

#### CONTACT US

**SSSQ UNIT** 

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#### **Upcoming Events**

#### Enrolment

We request that SPFSC schools submit their enrolment information, assessment marks, etc in electronic format i.e. forms filled in electronically and emailed. This will allow us to directly import data received from you into our ATLAS software which will in turn minimize the need for data entry and also eliminate errors that could arise from manual entries.

#### • SPINS

Schools who have submitted their enrolment sheets can expect to receive SPINs for their candidates soon through the Enrolment Confirmation Sheets.

#### • SPFSC EXAMINATION FEES 2013

Fees for 2013 will be the same as for 2012.

Country		Registration Fee	Fee per Subject	Late Fee
1	FIJI	FJD\$77.40	FJD\$77.40	FJD\$77.40
2	KIRIBATI	AUD\$60.50	AUD\$60.50	AUD\$60.50
3	VANUATU	VUV5203	VUV5203	VUV5203
4	SOLOMONS	SBD\$381.00	SBD\$381.00	SBD\$381.00
5	TUVALU	AUD\$60.50	AUD\$60.50	AUD\$60.50

Note: for PSSC Enrolments, please consult your National Examinations and Assessment Unit.

#### School Information Sheet

At the beginning of each year, SPBEA needs to update its record of school contacts (phone/fax/email), names of principals and coordinators, postal addresses, etc. to ensure that all the schools are kept informed and that information and materials sent out are correctly addressed. It is important therefore, that the Information Sheet (http://www.spbea.org.fj/CDinforpack13/CoordinatorsMaterials.html) is completed and returned to SPBEA. If you have not done so for this year, please forward the completed sheet to SPBEA as soon as possible. If your school's information remains the same as that of last year, please let us know.

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

For any enquiries regarding support for Form 6 Qualifications contact:				
Tu'ifua Takapautolo	or	Ulalia Dimanawa		
Email: <a href="mailto:stakapautolo@spbea.org.fj">stakapautolo@spbea.org.fj</a>		Email: <u>udimanawa@spbea.org.fj</u>		

For any enquiries regarding **SPFSC Qualifications** contact:

Siaosi Pohiva or Lavenie Josefa

Email: spohiva@spbea.org.fj Email: ljosefa@spbea.org.fj







# QualsUpdates



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## To whom this may Concern

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

### **February Updates**

This is the second update for the year. If you have not received the first one, please contact the Qualifications Unit.

**SPBEA Quals Updates** will be sent to schools on a regular basis to ensure schools as well as country agents receive timely information to help carry out the administrative operations for the qualifications. The update will also be posted on the SPBEA Website <a href="http://www.spbea.org.fi/Our-Work/SSSQ/Qualifications-Updates.aspx">http://www.spbea.org.fi/Our-Work/SSSQ/Qualifications-Updates.aspx</a>

#### **SPBEA'S Website**

SPBEA website address is www.spbea.org.fj

This would be a good opportunity for countries to keep in touch with SPBEA and get updated with the latest news.





### **REMINDERS**



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

## **PSSC 2013**

The Pacific Senior
Secondary Certificate
(PSSC) has now been
nationalized. All the
activities with regards
to Internal Assessment
are now being
coordinated by National
Examinations and
Assessment Units of
each country's Ministry
of Education.

SPBEA has been asked by some of the countries to assist with the provision of Examination Papers for 2013.

Please direct all queries on PSSC to your national Examinations and Assessment Unit.

#### **Enrolment Sheets**

• Enrolments for SPFSC to be completed and sent to reach the Qualifications Unit, SPBEA, PO Box 2083, Government Buildings, Suva, Fiji by 1<sup>st</sup> March 2013. This date is being very strictly followed this year. The sheets can be downloaded from the Information Pack CD for 2013 or the SPBEA Website:

http://www.spbea.org.fj/CDinforpack13/CoordinatorsMaterials.html.

- Candidates doing SPFSC this year as well as those repeating SPFSC will retain their SPINs from last year.
- School Subject Teacher Details should also be completed on the Teacher Information Form (http://www.spbea.org.fj/CDinforpack1 3/CoordinatorsMaterials.html) when submitting enrolment sheets (for new teachers only).
- SPFSC Enrolment sheets should be completed using a computer. Please send the soft copy via email or give a soft copy to our agent to email to us.
   Only in exceptional cases will hard copies of enrolment forms be accepted.

## Draft Examination Timetables

Comments on the draft 2013 SPFSC examination timetable to be sent to reach the Qualifications Unit, SPBEA, PO Box 2083, Government Buildings, Suva, Fiji by 8<sup>th</sup> March 2013.

#### Timeline 2013

With SPFSC in place for 2013, it is essential that the key dates be followed to ensure that students are not penalized for late or non-submissions of tasks.

### CD Resources for Teachers (SPFSC Information Technology)

These CDs will aid teachers and students in identifying the standards currently associated with the higher quality work being produced by SPFSC students. These were developed by SPBEA and are available on the CD Information Pack 2013.

#### **IA Programmes**

SPFSC: All IA programmes must be received at SPBEA by **29**<sup>th</sup> **March 2013**. This deadline is being very strictly adhered to in 2013. For subjects that were approved last year, submit the IA Approval Summary Form only. For subjects that were NOT approved last year, send the FULL programme. For the 2 revised subjects coming into effect this year, new IA programmes must be sent for approval.

#### IA Mark Capture Forms

School must provide a valid reason if the SPBEA designed mark capture forms are not used or sent in electronically. There is an email acknowledgement of receipt of this mark capture form. Please note that it is possible that the mark capture form did not reach SPBEA or SPBEA's acknowledgment of receipt of the form does not reach us. You can check the SPBEA website by clicking on the "IA Check" menu on the left side of the screen.

## Dropping a subject and adding a new subject

Please note that if a school wishes to take on a new subject you must apply to the Director, SPBEA, to get approval before sending in your IA summary programme for approval. This also applies to dropping a subject or taking on a subject that your school did before and dropped it for whatever reason you had at that time.

## Re-Registration and Re-Accreditation of SPFSC Schools:

As SPBEA is now coordinating SPFSC, all participating schools and Colleges will be reregistered and re-accredited as part of collective efforts at achieving "quality" education in the Pacific.

The SPBEA Quality Assurance Standard has been emailed to schools with a request for completion of a self-assessment of its policies and procedures that support SPFSC.

A Certificate of Accreditation will be issued to Schools that successfully complete this process. We thank you for uyour kind understanding and support.

#### Samples for SPFSC

All samples for SPFSC IA will be selected by SPBEA and schools informed duly. These must be sent to the Agents on the due dates specified.

#### IA Workshops for Schools

The IA workshops for schools are still in progress. The workshops provide an opportunity for teachers of new schools and those who are new to SPFSC, to gain information about the operations of the SPFSC qualifications. It is also an opportunity for those familiar with SPFSC to find out about changes in processes and systems and to voice any suggestions for improvement in processing of IAs.

## IA Information Pack 2013

A CD information pack has been sent to Country Agents (also available on our website) which includes:

- The Internal Assessment & Moderation processes
- SPBEA Schedule of Activities & Due Dates
- Enrolment Sheet with School Subject Teacher Details and Revised Fees
- Draft Examination Timetable
- Past exam papers and marking schemes
- Prescriptions

The information pack URL is

http://www.spbea.org.fj/CDinforpack13/index.html

If you have not received your copy, contact your Country Agent at your respective Ministries. You may make copies of this CD.

Website

Check out our website for more information



www.spbea.org.fj

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