

EXAM PROCEDURES AND POLICIES

MINISTERIAL EXAMS

Every year, the **MEESR** updates rules and regulations regarding the responsibility of educational institutions regarding exams. You will find below highlights of these rules. Please read them carefully.

- Ministerial examinations, or examinations set by the Minister, are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies.
- MEESR is responsible for developing and distributing these examinations.
- Educational institutions administer them to adults in accordance with the rules for administering ministerial examinations and calendars may vary depending on the candidates' learning profile.
- Local examinations are summative examinations used to evaluate learning and are developed by educational institutions.

RESPONSIBILITIES OF TEACHERS

(Administrative Guide Adult Sector - Management of Ministerial Examinations)

For the purposes of administering and correcting the ministerial examinations, teachers must do the following:



BEFORE ADMINISTERING AN EXAM (extract from the admin guide):

1. **Teacher sees Josie** (Registration Office) prior to the exam date, to view all material related to the exam.
2. **Read** the information documents for the examinations to ensure that students have access to authorized materials and prepare students in time (ex: time allotted for preparation, non-facilitated discussion, etc.).
3. **Give** students the examination preparation documents in accordance with the official calendar for ministerial examinations.
4. **GO OVER THE RUBRIC EVALUATION PRIOR TO THE EXAM DATE.**
5. **Inform** students about the materials they are permitted to bring into the examination room and the consequences (declaration of cheating) if they do not comply with these instructions.
6. There may be justifiable reasons why a student misses an exam. A note from a professional must be provided no later than two days after the scheduled exam.



DURING THE EXAM SESSION

1. **Examinations require active supervision and invigilation. Never leave the examination room unsupervised. Teachers must not correct papers or be on their cell phones.**
2. A student that is 30 minutes late for his/her exam is **not** entitled to write.
3. All exams will be labelled with the student's name based on the class list provided by the teacher.

4. Purses, books, jackets, cell phones, or other electronic devices must be left at the front of the class or at the designated area.
5. Ensure students **DO NOT** receive any explanations, definitions, translations, or reformulations or receive hints that they made an error.
6. Any student cheating or communicating with another student during an exam will be given an automatic zero mark for that exam. The sharing of material is not permitted.
7. If you need to address a situation with a student, ex: the student is refusing to give his/her electronic device or has been caught cheating, do not get into a confrontation. Call Administration.
8. Ensure that students with special needs receive the **extra time they are allowed** (*see Paul*)
9. If a student requests to go to the washroom, please call Dave.



AFTER ADMINISTERING AN EXAM

1. **Collect** all exam material.
2. **Verify** that the copies of the exam are intact; no tampering.
3. **Return** all exam materials (blanks and written copies) to the REGISTRATION office. (RM 100)
4. **Correct** the examinations in accordance with the correction guide.
5. Do not **reproduce or store** any examination materials **outside of the school Centre**.
6. **All parts of the exam package** (*teacher guide, adult booklets, evaluation tools booklet, correction exam evaluation tools*) **must be returned in the envelope provided by Josie.**
7. **Every part of the evaluation booklet must also be filled out.**
8. **The recording sheet must be filled out for every student.**
9. **The information gathering tool must be filled out for every student.** (*if its applicable to your course, therefore in your package*)



PLEASE KEEP IN MIND THE FOLLOWING INFORMATION

1. **Exams must be returned to the office daily.**
2. **No exam material or exam package is to be stored in your classroom or staff lounge.**
3. Exams must be finalized and handed to Josie **within 5 days of the exam date.**
4. **Suivis must be handed to Josie within 5 days of the exam date.**

Please do not hesitate to see me should you require further clarification.
Thank you for your continued cooperation.

Tina Spiridigliozzi
James Lyng Adult Education Center Principal