relatives living with him or her, appearing for the examination anywhere in Fiji;
- b. Is not a member of the school committee or associated with the running/administration of the school;
- c. Is not a teacher or an employee at the school;
- d. Is not the spouse of a teacher whose school is presenting candidates for the examination;
- e. Is not associated with anyone in the administration of the school i.e. being wife or husband of the school manager, chairman, secretary, treasurer or member of the school committee;
- f. Is over the age of 25 and below 65, but for exceptional cases with the approval of PSEHA;

- g. Has a reasonable command of the English language and/or has reached Year 12 level of education or equivalent;
- h. Is physically fit to carry out the necessary duties;
- i. Has not been convicted of fraud or dishonesty of any nature.

#### **6.4.1.14 Role of Head Teachers/ Principals**

The Head Teacher/ Principal of a school that is presenting candidates for an examination is expected to provide every support necessary to enable the smooth and efficient conduct of the examination. He or she should pay particular attention to the following:

- a. The provision of complete and accurate registration details of students;
- b. Meeting pre- and post- examination deadlines as set by the MoEHA;
- c. Liaise with the chief supervisor to ensure receipt of the correct number of examination scripts per subject;
- d. Ensuring that students are thoroughly familiar with examination rules;
- e. Facilitating the Chief Supervisor's role in the setting up of examination rooms, opening of examination papers, sealing of scripts and in identifying students at the beginning of an examination;
- f. Ensuring that the school is quiet during the examination;
- g. Ensuring that applications for compassionate/aegrotat assessments, if necessary, are lodged with the PSEHA within 7 days of the date of the examination;
- h. If necessary, ensure the provision of special facilities for students with special needs;
- i. Avoidance of any opportunity whereby he/she or any member of his/her staff may work in collusion with a supervisor for the benefit of his/her students or school or appoint any supervisor without prior approval from PSEHA;
- j. Complete the confidential report for Chief Supervisors after the Examinations and forward submission of the completed report to the DEAU.

### **6.5 PROCESSING OF RESULTS AND EXAMINATION REPORTS**

Examination results are processed according to the procedures set by the Examinations & Assessment Unit through the office of PSEHA.

#### **6.5.1 Results processed on Raw Marks**

- 6.5.1.1 In view of the need to improve students' achievements and enhance teachers' performance, raw scores will be reported for it being the real representations of achievement.

- 6.5.1.2 Students will be given marks in their result notice according to their achievement in the individual subjects rather than an aggregated mark.
- 6.5.2 Results Release**
- 6.5.2.1 The release of provisional results for the LANA and all external examinations shall befall sometimes towards the end of December.
- 6.5.3 Provisional Result**
- 6.5.3.1 All results will remain provisional for 30 days from the release date as they are subject to change due to administrative errors, recount and remarks.
- 6.5.3.2 Results are confirmed after the provisional period and the official result notices are then produced for all candidates.
- 6.5.4 Recount of Marks**
- 6.5.4.1 Candidates may request a recount for a maximum of five subjects and recount applications may be lodged by individual students no later than 30 days after the official release of provisional examination results. A candidate is only allowed one application per subject. A recount fee of five dollars per subject (\$5.00) would be levied as detailed in **Appendix 4**.
- 6.5.4.2 Recount results are formally communicated to individual students within **three days** from the date of application. Any change of mark for any one student will result in the issue of a new Result Notice but only after the original Result Notice is returned to the Examinations Office.
- 6.5.5 Re - marking of Scripts**
- 6.5.5.1 Candidates may request for a remark **only** after exhausting the recount process. The process shall be applied for, within the 30 days after the official release of provisional examination results.
- 6.5.5.2 The script will be re – assessed by the Chief Examiner and DEAU will confirm if there is a difference between the original and re – marked marks.
- 6.5.5.3 The mark on the database will be updated should there is a change in the result. The re – mark process fee of \$25 per subject will be imposed to cover the administrative costs related to processing of requests including the engagement of the Chief Examiner to re – mark (**Appendix 4**).
- 6.5.5.4 The re-marking period will take up to **five days** from the receipt of the completed Re-mark Application Form and candidates will be informed of the final decision.
- 6.5.5.5 It is important to note that the process does not provide qualitative feedback of the performance.
- 6.5.5.6 Requests for re – marking will only be accepted from the candidates and EAU will not assent to any request made on the candidate's behalf from parents, relatives, friends or colleagues.



#### **6.5.6 Results Reports**

- 6.5.6.1 Results reports for a school are sent to the Head teacher/ Principal through the District Education Office on the date of the release of results. The reports will show the raw marks attained by each candidate. The subject grades/ award for the examinations are shown on the certificates which are printed about two (2) months after the results are released.

#### **6.5.7 Individual Result Notice**

- 6.5.7.1 Every student is provided with an official Result Notice. For students' convenience and to facilitate student transfers in the year following, the Result Notices are kept at the Examinations and Assessment Unit (EAU) for personal collection by students in the **four weeks** immediately after they are printed.
- 6.5.7.2 Any Notices left after the end of the **four weeks** are sent to the Principals of the schools concerned. A Principal, however, may request, for any examination, before the results are released, that the Result Notices for his/her school be sent to him/her after they are printed and not be withheld at the EAU.
- 6.5.7.3 Result notices must be securely kept as they will not be replaced when lost.

#### **6.5.8 Certificates**

- 6.5.8.1 Certificates are awarded for the FY12CE and FY13CE. These are printed after the recount period is over and the results are confirmed. Every candidate is awarded a certificate which shows the grades/ award of every subject sat.
- 6.5.8.2 Certificates will not be replaced when lost.

#### **6.5.9 Change of Name on Documentary Evidence of Examination Results:**

- 6.5.9.1 To enable a change of student name(s) or any other personal detail(s) on any form of documentary evidence of examination results, the following documents must be produced by the student concerned:
- 6.5.9.1.1 For change(s) due to typographical error(s):
- Original copy of birth certificate;
  - Original copy or copies of documentary evidence of examination results.
- 6.5.9.1.2 For change(s) due to change(s) on the birth certificate:
- Original copies of birth certificates concerned i.e. old and new copies;
  - Certified true copy of Deed Poll;
  - Original documentary evidence of examination result;
  - Confirmation letter on birth record from the Registrar General's Office.

#### **6.5.10 Compassionate Assessment**

- 6.5.10.1 Where, by reason of any exceptional circumstances beyond his/her control, other than illness or injury, a candidate is prevented from writing a paper, or considers that his or her performance has been seriously impaired by the exceptional circumstances; the Head teacher/ Principal of the candidate's school may apply for a compassionate assessment.

6.5.10.2 Compassionate considerations will be normally granted to a circumstance that occurs within four weeks prior to the examination date or during the examination period, however due considerations may be given in exceptional circumstances.

6.5.10.3 For the FY6E, FY8E, FY10E, FY12CE and FY13CE, any such application must be lodged with the PSEHA within 7 days of the date of the examination and must be accompanied by the relevant supportive documents such as birth certificates and/or death certificates etc. and the certified true copy of the original annual internal examination records of ALL the students in the school who sat the subject(s) concerned showing their marks and positions in each of the subjects examined.

#### **6.5.11 Aegrotat Assessment**

6.5.11.1 Where illness or injury has prevented a candidate from sitting any subject or subjects or has seriously impaired his/her performance in any subject, the Principal may apply to the PSEHA within 7 days of the date of the examination for an aegrotat assessment. The application must be accompanied by a medical certificate and/or a medical report from a registered medical practitioner. The certificate must show the date of the medical examination and certify that the candidate was, in the practitioner's opinion, prevented by illness (or injury) from sitting the subject(s) concerned or that his/her performance was likely to have been seriously impaired by the illness or injury. For the FY6E, FY8E, FY10E, FY12CE and FY13CE, the application must be lodged with the certified true copy of the original annual internal examination records of ALL the students in the school who sat the subject(s) concerned showing their marks and positions in each of the subjects examined.

6.5.11.2 Aegrotat considerations will be normally granted to a circumstance that occurs within four weeks prior to the examination date or during the examination period, however due considerations may be given in exceptional circumstances.

6.5.11.3 Compassionate and aegrotat cases are assessed in the same way. A candidate who has made a successful application for an aegrotat assessment or a compassionate assessment shall be allotted a mark in the relevant subject. The result notice shall indicate whether the mark allotted is based on an aegrotat or compassionate assessment.

#### **6.5.12 Examination Reports**

6.5.12.1 The following reports are produced on a yearly basis by the Examinations and Assessment Unit:

- a. Draft Analysis of FY10CE, FY12CE, FY13CE subject results;
- b. Annual Report on the FY10E, FY12CE FY13CE;
- c. Statistics Reports for each examination for schools;
- d. Item Analysis Reports for Examiners and Moderators;
- e. Chief Examiners' Reports for all subjects examined.

6.5.12.2 System – Wide Awareness

Stakeholders are to be informed as and when necessary about any changes and new initiatives in examinations and assessment through awareness programmes. Such changes are to include the use of contemporary procedures to assess, analyze and report students' achievements.



## 6.6 MALPRACTICE

- 6.6.1 Allegations of malpractice can be reported by examiners, markers, supervisors, members of the public and schools or detected through statistical analysis.
- 6.6.2 Any reported or suspected case of malpractice must be fully investigated by EAU in conjunction with the office of Director Corporate Services (DCS) and a written report detailing the procedures and findings of the investigation submitted to the PSEHA.
- 6.6.3 The candidate concerned may receive a zero mark for the subject(s) in the provisional results.
- 6.6.4 Any candidate accused of malpractice must be given the opportunity to respond in writing, through their respective school principal, to any allegations made against him/her within 14 consecutive days from the date of notification.
- 6.6.5 Failure to get a response to 6.6.4 would imply that the candidate is guilty of the malpractice.
- 6.6.6 The PSEHA will convene a Disciplinary Committee, comprising:
  - i. Deputy Secretary Professional (DSP) – **Chair**
  - ii. Director : Curriculum Advisory Services (DCAS) – **member**
  - iii. One Student Council Rep from the student's school (Either Head Boy or Head Girl) – **member**
- 6.6.7 The Director Examination and Assessment Unit (DEAU) will present the case and also invite a witness.
- 6.6.8 A formal written report detailing the procedures and findings of the investigation will be submitted to the PSEHA for his/her decision.
- 6.6.8 If proven guilty, the candidate will be disqualified and awarded the zero mark as the final mark for the subject(s) concerned or the whole examination.
- 6.6.7 Such disqualification is made by the PSEHA within reasonable time after careful consideration of the evidence provided to him/her in connection with the misconduct.

## 6.7 PROVISIONS FOR STUDENTS WITH SPECIAL NEEDS

### 6.7.1 Examination Provisions

Students with special needs are entitled to special examination provisions to address the effects of their special needs on test performance.

- 6.7.1.1 The provisions include Braille papers, enlarged font, use of a reader, use of a writer, use of extra time, separate supervision, or others which are considered to be necessary.



6.7.1.2 The provision of extra time ensures sound completion of the examination:

- a. LANA/ FY6E – 30 minutes;
- b. FY8E – 45 minutes;
- c. FY10E – 1hour;
- d. FY12CE/ FY13CE – 1 hour 30minutes.

6.7.1.3 The lack of familiarity with the English language is not considered a special need. There is therefore no special provision (e.g. use of English/foreign language dictionary) for anyone displaying limitations in the use of the language.

6.7.1.4 Where a student has a condition that may or may not manifest itself during an examination (e.g. epilepsy or asthma), separate supervision is recommended.

#### **6.7.2 Sign Interpreters**

6.7.2.1 A sign interpreter may be requested by the school concerned to interpret the verbal instructions of a supervisor for students with hearing impairment during an examination. He or she is formally appointed by the PSEHA through the recommendation of the school head with the endorsement of the District and Divisional Education Office and must abide by the instructions he or she is given. The sign interpreter shall not be a relative or close associate or a teacher of the candidate.

#### **6.7.3 Readers**

6.7.3.1 If appointed, a reader may read the questions but may not explain questions or instructions. He or she must be a member of the class immediately below that of the candidate's and not be a relative of the candidate. The reader is expected to have had some experience in the subject and is reasonably competent in English. The reader need not be the same person for all the subjects. If the reader has to be remunerated, the school concerned will be responsible.

#### **6.7.4 Writers**

6.7.4.1 To be appointed, a writer must be a member of the class immediately below that of the candidate's and not be a relative of the candidate. He or she is expected to have had some experience in the subject and is reasonably competent in English. Communication between the writer and the candidate is limited to what is necessary for the process of recording the student's answers. The writer may use a calculator at the direction of the candidate but may not draw for the candidate. The writer need not be the same person for all the subjects. If the writer has to be remunerated, the school concerned will be responsible.

#### **6.7.5 Application Procedure**

6.7.5.1 Applications for special examination provisions are to be submitted by the Head teacher/Principal of the school concerned together with relevant medical/therapist/psychiatric report. The application must reach the Director EAU at least two months before the examination begins. The application will be verified by the PSEHA before approval is given by the Director EAU.

## 7.0 GUIDELINES

- 7.1 The appointment of practicing teachers as chief supervisors in examinations should be avoided unless it is impossible to find other suitable people especially in isolated rural areas.
- 7.2 In this case, a practicing teacher of a school not presenting candidates may be appointed chief supervisor provided that the school has a controlling authority that is different from that of the teacher's school, but will not be remunerated.

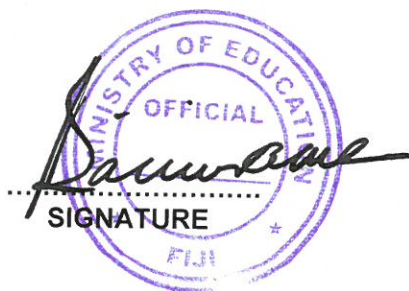
8.0 EFFECTIVE DATE.....4/9/17.....

9.0 REVIEW DATE.....4/9/20.....

## 10.0 KEY SEARCH WORDS

Assessment, EAU, Examinations, Examiners, FEMIS, FY6E, FY8E, FY10E, FY12CE, FY13CE, LANS, LANA, Literacy, Markers, Moderation, Numeracy, Supervisors.

11.0 APPROVED BY THE PRIME MINISTER AND MINISTER FOR EDUCATION, HERITAGE & ARTS, HONOURABLE JOSAIA VOREQE BAINIMARAMA.

  
SIGNATURE

4/9/17  
DATE

## APPENDIX 1

### FEES PAYABLE FOR ALL EXAMINATIONS

Examination	Late Registration Fee	Transfer Fee	Change of Subject Fee	Additional Subject Fee
FY10 E FY12 CE FY13 CE	\$2.00 per subject	\$3.00 per candidate	\$2.00 per change after closing date of entries	\$2.00 per subject after closing date for late entries

## APPENDIX 2

### SUBJECTS EXAMINED AT VARIOUS LEVELS

<b>FY6E</b> <b>Year 6</b> <b>7 subjects</b>	<b>FY8E</b> <b>Year 8</b> <b>9 subjects</b>	<b>FY10E</b> <b>Year 10</b> <b>15 subjects</b>	<b>FY12CE</b> <b>Year 12</b> <b>19 subjects</b>	<b>FY13CE</b> <b>Year 13</b> <b>17 subjects</b>
ENGLISH (COMPULSORY)	ENGLISH (COMPULSORY)	ENGLISH (COMPULSORY)	ENGLISH (COMPULSORY)	ENGLISH (COMPULSORY)
MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS
GENERAL SUBJECTS	BASIC SCIENCE	BASIC SCIENCE	BIOLOGY	BIOLOGY
VOSA VAKA VITI	HEALTHY LIVING	SOCIAL SCIENCE	CHEMISTRY	CHEMISTRY
HINDI	SOCIAL SCIENCE	COMMERCIAL STUDIES	PHYSICS	PHYSICS
URDU	VOSA VAKA VITI	HOME ECONOMICS	GEOGRAPHY	GEOGRAPHY
ROTUMAN	HINDI	OFFICE TECHNOLOGY	HISTORY	HISTORY
	URDU	BASIC TECHNOLOGY	VOSA VAKAVITI	VOSA VAKAVITI
	ROTUMAN	BASIC GRAPHICS TECHNOLOGY	HINDI	HINDI
		VOSA VAKAVITI	URDU	URDU
		HINDI	FRENCH	ACCOUNTING
		URDU	ACCOUNTING	ECONOMICS
		ROTUMAN	ECONOMICS	AGRICULTURAL SCIENCE
		FRENCH	OFFICE TECHNOLOGY	HOME ECONOMICS
		AGRICULTURAL SCIENCE	AGRICULTURAL SCIENCE	INTRODUCTION TO TECHNOLOGY
			HOME ECONOMICS	COMPUTER STUDIES
			APPLIED TECHNOLOGY	OFFICE TECHNOLOGY
			TECHNICAL DRAWING & DESIGN	
			COMPUTER STUDIES	



### APPENDIX 3

#### SUBJECTS WITH IA COMPONENTS AND THEIR WEIGHTINGS

##### A. Fiji Year 13 Certificate Examination

CODE	SUBJECT	IA WEIGHTINGS
510	ENGLISH	20
530	BIOLOGY	20
531	CHEMISTRY	20
532	PHYSICS	20
552	OFFICE TECHNOLOGY	40
560	AGRICULTURAL SCIENCE	40
565	INTRODUCTION TO TECHNOLOGY	40
566	COMPUTER STUDIES	40
567	HOME ECONOMICS	40

##### B. Fiji Year 12 Certificate Examination

CODE	SUBJECT	IA WEIGHTINGS
410	ENGLISH	20
452	OFFICE TECHNOLOGY	40
460	AGRICULTURAL SCIENCE	40
469	TECHNICAL DRAWING & DESIGN	40
466	COMPUTER STUDIES	40
467	HOME ECONOMICS	40
468	APPLIED TECHNOLOGY	40
470	FIJIAN	20
471	HINDI	20
472	URDU	20

### APPENDIX 4

#### RECOUNT FEES AND RE - MARK FEES

Examination	Recount fee per subject
FY6E FY8E FY10E FY12CE FY13CE	\$5.00 per script
Examination	Re - mark fee per subject
FY6E FY8E FY10E FY12CE FY13CE	\$25.00 per script