

**Ministry of Education, Innovation, Gender Relations and
Sustainable Development - Saint Lucia**

Educational Evaluation & Assessment Unit

MANUAL FOR ADMINISTRATORS



*This Manual is the Property of the
Ministry of Education
PLEASE RETURN*

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 Examinations Unit.
- (b) At least two (2) Administrators/Invigilators must be assigned to a class of students. A class of students should not exceed forty (40) in number.
- (c) All Administrators/Invigilators must be at the Examination Centre at least half an hour before the commencement of the examination and must collect the examination papers and other materials from the Chief Administrator.
- (d) Candidates must be made as comfortable as possible by the Administrators/Invigilators.
- (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 strictly.

1.3 Irregularities

- (a) All irregularities must be recorded on the Irregularity Form(s) provided by the Examinations Unit.
- (b) Candidates who have to leave the examination room for a specific reason (e.g., illness or to visit the washroom) must be accompanied by one (1) of the Administrators/Invigilators. Time lost during that period must be given to the candidate at an appropriate time.

- (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.

1.4 Registers

- (a) The Chief Administrator will provide a register for each class.
- (b) The register must be marked by indicating with a tick (√) those present, and an 'ex' (x) for those absent. The register must be marked for both the morning and afternoon sessions.
- (c) These registers must be returned in the special returning envelopes provided for scripts and answer sheets.

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 large returning envelopes for the Mathematics, English Language and General Paper answer sheets.
- (b) The Mathematics, English Language and General Paper answer sheets **must be placed in separate envelopes.**
- (c) Each subject envelope must comprise the following:
 - (i) The scripts of all students of the school who wrote the examination, even in cases where students wrote nothing.
 - (ii) The attendance register of every testing room. The attendance register must be signed by the room Administrators/Invigilators.
 - (iii) The stubs of all scripts arranged in numerical order.

Note the Following:

The answer sheets of all candidates who wrote the examination, even in the case where the candidates have written nothing, 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 Seating Plan

Candidates must be seated in adequately spaced rows and columns. Candidates should be seated facing the same direction to avoid test compromise.

1.10 Admitting and Seating Examinees

- (a) There is a list of names of the candidates to be admitted into every testing centre.
- (b) Call the name of every 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.

- (c) Allow candidates to occupy seats in order of their registration numbers to facilitate the collection and distribution of examination materials in sequential order.
- (d) Only candidates whose names appear on the register will be allowed to enter the examination room. Candidates whose names do not appear on the registers should be sent to the Chief Administrator.
- (e) Every Administrator/Invigilator **must** keep a register with students' attendance.
- (f) Attendance registers must be kept for both sessions because, in the past, some students have only been present for one (1) session.
- (g) This register must be submitted together with the scripts.

1.11 Illness

- (a) A candidate who falls sick during the examination must be accompanied by one (1) of the Administrators/Invigilators to the sick bay or to an appropriate room, and this candidate should **not** be left unsupervised.

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

- (d) Administrators/Invigilators 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 and the candidates, no other individual must touch, glance at or read the booklets.
- (d) The Administrators/Invigilators who are responsible for the testing room **must count every booklet** collected, in the presence of the Chief Administrator and sign the Booklet Assignment Form.
- (e) At the end of the examination day, Administrators/Invigilators 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 student on the list has an answer sheet, and that the numbers on the answer sheets correspond with those on the list. **This exercise must be done thoroughly.**

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 English Language Booklets	5 mins
8:35 - 9:15 a.m.	English Comprehension and Expressive Writing	40 mins (Candidates must be advised not to spend more than 10 minutes on the Comprehension)
9:15 - 9:30 a.m.	Break	15 mins
9:30 - 9:35 a.m.	Distribution of Mathematics Booklets	5 mins
9:35 - 10:30 a.m.	Mathematics (Reading the problems) (Time to do all the questions)	5mins 50 mins
10:30 - 10:45 a.m.	Break	15 mins
10:45 - 10:50 a.m.	Distribution of Answer Sheets and Multiple Choice Booklets	5 mins
10:50 - 11:50 a.m.	General Paper (same booklet)	1 hour

11:50 - 12:30 p.m.	Break	40 mins
12:30 - 1:30 p.m.	Mathematics (same booklet)	1 hour
1:30 - 1:45 p.m.	Break	15 mins
1:45 - 3:00 p.m.	English Language (same booklet)	1 hour 15 mins

4.3 Timing of the Examination

- Administrators/Invigilators **must** ensure that all students get equal time.
- The given time-table **must be strictly** followed.
- There must be **absolutely no deviation** from the amount of time allotted to each test. For instance, if the Mathematics test is set at fifty (50) minutes, on **no** account should candidates be given fifty-five (55) minutes.
- Administrators/Invigilators must have proper time pieces to ensure that the timing of the examinations is done accurately.

5. THE EXAMINATION

5.1 English Language

After all students have been seated, the Administrator/Invigilator will say:

“I will now distribute the English Language booklets. Do not remove any page from this booklet. This paper has two (2) parts - Comprehension and Expressive Writing. Make sure your booklet has both parts. If you do not have both parts, put up your hand.”

The Administrator/Invigilator will then say:

“Write your name, the name of your school and registration number on the front page of your booklet” (show them).

Then the Administrator/Invigilator will say:

“Be sure to write your number in the two (2) spaces provided on the front of the booklet. Your number has five (5) digits” (show them the two [2] spaces).

The Administrators/Invigilators must go around to assist candidates. They need to ensure that every child has written his/her correct five (5)-digit number in the two (2) spaces provided. They should then tear off and collect the stubs which should be arranged in numerical order.

After this is done, the Administrator/Invigilator will say:

“This paper has two (2) parts, Parts I and II. You have forty (40) minutes in all to do both parts. Do not spend more than ten (10) minutes on the comprehension. Use your pens/PENCILS to write. Write all your answers in the lines provided in this booklet. You may begin now.”

After thirty-five (35) minutes, the Administrator/Invigilator will say:

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

After the five (5)-minute period, the Administrator/Invigilator will say:

“Stop writing. Put down your pens/pencils. I am going to collect the booklets.”

After the booklets are collected, the Administrator/Invigilator will say:

“Take a fifteen (15)-minute break, but return as soon as you hear the bell.”

The Administrators/Invigilators must arrange the booklets in numerical order and ensure that every booklet has a corresponding stub. Stubs must be arranged in numerical order. The examination room must be secured during break periods.

5.2 Mathematics Problem Paper

After the candidates are seated, the Administrator/Invigilator will say:

“I will now distribute the Mathematics booklets. Do not start writing unless you are told to do so. Remember do not remove any page from this booklet. Now make sure that your booklet has two (2) parts. Part I has five (5) problems and Part II has one (1) problem with different parts. If you do not have these, put up your hand.”

The Administrator/Invigilator will then say:

“Write your name, school and number on the front page of your booklet. You must also write your number in the two (2) places on the front page of your booklet (show them). Again remember, your number must have five (5) digits. If you have any problems, put up your hand.”

Administrators/Invigilators must go around to ascertain that this is done. They should then tear off, collect the stubs and arrange them in numerical order after students have begun the examination.

Note the Following:

Do not give scrap paper to do the Mathematics problems.

After distributing the examination papers, the Administrator/Invigilator will say:

“You have five (5) minutes to read the paper. Do not start writing unless you are told to do so. Start reading.”

After the five (5)-minute period, the Administrator/Invigilator will say:

“Start working. Remember, do all the problems in both parts. Answer each problem in the space provided. Show all your working step by step in this booklet.”

After forty-five (45) minutes, the Administrator/Invigilator will say:

“You have five (5) minutes left to finish your paper.”

After the five (5)-minute period, the Administrator/Invigilator will say:

“Stop the writing. Put down your pens/pencils. I will now collect the booklets.”

After collecting all the booklets, the Administrator/Invigilator will say:

“You have a fifteen (15)-minute break. Please return as soon as you hear the bell.”

Note the Following:

Administrators/Invigilators must ensure that rooms are secured during break periods. They must also arrange booklets in numerical order and ensure that they have their corresponding stubs.

5.3 The Multiple Choice Examination

(a) Distribution of Answer Sheets

After students are seated, the Administrator/Invigilator will say:

“I am now going to distribute the answer sheets. When I call your name, put up your hand. 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 students have checked their answer sheets, each student should be given a booklet, alternating the colours (Students seating next to each other should have a different colour booklet).

(c) Lead Pencils

After booklets have been distributed, the Administrator/Invigilator will say:

“I will now give each of you a lead pencil. I will collect all pencils at the end of the day.”

(d) Special Instructions for Students

(i) Test Form

The Administrator/Invigilator will say:

“Go to page one (1) of your answer sheet. I want you to look on the right side at the bottom. (Show them) There is a box where you must indicate your Test Form colour.”

(The Administrator/Invigilator must ensure that students find the place.)

The Administrator/Invigilator will then say:

“If your booklet is blue, shade the circle next to the word ‘blue’. If it is white, shade the circle next to the colour ‘white’. If you have any problems, put up your hand.”

The Administrators/Invigilators must go around to ensure that every child has followed the correct instructions. A student will fail the examination if he/she shades the wrong circle.

(ii) Booklets

The Administrator/Invigilator will say:

“Do not write in the multiple choice booklets. Keep them clean. No correction must be made in them.”

5.4 General Paper

The Administrator/Invigilator 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). Read each question carefully. Decide which is your correct response, and then shade the letter on your answer sheet. 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 go to the next one. You will try again later. You have one (1) hour to do the General Paper. Do not spend too much time on any one (1) part.”

After fifty-five (55) minutes, the Administrator/Invigilator will say:

“You have five (5) minutes left.”

After the five (5)-minute period, the Administrator/Invigilator will say:

“Stop writing. Leave your booklet and answer sheet on the desk.”

The Administrator/Invigilator will then say:

“I will now send you out for lunch. You have forty (40) minutes for lunch. Return as soon as you hear the bell.”

The Administrators/Invigilators should dismiss students in an orderly manner and ensure that answer sheets and booklets are secured during the break. They must also secure the testing rooms to ensure that no student enters the room.

5.5 Mathematics Multiple Choice Paper

After students have settled in their seats, the Administrator/Invigilator will ensure that every student has found his/her answer sheet, and then say:

“I will now distribute the scrap paper.”

The Administrator/Invigilator will distribute the scrap paper and give each child a sheet. He/she 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. Turn your answer sheet to page three (3) to the Mathematics Section.”

The Administrator/Invigilator must ensure that students have the right page. He/she 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 (1) hour to do all the questions. Do not spend too much time on any one (1) part. Start working.”

After fifty-five (55) minutes, the Administrator/Invigilator will say:

“You have five (5) minutes left to finish this paper.”

After the five (5)-minute period, the Administrator/Invigilator will say:

“Stop the working. Put down your pencils. I will now collect all the scrap paper.”

After collecting the scrap paper, the Administrator/Invigilator will say:

“Go out for a fifteen (15)-minute break, and return as soon as you hear the bell.”

5.6 English Language Paper (Multiple Choice)

After students have settled, the Administrator/Invigilator will say:

“Turn your answer sheet to page four (4) (show them). You are going to answer your English Language questions here. Do not write in the booklets. 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. Now begin.”

After 1 hour and 10 minutes, the Administrator/Invigilator will say:

“You have five (5) minutes to complete the test.”

After the five (5)-minute period, the Administrator/Invigilator will say:

“Stop the working. Put down your pencils. I shall now collect all pencils.”

After pencils have been collected, the Administrator/Invigilator will say:

“I shall now collect the booklets.”

The Administrators/Invigilators must ensure that every booklet is accounted for. After this is done, one (1) Administrator/Invigilator will say:

"I shall now collect the answer sheets."

As each answer sheet is collected, the Administrators/Invigilators must **ensure that every Test Form colour is shaded.** A student can fail if the Test Form colour is not shaded or the wrong colour is shaded. They should also ensure that all is well before dismissing students.

The Administrator/Invigilator 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.**
- ◆ **Arrange answer sheets, stubs and booklets in numerical order.**
- ◆ **Answer sheets must be placed in separate envelopes.**
- ◆ **All stubs must be returned together with their corresponding scripts.**

APPENDICES

APPENDIX I

APPENDIX II

APPENDIX III

APPENDIX IV