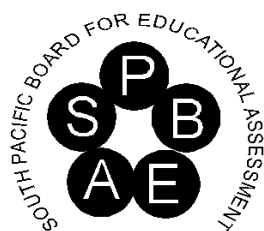


South Pacific Board for Educational Assessment



Examination, Assessment and Certification

RULES AND PROCEDURES

Effective from 1 June 2003

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Foreword

These *Rules and Procedures* have been developed as an administrative guide for schools delivering qualifications for senior secondary school students throughout the Board member countries. The Board will publish operational rules and provisions that supplement these *Rules and Procedures* whenever necessary. The operational rules and provisions will be reproduced either as supplementary written material, or in sets of instructions to candidates.

Schools are welcome to copy parts of this document for use within their school communities, but otherwise the document is subject to copyright.

PART I: INTRODUCTION AND DEFINITION

1. Introductions

- a) These *Rules and Procedures* have been prepared by the Board in pursuit of its function as defined in Article V.1 (vi) of the Board's Constitution.
- b) These *Rules and Procedures* will be effective from 1 June 2003.
- c) These *Rules and Procedures* specify the general requirements for the administration of all qualifications established by the Board under Article V.1 (vi) of the Board's Constitution.
- d) The principles of fairness, validity and transparency of assessment practice for all candidates are fundamental to the administration of qualifications in secondary schools and underpin these *Rules and Procedures*.

2. Definitions

In these *Rules and Procedures*, unless the context otherwise requires:

“Academic Year” means a period of 12 months commencing on the first day of January and ending on the last day of December.

“Accreditation” means the evaluation of the capacity of a school to provide courses and assess students to the Board's qualifications, in accordance with the *Guidelines and Criteria for Accreditation* published by the Board from time to time.

“AGM” means the Annual General Meeting of the Board”

“Assessment” means the collection and interpretation of evidence about a learner's achievement, whether carried out by external methods, internal methods, or a combination of external and internal methods or any other approved method.

“The Board” means the South Pacific Board for Educational Assessment established under Article 1 of the Constitution of the Board 1979.

“Board's Agent” means a person or institution approved by the Board, and agreed to by the local education authority in each country, to carry out duties specified by the Director in relation to the administration of the Board's qualifications.

“Candidate” means a learner entering for any of the qualifications administered by the Board.

“Certification” means the documentary evidence that a qualification has been awarded.

“The Chairperson” means the Chairperson of the Board appointed under Article IV (4) of the Board’s Constitution.

“Examiner or Assistant Examiner” means the person appointed under contract for the purpose of setting a written examination paper for any of the Board’s qualifications.

“Consultant Examiner” means the person appointed under contract for the purpose of both setting a written examination paper and training a regional counterpart.

“Chief Supervisor” means a person appointed under contract with the responsibility for the conduct of the examination at an examination centre.

“Chief Marker” means a person appointed under contract with the responsibility for the application of the marking schedule in a subject in marking all of the candidates’ examination answer booklets.

“Director” means the Director of the Board appointed under Article IV (f) of the Board’s Constitution.

“Examination Centre” means a place that has been approved for candidates to sit the examination.

“External Assessment” means a component of the assessment that involves the submission of materials (including written examination paper) to an external assessor.

“Internal Assessment” means a component of the assessment for external award for which teachers are responsible.

“Managing Assessment” means all the processes or systems whereby a school is able to achieve valid, fair, accurate and consistent assessment.

“Marker” means a person appointed under contract to assist the Chief Marker with the application of the marking schedule in a subject in marking all of the candidates’ examination answer booklets.

“Moderation” means all the processes aimed at ensuring that all assessors who assess student performance are using comparable assessment methods, and are making similar and consistent judgements about learner performance.

“National Education Authority” means the permanent head of the Ministry of Education or Department of Education in a member country.

“Non-participating Country” means a country that does not present candidates to any of the Board’s qualifications.

“Participating country,” means a member country of the Board that presents candidates for the qualification in any given year.

“Prescription” means specified assessment outcomes and requirements related to the course of study for any subject in the award(s) administered by the Board.

“Principal’s Nominee” means a staff member(s) nominated by the principal of a school, who carries out duties and responsibilities on behalf of the school, and liaises with the Board for the purpose of the administration of these *Rules and Procedures*.

“School” means a registered secondary school or educational institution approved by the local education authority to provide secondary education and approved by the Board to present students for any award that it administers such as the PSSC and the South Pacific Form Seven Certificate award.

“Standard” means a statement of learning outcomes, each of which describes a specific level of performance to be achieved in order for the learner to earn credits.

“Specialist Service Providers” means any person who is contracted to SPBEA and will include task designers, assessment panel members, examiners, materials’ developers, editors, task moderators, assessors, markers and checkers to undertake assessment duties.

“School Liaison Officer” means the person with the authority to liaise on behalf of the school with SPBEA. This could be the school’s Principals or the Principal’s nominee.

“Supervisor” means a person appointed under contract to assist the Chief Supervisor with the conduct of the examination at an examination centre.

3. Common Abbreviations Used

| | |
|--------------|--|
| SPBEA | South Pacific Board for Educational Assessment |
| SPFSC | South Pacific Form Seven Certificate |
| PSSC | Pacific Senior Secondary Certificate |
| NZVCC | New Zealand University Vice-Chancellors’ Committee |
| USP | University of the South Pacific |
| NZQA | New Zealand Qualifications Authority |
| UEBS | University Entrance, Bursaries and Scholarships |

PART II: LEVELS OF AUTHORITY

2.1 Delegations within the Board

- a) The Board has overall responsibility for the determination of these *Rules and Procedures*.
- b) In addition, the Board shall approve prescriptions for all subjects offered in any of the Board's qualifications.
- c) The Board has delegated to the Director authority to act on behalf of the Board in determining these *Rules and Procedures*, provided that any decisions taken must be reported to the Board in its next sitting.
- d) The Director will:
 - (i) set all fees, including entry fees as well as other related fees, for all of the Board's qualifications, but subject to approval by the Board.
 - (ii) approve in writing the form of all certificates for qualifications issued by the Board.
 - (iii) consider and decide on all appeals against decisions made by the Board or its Agent in relation to candidate misconduct.
- e) The Director shall determine appropriate delegations to:
 - (i) monitor standards of assessment in each qualification from year to year
 - (ii) appoint under contract other Specialist Service Providers or persons to perform specific duties for the Board (Examiners, Moderators, Checkers, Chief Markers and Markers)
 - (iii) appoint under contract Chief Supervisors as well as Supervisors
 - (iv) establish systems for reporting results to candidates
 - (v) consider and decide all applications for special assessment conditions and compassionate considerations
 - (vi) approve School Liaison Officer (Principal or his/her nominee)
 - (vii) make, subject to these *Rules and Procedures*, all other decisions necessary for the efficient and effective administration of the Board's qualifications.

2.2 Contractors for Specialist Services

- a) The Director will appoint under contract; task designers, assessment panel members, examiners, materials' developers, editors, task moderators, assessors, markers and checkers to undertake assessment duties.
- b) Each contract with a specialist service provider must allow, among other things, for contractors to receive training where appropriate or induction for their roles at the Board's expense for the contractor's duties to be specified in a schedule for services prepared by the Board.

2.3 Relationship with Schools

The School Principal will:

- a) receive candidate entries and fees, and forward these through the Board's Agent to the Board no later than the closing date for registration to any of the Board's qualifications.
- b) verify that candidates are eligible to enter for these qualifications.
- c) monitor the progress of teachers with the internal assessment programmes.
- d) confirm to the Board that candidates have met course completion requirements.
- e) verify internal assessment results for all subjects in all Board qualifications.
- f) ensure the availability of suitable accommodation and equipment for the conduct of external assessment, in particular the external examinations.
- g) submit to the Director, through the Board's Agent, all applications for compassionate consideration and special assessment conditions.
- h) liaise with the Chief Supervisor of their examination centre regarding arrangements for the conduct of the external examination.
- i) facilitate the disciplinary process established by the Board in cases of candidate misconduct or breaches of these *Rules and Procedures* by any candidate in their examination center.
- j) delegate part of the Principal's responsibilities to another member of the school's staff except for matters relating to these *Rules and Procedures* where the Board will only deal or consult with, or take recommendations from, the Principal or the Principal's Nominee.

PART III: ASSESSMENT CONDITIONS

3.1 Power to make rules

- a) This section sets out the general conditions that apply to assessment systems administered by schools and the Board.
- b) Subject to the provisions of the Board's Constitution and these *Rules and Procedures*, the Board has the power to do whatever it considers necessary or expedient for the due administration of all its qualifications.

3.2 Accreditation of Schools to Administer the Board's Qualifications.

- a) Schools wishing to present candidates for the Board's qualification for the first time must satisfy their national education authority that they have the resources necessary to successfully provide the courses to be offered within the school. Written approval from the authority is necessary, and a copy of this should reach SPBEA by the end of September of the year preceding the year of first presenting candidates for examination
- b) The *Rules and Procedures* allow for a school to offer up to six subjects. A school that is intending to present for the Board's qualification for the first time may, because of resource constraints, be in a position to offer some, but not all, of the courses available for examination. A typical situation would be where school resources would allow for arts subjects to be offered but not those science subjects which have specialist equipment demands
- c) If, at a later date, school facilities were improved to allow for an increase in the number of courses offered, then the school should request its national authority to reassess the schools capacity to offer an expanded programme
- d) A copy of any approval given after reassessment should reach SPBEA in the year preceding the year of presenting candidates for examination in the expanded part of the programme
- e) Procedures for accreditation are given in Appendix F.

3.3 Quality Assurance

Schools will be required to maintain quality assurance systems to continue to carry out the Board's qualifications. These systems will be checked on by SPBEA from time to time as well as an annual verification of the individual subjects internal assessment processes.

3.4 Assessment Procedures

- a) The processes used to assess candidates for any of the Board's qualifications will be administered in accordance with the assessment specifications outlined in the subject prescriptions approved and published by the Board.
- b) The Board may make further rules or provisions relating to the conduct of internal and external assessments for any of its qualifications, and for the conduct of candidates in such assessments.
- c) Any such rules or provisions will be reproduced as supplementary written material, or in sets of instructions to candidates published by the Board, or through the Board's website (www.spbea.org.fj).

3.5 Moderation Procedures

- a) Moderation of the internal assessment components will be carried out by SPBEA as set out in the Rules and Procedures and the requirements of the subject prescriptions. Details of moderation procedures are given in Appendix G.
- b) The Board may make further rules or provisions relating to the moderation of internal assessments for any of its qualifications.
- c) Any such rules or provisions will be available to schools and also through the Board's website (www.spbea.org.fj).

3.6 Commencement dates

- a) The commencement dates for the external examinations in each of the Board qualifications shall be published and conveyed to participating schools prior to the 1st day of March of the year of the examination.
- b) Dates for other assessment procedures will be published during term one in the year of the assessment.

3.7 Fees

- a) Notwithstanding the provision in section 3.1 of these *Rules and Procedures*, the Director will table the schedule of fees proposed for entry to any of the Board's qualifications during the meeting of the Board in October in the year preceding the Assessment for approval.
- b) The Director will advise schools of the approved schedule of fees for each of the qualifications, no later than 1 March of the year of the assessment (see Appendix A).
- c) A penalty (**Late Fee**) set by the Director and approved by the Board will apply if candidates fail to meet entry deadlines.

- d) A **Special Processing Fee** will be charged if special examination arrangements are provided for a candidate.
- e) A fee will apply (**Return of Script Fee**) for the return of external assessment material to candidates who apply for their external assessment materials (scripts) to be returned.
- f) A **Reconsideration Fee** will apply for candidates who request for their final grades to be reconsidered. Reconsideration involves the reassessment and remarking of the candidates' scripts.
- g) Candidates who have not paid the Registration and Subject Fees will not receive any results for that qualification.

3.8 Entry and Eligibility Requirements

3.8.1 Entry

Every candidate for a qualification must make entry for that qualification in a way and at a time determined by the Board, and must make entry through, and pay the relevant fees to, a school.

- a) Any entry made after the closing date for entry as determined by the Board (31 July of the year of the examination) shall not only include the relevant fees (Registration and Subject Fees) but also the Late Fee as indicated in Appendix A.
- b) In making an entry, a candidate agrees to abide by these *Rules and Procedures* and any other rules and provisions made by the Board (for external assessment) or the school (for internal assessment) in relation to that qualification.
- c) No entry to any of the Board's qualifications will be accepted after the 31st August of the year of the examination.
- d) Notwithstanding the provision in Section 3.8.1(d) of these *Rules and Procedures*, the Director may approve entries received after the last day of August if exceptional circumstances apply. A late fee will be charged for all entries approved after the last day of August.
- e) Candidates may withdraw their entries from a subject prior to the first day of September. Candidates whose withdrawal from a subject has been approved will have their Subject Fees refunded.
- f) Candidates may withdraw their entries from the whole award prior to the 15th September. In such cases only subject fees will be refunded and not the registration fee.

3.8.2 Eligibility

- a) Any person is eligible to enter for any of the Board's qualifications provided that:
 - (i) they meet the eligibility criteria set out from time to time by the Board for the qualification they seek to enter
 - (ii) they have not been disqualified from entry for the qualification they seek to enter in that year
 - (iii) they have been disqualified from entry for the qualification they seek to enter in that year, but they have lodged an appeal against that disqualification.
- b) The current eligibility criteria for the Board's qualifications include:
 - (i) a student in a school in any participating country
 - (ii) making a proper application to take the qualification by completing the Registration Form and paying to the school all the appropriate fees
 - (iii) not being disqualified to enter for the qualification as given in Section 3.8.2. a) (ii) of these *Rules and Procedures*
 - (iv) being enrolled at approved teaching institutions in a non-participating country whose courses of study have been approved by the Director by 1 March in the year of entry.
- c) Every candidate for assessment in a subject must complete in that year a course of instruction, which meets in full the requirements of the subject prescription.
- d) Candidates who enter in subjects where the prescription requires the submission of samples or portfolios of their own work must have the Principal certify that any work submitted are the candidate's own and have all been undertaken during the year of assessment.
- e) Any candidate, who has not withdrawn from the qualification or whose entry has not been cancelled, will be eligible for an assessment and a result in each subject of the entry. If a candidate does not sit an examination paper a mark of zero will be recorded.
- f) Candidates for any of the Board's qualifications may make entries in up to six approved subjects in any year.
- g) The Director may, if exceptional circumstances apply, approve special entries where any of (c) to (f) above is not satisfied.

PART IV: ADMINISTRATION OF ASSESSMENT PROCEDURES

All assessments administered by the Board shall be in accordance with the following rules and procedures:

4.1 Setting Examinations

- a) The Director shall appoint an Examiner, and assistant examiners where necessary, for each subject that is fully or partially externally examined in any of the Board's qualifications.
- b) The Examiner shall set written examination papers required for the assessment of candidates in accordance with the approved prescriptions and shall also prepare a blueprint, a probe analysis and a marking schedule for the examination paper.
- c) The Director shall appoint a Moderator for each subject that is fully or partially externally examined.
- d) The Moderator shall ensure that the written paper for each subject is a fair interpretation of the prescription for the subject and that questions are explicit and unambiguous.
- e) The Examiner and Moderator shall ensure that the examination paper is a fair and reasonable test for candidates studying at the level of the qualification, and that the marking schedule will produce marks that are fair to candidates and of an appropriate standard for the subject at the specified level being assessed.
- f) The Director may appoint consultant examiners and assistant examiners, where it is deemed necessary, for each subject to assist with the setting of the paper.
- g) The Director shall appoint a Checker for each subject. The Checker shall check written papers for errors in content, instructions to candidates and presentation before final approval is given for printing.
- h) Director shall issue to examiners, moderators and checkers instructions detailing their responsibilities and duties.

4.2 Internal Assessment

- a) Internal assessment procedures for subjects that are fully or partially internally assessed shall be carried out in terms of the approved prescriptions for those subjects.
- b) Schools that prepare candidates for subjects that are fully or partially internally assessed must participate in all moderation systems approved for such subjects and must report on candidate performance as required. Schools that enter candidates for subjects that are fully or

partially internally assessed agree in doing so to accept the moderation systems and final internally assessed results for those subjects.

- c) The Director has authority for the oversight of all internal assessment procedures, including mark and/or grade verification, and may issue appropriate instructions or rulings as deemed necessary.
- d) Questions and other materials printed in all papers used for examination purposes, or in manuals or circulars relating to internal assessment, or in reports on examination practices are copyright to the Board and can only be published when formal permission is given by the Director

4.3 Examination Centres

- a) Examinations shall be held at such times and places as shall be determined by the Director.
- b) Unless special arrangement is made by the Director, schools that confirm candidate entries in subjects with a written external examination component will be designated as official examination centres, and arrangements will be made for candidates to take written examination papers at their schools provided that sufficient numbers of candidates make entries.
- c) The Director may establish special examination centres whenever appropriate. A special processing fee may be charged if special examination arrangements are provided.

4.4 Conduct of External Examination

- a) Candidates must be seated in the examination room 10 minutes prior to the starting time for the examination. During the period before the commencement of the examination, candidates will be required to check through all materials provided by the Board for the examination.
- b) Candidates can commence the examination when the Supervisor is satisfied that all candidates are correctly seated and all necessary examination materials have been supplied and are in order.
- c) All candidates' answers are to be written in the answer booklets handed out by the Supervisor.
- d) Candidates are to comply with the instructions given with the examination paper, answer booklets and any supplementary material supplied.
- e) Candidates are to take into the examination room only writing instruments and other materials set down in the instructions to candidates and/or the prescription for the subject being examined.
- f) Late candidates are not to be allowed into the examination room if more than 30 minutes have elapsed from the time set down for the examination to commence. No candidate is to leave the examination

room during the first 45 minutes and the last 15 minutes of the examination.

- g) Candidates may leave and return to the examination room only with the specific permission of a supervisor. While out of the examination room, candidates must comply with all instructions and arrangements made by the supervisor to cover the time they are absent.
- h) At all times during the examination candidates shall not confer with any person other than a supervisor.
- i) Candidates must stop writing answers when the supervisor announces the end of the examination. The announcement is determined by the commencement time given under clause 4.4 (b) of this subsection and is made when the examination time has elapsed.
- j) Before leaving the examination room candidates are to hand all completed work and Board property to the supervisor.
- k) Markers will only consider answers handed to the supervisor at the end of the examination. All answers handed in must have been completed in the examination room and be the work of the candidate alone. Any answers or other material supplied by the candidates after leaving the room will not be considered for assessment purposes.
- l) No candidate shall communicate with an examiner or marker in regard to an examination paper except through the Director.
- m) Notwithstanding any of the subsections in 4.4, Chief Supervisors may amend any of the above rules for individuals in special circumstances. In such cases the Chief Supervisors are to provide a written report to the Director.
- n) Cases where a person is alleged to have impersonated or dishonestly claimed to be a candidate entered for the examination shall be investigated by the Director who may refer the matter to the police or the national education authority for action. If the alleged impersonator is a candidate for another of the Board's qualification in the same year, that person may be dealt with under Section 5.3 of these *Rules and Procedures*. The candidate alleged to have been impersonated shall be dealt with under Section 5.3 of these *Rules and Procedures*.
- o) Cases in which a person is alleged to have attempted to dishonestly or fraudulently influence, assist or hinder candidates shall be investigated by the Director who may refer the matter to the police or the national education authority for action. If the person is a candidate for another Board qualification in the same year, that person may be dealt with under Section 5.3 of these *Rules and Procedures*. If the person is an employee of a school any penalty imposed may include withdrawal of approval to present candidates for any of the Board's qualifications.

4.5 Sitting Examinations in a Non Participating Country

- a) A candidate for any of the Board's qualifications may sit for the examinations in any country that is not a participating country in the following cases:
 - (i) The candidate is in a non-participating country representing his or her country in any sporting or cultural group at the time of the examinations
 - (ii) Candidate's parent(s) or guardians are required to live and work in a non-participating country at examinations time.
- b) Candidates for any of the Board's qualifications who meet the above conditions may instead apply for compassionate consideration. In this case they do not sit the examination(s) but receive a grade following the rules and procedures described under *Compassionate Considerations*.
- c) Applications to sit the examinations in a non-participating country must be accompanied with the special processing fee specified in the table in Appendix A.
- d) Applicants are responsible for identifying:
 - (i) a suitable examination venue, which must allow the applicant to work uninterrupted for the duration of each examination and be free from noise and other distractions
 - (ii) a suitable person to supervise each examination - such persons must:
 - be aware of how examinations are conducted
 - be able to ensure that examination security is maintained
 - not have a direct family relationship with the applicant.
- e) Any costs associated with the use of the venue and the supervisor is the responsibility of the applicant. Applicants must also complete an examination entry form and pay all examination entry fees.
- f) The Board reserves the right to decline applications for sitting examinations in a non-participating country if the reason given is deemed to be inadequate or where there may be difficulties or security issues in getting examination materials to or from the country in which the examinations are requested to be sat.
- g) The examinations must be sat, where possible, at the same time as those in participating countries. Where this is not practicable, the examinations must be sat as close as possible to the time when they are scheduled to be sat.
- h) In approving applications, the Director will specify when each examination will be sat (local time), and may specify other special

conditions relating to the examination such as the applicant is to be under supervision outside the examination period.

- i) All applications for examinations to be sat in a non-participating country must reach SPBEA by 1 September in the year of the examination.

4.6 Examination Supervision

- a) The Chief Supervisor shall be responsible for the conduct of candidates at each examination centre.
- b) The Director shall appoint the Chief Supervisor after considering recommendations from the Board Agent or the school principal. Such recommendations shall be submitted to the Director no later than the first day of August of the year of the examination.
- c) The Board Agent shall appoint assistant supervisors for each examination centre, after consultation with the Chief Supervisor, in accordance with the schedule set down by the Director for each centre.
- d) The Chief Supervisor shall ensure that all instructions issued by the Director for the control of the centre are carried out and that candidates complete the answers to the examination papers in the presence of a supervisor.
- e) The Principal of the school shall ensure that suitable accommodation and suitable equipment where required is available for each examination and provide support as appropriate for the Chief Supervisor.

4.7 Marking Examination Answer Booklets

- a) The Director, after consultation with Board Agents, shall appoint a Chief Marker for each subject that is fully or partially externally examined.
- b) After considering the recommendations of the Chief Marker and the Board Agent, the Director shall appoint sufficient markers to ensure that all candidates' answer booklets in each subject are marked promptly.
- c) The Director shall issue to Chief Markers and Markers administrative instructions detailing their duties and responsibilities.
- d) The Chief Marker shall be responsible for
 - (i) the quality control of the marking of the candidates' answer booklets in terms of the marking schedule produced by the Examiner
 - (ii) ensuring that the marking schedule is applied consistently and accurately by all markers

- (iii) ensuring the dispatch of candidates' results to the Director as well as the candidates' marked answer booklets as soon as the marking is completed
 - (iv) the preparation of the Chief Marker's report as required by the Board
 - (v) reconsideration of the answer booklets for those candidates who apply for a reconsideration.
- e) Markers shall be responsible for
- (i) marking all answer booklets assigned, in a manner consistent with the marking schedule
 - (ii) ensuring that all marks are processed accurately
 - (iii) the dispatch of candidates' results to the Chief Marker or the Director through the Board Agent if necessary
 - (iv) preparation of any reports as required by the Chief Marker.
- f) The Chief Marker shall submit a detailed report to the Director no later than the last day of January in the year following the examination. Information from these reports, and from marking schedules, shall be available to schools and to candidates.
- g) The Director shall return the answer booklets to those candidates who have applied for their answer booklets to be returned and who have paid the Return of Script Fees as determined from time to time by the Board, provided that the application is received no later than the fifteenth of February of the year after the examination.
- h) The Board shall take all due diligence and care in processing candidates' answer booklets to ensure that candidates receive the mark that is indicative of the quality of their answers.

4.8 Use of Technology and Equipment during Examinations

- a) For both internal and external assessment, candidates may use relevant technology and other equipment unless their use is prohibited by these *Rules and Procedures*, the related support documentation, assessment specifications, subject prescriptions, or specific instructions for candidates for external assessment.
- b) Written or printed materials (including information stored in the programmable memory of calculators) are prohibited.
- c) Due to rapid changes in calculator technology, the Board will regularly review its policy on the use of calculators in examinations. However, every effort is made to ensure that schools are given adequate notice of any policy changes.

- d) Use of calculators in any of the Board's examinations is allowed provided that the calculator is silent, hand-held, non-printing and contains its own power source. However, calculators may not be used to pass information to other candidates, bring information into the examination, or as a dictionary/translator.
- e) Notwithstanding clause 4.8(d) above, any calculator that has symbolic algebraic manipulation capability is prohibited. The list in Appendix B are the models which have currently been identified as having these capabilities and are therefore prohibited.
- f) The Board may from time to time publish more detailed rules for the use of calculators, or further add to the list of prohibited calculators.
- g) Notwithstanding clause 4.8(a) to (f) above, any electric devices that is capable of transmitting information or text message such as mobile phone, etc. are prohibited.
- h) Any possible misuse of calculators during an examination will be considered as a misconduct in the examination and will be subjected to Part V of these *Rules and Procedures*.

PART V: BREACHES OF THE RULES

5.1 Misconduct by Candidates

- a) If it is alleged that a candidate or any other person has been guilty of any dishonest practice or any other breach of these *Rules and Procedures* in connection with any of the Board's qualifications, including in particular:
 - i) *impersonation* – a person is alleged to have impersonated or dishonestly claimed to be a candidate entered for a qualification (these *Rules and Procedures* apply both to the alleged impersonator, and to the candidate who has allegedly been impersonated).
 - ii) *dishonestly assisting/hindering candidates* – a person is alleged to have attempted to dishonestly or fraudulently influence, assist or hinder candidates.
 - iii) *dishonest practice by a candidate* – a candidate is alleged to have attempted to dishonestly or fraudulently access information or materials not permitted in the examination, or access information or materials or other help from another person the matter will be dealt with as set out in subsections 5.2 to 5.5 of these *Rules and Procedures*.
- b) The Director may suspend the release of all or part of the results of any candidates to whom an allegation under section 5.3 has been made until the allegation has been dealt with.

5.2 Responsibility for Investigation

- a) A case of impersonation, dishonestly assisting/hindering candidates, or dishonest practice by a candidate in an external assessment will be investigated by the Director in accordance with section 5.4 of these *Rules and Procedures*.
- b) A case of impersonation, dishonestly assisting/hindering candidates or dishonest practice by a candidate in an internal assessment will be investigated by the Principal and the Board Agent in accordance with section 5.5 of these *Rules and Procedures*.
- c) A case of impersonation or dishonestly assisting/hindering candidates may also be referred to the police for investigation and further action.

5.3 Penalties and to whom they Apply

- a) In a case of impersonation, both the candidate who it is alleged has been impersonated and the impersonator (if the impersonator is also a candidate for a qualification in the same year) will be investigated and may be penalised under section 5.4 or 5.5, whichever applies.

- b) A case of dishonestly assisting/hindering candidates by a person who is also a candidate for a qualification in the same year will be investigated, and that person may be penalised under section 5.4 or 5.5, whichever applies.
- c) If, in a case of dishonestly assisting/hindering candidates, the person is:
 - (i) an employee of a school, the Board may, in addition to any other penalty, revoke that school's approval to present candidates to the qualification.
 - (ii) an employee of the Board, the Director may, in addition to any other penalty, suspend or dismiss that employee for misconduct.
 - (iii) contracted to the Board, the Director may, in addition to any other penalty, terminate that person's contract.
- d) In a case of dishonest practice by a candidate, the candidate will be investigated and may be penalised under section 5.4 or 5.5, whichever applies.

5.4 Breach of the Rules – External Assessment

- a) The allegation will be investigated by the Director, if necessary in consultation with the Principal from the candidate's school or candidates' school(s) and the Board Agent. The official dealing with the allegation will give the candidate written notice of the allegation, and will invite the candidate to make written comment to the Director on the allegation within a period of at least 14 days from the date of the Director's notice.
- b) If, following the investigation, the official considers that there is substance to the allegation, a formal hearing conducted by the Director or his Nominee will be convened. The candidate will be given reasonable notice of the date of any hearing and will be given the opportunity to appear in person before the Director or his Nominee.
- c) If, at the hearing, the Director or his Nominee finds the candidate guilty of misconduct in respect of the allegation made, the Director or his Nominee may:
 - i) warn or censure the candidate; or
 - ii) disqualify the candidate from entering further qualifications of the Board; and
 - (iii) in either case, direct that all or part of the candidate's results be cancelled.
- d) The Director will give the candidate written confirmation of the decision within 14 days of the hearing.

5.5 Breach of the Rules – Internal Assessment

- a) The Board Agent will investigate the allegation as an agent of the Board.
- b) The Board Agent must allow the candidate an opportunity to make an explanation and will decide on any disciplinary action to be taken in accordance with the school's written policy and procedures.
- c) If the Board Agent considers that the alleged misconduct is serious enough to warrant cancellation of results, then the Agent must report the matter to the Director in writing and may make a recommendation on appropriate disciplinary action. The Director must then consider the allegation and the Agent's recommendation (if any) and make a decision in that regard. Further evidence may be sought from the candidate. If the candidate is found guilty of misconduct the Director may:
 - (i) warn or censure the candidate; or
 - (ii) disqualify the candidate from entering further qualifications administered by the Board; and
 - (iii) in either case, direct that all or part of the candidate's results be cancelled.
- d) The Director must give written confirmation to the Principal and the candidate of the decision and any penalty imposed within 14 days of the decision being made.

5.6 Appeals against Decisions on Breaches of Rules

- a) A candidate may appeal to the Director against a decision made by the Board Agent relating to breaches of the *Rules and Procedures* by giving notice in writing within 14 days of being notified of the decision.
- b) Upon receipt of a notice of appeal, the Director must give the candidate notice of the date set for determination of the appeal, which must be at least 21 days from the date of the Director's notice. The Director's notice must also advise the candidate that he or she may make submissions in writing and may elect to appear in person when the appeal is being determined.
- c) A candidate who appeals against disqualification will, pending the determination of the appeal, be allowed to make an entry for a qualification in any year to which the disqualification would otherwise apply.
- d) The Director may allow or dismiss the appeal or vary the penalty, but may not impose any penalty that the Board Agent could not impose. The Director's decision is final.

PART VI: SPECIAL ASSESSMENT CONDITIONS

6.1 Applying for Special Assessment Condition

- a) Candidates with permanent or long-term conditions which they believe will significantly impair their performance in specified external assessments - in particular written examinations - may apply to the Director to complete those external assessments under special assessment conditions (for example, a time allowance, modifications to question and answer booklets, or the use of an examination assistant such as a reader/writer). The Director will provide general guidelines for examination assistants when working with candidates.
- b) Applications are to be made before 1 August in the year of the external assessment on the *Special Assessment Conditions* application form, and in accordance with the Board's procedures for such applications.

Special assessment conditions may be approved or amended after August 30 but the school will meet the cost of such special assessment conditions. The Director must approve the supervisor/examination assistant.

- c) In determining special assessment conditions applications, the Director will consider recommendations from the Principal of the candidate's school. It will take note of any special ongoing support approved for the applicant during the teaching and assessment programme leading up to the year of assessment, as well as the special assessment conditions provided by the school for internal assessment.
- d) An application for special assessment conditions will not be granted for specific or relevant sections of any subject where the provisions of such assistance would compromise the validity of the external assessment.

6.2 Guidelines for Approval

- a) Two main criteria are used by the Board in approving special assessment conditions applications for any Board qualifications:
 - (i) Candidates identified as having permanent or long-term conditions such as a:
 - ❖ physical disability
 - ❖ sight impairment
 - ❖ hearing impairment
 - ❖ medical conditionMedical conditions cover long-term illnesses such as eating disorders, depression, diabetes and epilepsy.
 - (ii) Candidates already diagnosed as requiring special assessment conditions assistance and receive ongoing support from the school.

- b) Special assessment conditions are not available through the Board for the internally assessed components of any of the Board's qualifications. It is therefore up to each school to decide upon the most appropriate course of action for its candidates in these situations. Supervision and funding are the responsibility of the school.
- c) Schools are not to approve special assessment conditions in situations where the validity of assessment would be compromised. Special assessment conditions should not reduce the validity and reliability of the assessment and must not compromise the integrity of the external assessments.

6.3 Preparing an Application

- a) Before making an application for special assessment conditions, the school should consider the candidate's record. The school should have evidence that the candidate requires special assessment conditions. If not, an external advisory service may need to be consulted in order to obtain specific evidence. A school must have evidence of ongoing support, and have further developed a profile of the candidate's learning difficulty. This evidence must be included with each application.
- b) Special assessment conditions must not give the candidate an unfair advantage over other candidates. For example, the fact that a candidate is a 'slow reader' or a 'poor speller' does not, in itself, justify special assessment conditions assistance. In such circumstances there will usually be some underlying issue that is the cause of the candidate's difficulty.
- c) The reason for applying for special assessment conditions must be specified. Detailed information is required to support the application for the special assessment condition being sought. Without this information, the application will not be accepted.
- d) Applications should only be made where the school has provided such assistance. Confirmation is required that special assessment conditions already have been provided for the candidate in the school's internal assessments. An application should also detail the candidate's history of in-school support in the years prior to the year of entry for the external assessment.
- e) The type of evidence required in support of an application ranges from medical diagnosis and/or professional testing to evidence that the school has recognised that a candidate has a significant learning difficulty, and has been providing learning support in earlier years. The Board will only accept psychological testing from a registered psychologist.
- f) If a candidate is identified with a significant learning difficulty in the year of entering the examinations it will be necessary to support the

application with professional evidence. Where a candidate is a recent arrival at a school, the previous school should provide this evidence.

- g) Special assessment conditions are not available to candidates for whom English is a second language simply on the basis that they have difficulty with reading and writing English.
- h) Special assessment conditions will not be granted to candidates with short-term disabilities such as an illness or an accident suffered just prior to the external assessment.
- i) Notwithstanding the provision in clause 6.3 (a) of these regulations, application for special assessment condition received after 31 August of the year of the assessment shall be treated as Compassionate Consideration.

PART VII: COMPASSIONATE CONSIDERATIONS

7.1 Applying for Compassionate Consideration

- a) A candidate may, in accordance with these *Rules and Procedures* or their school's policy, apply for compassionate consideration of their internal assessment or external assessment results.
- b) In the case of internal assessments, the school's compassionate consideration policies will apply. Each school must have a written policy setting out how applications for compassionate consideration are to be made, and how such applications will be dealt with.
- c) Candidates who have been prevented from sitting examinations or otherwise presenting materials for external assessment, or who consider that their performance in an external assessment has been seriously impaired because of exceptional circumstances beyond their control, may apply to the Director to be granted an improved result on the grounds of compassionate consideration.
- d) Except in exceptional circumstances, compassionate consideration will normally be granted for a circumstance that occurs within one month of the commencement of examinations or submission of work for other external assessment.
- e) An applicant for compassionate consideration must:
 - (i) complete the Board's application form and submit it to the Director through the school principal in advance of the first day of December of the year of the examination.
 - (ii) supply a copy of their admission slip with the application.
 - (iii) supply appropriate medical or documentary evidence (from a registered medical practitioner) sufficient to grant an application for compassionate consideration.
- f) The school principal must forward all applications for compassionate consideration, and any supporting information, to reach SPBEA no later than 15 December of the year of the examination.
- g) The Director may accept late applications or other applications for compassionate consideration that do not comply with paragraph (c) above, but under no circumstances will the Board accept applications for compassionate consideration from candidates after result notices have been released.
- h) In considering whether or not to grant an improved result to an applicant for compassionate consideration, the Director will consider:
 - (i) information from the principal of the candidate's school

- (ii) the quality of any work actually completed and submitted by the candidate.
- (iii) Candidates must apply to their school in the first instance if they wish to appeal a compassionate consideration decision.

7.2 Eligibility for compassionate consideration

- a) Candidates for the externally assessed component of any of the Board's qualifications who have suffered from a temporary illness, non-permanent disability or other event close to or during the external assessment, and which they believe has significantly impaired their performance, may apply for compassionate consideration in those external assessments.
- (b) Guidelines for Compassionate consideration are given in Appendix C.

7.3. Application for compassionate consideration

- (a) Eligible candidates apply to their school for compassionate considerations. Applications are made on the approved form, which will be available later in the year from the school, principal. Appropriate sections are completed by the candidate, a medical practitioner (where the reason for the application is based on a medical condition), and the school principal.
- (b) In cases where an event has occurred that is likely to lead to compassionate considerations from a group of candidates (such as a local emergency or the death of a student from the school), the Director should be contacted before individual candidates are given application forms.
- (c) Procedural details and materials such as application forms will be sent to schools later in the year.
- (d) Schools will apply the compassionate consideration guidelines when deciding whether or not an application for a compassionate consideration is appropriate.

7.4. Processing applications

- a) The principal will be requested to assess the extent to which each applicant is likely to have been affected, and to provide a subject ranking for the applicant for which compassionate consideration is sought.
- b) The subject ranking must be relative to all candidates in the school who entered the subject concerned and not just the applicant's class.
- c) The subject rankings supplied must be based on objective evidence (i.e. specific rankings for the subject) and not on perceived potential.

- d) The subject rankings are used to generate a final external assessment result or mark (for each subject) for which compassionate consideration has been requested.
- e) In the initial stage of mark processing by SPBEA, the numerical order of candidates' external examination marks for that school in the subject concerned is determined. The applicant is given a mark, which gives him/her, in this order, the rank provided by the school.
- f) In some cases, the applicant actually sits the examination.
- If the mark awarded to the applicant in the compassionate consideration process is higher than the mark scored by the applicant in the examination, the applicant's compassionate consideration mark becomes his/her examination mark.
 - If the mark awarded to the applicant in the compassionate consideration process is lower than the mark scored by the applicant in the examination, the actual mark scored in the examination stands.
- g) The applicant's mark is then processed as for all other candidates in that subject. If the subject has an internally assessed component, the examination mark (which may have been changed as described above) and the mark provided by the school (adjusted where necessary in accordance with the standard procedures for processing school-submitted marks) are combined with the weightings as prescribed for that subject to give the applicant's final mark. Note that no change is made to the internally assessed mark as a consequence of the application for compassionate consideration, as the latter relates only to performance in the external examination.
- h) If the applicant is ranked top of the group by the school, the school is invited to provide information about how much better than the second ranked person the applicant's level of achievement is. This information is used in determining how many marks the applicant is given above the highest mark scored by candidates from the school in the examination. Otherwise, the applicant is given two marks more than the mark awarded to the school's highest scoring candidate in the examination. Similar information is invited for an applicant ranked bottom of the group by the school.
- i) Applications for compassionate consideration are to be processed in time for inclusion in the result notices for dispatch in January of the year after the examination.

PART VIII: REPORTING AND REVIEWING RESULTS

8.1 Dispatch of Result Notices

- a) The Director will dispatch result notices to candidates showing their results for all Board qualifications no later than the second Friday of January in the year following the examinations. Following the release of result notices to candidates, schools will be sent copies of the results of their candidates.
- b) The Director may set alternative dates for the dispatch of result notices to candidates but only in extenuating circumstances.
- c) Candidates will receive an official certificate in a form approved in writing by the Director when all requirements for the qualification have been fulfilled in terms of these *Rules and Procedures*.
- d) Result notices and Records of Learning will be in a form determined from time to time by the Board.
- e) Certified statements of official results will be available upon written application to the Board and payment of a search and confirmation fee. The Director will provide a certified record of results and qualifications gained, which may be used as evidence of past achievement.

8.2 Certification

- a) Candidates for any of the Board's qualifications will be sent an individual certificate showing their results in each of the subjects entered before 1 March in the year following assessment.
- b) Every candidate for any of the Board's qualification will be sent their official qualification certificate in a form approved in writing, and signed by the Director.
- c) The official certificate will show the candidate's full name, year of qualification, the subjects and level achieved in each subject.
- d) Where a certificate shows results that have been accumulated over more than one year, the certificate issued will also show the year in which the candidate completed the qualification.

8.3 Appeal for External Examination Results

- a) Candidates may appeal results of their grades by applying for reconsideration as detailed in section 8.3. (d).
- b) Candidates who apply for a reconsideration of their grades must submit their application to the Director no later than the 15 February of the year after the examination.

- c) Candidates who have been alleged to have altered any part of the returned answer booklet for the purpose of improving the marks awarded by the marker may have the result for that subject suspended while such allegations are investigated. Such candidates may also be liable for breach of rules and provisions in Part 5.4 of these *Rules and Procedures* would apply.
- d) Reconsideration Applications
- (i) Applications must be made on the form provided with the result notice and be accompanied by the reconsideration fee determined from time to time by the Board.
 - (ii) The closing date for reconsideration applications will be the 15 February of the year after the examination provided that at least seven days are allowed to candidates after result notices have been issued.
 - (iii) The reconsideration will include remarking of the examination paper using the original assessment schedule(s), the checking of mechanical processes and the review of appropriate internal assessment.
 - (iv) The reconsideration process will be subject to the following conditions:
 - ❖ for answer booklets written for an external examination the Chief Marker, or another marker with delegated responsibility, shall ensure that all of the candidate's work has been marked according to the marking schedule prepared for the paper and agreed to by the marking panel, that all sub-totals of questions have been counted and that marks for all questions have been included in the total mark awarded to the candidate.
 - ❖ for the internal assessment component the Director will ensure that proper processes have been carried out by the school and verified by SPBEA.
 - ❖ for reconsideration in all subjects, the Director ensures that candidate's marks have been processed accurately by the Board.
- e) A candidate whose final result is improved as a result of reconsideration will be sent a new result notice and a refund of the reconsideration fee.

8.4 Return of External Examination Material

- a) The Director or his Nominee will authorise by 1 February the return of external assessment materials, including candidates' answer booklet, to candidates who have provided a forwarding address and who have paid the return of script fee.

- b) Schools who wish to apply for the return of their candidates' materials must secure the written authorisation of all candidates and must also pay the appropriate fee.
- c) Candidates who have provided an overseas address must apply to the Director before 1 March, and pay a specified fee, if they require their external assessment material to be returned.
- d) The Board will exercise all due diligence and care in processing external assessment materials and returning them to candidates, but it will not accept any liability for the non-delivery of these materials to a candidate, or the non-delivery to the Board of materials sent in for a review or reconsideration.
- e) All unclaimed external assessment materials will be disposed of on or after 30 June in the year following the assessment.

8.5 Processing and Reporting of Results

- a) The Director must ensure that results for individual subjects and individual candidates are processed as required by the Board to provide comparability of school assessment and final grades for different subjects.
- b) For all the Board qualifications final results will be reported in a manner approved by the Board from time to time. (See Appendix D.)
- c) Result notices for candidates where the results cover more than one year must have the year in which the assessment was taken indicated alongside the appropriate subject.

PART IX: BOARD QUALIFICATIONS

9.1 Qualification Names

As from 2004, the Board will conduct two senior regional qualifications annually; one at the end of Form 6 (Pacific Senior Secondary Certificate) and one at the end of Form 7 (South Pacific Form Seven Certificate).

9.2 Subjects and Prescriptions

- a) The prescriptions for the subjects available for each qualification will be published from time to time by the Board.
- b) The subjects available for each of the Board's qualifications in 2004, and the nature of the assessments are provided in Appendix E.
- c) The Director must ensure that assessment of candidates in each subject is carried out as specified in the subject prescriptions.

9.3 Special Recognition

- a) Special recognition only applies to the qualification at the end of Form 7.
- b) Candidates who have shown very high achievement in the assessment in any subject (grade A+) shall be accorded special commendation of their achievement.
- c) Candidates identified by their school as first language speakers of French or any other language subject, would not be eligible for any commendation in that subject.
- d) Before issuing commendation letters, the Director shall consider recommendations from the Chief Markers of the subjects concerned, a commendation letter is issued to all candidates who have gained such high level of achievement.
- e) Candidates are not eligible for special recognition in a subject as a result of compassionate consideration in that subject.

APPENDICES

Appendix A SPBEA Fees table for 2004

| Types of Fees | | PSSC | Form 7 |
|--|-----------|---------------|---------------|
| A. Examination Paper Production | | | |
| Chief Examiners | Base | \$600 | \$3000 – 3500 |
| | Incentive | \$200 | |
| Paper Moderators | Base | \$200 | \$600 – 1000 |
| | Incentive | \$100 | |
| Paper Checkers | | \$100 | \$200 |
| B. Marking Fees | | | |
| Marker's Meeting | | \$70 | \$100 |
| Chief Marker's Coordination Fee | | \$0 – 300 | \$0 – 450 |
| Marking Fee per Script | | \$5.75 – 7.90 | \$8.00 – 9.00 |
| Check Marking Fee per Script | | \$6.00 – 8.45 | \$10.00 |
| Chief Marker's Report | | \$150 | \$200 |
| C. Supervisor's Fee | | | |
| Chief Supervisor's Organisation Fee | \$60 | | \$75 |
| Chief Supervisor's Daily Fee | \$60 | | \$75 |
| Assistant Supervisor's Subject Fee | \$30 | | \$30 |
| D. Student Fees | | | |
| Registration Fee | \$20 | | \$50 |
| Paper Fees | \$20 | | \$50 |
| Late Fees | \$20 | | \$50 |

Appendix B List of Calculators Not Permitted

- Texas Instruments T189
- Texas Instruments T192
- Texas Instruments T192 Plus
- Casio CFX 9970G
- Casio Algebra FX 2.0
- Hewlett Packard HP48G
- Hewlett Packard HP48GX
- Hewlett Packard HP49G

Appendix C Compassionate consideration guidelines

Candidates who have registered for any subject that is partially or fully externally assessed must be notified by the school of the availability of compassionate considerations for external assessment. The school may achieve this by briefing candidates close to the start of the external examinations. The Board will also include the information in the *Instructions to Candidates* booklet issued to candidates just prior to the start of the external examinations.

In advising candidates on whether to apply for compassionate considerations, schools are encouraged to refer to the guidelines given below.

- a) While compassionate considerations would only be considered for external examinations, they may also be possible for those assessments that require the collection and presentation of material over a longer period of time, for example, research projects, etc. In these situations eligible candidates will submit available evidence of work to the Board. The Special Compassionate Consideration Form should be used.
- b) Compassionate considerations may be given to a candidate who has been disadvantaged because of temporary impairment or non-permanent disability close to or during an examination and which has affected their performance in the examination.
- c) Applications for compassionate considerations may refer to events of a medical or non-medical nature that could have affected the candidate during the examination.
- d) Significant conditions or events in the week or so prior to an examination, or any other external assessment, that could interfere with preparation for the examination may be accepted, as well as impairment which occurs during the actual examination.
- e) The overriding principles for compassionate considerations are:
 - (i) fairness to the applicant and to all other candidates.
 - (ii) whether the candidate was able to perform on the day of the examination to the level of actual performance evident in the lead-up to the examination.

- (ii) candidates should be encouraged to sit the examination, or present materials for the external assessment, if possible. They may apply for a compassionate consideration if they consider their performance was impaired.
 - (iv) compassionate considerations may be granted where evidence is produced showing that a serious situation on the day of the examination and beyond the candidate's control, made it impossible for them to sit the examination.
 - (v) applications will not normally be granted on grounds such as minor ailments, stress due to examinations, parents being on holiday, or day-to-day family disturbances.
 - (vi) a candidate sits the examination but believes that conditions prevailed to impair examination performance, a compassionate consideration can be granted in some circumstances.
- f) Events occurring:
- (i) impact on the day of the examination must be verified and reasons for their alleged on performance described
 - (ii) in the week or so prior to the examination, or other mode of external assessment, can be relevant if they impair the candidate's ability to prepare adequately or leave a significant residual effect on the day of the examination.
- g) The following conditions are not normally acceptable grounds for compassionate consideration
- (i) long-term conditions (e.g. physical disability, epilepsy)
 - (ii) chronic relapsing conditions (e.g. glandular fever)
 - (iii) on-going personal trauma.
- h) An application could be appropriate if a long-term or recurring condition impairs a candidate's ability to perform on the day of the examination to the level they have been able to perform at during the year. For example, there may be impairment due to a change in medication, a seizure on the day of an examination or a significant personal event. In these cases, the impairment is deemed to be temporary and can be dealt with through a compassionate consideration in the normal way.
- i) Results from compassionate considerations must reflect a candidate's actual performance during the year.
- j) Candidates suffering from long-term or recurring conditions do not normally qualify for compassionate considerations and may apply for special assessment conditions.

Appendix D Reporting of Assessment Results as from 2004

Pacific Senior Secondary Certificate (PSSC):

| Grade | Mark Range (scaled) |
|--------------|----------------------------|
| 1 | 80 - 100 |
| 2 | 71 - 79 |
| 3 | 62 - 70 |
| 4 | 54 - 61 |
| 5 | 43 - 53 |
| 6 | 31 - 42 |
| 7 | 19 - 30 |
| 8 | 14 - 18 |
| 9 | 0 - 13 |

South Pacific Form Seven Certificate (SPFSC):

| Grade | Mark Range (scaled) |
|--------------|----------------------------|
| A+ | 80 - 100 |
| A | 66 - 79 |
| B | 56 - 65 |
| C | 45 - 55 |
| D | 30 - 44 |
| E | 1 - 29 |

An example of PSSC reporting:

| Subject | IA % | Exam % | Overall Grade |
|----------------|-------------|---------------|----------------------|
| English | 60 | 58 | 4 |
| Mathematics | 53 | 77 | 3 |
| Chemistry | 63 | 50 | 4 |
| Physics | 70 | 67 | 3 |
| Biology | 60 | 63 | 3 |

An example of SPFSC reporting:

| Subject | IA % | Exam % | Overall Grade |
|--------------------------|-------------|---------------|----------------------|
| English | 60 | 58 | B |
| Mathematics (Statistics) | 53 | 77 | B |
| Chemistry | 63 | 50 | B |
| Physics | 70 | 67 | A |
| Biology | 60 | 63 | B |

Appendix E LIST OF SUBJECTS

(a) Pacific Senior Secondary Certificate (PSSC) as from 1 January 2003

| Subject | Weighting of externally assessed component (%) | Weighting of internally assessed component (%) |
|--------------------------|---|---|
| Accounting | 60 | 40 |
| Agriculture | 60 | 40 |
| Biology | 60 | 40 |
| Chemistry | 60 | 40 |
| Computer Studies | 30 | 70 |
| Development Studies | 60 | 40 |
| Economics | 60 | 40 |
| English | 50 | 50 |
| French (Second Language) | 50 | 50 |
| Geography | 60 | 40 |
| History | 60 | 40 |
| Mathematics | 70 | 30 |
| Physics | 60 | 40 |
| Japanese | 70 | 30 |
| Gagana Samoa | 60 | 40 |
| Tala 'o Tonga | 60 | 40 |
| Fine Art | 0 | 100 |
| Sports and Fitness | 0 | 100 |

(b) South Pacific Form Seven Certificate (as from 1 January 2004)

| Subject | Weighting of externally assessed component (%) | Weighting of internally assessed component (%) |
|--------------------------|---|---|
| Accounting | 100 | 0 |
| Biology | 75 | 25 |
| Chemistry | 80 | 20 |
| Economics | 80 | 20 |
| English | 80 | 20 |
| French (Second Language) | 75 | 25 |
| Geography | 60 | 40 |
| History | 60 | 40 |
| Mathematics (Calculus) | 100 | 0 |
| Mathematics (Statistics) | 80 | 20 |
| Physics | 80 | 20 |

Appendix F PROCEDURES FOR ACCREDITING NEW SCHOOLS TO ADMINISTER THE BOARD'S QUALIFICATIONS AND FOR SCHOOLS WISHING TO INTRODUCE NEW SUBJECTS

The following are the key stages in the accreditation process;

1. School submits application to take part via local education authority (by July).
2. SPBEA evaluates school's ability to offer subjects for the qualification.
3. SPBEA makes a decision (during AGM) on school's application (October).
4. Decision conveyed to school (October).

Strategies for each key stage in the Accreditation process are still under development.