Ministry of Education, National Heritage, Culture & Arts and Youth & Sports

POLICY IN

EXTERNAL EXAMINATIONS AND ASSESSMENT

CONTENTS

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 POLICY OBJECTIVE</td>
<td>2</td>
</tr>
<tr>
<td>2.0 POLICY</td>
<td>2</td>
</tr>
<tr>
<td>3.0 BACKGROUND</td>
<td>2</td>
</tr>
<tr>
<td>4.0 DEFINITIONS</td>
<td>3</td>
</tr>
<tr>
<td>5.0 RELEVANT LEGISLATIONS AND AUTHORITIES</td>
<td>4</td>
</tr>
<tr>
<td>6.0 PROCEDURES</td>
<td>4</td>
</tr>
<tr>
<td>7.0 GUIDELINES</td>
<td>16</td>
</tr>
<tr>
<td>8.0 EFFECTIVE DATE</td>
<td>16</td>
</tr>
<tr>
<td>9.0 REVIEW DATE</td>
<td>16</td>
</tr>
<tr>
<td>10.0 KEY SEARCH WORDS</td>
<td>16</td>
</tr>
<tr>
<td>11.0 APPROVED BY THE MINISTER FOR EDUCATION</td>
<td>16</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>17</td>
</tr>
</tbody>
</table>
1.0 POLICY OBJECTIVE

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

2.0 POLICY

This policy applies to the National External Examinations and Literacy and Numeracy Assessment (LANA) Programme.

2.1 The conduct of external examinations and the national literacy and numeracy assessment programme shall be coordinated by the Examinations and Assessment Unit (EAU) of the Ministry of Education (MoE) on behalf of the Permanent Secretary for Education (PSE), for the purposes of providing a measure of the extent of students’ achievement of curriculum objectives and certification.

2.2 Examinations and assessment information shall be used to assist policy makers, teachers, parents, school managements and other key stakeholders in ways of improving teaching and learning, monitoring standards, and in the selection of students for scholarships, university and tertiary studies, and employment.

2.3 Examination and assessment processes and procedures are to comply with standards and requirements that uphold 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 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 assessments and engaging in contemporary procedures in assessing, analyzing, applying, evaluating, remedial and reporting student achievements.

2.5 A system-wide awareness programme shall be responsible for consulting and informing key stakeholders about changes, trends, challenges and development in the examinations, assessment and certification system.

3.0 BACKGROUND

3.1 In June 2009, Cabinet agreed to the submission by the Ministry of Education to abolish the Fiji Intermediate, Fiji Eighth Year and Fiji Junior Certificate Examinations.

3.2 The submission was based on the recommendation of the Education Commission 2000 and global trends in Education that has seen a shift towards less emphasis on external examinations. The shift is now towards standards assessment and continuous, school based, assessment for learning that tests skills, knowledge and attitudes on a regular basis, the focus being child-centred learning.

3.3 In December 2009, the Minister approved the newly developed Fiji Islands Assessment Framework where the Internal Assessment components, External
components and the Assessment Toolbox are clearly defined.

3.4 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.

3.5 This policy will support the strategic direction of the MoE in establishing and monitoring standards for the continuous improvement of learners and the education system.

4.0 DEFINITIONS

4.1 Extramural
Studying privately and not full-time

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

4.3 Integrity
It refers to adherence to moral principles of honesty, truth, truthfulness, honour, reliability, etc.

4.4 Internal Assessment (IA)
Defined as school-based assessment activities which contribute towards the award of a certificate through an external examination

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

4.6 Policy
A policy reflects a concise summary of the “rules” governing the implementation of the MoE processes

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

4.8 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

4.9 School-Based Assessment (SBA)
Assessment done in school on a continuous basis to determine students’ achievement of learning outcomes

4.10 Special Needs (students)
Disabilities of students for which special provisions are needed to address the effect of the disability on test performance
4.11 Standard
Maybe 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 adept or competent a student demonstration must be

4.12 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 Examinations Act, Cap 262A
5.1.2 Education Act 1978
5.1.3 Public Service Act, 1999
    Part 2, Section 6 (1) – (14) Public Service Code of Conduct Legislative programmes in education and training
5.1.4 Public Service General Regulations 1999
5.1.5 Fiji School Leaving Certificate Examination Regulations 1991
5.1.6 Fiji Seventh Form Certificate Examination Revised Regulation 2007
5.1.7 Official Secrets Act 1938

5.2 Relevant Policies

5.2.1 National Policy for Curriculum Assessment and Reporting
5.2.2 Policy in Occupational Health and Safety in MoE Offices and School
5.2.3 Policy in Information – Privacy and Security

5.3 References

5.3.1 Education Commission Report 2000
5.3.2 Ministry of Education. General Instructions for Chief Supervisors of Secondary Public Examinations
5.3.3 Ministry of Education. General Instructions for Chief Supervisors of Primary Public Examinations
5.3.4 Ministry of Education. General Instructions for Assistant Supervisors of Secondary Public Examinations
5.3.5 Ministry of Education. General Instructions for Assistant Supervisors of Secondary Public Examinations
5.3.6 Ministry of Education. General Instructions for Assistant Supervisors of Primary Public Examinations
5.3.7 Instructions to Head Teachers and Test Administrators on the Literacy and Numeracy Assessment Program.
5.3.8 Fiji Islands Assessment Framework
5.3.9 Suva Declaration – 2005 National Goals for Education 2006-2015
5.3.10 Peoples Charter for Change, Peace & Progress - 2008

6.0 PROCEDURES

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

The procedures are given under two headings. These are:

1. External Examinations.
2. Literacy and Numeracy Assessment

6.1 EXTERNAL EXAMINATIONS

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

a. Fiji School Leaving Certificate Examination (FSLCE) at Form 6 (Year 12).
b. Fiji Seventh Form Certificate Examination (FSFCE) at Form 7 (Year 13).

6.1.1 Eligibility
1. Any student who has fulfilled the curriculum requirements for an examination and is endorsed as a candidate by his/her Principal is eligible to appear for the examination.
2. A student who has not met such requirements may be recommended by his/her Principal not to appear for the examination.
3. Any such recommendation must be made to the PSE and must reach him/her before the start of the four weeks prior to the beginning of the examination concerned.
4. 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 PSE no later than the closing date for entries for the examination.
5. 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.
6. For the FSLCE and FSFCE, 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.
7. Any such case must be communicated in writing to the PSE by the Principal concerned for deletion from the examination roll.
8. No student who has not registered for an examination shall be allowed into an examination room on the examination day or appear for one or more papers.

6.1.2 Applications
1. Candidates’ applications are made on registration forms which are submitted to the Director (EAU) through the Principal of the school.
2. Such forms must be accompanied by a corresponding List of Candidates which summarizes the details of the candidates in a school.
3. This form is completed in triplicate with the original sent to the Director (EAU), a copy to the District Principal 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 or via e-mail.
4. 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.

6.1.3 Extramural Candidates
1. The FSLCE and FSFCE are also available for persons who are not full-time students but had previously sat these examinations.
2. Such candidates must apply to the PSE not later than the closing date for entries for the examination to be considered as extramural candidates.
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.

6.1.4 Choices of Tertiary Institution
FSLCE and FSFCE candidates may indicate three choices of tertiary institutions 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.

6.1.5 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.

6.1.6 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.

6.1.8 Subjects Offered
The subjects offered for each examination are shown in Appendix 2.

6.1.9 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.

6.1.10 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 PSE.

6.1.11 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.

6.1.12 Internal Assessment Scores
1. Internal Assessments (IA) are administered by the Curriculum Development Unit (CDU) and the Technical and Vocational Education and
Training (TVET) sections for their respective subjects for the FSLCE and FSFCE.
2. The IA scores are moderated externally and weighted by moderators.
3. The weighted scores are then sent to the EAU where they are combined with the weighted raw examination scores before scaling or standardization.
4. All IA scores must reach the EAU by October 31 of the year of the examination.
5. 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.
6. 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.
7. Repeaters at the FSLCE level may use their IA marks of the previous year whereas repeaters at the FSFCE level must be reassessed for IA in the year of the examination.
8. For FSLCE and FSFCE, subjects with IA components with their weightings are given in Appendix 3.

6.1.13 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 MoE based on historical performance data. These are shown in Appendix 4.

6.1.14 Results Release
The release of provisional results for the FSFCE would be around the end of December and for FSLCE around the middle of January of the New Year.

6.1.15 Recount of Marks
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 examination results. A recount fee of five dollars per subject ($5.00) would be levied.

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.

6.1.16 Results Reports
Results reports for a school are sent to the Principal through the District Education Office on the date of the release of results. The reports will show the marks attained by each candidates. The subject grades for the examinations are shown on the certificates which are printed about two (2) months after the results are released.

6.1.17 Individual Result Notice
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 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.

6.1.18 Certificates
Certificates are awarded for the FSLCE and FSFCE. 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.

6.1.19 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):
   1. Original copy of birth certificate.
   2. Original copy or copies of documentary evidence of examination results.

B. For change(s) due to change(s) on birth certificate:
   1. Original copies of birth certificates concerned i.e. old and new copies.
   2. Certified true copy of Deed Poll.
   3. Original documentary evidence of examination result.

6.1.20 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 PSE within reasonable time after careful consideration of the evidence provided to him or her in connection with the misconduct.

6.1.21 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 Principal of the candidate's school may apply for a compassionate assessment. For the FSLCE and FSFCE, any such application must be lodged with the PSE within 7 days of the date of the examination and the original annual internal examination records of ALL the students in the candidate’s form showing their marks and positions in each of the subjects examined.

6.1.22 Aegrotat Assessment
Where illness or injury has prevented a candidate from sitting any subject or has seriously impaired his performance in any subject, the Principal may apply to the PSE 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 FSLCE and FSFCE, the application must be lodged with the original annual internal examination records of ALL the students.

Compassionate and aegrotat cases are assessed in the same way.

6.1.23 **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.

a. 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.

b. 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.

c. 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.

6.1.23.1 **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 PSE and must abide by the instructions he or she is given.

6.1.23.2 **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.

6.1.23.3 **Writers**
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.

6.1.23.4 **Application Procedure**
Applications for special examination provisions are to be submitted by the 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
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.

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

a. 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;
b. Only one candidate is seated at a double desk;
c. Desks are spaced one metre apart;
d. The rest of the school is quiet and students are kept well away from the vicinity of the examination room;
e. Candidates must be briefed fully about Examination rules and regulations before the examination day;
f. 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
   i. the opening of the packet/box of examination papers before each subject is sat and
   ii. the packing and sealing of answer scripts at the end of each examination.

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

a. The timetable for the examination shall be strictly adhered to.
b. 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 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.
c. The three parties will similarly certify the sealing of the answer scripts at the end of each examination in the examination room.
d. 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. 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.
e. 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.
f. No one, other than the supervisors or education officers, is to enter or be in an examination room during an examination.
g. 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.**

h. All spare copies of question papers are to be given to the Principal at the end of the examination **after** all the students have left the room and all answer scripts have been sealed.

i. No refreshments including *kava* are to be served to supervisors when an examination is in progress.

6.1.23.8 Examination Rules for Candidates

i. 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.

ii. No candidate is allowed to take any paper, note book, books etc. into the examination room.

iii. The time allowed for reading each paper is as prescribed on the question paper.

iv. The use of calculators is allowed and it must be battery-operated and non-programmable.

v. No student is allowed to talk, whisper or make signs to another candidate during an examination.

vi. No communication with the marker or examiner in any way on the answer script is allowed.

vii. 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.

6.1.23.9 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.*

6.1.24 Security and Confidentiality of Examination Papers

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

6.1.24.2 Anyone entrusted with the responsibility of preparing 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 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.

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

6.1.25 Examiners

An examiner for a subject is a person with the relevant educational qualification and experience from within or outside the MoE. He or she is appointed by the PSE and must meet the following criteria:
6.1.25.1 The person and his or her spouse are not teaching the subject in the year concerned;
6.1.25.2 The person does not have a child, or a relative living with him or her, appearing for the subject.
6.1.25.3 The person does not engage himself/herself in any private tutoring of the subject in the year concerned.

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 MoE.

6.1.26 Moderators
A moderator for a subject is a person with the relevant educational qualification and experience from within or outside the MoE. He or she is appointed by the PSE and must meet the following criteria for security reasons:

6.1.26.1 The person and his or her spouse are not teaching the subject in the year concerned;
6.1.26.2 The person does not have a child, or a relative living with him or her, appearing for the subject.
6.1.26.3 The person does not engage himself/herself in any private tutoring of the subject in the year concerned.

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 MoE.

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

a. Has a recognized teaching certificate or relevant diploma or degree;
b. Has taught the subject at the level concerned for at least three years;
c. Has his or her qualification(s) endorsed by his or her 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:

1. A person may be the chief marker for a subject at only one level of examination in any one year.
2. 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 FSFCE level. Only in exceptional cases will a FSFCE chief marker be allowed to mark at another level but then only with the approval of the PSE.
3. 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 FSFCE who can only mark at one level. Only in exceptional cases will a FSFCE marker be allowed to mark at another level but then only with the approval of the PSE.

6.1.28 Supervisors

6.1.28.1 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 PSE 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 or treasurer;
f. Is over the age of 25 and below 68;
g. Has a reasonable command of the English language;
h. Is physically fit to carry out the necessary duties;
i. Has not been convicted of fraud or dishonesty of any nature.

6.1.28.2 Assistant Supervisors

Assistant supervisors are appointed by the PSE 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 or treasurer;
f. Is over the age of 25 and below 68.
g. Has a reasonable command of the English language;
h. Is physically fit to carry out the necessary duties;
i. Has not been convicted of fraud or dishonesty of any nature.
6.1.29 **Role of Principals**
The 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:

1. The provision of complete and accurate registration details of students;
2. Meeting pre- and post-examination deadlines as set by the MoE;
3. Ensuring that students are thoroughly familiar with examination rules;
4. 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;
5. Ensuring that the school is quiet during the examination;
6. Ensuring that applications for compassionate/aegrotat assessments, if necessary, are lodged with the Permanent Secretary within 7 days after the end of the examination;
7. If necessary, the provision of special facilities for students with special needs;
8. 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.
9. Complete the confidential report for Chief Supervisors after the Examinations and onward submission of completed report to EAU via district education Principal Education Officer.

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

- a) Annual Report on the Fiji School Leaving Certificate Examination
- b) Annual Report on the Fiji Seventh Form Certificate Examination
- c) Statistics Reports for each examination for schools.
- d) Item Analysis Reports for Examiners and Moderators.
- e) 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.

6.1.31 **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 move towards more internal, school-based assessment and the use of contemporary procedures to assess, analyze and report student achievement.

6.2 **LITERACY AND NUMERACY ASSESSMENT (LANA) PROGRAMME**

6.2.1 The LANA programme shall be administered at the Classes 4, 6 and 8 levels or at intervals determined by the MoE.

6.2.2 Students with special needs shall be accommodated based on the provisions outlined in 6.1.23 above.
6.2.3 The EAU shall be responsible for the test item construction, trialling of test items, processing of trialled items and selection of items for the item bank.

6.2.4 The EAU shall be responsible for the compilation of the LANA test papers by using items in the item bank and guided by the blueprint (or curriculum Grid) provided by the CDU.

6.2.5 The EAU shall be responsible for the printing, packing and timely dispatch of LANA test papers to all primary schools.

6.2.6 The Head Teacher has a critical leadership role in the administration of the LANA tests and shall be responsible for the security, confidentiality, overall conduct, marking, preliminary analysis of results, remedial work and timely submission of all returns pertaining to LANA to the District Education Office and the EAU.

6.2.7 To maintain the integrity of the test administration it is essential that all primary schools around the country administer the test on the dates scheduled and must be conducted under common test conditions.

6.2.8 Head Teachers must ensure that all instructions, guidelines and procedures provided by the EAU on the conduct of the test must be strictly adhered to.

6.2.9 The Head Teacher may delegate the administrative responsibilities and requirements of the LANA tests to an appropriate staff member who should not be a teacher of a Class 4, 6 or 8.

6.2.10 Head Teachers must ensure that LANA test supervisors shall be selected according to the criteria defined by the EAU through the LANA test instructions provided.

6.2.11 When administering the LANA test, supervisors shall be required to follow the instructions provided by the EAU.

6.2.12 The marking of LANA scripts shall be coordinated by the Head Teacher in line with the criteria for the selection of markers as stipulated in the LANA test instructions booklet provided by the EAU.

6.2.13 The Head Teacher shall be responsible for the preliminary analysis of the LANA test result in his/her school and ensure that appropriate remedial measures are taken to improve students' learning.

6.2.14 The Head Teacher shall be responsible for the timely submission of the LANA marked Answer Sheet and other returns to the district education office and EAU for the processing of the national data.

6.2.15 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 MoE for each of the levels tested.

6.2.16 The development of any changes or new initiatives must include
training and professional development as well as consultations with the stakeholders concerned.

6.2.17 The expansion of the LANA to include any other levels of schooling or its exclusion from any of the existing three levels shall be at the discretion of the PSE.

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.

8.0 EFFECTIVE DATE………………………………………………………………………... 25/10/10

9.0 REVIEW DATE………………………………………………………………………25/10/11

10.0 KEY SEARCH WORDS

Assessment, EAU, Examinations, Examiners, FSFCE, FSLCE, LANA, Literacy, Markers, Moderation, Numeracy, Supervisors,

11.0 APPROVED BY THE MINISTER FOR EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS AND YOUTH & SPORTS, HONOURABLE FILIPE BOLE

25/10/10

SIGNATURE

DATE
## Appendix 1

### FEES PAYABLE FOR ALL EXAMINATIONS

<table>
<thead>
<tr>
<th>Examination</th>
<th>Late Registration Fee</th>
<th>Transfer Fee</th>
<th>Change of Subject Fee</th>
<th>Additional Subject Fee</th>
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</thead>
<tbody>
<tr>
<td>FSLCE</td>
<td>$2.00 per subject</td>
<td>$3.00 per candidate</td>
<td>$2.00 per change after closing date for late entries.</td>
<td>$2.00 per subject after closing date for late entries.</td>
</tr>
<tr>
<td>FSFCE</td>
<td>$2.00 per subject</td>
<td>$3.00 per candidate</td>
<td>$2.00 per change after closing date for late entries.</td>
<td>$2.00 per subject after closing date for late entries.</td>
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Appendix 2

SUBJECTS EXAMINED AT VARIOUS LEVELS

<table>
<thead>
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<th></th>
<th>FSLCE Year 12</th>
<th>FSFCE Year 13</th>
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<tr>
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<td>English</td>
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<tr>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
<td>Chemistry</td>
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</tr>
<tr>
<td>5.</td>
<td>Physics</td>
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</tr>
<tr>
<td>6.</td>
<td>Geography</td>
<td>Geography</td>
</tr>
<tr>
<td>7.</td>
<td>History</td>
<td>History</td>
</tr>
<tr>
<td>8.</td>
<td>Fijian</td>
<td>Fijian</td>
</tr>
<tr>
<td>9.</td>
<td>Hindi</td>
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</tr>
<tr>
<td>10.</td>
<td>Urdu</td>
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<tr>
<td>11.</td>
<td>French</td>
<td>Accounting</td>
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<td>12.</td>
<td>Accounting</td>
<td>Economics</td>
</tr>
<tr>
<td>13.</td>
<td>Economics</td>
<td>Agricultural Science</td>
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<tr>
<td>14.</td>
<td>Office Technology</td>
<td>Home Economics</td>
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<td>15.</td>
<td>Agricultural Science</td>
<td>Introduction to Technology</td>
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<tr>
<td>16.</td>
<td>Home Economics</td>
<td>Computer Studies</td>
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<td>17.</td>
<td>Applied Technology</td>
<td></td>
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<tr>
<td>18.</td>
<td>Technical Drawing</td>
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<td>19.</td>
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Appendix 3

SUBJECTS WITH IA COMPONENTS AND THEIR WEIGHTINGS

A. Fiji Seventh Form Certificate Examination

<table>
<thead>
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<th>CODE</th>
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<tr>
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<td>HOME ECONOMICS</td>
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NB: Biology, Chemistry and Physics students sit for Paper 2 which is considered as IA.
B  Fiji School Leaving Certificate Examination

<table>
<thead>
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<tr>
<td>464</td>
<td>TECHNICAL DRAWING</td>
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<td>466</td>
<td>COMPUTER STUDIES</td>
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<td>467</td>
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<tr>
<td>468</td>
<td>APPLIED TECHNOLOGY</td>
<td>50</td>
</tr>
<tr>
<td>470</td>
<td>FIJIAN</td>
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<tr>
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<td>HINDI</td>
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<tr>
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<td>URDU</td>
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Appendix 4

OVERALL MEANS AND STANDARD DEVIATIONS

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<th>FSFCE</th>
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<tr>
<td>Overall S.D.</td>
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Appendix 5

EXAMINATION RESULTS RELEASE TIMES

<table>
<thead>
<tr>
<th>Examination</th>
<th>Results Release Times</th>
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<td>Fiji School Leaving Certificate</td>
<td>Middle of January</td>
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<td>Fiji Seventh Form Certificate</td>
<td>End of December</td>
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Appendix 6

RECOUNT FEES

<table>
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<th>Examination</th>
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<td>FSLCE</td>
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<td>FSFCE</td>
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