



SPBEA Quals Update

31 August 2009

SPBEA 2009/08

- To:**
- ❑ **Principals**
 - ❑ **Pacific Senior Secondary Certificate (PSSC) Coordinators**
 - ❑ **South Pacific Form Seven Certificate (SPFSC) Coordinators**
 - ❑ **Country Agents**
 - ❑ **All PSSC & SPFSC teachers**

This is the eighth update for the year. If you have not received the first seven, please contact the Qualifications Unit, SPBEA.

SPBEA Quals Updates are 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 updates are also posted on the SPBEA Website www.spbea.org.fj/Quals_updates.html

COMPLETED TASKS

The following tasks should have been completed by now and mark sheets sent in to SPBEA if not already done so:

- Completed Mark capture forms of the following projects received at SPBEA:
 - *Agriculture Major Task* 6th August
 - *Biology Inv. Study* 20th August
 - *Chemistry Extended Inv. Project* 20th August
- Chemistry CAT administered - 27th August
- Computer Studies CAT administered - 25th August
- Geography Fieldwork Report marks to SPBEA and samples to Agent - 6th August
- Development Studies Research Project marks received at SPBEA - 6th August

Coming Up

- **Investigative Studies and Research Projects** – External moderation of the following projects are underway:
 - *Accounting Major Task*
 - *Agriculture Major Task*
 - *Biology Inv. Study Project*
 - *Chemistry Ext. Inv. Project*
 - *Development Studies Research Project*
 - *Gagana Samoa Research Project*
 - *History Major Task*
 - *Maths Statistics Project*
 - *Tala 'O Tonga Research Project*
- **Design Tech Moderation** – This will take place in September or October. Schools will be advised of the dates of visit.
- **PSSC Chemistry CAT** – Submission of marks to SPBEA is due on 4th September.

- **PSSC Computer Studies CAT** – Submission of marks to SPBEA on 2nd September and samples to the country agents is due on 15th September.
- **PSSC Design Technology, Fine Arts, French and Sports & Fitness** – Tasks to be completed by 25th September. Submission of marks to SPBEA is due on 9th October.
- **SPFSC Information Technology CAT** – Task will be sent out to schools and country agents on 18th September. Date of completion is 1st October. Submission of marks to SPBEA is due on 9th October.

For those schools who fail to submit samples on time, students will be awarded zeros for their projects on the above subjects.

IA Verification Follow-ups

Schools that were verified will be sent the verification reports. If there were subjects that have not been verified due to work not being completed as scheduled, it is important that the follow up work is done and submitted to SPBEA or appropriate authorities before the deadlines indicated, otherwise your students will be awarded credit only for the work completed and verified.

Rules and Procedures & Prescriptions

It is important that the *Rules and Procedures* is available in your school and that your teachers are using the current prescriptions.

At this time it is important that you are familiar and well versed with the regulations relating to the examinations as set out in the *Rules and Procedures*. These are clearly set out on the following sections of the *Rules and Procedures*:

- **Part IV** – Administration of Assessment Procedures
- **Part V** – Breaches of the Rules
- **Part VI** – Special Assessment Conditions
- **Part VII** – Compassionate Considerations

If you need copies of these documents, they are available on the SPBEA website (www.spbea.org.fj/qualifications_unit.html) and also on the *CD Info Pack 2009* in the *Prescriptions & Manuals Folder* that was distributed to all schools in the early part of the year by our country agents. Otherwise contact the Qualifications Unit.

IA Mark Capture Sheets for TDT for PSSC and SPFSC

IA mark capture sheets for the TDT (Teacher Design Tasks) for both qualifications have been sent to the schools together with the Registration Confirmation forms. When completing the mark sheets, teachers should take note of the following:

- For all the subjects, the total marks will be shown on each mark capture sheet, so the marks entered should be out of those totals.

- Do not add the CAT marks and major project marks to these marks.
- Marks entered onto the mark capture sheets should be rounded off to the nearest whole numbers.

Annual Survey

The annual survey conducted every year is an important task which provides SPBEA with feedback and vital information on the assessments offered during the year as well as the effectiveness of its services. The information from the survey helps SPBEA to improve the delivery of assessment services. However, over the last few years, SPBEA have been receiving very few of these forms back from school managements and authorities. Principals are requested to take more responsibility on this matter.

The **annual survey forms** will be sent to schools early next month. It is expected that these survey forms will be completed and sent to SPBEA on the dates specified in the forms.

Change of Schools

School principals are reminded that if students change school, they must fill the **School Transfer Form**. The Principal of the receiving school should fax the completed form to SPBEA as soon as possible. If Transfer Forms are not received at SPBEA, transferred students may lose the marks for IA tasks completed at their first school. The only IA marks we would recognize are those obtained at the current school. It is the responsibility of the student to take the Transfer Form with him/her to his/her new school. Failure to do this may result in the students' marks not being aggregated correctly.

Exam Registrations 2009

Late registrations, changes to registrations and payment of fees for the two qualifications will be closing on 31st August. We will be sending you the final registration report of your school in the coming weeks. Do not make changes on the mark sheets.

Refunds of Examination Fees

Refunds of examination fees, whether it is subject refunds or refunds for withdrawing from the whole award, will be processed only at the end of September. The refunds will be sent to your school through our agents. Principals are asked to please advise students to ensure that all withdrawal documents are properly completed and signed before submitting to SPBEA. Applications that are not complete and not signed will not be processed. Principals are also asked to advise students and parents not to contact SPBEA direct as all communications regarding refunds will be through the school.

Withdrawals – Subject & Whole Award

Applications to withdraw from sitting certain subjects in the examinations will also be closing on 31st August. However, candidates who wish to withdraw from the whole award have up to the 15th of September to submit their applications. In these cases, only the paper fee will be refunded and not the registration fee. For more information, refer to the *Rules and Procedures*.

Enquiries

Remember your contacts at Qualifications Unit, SPBEA for 2009.

For any enquiries regarding **Internal Assessment** contact:

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or

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For any enquiries regarding **External Assessment** contact:

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or

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Please refer any enquiries and comments relating to the contents of this update and other general issues related to the PSSC and SPFSC qualifications to:

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