Department of Education, Innovation and Gender Relations

Educational Evaluation & Assessment Unit

COMMON ENTRANCE EXAMINATION

MANUAL FOR ADMINISTRATORS

Accommodation Service Provider (ASP)

READER

GUIDELINES FOR ADMINISTRATORS

1. SPECIAL GUIDELINES

1.1 Chief Administrator and Administrators

(a) The Chief Administrator for the Centre is the only authority on examination matters. Any action to be taken or decisions to be made must get the approval of the Chief Administrator. When in doubt, the Chief Administrator should contact the Educational Evaluation and Assessment Unit (EEAU).

(b) An ASP and an Invigilator must be assigned to a candidate approved to receive accommodation services.

(c) All **ASP READERS** must be at the Examination Centre <u>at least</u> half an hour before the commencement of the examination and must collect the examination papers and other materials from the Chief Administrator.

(d) The ASP must ensure that the testing room is appropriate for the candidate in terms of seating arrangements, lighting, ventilation, clear work area, limited distractions (clear the room of posters, charts, and any excessive stimuli).

(e) Procedures should be put in place to avoid test compromise.

1.2 Examination Procedures/Regulations

Examination procedures/regulations must be standardized. Therefore, instructions and directions must be adhered to **<u>strictly</u>**.

1.3 Irregularities

(a) All irregularities must be recorded on the <u>Irregularity Form(s)</u> provided by the EEAU.

(b) If the candidate has to leave the examination room for a specific reason (e.g., illness or to visit the washroom) (s) he must be accompanied by **the invigilator.** Time lost during that period must be given to the candidate at a convenient time during that same day.

(c)   Be vigilant throughout the examination. Candidates **must not** be given the opportunity to be involved in any form of test compromise (copying, passing notes, whispering, etc.) If detected, correct the problem as unobtrusively as possible and record the occurrence on the Irregularity Form.

(d)   No individual is allowed to make corrections in any examination booklet without the approval of the EEAU.

1.4   Registers

(c)   The Chief Administrator will provide a register for each class.

(b)   The register must be marked by indicating with a tick (√) for present, and an 'ex' (x) for absent. The register must be marked for both the morning and afternoon sessions.

1.5   Uniforms

Candidates must wear their school uniforms in order to write the examination.

1.6   Lateness

(a)   A candidate should **not** be late for an examination.

(b)   Excuses for lateness, if given, must be carefully examined.

(c)   Candidates who are late for more than fifteen (15) minutes after the commencement of the examination should **not** be allowed to write the examination unless permission is given by the Chief Administrator. Whether permission is given or not, record the information on the Irregularity Form.

1.7   Returning Envelopes
(a)   Every school will be provided with **Accommodations** returning envelopes for each candidate.

(b)   The General Paper, Mathematics and English Language answer sheets **must be placed in separate Accommodations envelopes** *(One envelope for each candidate)*.

NOTE: PLACE ALL THREE ANSWER SHEETS FOR EACH CANDIDATE IN A SEPARATE ENVELOPE

(c)   The returning envelope for each candidate must comprise the following:

    (i)   All three answer sheets of the candidate of the school who wrote the examination, <u>even in cases where candidate shaded nothing</u>.

> ### Note the Following:
>
> **The answer sheets of <u>all</u> candidates who wrote the examination, even in the case <u>where the candidates have written nothing</u>, must be placed in their respective envelopes.**

(d)   Every envelope will then be properly sealed and signed by the Chief Administrator.

1.8   Candidates' Materials

Candidates require only their rulers, pens, erasers, lead pencils, sharpeners, and registration numbers for the examination. However, lead pencils and scrap paper will be provided by the Administrators/ Invigilators.

1.9   Admitting and Seating Candidates

(a)   There is a list of names of the candidates to be provided with an **ASP READER** at the centre.

(b)   Call the name of each candidate and check the registration number in his/her possession to see if it corresponds with the one on the register.
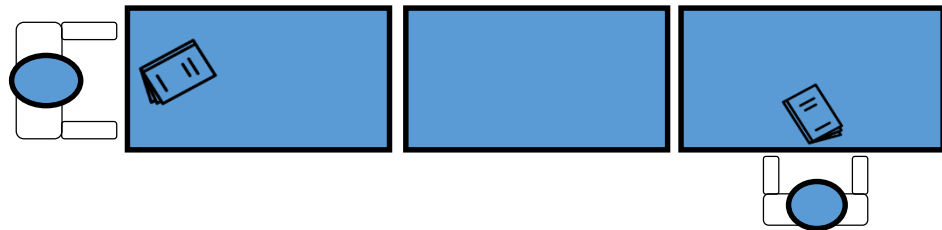
> ### Note the Following:
>
> **Every Registration number must have five (5) digits, and candidates must have their correct registration numbers.**
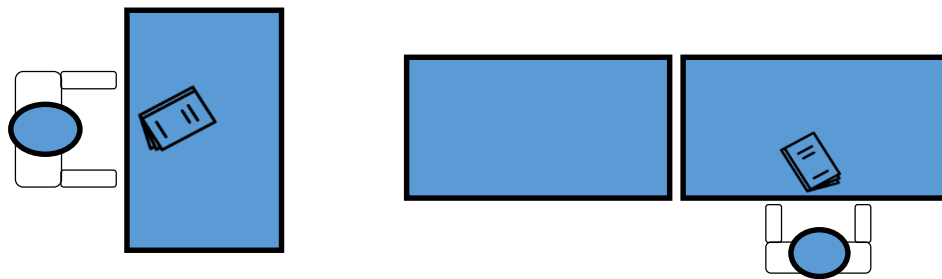
Seating Plan:

Specific Accommodations Guidelines

    a. Arrange furniture so that appropriate distancing is allowed. Use 3 regular students' desks arranged as in either patterns of the

    b. diagrams below:

OR

    c. Only candidates whose names appear on the list will be allowed to enter the examination room. For candidates whose names do not appear on the register, the Chief Administrator should contact the EEAU

1.10   Specific Accommodation Guidelines

a) Meet your client. Ensure that the candidate is wearing a mask. Maintain physical distancing protocols at every interaction.

b) Both the ASP and the candidate should sanitize hands before handling testing material.

c) Examination centres should enforce regular hand washing with clean water and soap, use alcohol rub/hand sanitizer.

d) Use chlorine solution and conduct disinfection and cleaning of surfaces including desks, chairs doors, washrooms etc. before the examination is administered.

e) Examination centres should promote physical distancing.

f) Ensure appropriate PERSONAL PROTECTIVE EQUIPMENT, cleaning agents and disinfectants for cleaning is provided.

Administration of Examination

g) When test booklets have been distributed, ensure that the candidate is always on the same page as the ASP. This can be done by raising the booklet and pointing to the relevant section.

h) Ensure that the candidate is at the same starting point as the ASP. Again, this should be done by raising the booklet and pointing to the relevant section.

i) The ASP must not wear face mask, but keep the face shield on while reading test items or giving testing instructions.

j) Always read the number that begins a test item. Periodically raise the booklet and point out the item that is about to be read. Do this for every few items.

k) For candidates authorized to have frequent breaks, remember to maintain physical distancing during these breaks inside of the testing room.

l) Both ASP and candidate **MUST** sanitize hands when re-entering the testing room after being outside.

m) If a candidate displays symptoms of COVID-19, keep the candidate in the testing room and inform the Chief Invigilator immediately.

n) The ASP will monitor the candidate for signs of distress while using the mask, and will immediately report any issues to the Chief Invigilator for management.

o) After the examination has ended, the ASP will package all testing material in the envelope provided, and will sanitize hands immediately after handing in the envelope to the administrators of the examination.

1.11 Illness

A. General Guidelines (COVID-19 Protocols)

1. Sick students, teachers and other staff should not come to the examination centre.

B. Illness

(a)   A candidate who falls sick during the examination must be accompanied by the invigilator to the sick bay or to an appropriate room, and this candidate should **not** be left unsupervised.

(b)   During the time that the candidate spends in the sick bay, ensure that there is no contact with other candidates.

(c)   If the candidate can continue the examination, a record of time lost should be made by the Administrator/Invigilator and the **candidate must be compensated** for the time lost, at a convenient time during that same day, to complete the **examination.**

> **Note the Following:**
>
> **The sick candidate must have had no previous contact with other candidates.**

(d) Administrator/Invigilator must fill the Illness Form in such cases.

1.12   Use of calculators

Use of calculators and mathematical tables is **strictly forbidden**.

2.   SECURITY OF EXAMINATION PAPERS AND OTHER MATERIALS

(a)   The Administrator/Invigilator of every room is directly responsible for the security of all examination materials given to him/her.

(b)   All examination materials particularly, the **multiple choice booklets** must be highly secured especially during the break period.

(c)   Apart from the Administrator/Invigilator/ASP READER and the candidates, no other individual must touch, glance at or read the booklets.

The Administrator/Invigilator who is responsible for the testing room **<u>must count every booklet</u>** collected, in the presence of the Chief Administrator and sign the <u>Booklet Assignment Form</u>.

(e)   At the end of the examination day, Administrator/Invigilator must count the number of booklets being returned in the presence of the Chief Administrator and sign to certify that the number of booklets being returned is correct.

(f)   Every booklet must be accounted for at the end of the examination.

3.   ANSWER SHEETS

During the first part of the examination, the Administrator/Invigilator must check the answer sheets to ensure that every candidate on the list for accommodation has an answer sheet, and that the numbers on the answer sheets correspond with those on the list. **<u>This exercise must be done thoroughly</u>**.

4.   TIME-TABLE AND TIMING OF THE EXAMINATION

4.1   Subject Areas to be tested
The Examination comprises three papers, namely:
(a) English Language
(b) Mathematics
(c) General Paper

4.2   Time-table

The Time-table for the Examination is as Follows:

TIME	ACTIVITIES	DURATION OF TIME FOR EACH ACTIVITY
8:30 - 8:35 a.m.	Distribution of Answer Sheets and Multiple Choice Booklets	5 mins
8:35 - 9:35 a.m.	**GENERAL PAPER**	1 hour
9:35 - 9:50 a.m.	**Break**	**15 mins**
9:50 – 9:55 a.m.	Distribution of Answer Sheets and Multiple Choice Booklets	5 mins
9:55 - 10:55 a.m.	**MATHEMATICS** **Multiple Choice** (Same Multiple Choice booklet)	1 hour
10:55 - 11:30 a.m.	**Break**	**35 mins**
11:30 – 11:35 a.m.	Distribution of Answer Sheets and Multiple Choice Booklets	5 mins
11:35 a.m. - 12:50 p.m.	**ENGLISH LANGUAGE** **Multiple Choice** (Same Multiple Choice booklet)	1 hour 15 mins

4.3   Timing of the Examination

(a) **ASP READER/Administrator/Invigilator <u>must</u>** ensure that the candidate gets the allotted time (including the accommodation of 15 minutes Extended Time per paper where applicable).

(b) There must be **<u>absolutely no deviation</u>** from the amount of time allotted to each test.

(c) **The ASP READER/**Administrator/Invigilator must have proper time pieces to ensure that the timing of the examinations is done accurately.

5.   THE EXAMINATION

5.1   The Multiple Choice Examination

(a)   Distribution of Answer Sheets

After candidate is seated, the ASP will say:

> *"I am now going to distribute the answer sheet. After you have received your answer sheet, check to see whether your name is on it, and if the number on it is correct."*

(b)   Distribution of Booklets

After candidate has checked their answer sheet, candidate should be given a booklet. ASP's need to ensure that (s) he shades the correct colour for the booklet.

(c)   Lead Pencils

After the booklet has been distributed, the ASP **will** say:

> **"I will now give you a lead pencil. I will collect all pencils at the end of the day."**

(d)   Special Instructions for Candidates

(i)   Test Form

The ASP will say:

> *"On your answer sheet look to the top left hand corner, below the box with your name and student code, there are two circles to indicate your test form colour"* **(show him/her).**

After ensuring that the students have identified the test form colour, the Administrator/Invigilator will say:

> *"If your booklet is blue, shade the circle below blue with the* ⓑ *inside. If it is white, shade the circle below white with the* ⓦ *inside."*

The **ASP** must ensure that the candidate has followed the correct instructions.
<u>A candidate will fail the examination if he/she shades the wrong circle</u>.

(ii)   Booklets

The Administrator/Invigilator will say:

> **"On the front cover of your multiple choice booklet, in the lower right hand corner, write your name, the name of your school and your registration number in the spaces provided." (Show them)**

The **ASP** must assist candidate. They need to ensure that every child has written his/her correct five (5)-digit number in the spaces provided.

<u>**Do not tear out the stub**</u>

5.2 General Paper

The **ASP** will say:

> **"Turn your answer sheets to page two (2), under General Paper (show them). Use your pencils to shade your answers on your answer sheets. You will notice that there are four (4) parts to this section, namely: Parts A, B, C and D (show them). Only one (1) letter must be shaded. Shade each circle properly. If a question seems too difficult, or you cannot get the answer, leave it and ask me to move on to the next one. You will try again later. You have one hour to do the General Paper. Do not spend too much time on any one (1) part."**

ASP says:

> **"I will read each question and options to you two times. Use your pencils to shade your answers on your answer sheet(s). Tell me when you need me to read the question or a part of the question again."**

> **"I will now begin Part/Subject ( ). e.g. Part A - Social Studies"**

Read the Directions in the booklet twice. Then read the example, say:

> **"I will now read the example."**

The ASP will then raise the booklet and point to the Example.

ASP will read the example from the booklet. The ASP will read the whole item again with both stem and options twice.

After reading the example, the ASP will say

> **"I will now read Question 1."**

The ASP will then raise the booklet and point to Question 1.

At the beginning of each Part of the General Paper, say:

"I will now begin Part (A) (Social Studies)."

Read the Directions in the booklet twice. Then read the example and say:

"I will now read the example."

The ASP will then raise the booklet and point to Example.

ASP will read the example from the booklet. The ASP will read the whole item again with both stem and options twice.

After reading the example, the ASP will say

"I will now read Part ( ), Question 1..."

The ASP will then raise the booklet and point to Question 1.

> **The ASP will inform the invigilator if the additional fifteen minutes is necessary.**

After one (1) hour, if the candidate requires additional time, the ASP will then say:

"I will give you fifteen (15) more minutes to complete the test.

After 10 minutes the invigilator will signal to the ASP who will say:

"You have five (5) minutes left to finish the paper."

After the five (5)-minute period, the invigilator will signal to the ASP who will say:

"Time is up. I am going to collect the booklet."

After the booklet is collected, the **ASP** will say**:**

"Take a short break …"

The Administrator/Invigilator must return the booklet(s), along with the stub(s) to the Chief Administrator.

The **ASP/INVIGILATOR** dismisses the candidate and ensures that the answer sheet(s) and booklets are secured during the break. (S)he must also secure the testing rooms to ensure that no candidate enters the room.

5.3   Mathematics Multiple Choice Paper

After candidate(s) has/have settled in their seats, the **ASP will** give the candidate the answer sheet for the mathematics section, and then say:

"I will now distribute the scrap paper."

The **ASP** will distribute the scrap paper and give each child a sheet. (S)he will then say:

"All your rough working must be done on this paper. Open your booklets on page ( ). We are now going to do the Mathematics Test. Do not write in the booklets. Keep them clean."

The **ASP** must ensure that candidates have the right page**. (**S)he will then say:

"The Mathematics paper has four (4) parts, namely: Parts A, B, C and D. You shall answer the Mathematics questions here. (Show them). You have exactly one hour to do all the questions. Do not spend too much time on any one (1) part".

UPDATED <u>ASP READER</u> ADMINISTRATION GUIDELINES FOR MATHEMATICS
1. Read each question twice or as requested by the candidate.
2. Always point when reading

ASP says:

> *"I will read each question and options to you two times. Use your pencils to shade your answers on your answer sheet(s). Tell me when you need me to read the question or a part of the question again."*

> *"I will now begin Part ( ) – Subject e.g. Part A – Number Concepts and Whole Number Operations"*

Read the directions in the booklet twice. Then read the example, say:

> *"I will now read the example."*

The ASP will then raise the booklet and point to Example.

ASP will read the example from the booklet. The **ASP** will read the whole item again with both stem and options twice.

After reading the example, say, *"I will now read Question 1."*

The ASP will then raise the booklet and point to Question 1.

> **The ASP will inform the invigilator if the additional fifteen minutes is necessary.**

After one hour (1hr), if the candidate requires additional time, the **ASP** will then say:

> *"I will give you fifteen (15) more minutes to complete the test."*

After 10 minutes the invigilator will signal to the **ASP** who will say:

> *"You have five (5) minutes left to finish the paper."*

After the five (5)-minute period, the invigilator will signal to the **ASP** will say:

"Time is up. Leave your booklet on the desk. I will now collect the scrap paper."

After the scrap paper is collected, the **ASP** will say:

"Take a short break…"

5.6   English Language Paper (Multiple Choice)

After candidate(s) has/have settled, the **ASP** will say:

"I will now give you the answer sheet for the English Language section. Check to see whether your name is on it, and if the number on it is correct."

The ASP will read the name and number for candidate to verify.

You are going to answer your English Language questions here. You must use your pencil to shade the correct answer. Open your booklet on page ( ). You have one hour and fifteen minutes to do the whole English Language multiple choice paper which consists of Spelling, Word Usage, Punctuation, Vocabulary, Sentence Structure and Reading. Do not spend more than twelve (12) minutes on any part. We will now begin."

Ensure that the candidate is shading in the right section.

SPELLING

Say:

"For this section you will be reading on your own."

ASP will read the directions in the booklet *twice and then say:*

"You have about 12 minutes to complete this section."

"You may now begin"

WORD USAGE

Say:

"Now we move to Part B, Word Usage."

The ASP will then raise the booklet and point to Part B.

ASP will read the directions in the booklet twice. Then say

"I will now read the example."

The ASP will then raise the booklet and point to Example.

ASP will read the example from the booklet. The **ASP** will read the whole item again with both stem and options twice.

Then say:

"I will read each sentence two times. Tell me when you need me to read the sentence again. Shade the correct answer on your answer sheet."

"I will now read Question 1…."

The ASP will then raise the booklet and point to Question 1.

PUNCTUATION

Say:

"Now we move to Part C, Punctuation."

ASP will read the directions in the booklet _twice_ then say:

"Look carefully while I read the example."
"I will now read the example."

ASP will read the example from the booklet. The **ASP** will read the paragraph twice.

ASP then says:

> **"I will read each paragraph two times. Tell me when you need me to read the paragraph or a part of the paragraph again. Look carefully while I read each item. Shade the correct answer on your answer sheet. "**
>
> **"I will now read Question 1…."**
>
> **The ASP will then raise the booklet and point to Question 1.**

VOCABULARY

Say:

> **"Now we move to Part D, Vocabulary."**

The ASP will then raise the booklet and point to Part D.

ASP will read the directions in the booklet _twice._ Then say:

> **"I will now read the example."**

The ASP will then raise the booklet and point to Example.

ASP will read the example from the booklet. The **ASP** will read the whole item again with both stem and options twice.

ASP then says:

> **"I will read each item two times. Tell me when you need me to read the item or a part of the item again. Shade the correct answer on your answer sheet."**
>
> **"I will now read Question 1…."**

The ASP will then raise the booklet and point to Question 1.

READING 1

Say:

"Now we move to Part E, Reading 1."

The ASP will then raise the booklet and point to Part E.

ASP will read the directions in the booklet _twice._ Then say:

> **"I will read the passage two times. When I read the passage the second time, you may ask me to read any part again. Then, I will read each question two times. When I am reading the questions, you can ask me to read any part of the passage again. Then you will shade the correct answer on your answer sheet. I will now begin reading."**

After reading the passage the first time, say:

> **"I will read it again."**

Read the second time. Read each question twice and repeat the part of the passage as requested by the candidate.

READING 2

Say:

> **"Now we move to Part F, Reading 2."**

The ASP will then raise the booklet and point to Part E.

ASP will read the directions in the booklet _twice_ then read the example. Then say:

> **"I will read the passage two times. When I read the passage the second time, you may ask me to read any part again. Then, I will read each question two times. When I am reading the questions, you can ask me to read any part of the passage again. Then you will shade the correct answer on your answer sheet. I will now begin reading."**

After reading the passage the first time, say:

"I will read it again."

Read the second time. Read each question twice and repeat the part of the passage as requested by the candidate.

The ASP will inform the invigilator if the additional fifteen minutes is necessary.

After 1 hour and 15 minutes (1hr 15mins), if the candidate requires additional time, the **ASP** will then say:

"I will give you fifteen (15) more minutes to complete the test.

After 10 minutes the invigilator will signal to the **ASP** who will say:

"You have five (5) minutes left to finish the paper."

After the five (5)-minute period, the invigilator will signal to the **ASP** who will say:

"Time is up. Leave your booklet on the desk."

The **ASP** will collect the pencils, booklets and answer sheet(s).

The **ASP** will finally say:

> **"The examination is over. Thank you and have a pleasant evening."**

Note the Following:

✦ **Administrators are directly responsible for every answer sheet and test booklet.**

✦ **Ensure that every answer booklet has the correct five (5) digits.**

✦ **ASPs should hand over ALL examination materials to the invigilator.**

✦ **All stubs must be returned together with their corresponding scripts.**

✦ **Ensure that all ASP/INVIGILATOR Feedback Forms are completed and placed in a sealed envelope.**

✦ **Administrators should ensure that all scripts of students who received accommodations are placed in special Accommodations Returning Envelopes.**

APPENDIX I

General

- Accommodation Service providers (ASPs) are encouraged to ensure that the room assigned for accommodation is appropriate and free of visual and auditory distractions.

- ASPs will sit at right angles to candidates. Scribes should ensure that the candidate is sitting nearer to the ASPs' dominant hand.

- ASPs must avoid dress that contains complex and potentially distracting fabric patterns, colours and styles. Scents (perfumes) should also be kept to a minimum.

- ASPs will remember to be "pleasantly neutral". All ASPs will avoid facial expressions and body language that communicate their own impressions of candidates' performance at any point during the test.

- ASPs will ensure that they have access to a timekeeping device during every test.

- ASPs will ensure that both candidate and ASP copies of the test script are issued. Scribes should ensure that answers are written on the same answer booklet or answer sheet that has the students' registration information written on the cover.

- ASPs will avoid bringing any personal items into the testing area. ASPs must not have access to cellular phones or their own writing material at any time during testing.

- ASPs will NOT divulge any information regarding items on any test.

- If a candidate requests assistance which the ASP is not permitted to provide, the ASP will maintain a pleasantly neutral posture and say, "Just try your best..."

- ASPs will avoid any behaviour that constitutes prompting, questioning or leading candidates. ASPs will not paraphrase or explain the meaning of any words on the test.

- During the familiarization meeting with candidates, ASPs will engage in activities that increase familiarity with the experience/process of accommodation only. ASPs are not required to assess candidates, although ASPs may make enquiries regarding information already known about the candidate. ASPs will also make enquiries regarding accommodation procedures already used in school for this candidate. ASPs should have a brief reading/scribing practice session during their familiarization visit.

- Any event or condition that the ASP believes may have a material impact on the testing environment MUST be recorded on the appropriate ASP feedback forms provided. ASPs will return these forms to the EEAU together with the returning scripts.

- After the tests are finished, ASPs will NOT give an indication of candidates' performance to ANYONE whatsoever. All ASP feedback regarding candidates should be limited to the ASP Feedback Form.

APPENDIX II

Reader

- ASP-Readers are encouraged to follow the words being read using an appropriate, non-distracting implement (e.g. pencil, pen) as a pointer while reading.
- ASP-Readers will inform candidates that they will be reading items at least twice.
- ASPs must stop/re-read items at the request of the candidate.
- When reading, if the ASP makes a mistake, he/she will apologize for the error, and say, "I will read this sentence again." The ASP will point to and re-read the sentence where the error was made.
- For mathematics objective-type test questions, ASP-Readers should point to options rather than reading them out in test items where to read the options will invariably give away the answer (e.g. reading ">" as "greater than"). The ASP may also read out the digits in the options rather than saying the number by place value (e.g. saying "one-five-zero-eight" rather than saying "one thousand, five hundred and eight").
- For fill-in-the-blank questions, ASP-Readers will read the sentence as it is on the page for the first reading (with the options at the end of the sentence). On the second reading, the ASP will read the sentence again as is, but with each option separately (one option at the end of the sentence). For example, if test item is "I _____ at the party. (were/was)",
  - 1st reading: "I _____ at the party. (were/was)"
  - 2nd reading: "I _____ at the party. (were)"; "I _____ at the party. (was)",
- For the spelling component of the test, ASP-Readers will call out the letters of test options rather than reading the word (Note: in this part of the test, candidates are required to identify words that are incorrectly spelt words).
- Where the test has selected words that are highlighted by CAPITALIZATION, **bolding** or <u>underlining</u>. Readers must read these selected words with greater stress/emphasis.