

REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF EDUCATION

*NATIONAL CERTIFICATE OF
SECONDARY EDUCATION (NCSE)--
LEVEL 1:*

**Administration Manual
for Schools**

Preface

The National Certificate in Secondary Education Level 1 will be administered in 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.

Administrative procedures are needed so that the tests can be administered under similar conditions in all schools.

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Introduction

As of 2006, the National Certificate of Secondary Education will be administered to all students in Form 3 in secondary schools in Trinidad and Tobago. 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, and
3. The administration of test papers.

This booklet also outlines the roles and responsibilities of the schools and the different units within the Ministry of Education.

Roles and Responsibilities

Schools

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 a) the registration of students, and b) the submission of continuous assessment marks.

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

Ministry of Education

The Division of Educational Research and Evaluation will coordinate the administration of the examination and provide quality assurance support for all aspects of the procedures. Other units in the Ministry of Education have specific responsibility for different aspects of the administration of examination, as follows:

Unit	Responsibility
Examination Unit	Collection of student information, for registration and the continuous assessment marks. Packing of test materials and distribution and collection of these materials to / from the Education District Office.
Division of School supervision	Direct supervision of the examination in schools in the assigned districts. Distribution of test papers to the schools, and the collection of students' responses from the schools.

Submission of data

Registration of students

For the NCSE examination, schools will register all enrolled students who are in Form 3. 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 that will be 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, registration will be carried out by the completion of the appropriate paper-based forms, as instructed.

Continuous Assessment Marks

Schools are required to submit, on the appropriate forms, continuous assessment marks in the eight target 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 and keep these marks for each student by each subject. The school must ensure that these marks are kept in good condition and are available each year when submission of the 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. Dates of examinations/ Timetable
2. Identifying personnel
3. Materials management
4. Getting ready

Dates of examinations

All schools will administer the examination papers during May to June of each year according to the timetable that will be distributed for that year. A sample timetable is

attached. The likely dates for the practical and written examinations are June 5th to June 30th, with the practical examinations being administered two weeks prior to the administration of the written examination papers.

Identifying Personnel

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

Regular school personnel will also be needed to ensure that the physical facilities, prepared and ready. The following persons need to be identified: An Examination Supervisor, Invigilators.

Examination supervisor

Each school will designate an officer of the school as the NCSE Examination Supervisor. This person may be a vice-principal or another teacher with senior responsibility, and must be able to organize all aspects of the conduct of this examination, such as:

- Collecting examination materials from the Education District Office
- 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 the Education District Office.

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.

Monitors

The Director of Education Research and Evaluation 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 schools' examination supervisor and will make observations without disrupting the operations during the examination.

Materials management

The school will collect examination materials, as 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.

1. Timetables: These will be provided by the Ministry of Education at least one month prior to the written examination and are to be distributed to students, and teachers, and may be displayed on a notice board at the school prior to the conduct of the examination.
2. 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. Test Papers: These papers will be packaged and distributed in sufficient quantities so that there are papers for each student who is registered. Additional papers may be included in the package. There are two types of test papers:
 - a. Oral or Practical papers and scoring sheets, and
 - b. Written papers.

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

4. 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 or pencils) responses to open-ended items either in the test booklets or on ruled paper.
5. Forms: The following forms are included in the packages. These forms are to be completed and returned, at the end of the examination period.
 - 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.
6. 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 Educational District Offices. The Examination Section of the Ministry of Education will then make arrangements to collect all materials from the District Offices, sort and send the computer answer sheets to the Division of Education Research Evaluation (DERE) offices for processing, and will send the students' booklets with the responses directly to the marking center.

Administration: overview and planning

Overview

The NCSE Level 1 will be examined in eight subjects as follows: Mathematics, Science, Social Studies, Technical Education, Language Arts, Spanish, Physical Education, and Visual & Performing Arts. For Visual & Performing Arts, there are four options: Visual Arts, Drama, Dance, and Music.

In 2006, the ministry expects that schools will be registered for at least five subjects.

Planning

Two weeks before the beginning date of the examination, the Examination Supervisor will meet with the teachers who will invigilate, and 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, making sure seating is satisfactory with one student per desk,
- 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 on how the examinations are to be administered.

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

When preparing the classrooms for the examinations, ensure that students can 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,
- Lining up students in the correct order before entry into the room, and allowing them to sit in the order of entry.

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 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 Education District Office immediately.

Administering practical papers

The following subjects have oral or practical components:

- English Language Arts,
- Spanish,
- Physical Education,
- Visual & Performing Arts, and
- 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 three 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

General guidelines

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 and 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.

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 20 minutes after the start of an examination paper. A candidate who arrives to the examination room later than 20 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 instance in which 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.

Rescheduling

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

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 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.

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.

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 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, then read the instruction at the top of the sheet that tells the student how to mark the answers.

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, you may exchange this booklet, then at a later time make a note on the **Irregularity Report Form**.

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 to the inside 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, start the test.

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.

During the test

Be alert and watch students as they work. Move around the room 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 20- 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.

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.

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. Make 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.

Remember that 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 the used examination materials. After counting all materials, the supervisor endorses the Packing List, seals the envelopes with the answer documents and stores them safely for return to the Education District Office.

All used and unused materials are to be returned to the designated collection center, at the time specified. All relevant forms are to be completed.

Appendices

Appendix 1: Summary of test papers by subject

Table 1: Summary of the 2005 Pilot Test papers by subject

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

Table 1: Summary of the 2005 Pilot Test papers by subject

Subject	Test papers	Brief content	Types of items	Number of items	Total marks	Time	Comments
Spanish	1- Practical	Speaking Reading aloud	Oral Interview oral reading	2 prompts	20 (10 marks each in all)	5 minutes per student	30% Administered one to two weeks before the other examinations
	2 – Written	Listening	Multiple- choice	20	20	30 minutes	30%
	3 - Written	<u>Section 1</u> Grammar/ vocabulary	Multiple choice	20	20	70 minutes	40%
		<u>Section 2</u> Reading comp	Multiple-choice	2 passages x 5 items	10		
		<u>Section 3</u> Situations	Multiple choice	5 situations	10 (2 marks each)		
<u>Section 4</u> Writing	Extended writing	2 prompts	15 (5 +10)				
Mathematics	1. Written	General coverage	Multiple Choice	40	40	60 minutes	
	2. Written	<u>Sec 1</u> General coverage	Structured	6	36 (6 marks each)	90 minutes	
		<u>Sec. 2</u> General coverage	Structured	6 (Students answer 2 questions)	24 (12 marks each)		
Visual & Performing Arts A. Visual Arts B. Music C. Dance D. Drama	1 - Practical	Optional Disciplines	Open-response	8 (students answer 1)	25	3 hours	Administered one to two weeks before the other examinations
	2 - Written	<u>Section 1</u>	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.
		<u>Section 2: Theory - Identified Themes</u>	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 8
2. Arrangements at the school - Physical Space - Personnel - Notification to students/parents	Identify the Examination Supervisor and Invigilators	May 15
	Prepare physical space	June 1
	Notify students /distribute timetable Notify of Practical Examination Papers	April 30 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.	June 5 through July 3
5. Examination Materials from schools	Return examination materials to the Education District Offices	In the evening after each examination
6. Continuous Assessment marks	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