CONTACT US

SSSQ UNIT

SPBEA
PO Box 2083
Government Buildings
Level 5 Vanua House
Victoria Parade
Suva
Fiji
PH: 679 3785117
Fax: 679 3378598
Email: qualifications@spbea.org.fj

Upcoming Events

- **Enrolment Sheets**

  Enrolments for SPFSC to be completed and sent to reach the Qualifications Unit, SPBEA, PO BOX 2083, Government Buildings, Suva, Fiji by 1st March 2013.

ENQUIRIES

Remember your contacts at the Senior Secondary School Qualifications (SSSQ) Unit, SPBEA for 2013.

For any enquiries regarding **Internal Assessment** contact:		
Tu'ifua Takapautolo Email: stakapautolo@spbea.org.fj	or	***Ulalia Dimanawa*** Email: udimanawa@spbea.org.fj

For any enquiries regarding **External Assessment and enrolment** contact:		
Siaosi Pohiva Email: spohiva@spbea.org.fj	or	***Lavenie Josefa*** Email: ljosefa@spbea.org.fj

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SPC Secretariat of the Pacific Community

SPBEA Secretariat of the Pacific Board for Educational Assessment

QualsUpdates

January Issue 01

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To whom this may Concern

- **Principals**
- **South Pacific Form Seven Certificate (SPFSC) Coordinators**
- **Country Agents**

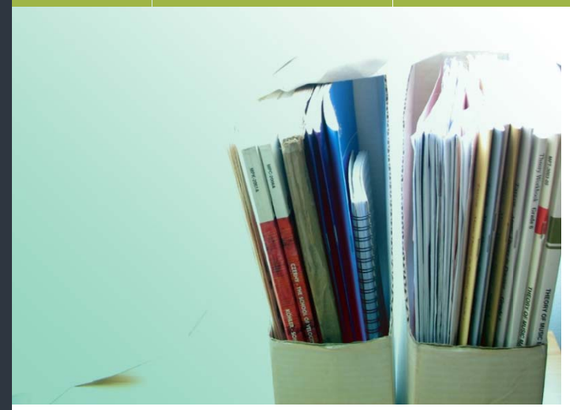
Welcome to the 2013 school year

We will continue to send the ***SPBEA Quals Updates*** to schools on a regular basis. The update is to ensure schools and country agents receive timely information to carry out the administrative operations for the qualifications.

The Quals Update will also be posted on the SPBEA Website www.spbea.org.fj/Quals_updates.html.

An information CD pack will be sent to schools in February which includes:

- The Internal Assessment & Moderation processes
- SPBEA Schedule of Activities & Due Dates
- IA Calendar
- Enrolment Sheet with School Subject Teacher Details and Fees
- Project Marking Cover Sheets
- Draft Examination Timetable
- Prescriptions
- Past exam papers and marking schemes
- Chief markers' reports
- Moderators Reports
- School Information Sheets
- Manuals
- Forms (Transfer/Withdrawal)



REMINDERS

Please note that REMINDERS contain important dates. All dates must be adhered to in order to avoid penalties.

Enrolment Sheets for SPFSC for 2013

These are to be completed and returned by email (qualifications@spbea.org.fj), faxed or posted to the Qualifications Unit, SPBEA, PO Box 2083, Government Buildings, Suva, Fiji, by **1st March 2013.**

Note: All enrolment details are contained in the Enrolment Sheet. School Management and subject teachers are requested to ensure that enrolment information are accurate before sending the Enrolment Sheets to SPBEA.

Key dates for the operation of the 2013 SPBEA secondary school qualification

It is anticipated that the enrolments for SPFSC will increase in 2013. It is essential that the key dates be followed to ensure that students will not be unnecessarily penalized.

Draft examination timetable for 2013

Please forward any comments on the draft examination timetable for 2013 by email, fax or post to Qualifications Unit, SPBEA, PO Box 2083, Government Buildings, Suva, Fiji, by **8th March 2013.**

DUE DATES

Please forward any comments about the due dates e.g. clashes with national events, public and school holidays etc. (apply to CAT dates only). Please bear in mind that the due dates apply to all countries, and some requests may not be accommodated due to situations in other countries. Please send your comments to reach SPBEA by Friday 8th March. No comments, suggestions or requests for changes will be accepted after this date.

Revised SPFSC Prescriptions

Revised SPFSC Prescriptions for Geography and Information and Communications Technology came into effect in January 2013. Soft copies of those prescriptions have been emailed to schools and hard copies will be sent to the SPBEA Agents in each country for distribution to schools. School Principals are advised to obtain hard copies for your school from the Exams Unit local office late next month. These are also available on the SPBEA website.

Website

Check out our website for more information

www.spbea.org.fj