



Ministry of Education

POLICY ON EXTERNAL EXAMINATIONS AND ASSESSMENT

POLICY ADVISOR: EXAMINATIONS AND ASSESSMENT UNIT

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1. POLICY OBJECTIVE

The purpose of this policy is to provide a framework for the conduct of external examinations and assessment to ensure that they contribute towards the achievement of quality education.

2. POLICY

- 2.1 Until such time that a semi-autonomous or fully autonomous examinations board is established, the conduct of external examinations and literacy and numeracy assessment shall be coordinated by the Examinations and Assessment Unit (EAU) of the Ministry of Education, on behalf of the Chief Executive Officer for Education, for the purposes of providing a measure of the extent of students' achievement of curriculum objectives and certification.
- 2.2 Examination and assessment information shall be used to assist policy makers, teachers and school managements in ways of improving teaching and learning, monitoring standards, and in the selection of students for scholarships, university and tertiary studies, and work.
- 2.3 Examination and assessment processes and procedures are to comply with standards and requirements that uphold 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.
- 2.4 The examination and assessment system is to be efficient, effective and responsive to the changing assessment needs of students and other stakeholders in education. In doing so, it is to gradually incorporate increasing elements of school-based assessment and engage contemporary procedures in assessing, analysing and reporting student achievement.
- 2.5 A system-wide awareness programme shall be responsible for informing stakeholders about changes and development in the examination, assessment and certification system.

3. BACKGROUND

This policy applies to all external examinations and the Fiji Literacy and Numeracy Assessment (FILNA).

- 3.1 While the current trend in educational assessment is a move towards more formative, school-based assessment, external examinations are likely to continue, for a while, to be the predominant means of assessing students' performance in Fiji.
- 3.2 The need to provide direction for all who are involved in examinations and assessment is obvious given the need for consistency in the application of assessment principles in all aspects of examining to ensure that examinations and assessment fulfil the purposes for which they are set.
- 3.3 This policy is intended to meet the need in 3.2 above. In doing so, it will support the strategic direction of the Ministry of Education in establishing and monitoring standards for the continuous improvement of learners and the education system as a whole (MoE Strategic Plan 2003-2005).

3.4 Definitions

Term	Definition
validity	the extent to which an examination is able to achieve the purpose for which it is set
fairness	the extent to which an examination is free of bias in any form, whether cultural, gender, ethnic etc.
standard	a level of excellence or quality
extramural	studying privately and not full-time
scaling	a mathematical process which allows for the adjustment of marks distributions in an examination for the purpose of achieving comparability between the subjects and validity in the ranking of students
moderation	the adjusting of internal assessment scores to address inconsistencies in marking and to bring about comparability
special needs (students)	disabilities of students for which special provisions are needed to address the effect of the disability on test performance
School-Based Assessment (SBA)	assessment done in school on a continuous basis to determine students' achievement of learning outcomes
Internal Assessment (IA)	defined school-based assessment activities which contribute towards the award of a certificate through an external examination

4. RELEVANT LEGISLATIONS AND OTHER LINKS

4.1 Relevant Legislation or Authority

Examinations Act, Cap 2624

Education Act 1978

Public Service Act, 1999

Part 2, Section 6 (1) – (14) Public Service Code of Conduct
Legislative programmes in education and training

Public Service General Regulations 1999

Fiji School Leaving Certificate Examination Regulations 1991

Fiji Seventh Form Certificate Examination Regulations 1991

4.2 Relevant Policies

Curriculum Policy (Draft)

TVET Policy (Draft)

4.3 References:

Ministry of Education. *General Instructions for Chief Supervisors of Secondary Public Examinations*

Ministry of Education. *General Instructions for Chief Supervisors of Primary Public Examinations*

Ministry of Education. *General Instructions for Assistant Supervisors of Secondary Public Examinations*

Ministry of Education. *General Instructions for Assistant Supervisors of Primary Public Examinations*

Ministry of Education. (1990). *FSLCE Regulations*

Ministry of Education. (1990). *FSFE Regulations*

Ministry of Education. *Fiji Intermediate Examination Rules*

Ministry of Education. *Fiji Eighth Year Examination Rules*

5. PROCEDURES

The following procedures outline the standards and requirements in educational assessment that would demonstrate the validity and fairness of the examination and assessment process. Compliance with these procedures will ensure efficiency, effectiveness and responsiveness to a contemporary assessment system.

The procedures are given under TWO headings. These are:

- 5.1 External Examinations.
- 5.2 Literacy and Numeracy Assessment

5.1 EXTERNAL EXAMINATIONS

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

- a. Fiji Intermediate Examination (FIE) at Class 6 (Year 6).
- b. Fiji Eighth Year Examination (FEYE) at Class 8 (Year 8).
- c. Fiji Junior Certificate Examination (FJCE) at Form 4 (Year 10).
- d. Fiji School Leaving Certificate Examination (FSLCE) at Form 6 (Year 12).
- e. Fiji Seventh Form Examination (FSFE) at Form 7 (Year 13).

5.1.1 Eligibility: Any student who has fulfilled the curriculum requirements for an examination and is endorsed as a candidate by his or her Head Teacher/Principal is eligible to appear for the examination. A student who has not met such requirements may be recommended by his or her Head Teacher or Principal not to appear for the examination. Any such recommendation must be made to the Chief Executive Officer (Education) and must reach him or her before the start of the four weeks prior to the beginning of the examination concerned.

Any other student who has not met such requirements and is deemed to be in special circumstances may seek approval to sit an examination from the Chief Executive Officer (Education) not later than the closing date for entries for the examination. The latter also applies to students who do not attend school on a full-time basis and who may appear as extramural candidates provided they meet the requirements for such candidacy. For the FSLCE and FSFE, any student who leaves school four (4) weeks or earlier before the beginning date of the examination or is consistently absent in this time period for no valid reason will be ineligible to sit the examination. Any such case must be communicated in writing to the Chief Executive Officer (Education) by the Principal concerned for deletion from the examination roll of the student concerned.

No student who has not registered for an examination will be allowed into an examination room on the examination day or appear for one or more papers.

5.1.2 Applications: Candidates' applications are made on registration forms which are submitted to the Director (Examinations) through the Head

Teacher/Principal of the school. Such forms must be accompanied by a corresponding **List of Candidates** which summarizes the details of the candidates in a school. This form is completed in triplicate with the original sent to the Director (Examinations), a copy to the District Senior Education Officer and a copy retained by the school. Schools with computers have the option of pre-enrolling their candidates and sending the information on a disk.

No candidate who has not registered for an examination and has had his/her registration confirmed by the Examinations and Assessment Unit (EAU) by way of the relevant registration report is allowed to present himself/herself for an examination.

Because the FIE and FEYE are not compulsory, Head Teachers and Principals wishing to present students for these examinations are to communicate their intention in writing to the Chief Executive Officer (Education) in the year preceding the examination.

- 5.1.3 **Extramural Candidates:** The FJCE, FSLCE and FSFE are also available for persons who are not full-time students but had previously sat these examinations. Such candidates must apply to the Chief Executive Officer (Education) early in the year of the examination to be considered as extramural candidates. This facility is also available, only for the FSLCE and FSFE, for anyone who has not appeared for any of these examinations previously but is over the age of 21. Detailed procedures will be made available to those whose candidacy have been granted.
- 5.1.4 **Choices of School for next higher form:** FIE and FEYE candidates wishing to apply to an outside school for a place in the next higher form are required to complete a choice form in three colours – white, orange and green. A student's school of first choice is shown on the white form, second choice on the orange form and the third choice on the green form. All three forms must be endorsed by the parent or guardian and sent by the Head Teacher or Principal to the schools concerned. The three school choices must **correspond** with the three choices indicated on the registration form for any one candidate.
- 5.1.5 **Choices of Tertiary Institution :** FSLC and FSFE candidates may indicate three choices of tertiary institution on their registration forms. The institutions concerned will then receive the marks of those students applying for places in them directly from the Examinations and Assessment Unit (EAU) to assist them in their selection of new entries.
- 5.1.6 **Closing Dates:** The closing date for entries and the closing date for late entries are determined on a yearly basis by the Ministry and are gazetted in the Education Gazette.
- 5.1.7 **Examination Fees:** 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**.

Failure to pay any of the above fees when due will result in the withholding of the examination results for the subject(s) concerned.

- 5.1.8 **Subjects Offered:** The subjects offered for each of the 5 examinations are shown in **Appendix 2**.
- 5.1.9 **Examination Date (s):** 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*.
- 5.1.10 **Timetable:** 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 Chief Executive Officer (Education).
- 5.1.11 **Late Scripts:** 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), must be accompanied by the concerned candidate's **original** internal mid-year or annual examination results, whichever is applicable, for verification.
- 5.1.12 **Internal Assessment Scores:** Internal assessments (IA) are administered by the Curriculum Development Unit and the Technical and Vocational Education and Training Section for their respective subjects for the FJCE, FSLCE and FSFE. The IA scores are moderated externally and weighted by moderators. The weighted scores are then sent to the EAU where they are combined with the weighted raw exam scores before scaling or standardization.

All IA scores must reach the EAU by **October 31** of the year of the examination. 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 a zero mark for the subject in the provisional results. Any such late IA scores may be accepted only under exceptional circumstances and incorporated in the processing only if they are received at the EAU within 20 working days of the release of the provisional results of the examination concerned.

Repeaters at the FSLCE level may use their IA marks of the previous year whereas repeaters at the FSFE level must be reassessed for IA in the year of the examination.

- 5.1.13 **Scaling /standardization:** Marks are scaled or standardized to address the negative influences of the many sources of variation in an examination. In addition, scaling enables the valid aggregation of scores to enable the ranking of students for selection purposes. Scaling also enables the standardization of an examination from year to year. The overall mean and overall standard deviation for each examination is determined by the Ministry of Education based on historical performance data. These are shown in **Appendix 3**.

5.1.14 **Results Release:** The results of each of the 5 examinations are released around the times indicated in **Appendix 4**.

5.1.15 **Recount of Marks:** Marks may be recounted only for the FJCE, FSLCE and FSFE. Recount applications may be lodged by individual students no later than 30 days after the official release of examination results. FJCE candidates may request a recount for a maximum of **three** subjects while FSLCE and FSFE candidates may request a recount for a maximum of **five** subjects.

The recount **fee per subject** is shown in **Appendix 5**.

Recount results are formally communicated to individual students. 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.

5.1.16 **Results Reports:** Results reports for a school are sent to the Head Teacher/Principal on the date of the release of results. Such reports show both the marks and grades obtained for each subject for the FIE and FEYE. Those for the FJCE, FSLCE and FSFE only have marks as the subject grades for these examinations are shown on the certificates which are printed about 2 months after the results are released.

5.1.17 **Individual Result Notice:** Every student is provided with an official Result Notice. For the FIE and FEYE, these are sent to the Head Teachers/Principals within a week after the results are released. For students' convenience and to facilitate student transfers in the year following, the Result Notices for the FJCE, FSLCE and FSFE are kept at the Examinations and Assessment Unit (EAU) for personal collection by students in the 4 weeks immediately after they are printed. Any Notices left after the end of the 4 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. Such Notices must be securely kept as they will not be replaced when lost.

5.1.18 **Certificates:** Certificates are awarded for the FJCE, FSLCE and FSFE. These are printed after the recount period is over and the results are confirmed. Every candidate is awarded a certificate which shows the grade of every subject sat. The grades are from grade 1 – 9 with grade 1 as the highest and grade 9 the lowest. Certificates are not replaced when lost.

5.1.19 **Change of Name on Documentary Evidence of Examination Results:**

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:

A. For change(s) due to typographical error(s):

- Original copy of birth certificate.
 - Original copy or copies of documentary evidence of examination results.
- B. For change(s) due to change(s) on 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 results.

5.1.20 Malpractice: Any reported case of malpractice during an examination can lead to disqualification from the subject concerned or the whole examination. Such a disqualification is made by the Chief Executive Officer (Education) within reasonable time after careful consideration of the evidence provided to him or her in connection with the misconduct.

5.1.21 Compassionate Assessment:

Where, by reason of any exceptional circumstances 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 special circumstances, the Head Teacher/Principal of the candidate's school may apply for a compassionate assessment. For the FIE and FEYE, any such application must be lodged with the Chief Executive Officer (Education) within 7 days of the date of the examination and must be accompanied by relevant supportive documents and the **mid-year internal examination** records of ALL the students in the candidate's form showing their marks and positions in each of the subjects examined. For the FJCE, FSLCE and FSFE, any such application must be lodged with the Chief Executive Officer (Education) within 7 days of the date of the examination and must be accompanied by relevant supportive documents and the **annual internal examination** records of ALL the students in the candidate's form showing their marks and positions in each of the subjects examined.

5.1.22 Aegrotat Assessment:

Where illness or injury has prevented a candidate from sitting any subject or has seriously impaired his performance in any subject, his Head Teacher or Principal may apply to the Chief Executive Officer (Education) within 7 days of the date of the examination for an aegrotat assessment. The application must be accompanied by a medical certificate 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 concerned or that his performance was likely to have been seriously impaired by the illness or injury. For the FIE and FEYE, the application must be lodged with the **mid-year internal examination** records of ALL the students in the candidate's form showing their marks and positions in each of the subjects examined. For the FJCE,

FSLCE and FSFE, the application must be lodged with the **annual internal examination** records of ALL the students.

Compassionate and aegrotat cases are assessed in the same way.

5.1.23 Provisions for Students with Special Needs.

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

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

5.1.23.1 Sign Interpreters

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 Chief Executive Officer and must abide by the instructions he or she is given.

5.1.23.2 Readers

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.

5.1.23.3 **Writers**

If 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.

5.1.23.4 **Application Procedure**

Applications for special examination provisions are to be submitted by the Head Teacher or Principal of the school concerned together with relevant medical/therapist/psychiatric report. The application must reach the Director (Examinations) at least two months before the examination begins.

5.1.24 **Conduct of the Examination**

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*.

5.1.24.1 **Before the Examination Day:**

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

- 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;
- Only one candidate is seated at a double desk;
- Desks are spaced one metre apart;
- The rest of the school is quiet and students are kept well away from the vicinity of the examination room;
- 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 opening of the packet/box of examination papers before each subject is sat and
 - the packing and sealing of answer scripts at the end of each examination.

5.1.24.2 **Examination Day:**

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

- The timetable for the examination shall be **strictly** adhered to.
- The packets of question papers shall be opened no earlier than 10 minutes before the starting time for each paper by the Chief Supervisor in the presence of the Head Teacher or 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.
- The three parties will similarly certify the sealing of the answer scripts at the end of each examination in the examination room.
- The Head Teacher or 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. **NO STUDENT WHO HAS NOT REGISTERED FOR AN EXAMINATION SHALL BE ALLOWED TO ENTER THE EXAMINATION ROOM OR APPEAR FOR ONE OR MORE EXAMINATION SUBJECTS.**
- Any errors or omissions in a paper are to be clearly communicated to the candidates by the supervisor verbally and on the blackboard as given in the **Special Instructions for Chief Supervisors.**
- No one, other than the supervisors or education officers, is to enter or be in an examination room during an examination.
- Late arrivals to the examination room may be admitted up to the end of the first 30 minutes for FIE and FEYE and 45 minutes for FJCE, FSLCE and FSFE. **No extra time is to be given to late arrivals.**
- All spare copies of question papers are to be given to the Head Teacher or Principal at the end of the examination **after** all the students have left the room and all answer scripts have been sealed.
- No refreshments including *kava* are to be served to supervisors when an examination is in progress.

5.1.24.3 **Examination Rules for Candidates**

- A candidate should report to the examination room 10 minutes before the examination is to start. Any candidate arriving later than 30 minutes (for FIE and FEYE) and 45 minutes (for FJCE, FSLCE and FSFE) from the start of the examination will not be

allowed into the examination. Late arrivals are not given extra time.

- No candidate is allowed to take any paper, note book, books etc. into the examination room.
- The time allowed for reading each paper is as prescribed on the question paper.
- The use of calculators is allowed only for the FJCE, FSLCE and FSFE. Any such calculator used must be battery-operated and non-programmable.
- No student is allowed to talk, whisper or make signs to another candidate during an examination.
- No communication with the marker or examiner in any way on the answer script is allowed.
- No candidate is allowed to leave the examination room until one hour has passed and during the last 15 minutes of an examination.

A candidate may be disqualified if he or she breaks any of these rules.

5.1.24.4 Unusual Weather Conditions

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*.

5.1.25. Security and Confidentiality of Examination Papers

- 5.1.25.1 **ALL** examination information is confidential and must not be discussed with or given to unauthorized persons.
- 5.1.25.2 Anyone entrusted with the responsibility of preparing and/or keeping examination papers is required by law to observe the following strictly:
 - **NOT** to show or give an examination paper to anyone before the given time of the examination;
 - **NOT** to tell anyone what is in a paper except the candidates during the examination.

5.1.25.3 The penalty for breaking the law is a fine of up to **\$2,000 or 2 years imprisonment or both.**

5.1.26 **Examiners**

An examiner for a subject is a person with the relevant educational qualification and experience from within or outside the Ministry of Education. He or she is appointed by the Chief Executive Officer (Education) and must meet the following criteria:

- The person and his or her spouse are not teaching the subject in the year concerned;
- The person does not have a child, or a relative living with him or her, appearing for the subject.

Every subject has a chief examiner who may be assisted by one or two or three 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 Ministry.

5.1.27 **Moderators**

A moderator for a subject is a person with the relevant educational qualification and experience from within or outside the Ministry of Education. He or she is appointed by the Chief Executive Officer for Education and must meet the following criteria for security reasons:

- The person and his or her spouse are not teaching the subject in the year concerned;
- The person does not have a child, or a relative living with him or her, appearing for the subject.

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 Ministry.

5.1.28 **Markers**

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

- Has a recognized teaching certificate or relevant diploma or degree;
- Has taught the subject at the level concerned for at least three years;

- Has his or her qualification(s) endorsed by his or her Head Teacher/Principal.

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

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 person may be the chief marker for a subject at only one level of examination in any one year.
- A chief marker in a subject may be a marker for the same subject at another level of examination in any one year except if he or she is a chief marker at the FSFE level. Only in exceptional cases will a FSFE chief marker be allowed to mark at another level but then only with the approval of the CEO.
- A person may be a marker for a subject at no more than two levels of examination except in the case of markers for the FSFE who can only mark at one level. Only in exceptional cases will a FSFE marker be allowed to mark at another level but then only with the approval of the CEO.

5.1.29 Supervisors

5.1.29.1 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*.

He or she is appointed by the Chief Executive Officer (Education) and must meet the following criteria:

- Have no children, or relatives living with him or her, appearing for the examination anywhere in Fiji;
- Is not the wife or husband of a teacher whose school is presenting candidates for the examination;
- Is not associated with anyone in the administration of the school i.e. being wife or husband of the school manager, chairman, secretary or treasurer;
- Is over the age of 25 and below 68;
- Has a reasonable command of the English language;

- Is physically fit to carry out the necessary duties;
- Has not been convicted of fraud or dishonesty of any nature.

The appointment of practising teachers as chief supervisors should be avoided unless it is impossible to find other suitable people especially in isolated rural areas.

In this case, a practising 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.

5.1.29.2 **Assistant Supervisors**

Assistant supervisors are appointed by the Chief Executive Officer 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:

- Have no children, or relatives living with him or her, appearing for the examination anywhere in Fiji;
- Is not the wife or husband of a teacher whose school is presenting candidates for the examination;
- Is not associated with anyone in the administration of the school i.e. being wife or husband of the school manager, chairman, secretary or treasurer;
- Is over the age of 25 and below 68.
- Has a reasonable command of the English language;
- Is physically fit to carry out the necessary duties;
- Has not been convicted of fraud or dishonesty of any nature.

5.1.30 **Role of Head Teachers and Principals**

The Head Teacher or 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:

- The provision of complete and accurate registration details of students;
- Meeting pre- and post- examination deadlines as set by the Ministry;
- Ensuring that students are thoroughly familiar with examination rules;
- 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;
- Ensuring that the school is quiet during the examination;
- Ensuring that applications for compassionate/aegrotat assessments, if necessary, are lodged with the Chief Executive Officer (Education) within 7 days after the end of the examination;
- If necessary, the provision of special facilities for students with special needs;
- **Avoidance of any opportunity whereby he/she or any member of his staff may work in collusion with a supervisor for the benefit of his/her students or school.**

5.1.31 **Reports**

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

- a. Annual Report on the Fiji Intermediate Examination
- b. Annual Report on the Fiji Eighth Year Examination
- c. Annual Report on the Fiji Junior Certificate Examination
- d. Annual Report on the Fiji School Leaving Certificate Examination
- e. Annual Report on the Fiji Seventh Form Certificate Examination
- f. Statistics Reports for each examination for schools.
- g. Item Analysis Reports for Examiners and Moderators.
- h. Chief Examiners' Reports for all subjects examined.

These reports will be effective in informing policy makers, teachers and school managements in improving teaching and learning.

5.1.32 **System – Wide Awareness**

Stakeholders are to be informed as and when necessary about any changes and new initiatives in examinations and assessment through an awareness programme. Such changes are to include the move towards more internal, school-based assessment and the use of contemporary procedures to assess, analyse and report student achievement.

5.2 **LITERACY AND NUMERACY ASSESSMENT**

- 5.2.1 The Fiji Literacy and Numeracy Assessment (FILNA) shall be conducted at the Classes 4, 6 and 8 levels at intervals determined by the Ministry of Education.
- 5.2.2 The construction of test items and the conduct of the tests are to be coordinated by the EAU with the assistance of Curriculum Development Unit Officers and local teachers.
- 5.2.3 The test papers shall be constructed by the EAU using items in an item bank.
- 5.2.4 The test supervisor's and Head Teacher's/Principal's role shall be defined by the EAU with respect to the conduct of the test.
- 5.2.5 The marking of the scripts shall be coordinated by the EAU in line with the criteria for the selection of markers as outlined in 5.1.28 above.
- 5.2.6 Students with special needs shall be accommodated based on the provisions outlined in 5.1.23 above.
- 5.2.7 The confidentiality and security of test papers and related materials shall be maintained based on the procedures set out in 5.1.25 above.
- 5.2.8 The supervisors for the test shall be selected based on the criteria set out in 5.1.29 above.
- 5.2.9 The results of the assessment shall be reported to schools in terms of the educational outcomes achieved by students using contemporary procedures. These shall be used to inform teaching and learning as well as monitor standards of literacy and numeracy at the school and national levels. The EAU shall produce a report for the Ministry for each of the levels tested.
- 5.2.11 The development of any changes or new initiatives must include training and professional development as well as consultations with the stakeholders concerned.

5.2.12 The expansion of the FILNA to include any other levels of schooling or its exclusion from any of the existing three levels shall be at the discretion of the Chief Executive Officer for Education.

7. **EFFECTIVE DATE:** 1st January 2006

8. **REVIEW DATE:** 1st January 2007

9. **KEY SEARCH WORDS:**

Assessment	Examinations	Literacy
Numeracy	FILNA	FIE
FEYE	FJCE	FSLCE
FSFE	Examiners	Supervisors
Markers	EAU	Moderation

10. **APPROVAL:**

.....
Chief Executive Officer for Education

.....
Date

Responsible Officer: Director (Examinations)

Appendix 1

FEES PAYABLE FOR ALL EXAMINATIONS

Examination	Late Registration Fee	Transfer Fee	Change of Subject Fee	Additional Subject Fee
FIE	\$1.00 per candidate	none	none	none
FEYE	\$1.00 per candidate	none	none	none
FJCE	\$1.50 per subject	\$3.00 per candidate	\$1.50 per change after closing date for late entries.	\$1.50 per subject after closing date for late entries.
FSLCE	\$2.00 per subject	\$3.00 per candidate	\$2.00 per change after closing date for late entries.	\$2.00 per subject after closing date for late entries.
FSFE	\$2.00 per subject	\$3.00 per candidate	\$2.00 per change after closing date for late entries.	\$2.00 per subject after closing date for late entries.

Appendix 2

SUBJECTS EXAMINED AT VARIOUS LEVELS

FIE Year 6 8 subjects	FEYE Year 8 8 subjects	FJC Year 10 19 subjects	FSLC Year 12 21 subjects	FSFE Year 13 18 subjects
▪ E. Compo.	▪ English	▪ English	▪ English	English
▪ E. Compreh.				
▪ Mathematics	▪ Mathematics	▪ Mathematics	Mathematics	Mathematics
▪ Gen. Subjects	▪ Basic Science	▪ Basic Science	Biology	Biology
	▪ Social Science	▪ Social Science	Chemistry	Chemistry
	▪ Health Educ.	▪ Commercial St.(pilot only)	Physics	Physics
			Geography	Geography
			History	History
Fijian	Fijian	Fijian	Fijian	Fijian
Hindi	Hindi	Hindi	Hindi	Hindi
Urdu	Urdu	Urdu	Urdu	Urdu
Rotuman		French	French	
		Accounting	Accounting	Accounting
		Economic Stud.	Economics	Economics
		Office Technology	Office Technology	
		Agricultural Sc.	Agricultural Sc.	Agricultural Sc.
		Home Economics	Clothing & Text.	Apparel & Design.
			Food & Nutrition	Food Technology
		Metalwork	Engineering Technology	Introduction to Technology
		Tech. Drawing	Tech. Drawing	Tech. Drawing & Design
		Woodwork	Wood Tech.	
			Computer Studies	Computer Studies
		Basic Tech. 1		
		Basic Tech. 2		
		Basic Tech. 3		
▪ Compulsory Subject				

Appendix 3

OVERALL MEANS AND STANDARD DEVIATIONS

	FIE	FEYE	FJCE	FSLCE	FSFE
Overall Mean	70	62	58	50	54
Overall S.D.	16	17	17	17	15

Appendix 4

EXAMINATION RESULTS RELEASE TIMES

Examination	Results Release Times
Fiji Intermediate	End of September
Fiji Eighth Year	End of October
Fiji Junior Certificate	Middle of January
Fiji School Leaving Certificate	End of January
Fiji Seventh Form Certificate	End of December

Appendix 5

RECOUNT FEES

Examination	Recount fee per subject
FJCE	\$2.00 per script
FSLCE	\$5.00 per script
FSFE	\$5.00 per script