



SPBEA Quals Update

March 2009

SPBEA 2009/03

- To:**
- Principals**
 - Pacific Senior Secondary Certificate (PSSC) Coordinators**
 - South Pacific Form Seven Certificate (SPFSC) Coordinators**
 - Country Agents**
 - All PSSC & SPFSC teachers**
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This is the third update for the year. If you have not received the first two, please contact 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 www.spbea.org.fj/Quals_updates.html

ENROLMENT SHEETS

Last year we requested schools to submit their work (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.

We have noted that over the years information received via email have been more reliable than faxed copies. Faxes are becoming obsolete and cannot be bought in many countries. Also with the deregulation of the telecommunications industry cheaper connections are being used and therefore, the faxed copies are not always clear with some pages not received. If you have a scanner it is better to scan the documents and send them to us as an email attachment (see email below from St Francis High School).

From: sister kirara [mailto:sk_kirara@yahoo.co.nz]
Sent: Monday, March 30, 2009 3:21 PM
To: Mohammed Shafraz
Subject: Re: Improving Communications by using a Scanner!!

Dear Shafraz,
Thank you for your information and advice. So far, I have been sending all documents to SPBEA using a scanner as email attachment. We have felt the problems with faxes and now we realize the problem is intermittent. Once again, thank you. Sr Kirara

Please note however that if you are in a remote area and do not have access at all to internet facilities we will still accept faxed information.

If you do have an email account and have not informed us please do so. This will allow us to distribute relevant important information to you. You need to keep email accounts active so you can check them often to ensure that information sent is read and distributed to the relevant persons on time.

Also note that we also use the services of MSN chat as a cheaper alternative for contact. Please feel free to contact our agents or our office if you need clarification.

REMINDER OF DUE DATES

- **PSSC English CAT: The themes for 2009 are:** *“My Education and my culture, my Future”, “Impact of the global recession on our small island states” and “Home life, the cause of it all”.* The CAT is to be completed on **24 April**. Samples and complete mark sheets are to be at your Exams Unit by **8 May**.
- Final day for IA programmes submission for the PSSC and SPFSC is **31 March**.

IA MARK SHEETS

English mark capture sheets will be sent out by the end of April. All other IA mark sheets will be sent out at a later date. These will be sent out electronically directly to all schools on email and to SPBEA country agents. If you do not have an email account then our agent will send the mark sheets to you.

ENGLISH CAT SAMPLES

You are also required to send **only three** samples of students' work together with the mark form to the Country Agent for transmission to the moderators. The three samples should comprise of the top student, the middle student and the student halfway between the middle and the bottom students.

SUBMISSION OF IA MARKS

The completed mark sheets must be returned to the Country Agent in your country or sent directly to SPBEA by:

- Due dates for IA Major Projects and CATs.
- 9 October for all other IA tasks unless due dates are specified.
- Please note the dates for marks to be submitted so that samples for moderation can be selected by SPBEA and made known to you.

SPINs

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

Candidates taking PSSC and/or SPFSC will be allocated a **Student Personal Identification Number (SPIN)**. The SPIN is unique for each candidate and will be used

by the candidate for as long as they take either the PSSC or the SPFSC qualification. This will be used to identify them for all assessments.

For example, a candidate who entered for the PSSC examination in 2008 will have the same SPIN in 2009 if he or she takes any PSSC or SPFSC subject in 2009.

Remember it is a lifetime personal identification number that holds all the records of a candidate in the SPBEA database.

It is important to note that if candidates are repeating they are to use the same names they had registered with previously to allow us to match them to that same SPIN.

If they are newcomers then they are to use the same names they also registered with for their countries national examination.

PSSC/SPFSC FINAL EXAMINATION TIMETABLES

There have been requests for change in the draft timetables earlier circulated. The final timetables will come on the next Qualls. If you have further requests for change, please let us know as soon as possible. No requests will be accommodated after the final timetable is released in the next Qualls Update.

PSSC & SPFSC Exam Fees 2009

The fee structures are as follows:

PSSC:

Country	Reg. Fee	Paper fee	Late Fee
Kiribati	AUD21	AUD21	AUD21
Sol. Is.	SBD126	SBD126	SBD126
Tonga	TOP33	TOP33	TOP33
Samoa	WST45	WST45	WST45
Vanuatu	VUV1724	VUV1724	VUV1724
Tuvalu	AUD21	AUD21	AUD21

SPFSC:

Country	Reg. Fee	Paper fee	Late Fee
Kiribati	AUD50	AUD50	AUD50
Tonga	TOP79	TOP79	TOP79
Vanuatu	VUV4300	VUV4300	VUV4300

Prescription reviews for PSSC Accounting, Agriculture, Economics and Physics

The prescriptions for the above subjects will be reviewed in 2009.

Questionnaires will be sent to schools for teachers to make comments to assist the review process. Please have your say – your input is essential in the review process.

The details for these exercises will be relayed to all schools once arrangements are finalized.

SURVEY OF QUALIFICATIONS UNIT OPERATIONS

For those schools that have not returned the completed questionnaire on the Survey of Qualifications Unit Operations in 2008, please do so as soon as possible.

If your school has not received a copy of the questionnaire, please contact SPBEA immediately. This is available on the CD Info Pack.

REMINDERS

ENROLMENTS

- Enrolments for PSSC and SPFSC to be completed and sent immediately to Qualifications Unit, SPBEA, PO Box 2083, Government Buildings, Suva, Fiji. The sheets can be downloaded from the

CD Info Pack for 2009 and the SPBEA Website. We have also emailed schools copies of the enrolment sheets.

- 2008 PSSC candidates doing SPFSC this year as well as those repeating PSSC & SPFSC will retain their SPINs from last year. It is important that students use the same names they had registered with in the previous years.
- School Subject Teacher Details should also be completed when submitting enrolment sheets.
- If Enrolment sheets have been filled using a computer, please send the soft copy via email or give a soft copy to our agent to email to us.

SCHOOL INFORMATION SHEET

Some schools still have not sent the completed forms. This is important for the timely and correct delivery of materials and information to your school.

Please also include a contact to the education authority that governs your school eg. Catholic Education Authority, SDA Education etc.

IA PROGRAMMES

IA Programme approval procedures are still on going, and feedback is being sent to schools as soon as scrutinizing of each programme is completed.

We also advise that for programmes that need to be revised/amended, that the revised/amended version be re-submitted to SPBEA as soon as possible.

Please note there are problems with receipt of faxes. So if you have sent your IA programs via fax, please check that they have been received.

Enquiries

Remember your contacts at Qualifications Unit, SPBEA for 2009.

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

Molia Mata'u

Email: mmatau@spbea.org.fj

or

Ulalia Dimanawa

Email: udimanawa@spbea.org.fj

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

Siaosi Pohiva

Email: spohiva@spbea.org.fj

or

Titilia Rabuka

Email: trabuka@spbea.org.fj

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

Lavenie Josefa

Qualifications Unit, SPBEA

PO Box 2083, Government Buildings, Suva, Fiji

Telephone: 679 3309622 / Fax: 679 3303635

Email: qualifications@spbea.org.fj