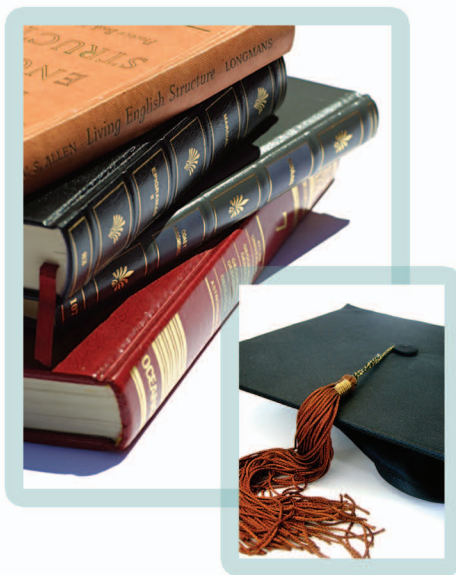




The Government of the Republic of Trinidad & Tobago

# Ministry of Education

**DIVISION OF EDUCATIONAL RESEARCH & EVALUATION**



NATIONAL CERTIFICATE OF  
SECONDARY EDUCATION (NCSE)  
LEVEL 1

**ADMINISTRATION MANUAL FOR SCHOOLS**



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# Administration Manual for Schools

National Certificate  
of Secondary Education  
(NCSE) LEVEL 1

**Administration  
Manual  
for Schools**

# *Preface*

This document contains the Administrative Procedures to be implemented for the National Certificate in Secondary Education (NCSE) Level 1.

This Form Three examination will be administered in Secondary Schools across Trinidad and Tobago for the first time in 2006, to students who entered Form 1 in September 2003. The examination was piloted in 33 schools in 2005.

Synchronized and efficient Administrative Procedures enable proper administration of examinations under similar conditions in all schools and improve the reliability of these instruments.

This document provides guidelines for all steps in the process of administration.

# Administration Manual for Schools

# *Introduction*

The National Certificate of Secondary Education (NCSE) will be administered to all students in Form 3 in Secondary schools in the Republic of Trinidad and Tobago from 2006. This manual presents details of the procedures and instruments for:

1. The submission of registration data for students
2. The submission of Continuous Assessment Marks
3. The administration of test papers.

The roles and responsibilities of the schools and the various Administration Units within the Ministry of Education are also outlined.

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## **ROLES AND RESPONSIBILITIES**

### **Ministry of Education**

#### **Division of Educational Research and Evaluation**

The Ministry's Division of Educational Research and Evaluation (DERE) will coordinate the Administration of the NCSE Examination and provide quality assurance support.

Other units in the Ministry will have specific responsibility for the following:

#### **Examinations Unit**

- (1) Collection of student information for registration and the Continuous Assessment marks.
- (2) Packing of test materials
- (3) Distribution and collection of these materials to/from the Education District Office.
- (4) Distribution of test papers to the schools and collection of students' responses from the schools.

#### **Division of School Supervision**

Direct supervision of the examination in schools.

#### **Information Technology Unit**

IT support for administration

**Schools****1. Accurate School Records**

Schools are required to keep accurate records of the students' admission and the Continuous Assessment marks in each subject across three years – Forms 1, 2, & 3. These data are needed for the registration of students and the submission of Continuous Assessment marks.

**2. Proper Examination Administration**

Schools will arrange for all examinations to be administered in keeping with the requirements outlined in this booklet.

**3. Submission of Data****4. Registration of Students**

Schools will register all enrolled students in Form 3 for the NCSE Level 1 examination. This registration process is the first contact the schools will have with the Ministry of Education regarding the conduct of the examination in each year.

The Examination Section of the Ministry of Education will provide all instructions and materials necessary for the registration process. These materials may include computer software and instructions on the use of the software.

Where schools do not have the necessary support to complete the electronic registration over the internet, registration data can be forwarded on diskettes or CD's as instructed.

**5. Continuous Assessment Marks**

Schools are required to submit on the appropriate forms, Continuous Assessment marks in the **eight** core subjects for each student who is registered for the NCSE – Level 1 examination. These marks cover work done in each term from Forms 1 through Form 3.

Teachers are required to give Continuous Assessments and examinations each term and to record these marks for each student by each subject. The school must ensure that these marks are secured and

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available each year when submission of marks is requested. A manual has been sent to schools and training is being provided to assist teachers in the use of Continuous Assessment.

To facilitate the collection of this data, schools may be asked to report the data on a yearly basis.

## **PREPARING FOR ADMINISTRATION**

1. Examination Dates/ Timetable
2. Identifying personnel
3. Materials management
4. Getting ready

### **1. Examination Dates**

All schools will administer the examination papers during May to June according to the timetable distributed for that year. The expected dates for the practical and written examinations are May 29th to June 30th, with the practical examinations being administered during the two weeks prior to the administration of the written examination papers.

### **2. Identifying Personnel**

An examination supervisor and invigilators/testers for each classroom will be needed. Each student will sit the examination papers in his/her own school under controlled conditions organized by the school.

Regular school personnel will also be needed to ensure that the physical facilities are prepared and ready. Therefore the following persons need to be identified:

- Examination Supervisor
- Invigilators
- Physical Facilities Organizers

#### **2(a) Examination supervisor**

Each school will designate an officer of the school as the NCSE Examinations Supervisor to organize all aspects of the conduct of this examination. This person may be a vice-principal or senior teacher whose duties are:

- Collecting examination materials at the school,
- Distributing timetables to students and teachers,

- Assigning rooms and invigilators,
- Distributing test papers, and collecting students' responses and other forms, and
- Returning all materials to personnel from the Examinations Sector who will collect it at the school.

### **2(b) Invigilators/Tester**

Teachers will be assigned as invigilators for the examination. These teachers will supervise the conduct of each examination paper in accordance with the guidelines provided by the Ministry of Education in this document or otherwise. As far as possible, the school may assign teachers who do not teach Form 3 classes or who do not teach the subject that is being examined.

### **2(c) Monitors**

The Director of the Division of Educational Research and Evaluation (DERE) will identify officers of the Ministry of Education or other persons to monitor the administration of the examination through site visits to each school. An officer so assigned will identify him/herself to the school's examination supervisor and will make observations and provide clarifications without disrupting the operations during the examinations.

## **3. Materials Management**

The school will collect examination materials when notified from the Education District Office. Examination materials consist of: timetables, printed lists of students, test papers, student response sheets, forms and the Administration Manual.

**3(a) Timetables:** These will be provided by the Ministry of Education at least one month prior to the written examination and distributed to students and teachers and displayed on a notice board at the school prior to the conduct of the examination.

**3(b) Printed lists of students:** These lists should match the students registered for the examination and will include the identification number that has been assigned to each student and the subjects and options for which he/she is registered and any consideration for special concession, as requested.

**3(c) Test Papers:** These papers will be packaged and distributed in sufficient quantities to ensure papers for each student who is registered. Additional papers may be included in the package. There are two types of test papers:

- i. Oral or Practical papers and scoring sheets, and
- ii. Written papers.

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Oral and/or Practical papers are to be collected at least four weeks before the start of the written examinations. Unless otherwise notified, the written papers are to be collected on the morning of the examination.

**3(d) Student response sheets:** Two types of responses are expected. Students are to use only 2 HB pencils to shade in the answer for the multiple-choice items on computer answer sheets that have been provided in the packages, and will write (using pens) responses to open-ended items either in the test booklets or on ruled paper.

**3(e) Forms:** The following forms are included in the packages:

- a. Packing list with details of the materials,
- b. Examination Supervisor's Report,
- c. Absenteeism/Irregularity Report,
- d. Summary with number of returned scripts by subject and paper,
- e. Printed lists of students.

(These forms are to be completed and returned at the end of the examination period.)

**3(f) Administration Manual:** This manual has been prepared to give Invigilators and School Administrators specific instructions on the conduct of the examination. These instructions will ensure the smooth and secure administration of the test papers and the safe the return of test materials including students' responses.

After each examination, examination materials, including papers with students' responses are to be returned to the Examination Section. The Examination Section of the Ministry of Education will then make arrangements to collect all materials from schools, sort and send the computer answer sheets to the Division of Education Research and Evaluation (DERE) offices for processing and send the students' booklets with the responses directly to the marking centre.

## **ADMINISTRATIVE OVERVIEW AND PLANNING**

### **INTERNAL ADMINISTRATIVE INSTRUCTIONS**

#### **(a) Overview**

The NCSE Level 1 will examine eight subjects: Mathematics, Integrated Science, Social Studies, Technology Education, Language Arts, Spanish, Physical Education and Visual & Performing Arts. For Visual & Performing Arts, there are four options: Visual Arts, Drama, Dance, and Music. Schools already pursuing Technology Education are required to enter students for this subject while other schools can choose from Home Economics, Agricultural Science and Industrial Arts which will be offered in 2006.

#### **(b) Planning**

Two weeks before the start date of the examination, the Examination Supervisor will meet with the Invigilators to plan for adequate coverage of the rooms that are to be used and for the secure administration of the examination. These plans are to include details such as:

- The assignment of tasks and responsibilities,
- The preparation of rooms to ensure satisfactory seating accommodation
- The assignment of rooms and invigilators,
- Procedures for the collection and return of examination materials,
- Training in the completion of the appropriate forms, and
- Training in the conduct of the examination using the guidelines in this Administration Manual.

In the training session, please emphasize that the test paper is to be administered in a standard way therefore all invigilators are to be familiar with and use the procedures as set out in this administration manual.

When preparing the classrooms for the examinations, ensure that students sit in the order of the registration lists. This can be done by:

- Marking the students' Identification Number on each desk and allowing students to sit only at the desk with their identification number,
- Having students line up in the correct order before entry into the room and having them sit in the order of entry.

#### **(c) Security**

The Examination Supervisor is expected to take all precautions necessary to safeguard the security of the tests and to conduct the examination efficiently. He/she is responsible for the

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security of the test papers and other examination materials from the time that they are received until the time that they are returned to the Ministry of Education.

Students are allowed preparation time as indicated on the Oral and/or Practical papers, and for these papers the subject teachers are allowed access to the paper. For all written papers, only the students who are **sitting the examination paper should have the opportunity to examine the test booklet**. The packages are to be opened in the presence of the students who are sitting the papers.

No one is allowed to copy the test paper for any reason. All efforts will be made to ensure that sufficient copies are included for each student who has been registered.

Any breach of security must be recorded on the **Irregularity Report Form** that has been provided. Serious breaches of security are to be reported to the Examination Unit or the DERE immediately.

## **ADMINISTERING PRACTICAL PAPERS**

The following subjects have oral or practical components:

- English Language Arts
- Spanish
- Physical Education
- Visual & Performing Arts
- Technical Education

The test papers, score sheets and specific instructions for the administration of the oral or practical components of these subjects will be distributed to schools at least two weeks prior to the start of the written examinations.

**Schools are asked to ensure that all the necessary materials and equipment are provided, and that appropriate arrangements are made so that these Practical examinations can be conducted as planned.**

## **ADMINISTERING WRITTEN PAPERS**

### **(a) General guidelines**

#### **(i) Handling the test papers**

The test papers for the written papers are to be kept in a secure place such as a locked cabinet or safe until the time for the examination. The Examination Supervisor will take out the test papers

and give them to the invigilators a half an hour before the administration of each examination. The invigilators will go directly to the respective rooms and administer the examination to the students as planned.

### **(ii) Rules**

The following guidelines are to be followed when administering each test paper.

1. All examinations should begin and end at the time specified on the timetable.
2. All candidates who have been registered and whose names appear on the lists provided for the school are to be allowed to sit the examination.
3. Candidates may be allowed into the examination room no longer than 30 minutes after the start of an examination paper. A candidate who arrives to the examination room later than 30 minutes after the start of the examination will not be allowed to sit the paper and will be reported as absent.
4. Where answer sheets have been pre-printed with the candidate's name or identification number, the invigilator needs to make sure that each candidate uses his/her own answer sheet to provide the responses.
5. Candidates are not to be allowed to leave and return to the examination room at any time prior to the end of the examination, unless they are escorted.
6. Invigilators are to ensure that candidates are allowed exactly the time stated on the timetable and on each test paper to complete the examination. No variation in the total time allocated is allowed, except in an instance where special concessions have been granted.
7. Candidates are not allowed to communicate with each other or with non-testing personnel during the administration of the test paper.

### **(iii) Rescheduling**

No rescheduling of examination papers is allowed except with the permission of the Ministry of Education.

### **(b) Specific guidelines**

At the time scheduled for the administration of the test paper for a subject, ensure that students follow the instructions on the test paper, but do not give any assistance to students regarding

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the content of the papers.

Test papers are to be given **ONLY** to students who are present. **All papers for absent students** are to be returned to the Examination Supervisor. Speak loudly enough so that all students can hear and understand the instructions that you give.

**(i) Preparing the students**

When you are ready to begin administering each test paper, say to the students:

*The testing period has begun, close all other materials and take out your pencil, or pen. Keep only a pencil and an eraser on the desk.*

*You will be given a test booklet, a computer answer sheet or ruled paper on which to write all your answers.*

**(ii) Distributing the computer answer sheets**

When you are ready to distribute the computer answer sheets, say:

*I will now give you the computer answer sheets. Do not write anything on the top or sides of the computer answer sheet. Remember to use only a 2HB pencil to shade your answer on the sheet.*

*When you have a sheet, look at the sheet, and if a name is printed on the sheet, make sure that the name and identification number that has been printed on the computer answer sheet is yours. If it is not your answer sheet, raise your hand, and I will assist you.*

See if any student has raised his/her hand and resolve the situation, then read the instruction at the top of the sheet that tells the student how to mark the answers before distributing the test papers.

*If nothing is printed on the sheet, you need to indicate your name, Identification number, School's name, School I.D. and subject on the paper. Listen carefully as I tell you how to do this.*

Read the instructions for filling out the computer answer sheet to the student, giving each student the identification number that is to be used, and then read the instruction at the top of the sheet that tells the student how to mark the answers.

**(iii) Distributing the test papers**

*I will now distribute the test booklets. DO NOT OPEN THE BOOKLET UNTIL YOU ARE TOLD TO DO SO.*

Distribute the test papers, giving each candidate a booklet. When each candidate has a test paper on his/her desk, say:

*Look through the booklet and make sure that there are no blank pages. If there are missing items or pages, raise your hand and I will change the booklet.*

If a test booklet is defective in any way, it must be changed and at a later time, a note made on the Irregularity Report Form.

**(iv) Reading the instructions**

Read the instructions as written on each test paper. Open one copy of the test paper and find the specific instructions that cover the amount of time allocated, the number of items that are to be attempted etc. Continue by saying to students:

*Turn the cover of the test booklet, and you will find the instructions for this paper. Please read these directions silently as I read them aloud.*

Read the instructions, making sure that each student is able to hear your voice. When you have finished reading the instructions and ensure the students understand them, start the test.

**(v) Starting the test**

Look at the time on your watch, and say.

*You have (give the time for the specific paper) to complete this paper. I will tell you when to start and when to end.*

*Ready! Begin!*

Write the time the test began, and the time that it will end on the chalkboard or other board at the front of the room.

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**(vi) During the test**

Be alert and watch students as they work. Move around the room noiselessly, making sure that the students are working but do not give any assistance with the content of the test paper. If students ask what to write, assure them to write what they think is the correct answer.

At approximately 30- minute periods remind students of the remaining time by saying:

*You have \_\_\_\_\_ minutes remaining.*

Near the end of the test, advise students when 10 minutes are left. Say:

*You have ten minutes left. If you are finished, take the time to look over your work and make sure that you have given your best answer.*

**(vii) Stopping the test**

At the end of the allotted time, advise students to stop working. Say:

*The allotted time has passed. STOP WORKING!*

*Even if you are not finished, you must stop and put down your pencil. Place the computer answer sheet, or other sheets of paper on which you worked on your desk. I will now collect the computer answer sheets and the test booklets and ruled paper separately.*

**DO NOT LEAVE THE ROOM UNTIL EVERY ONE HAS GIVEN ME THE ANSWER DOCUMENTS AND TEST BOOKLETS.**

Collect all the computer answer sheets, test booklets and other response sheets and place them in separate envelopes provided for this subject paper. Mark the envelopes with the subject and return the envelopes to the Examination Supervisor. Do not bend, fold or staple computer answer sheets. All answer sheets and test booklets are to be collected and returned in order of candidates' number.

**(c) Using the computer answer sheets**

The answers for all the Multiple-Choice items are to be shaded on the computer answer sheets that have been provided for each student.

If each sheet has been pre-printed with a student's name and identification number, be sure that the correct answer sheet is given to each student. Answer sheets that have been prepared for

students who are absent are to be returned unused to the Ministry of Education. Students are to use a 2 HB pencil to write on the sheets. Do not allow students to:

- Write anything on the top and sides of these sheets with a pencil or a pen
- Staple
- Punch holes in
- Bend the corners of
- Tear the answer sheet, or
- Otherwise make stray marks on the paper

## **RETURNING THE EXAMINATION MATERIALS**

At the end of each examination, the Examination Supervisor will receive from the Invigilator all used examination materials. After counting these, the supervisor endorses the Packing List, seals the envelopes with the answer documents and secures them for return to the Examination section of the Ministry of Education. Arrangements have been made to collect them from schools.

All used and unused materials are to be returned to the Examination Section at the time specified. All relevant forms are to be completed.

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## **APPENDICES**

**Appendix 1: Summary of test papers by subject**  
**Table 1: Summary of the 2006 Test papers by subject**

| Subject            | Test papers       | Brief content  | Types of items             | Number of items       | Total marks        | Time                    | Comments  |
|--------------------|-------------------|--|----------------------------|-----------------------|--------------------|-------------------------|---|
| Language Arts      | 1 - Practical     | Listening/speaking                                       | Interview                  | 1                     | 15                 | 5 minutes /student      | Administered one to two weeks before the other examinations |
|                    | 2. Written        | Section 1: Mechanics etc.                                | Multiple choice            | 20                    | 20                 | 90 minutes              |   |
|                    | 3. Written        | Section 2: Reading Comprehension                         | Open response              | 3 x 15 marks ea.      | 45                 | 90 minutes              |   |
|                    |                   | Writing  | Open -response             | 3 (students answer 2) | 50                 |                         |   |
| (Literature)       | 4. Written        | Section 1: Writing in response to Literary text (unseen) | Structured open – response | 7 based on 1 passage  | 15                 | 120 minutes (two hours) |   |
|                    |                   | Section 2: Response to literary text                     | Open-response              | 3 (students answer 2) | 40                 |                         |   |
| Social Studies     | 1 – Written       | General coverage of objectives                           | Multiple-choice items      | 40                    | 40                 | 90 minutes              |   |
|                    | 1 – Written       | Section 1  | Multiple-choice            | 40                    | 40                 | 90 minutes              |   |
| Physical Education |                   | 1 – Practical  | Section 2                  | 6 (no choice)         | 60 (10 marks each) | 5 min per student       | Administered one to two weeks before the other examinations |
|                    | Skill application |  | Performance tasks          | 3                     | 30 (10 marks each) |                         |   |
|                    | 2 – Written       | Section 1  | Multiple Choice            | 50                    | 50                 | 90 minutes              |   |

Table 1: Summary of the 2006 Test papers by subject

| Subject                     | Test papers   | Brief content                         | Types of items                   | Number of items                 | Total marks                   | Time                  | Comments   |                         |
|-----------------------------|---------------|---------------------------------------|----------------------------------|---------------------------------|-------------------------------|-----------------------|--|-------------------------|
| Spanish                     |               | Section 2                             | Structured short answer          | 6 (no choice)                   | 30 (5 marks each)             |                       |  |                         |
|                             | 1- Practical  | Speaking<br>Reading aloud             | Oral Interview<br>oral reading   | 2 prompts                       | 20 (10 marks each in all)     | 5 minutes per student | 30%<br>Administered one to two weeks before the other examinations         |                         |
|                             | 2 – Written   | Listening                             | Multiple- choice                 | 20                              | 20                            | 30 minutes            | 30%  |                         |
|                             | 3 - Written   |                                       | Section 1 Grammar/<br>vocabulary | Multiple choice                 | 20                            | 20                    | 70 minutes   | 40%                     |
|                             |               |                                       | Section 2 Reading comp           | Multiple-choice                 | 2 passages x 5 items          | 10                    |  |                         |
| Section 3 Situations        |               |                                       | Multiple choice                  | 5 situations                    | 10 (2 marks each)             |                       |  |                         |
|                             |               | Section 4 Writing                     | Extended writing                 | 2 prompts                       | 15 (5 +10)                    |                       |  |                         |
| Mathematics                 | 1. Written    | General coverage                      | Multiple Choice                  | 40                              | 40                            | 60 minutes            |  |                         |
|                             | 2. Written    | Sec 1 General coverage                | Structured                       | 6                               | 36 (6 marks each)             | 90 minutes            |  |                         |
|                             |               | Sec.2 General coverage                | Structured                       | 6 (Students answer 2 questions) | 24 (12 marks each)            |                       |  |                         |
| Visual &<br>Performing Arts | 1 - Practical | Optional Disciplines                  | Open-response                    | 8 (students answer 1)           | 25                            | 3 hours               | Administered one to two weeks before the other examinations                |                         |
|                             | 2 - Written   | Section 1                             | Multiple-Choice                  | 100 (students answer 50)        | 50                            | 120 minutes (2 hours) | 25 items on each option A, B, C, D – students answer from any two options. |                         |
|                             |               | Section 2: Theory - Identified Themes | Free Response                    | 6 (students answer 2)           | 50 (25 marks each)            |                       |  | Questions are on themes |
| Technology Education        | Practical     | Final project activity                | Project                          | 3 (students choose 1)           | 100 (as per evaluation sheet) | 2 hours 30 minutes    | 1 hour prior planning and consultation with teacher allowed.               |                         |

**Appendix 2:****Examination Schedule**

For the smooth administration of the tests, an examination schedule for schools will be prepared each year. An example is shown in the table below:

Table 2: Proposed examination schedule for 2006

| Activity   |  | Deadline   |
|--|--|--|
| 1. Registration of students  | Details of registration procedures sent to schools   | February   |
|  | Schools return the completed forms for registration of students to the District Education Office | March 15   |
| 2. Arrangements at the school<br>- Physical Space<br>- Personnel<br>- Notification to students/parents | Identify the Examination Supervisor and Invigilators   | May 15   |
|  | Prepare physical space   | June 1   |
|  | Notify students /distribute timetable<br>Notify of Practical Examination Papers                  | April 30<br>May 11                                 |
| 3. Examination Materials to schools  | Timetables   | April 30   |
|  | Practical Examination papers, forms and instructions.  | May 15   |
|  | Administration manual  | March 30   |
|  | Written Test papers and other materials  | Morning of each examination                        |
| 4. Examination papers (practical and written) administered to students                                 | Students sit the practical and written examination papers, as timetabled.                        | May 29 <sup>th</sup> through June 29 <sup>th</sup> |
| 5. Examination Materials from schools  | Return examination materials to the Education District Offices                                   | In the evening after each examination              |
| 6. Continuous Assessment mark sheets   | Return Continuous Assessment Marks to the District Education Office on the forms provided        | May 30   |
| 7. Reporting to schools  | Results and award of certificates to schools   | End of September                                   |