Heads of School are responsible for the successful management of examinations. For the smooth running of the Annual Examinations, kindly ensure that:

1. Adequate space for the secure storage of the examination papers is allocated. Make certain who has access to their storage and when.

2. Copies of timetables are made available to whoever needs them.

3. Electronic devices, such as mobile phones and mp3 players, are not allowed in the examination room.

4. All breaches of regulations regarding the carrying out of the examinations are reported immediately by the invigilator to the School Administration.

5. In cases where the Head of School is away from school and there is no Assistant Head, the College Principal and the office of the Director for Human Resources are informed as early as possible so that a responsible person can be sent to take over the management of the examination. Heads of School are therefore to leave written instructions showing who is to invigilate in particular classes and who is to correct specific scripts.

6. As per letter circular CMeLD 23/2013, the class invigilation procedure during the Half-Yearly and Annual sessions is to be decided at college/school level. The same principle applies as to whether teachers are assigned to correct the scripts of their own pupils or not.

7. Years 4 and 5 teachers read to their own class the Listening Comprehension for Maltese and English and the Mathematics Mental papers. However they do not read the examination papers in the remaining components of Maltese, English and Mathematics except when Access Arrangements apply. Further communication about the Access Arrangements applicable for the Annual Examinations will be published shortly.
8. In order to make results more reliable, ONE teacher should be asked to correct, for instance, all comprehension exercises in a particular year, while another teacher will correct the controlled exercises or the composition etc.

9. Mark schemes provided by the Educational Assessment Unit are followed to ensure consistency among the different markers. The Education Officers (Primary) are to be consulted where clarifications regarding the interpretation of mark schemes are required. Meetings to discuss the mark schemes may also be held prior to the initiation of the marking of scripts to ensure that the markers share a common interpretation.

10. When the marking process is completed, internal moderation meetings may be carried out to guarantee additional consistency. External moderation will be carried out by the Education Officers.

11. All schools are requested to record the results of the Annual Examinations in the e1 Fronter programme. Printed result sheets are to be signed and sent to parents before the end of the scholastic year. Copies of examination reports are to be inserted in the pupil’s Cumulative Record Cards.

12. Schools are reminded that international studies indicate that students who repeat years tend to perform worst and might even drop out more easily. Thus repeaters should be limited to an absolute minimum.

Heads of School are reminded that pupils in Years 1, 2 and 3 should not be subjected to any examinations or tests. Instead, pupils should be continuously and informally assessed by the class teacher.

With regard to the Cumulative Record Cards, Heads of School should ensure that these are properly filled in. In the case of Year 6 pupils, such cards will be collected by the receiving Secondary Schools.

Thank you for your collaboration.

Sandro Spiteri
Director
Curriculum Management and eLearning