

# Procedures for Conducting Graduation Program Examinations 2008 - 2009

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## Important Notes and Changes 2008/09

1. If necessary, schools may begin an examination up to one hour before the scheduled start time to accommodate local schedule conflicts (e.g., school bus schedules). In such instances, students may not leave the room until one hour after the Ministry scheduled start time for the exam (e.g., begin exam early at 12 noon but ensure students do not leave until after 2:00 pm). This is to ensure students finishing early do not come in contact with students writing at the scheduled sitting.
2. In the event that a student has more than one exam scheduled in the same time slot, the Ministry allows the student to write the first exam, receive a suitable supervised break, and then write the second exam.
3. In the event that a school is hosting multiple windows of an electronic Language Arts 10 or 12 or Social Studies 11 exam, students from the first sitting must be kept secure until 30 minutes after the second group have begun writing.
4. All exams offered in the October, November, April, May and August sessions are administered in electronic format only.
5. Translation of Grade 12 exams is determined in September of each year by request from the Conseil scolaire francophone.
6. In August, Grade 10-12 exams are available only through a student's school or district. Students should check with their school prior to the end of the school year to determine exam availability and registration procedures for their school or district.
7. The Ministry of Education aims to ensure the exam schedule does not change. Occasionally circumstances require changes to the exam schedule after it is initially published. Should changes to the exam schedule be required, the Ministry of Education will communicate these changes via e-mail through TRAX Updates. Changes will also be posted to the Ministry of Education's Provincial Examinations website.
8. A number of courses are closing August 31, 2008. Please refer to *Course Information for the Graduation Program* for further information, or go to:  
[www.bced.gov.bc.ca/graduation/related\\_docs.htm](http://www.bced.gov.bc.ca/graduation/related_docs.htm).

## PRINCIPAL'S INSTRUCTIONS

### General Responsibilities

The principal is responsible for overall supervision of the provincial examination session, although this responsibility may be delegated.

Overall supervision of the exam session involves:

- receiving exams and confirming contents against the packing slip immediately upon receipt.
- storing exams, which includes the electronic exam session password letter, and ensuring exam security.
- designating invigilators.
- assigning students to exam rooms.
- returning all student exam booklets, answer sheets and signature sheets to the Ministry by the established dates.
- establishing a filing system for Confirmation Lists from electronic exams. These lists must be kept for 12 months after the exam session.
- making adjudication requests for unpredictable circumstances.

### Exam Security

Storing exam materials (including the electronic exam session password letter) securely is the responsibility of the principal. Except when in use in an exam session, exam materials must always be kept in a locked room to which only the principal (and/or designate) has access. It is very important that the security and integrity of exams are maintained. **Exams are written at the same time under the same conditions across the province to ensure a provincial standard.**

### Examination Scheduling Conflicts

Note that all schools are expected to adhere to Graduation Program Examination start and end times, except:

- With the addition of the Grade 10 and 11 exams, there are instances where more than one exam is scheduled in the same time-slot (e.g., English 10, French 12 and Communications 12 all at 9 a.m. on January 30). When this happens the student may write the first exam, receive a suitable supervised break and then write the second exam.
- If necessary, schools may begin an exam up to one hour before the scheduled start time to accommodate local schedule conflicts, such as school bus schedules. For security reasons, if an exam is started early, students must be kept in the examination room until one hour after the Ministry scheduled start time of the exam.

## Designating Invigilators

Designating invigilators for exams is the responsibility of the principal.

The principal should follow the instructions below to designate invigilators appropriately.

- Determine the number of invigilators needed for each exam.
- In situations where a teacher invigilates their own students it is recommended that they are paired up with a colleague.
- Ensure that an invigilator is not left alone for an entire exam. There must be a system of relief or some way for an invigilator to communicate with the office for assistance if a problem arises.
- Arrange for a math or science teacher to conduct a calculator inspection at those exams where calculators are allowed. The current calculator policy is located at [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams).

**Note:** Invigilators of provincial exams must be approved by the principal or exam supervisor, and have appropriate knowledge and experience.

## Making Adjudication Requests for Unpredictable Circumstances

If a student may have difficulty writing an exam due to “unpredictable circumstances” (e.g. Broken arm) the principal should first refer to Chapter 7 of the *Handbook of Procedures* for options for unpredictable circumstances. If a student is unable to write at the next available exam session due to “unpredictable circumstances” (e.g. Serious illness, accident etc) the principal should refer to the *Handbook of Procedures* for guidelines for Aegrotat Standing for Grade 10-12 required provincial exams.

## Assigning Students to Exam Rooms

Assigning students to exam rooms is the responsibility of the principal.

The principal should follow these guidelines to assign students to exam rooms appropriately:

- Assign rooms for the exams. You are free to use any system of room assignment, as long as it provides an efficient and secure exam environment.
- For paper exams ensure that students sign the signature sheet before leaving the exam room. Signature sheets are provided for each paper exam. Students should also show photo identification at this time, although the ID requirement may be waived if the student can be positively identified.
- Supervise the placement of walk-ins. You may turn away walk-ins at your discretion. Normally, this happens if a student has no photo ID, or if space cannot be provided.

## Electronic Examinations:

Beginning in November 2008 new security measures have been implemented in all grade 10, 11 and 12 e-Exams. All users are now required to install the e-Exam Security Bundle Plug-in and use one of the supported operating systems in combination with one of the supported browsers. Every effort is made to ensure that plug-ins are redesigned and available for new operating systems and browsers, however there is often a time lag between when operating systems and browsers are released and when a new plug-in is available.

The e-Exam security plug-in bundle is unique for PC and MAC. The plug-in disables access to all applicable shortcut keys on keyboards, eliminates the ability for the user to navigate outside the e-Exam without closing the browser window (thereby logging the user out of the e-Exam) and removes the operating system menu bars such as 'Start' for Windows XP and the Dashboard for MAC OSX.

Technicians will need to ensure that all workstations used for administering e-Exams have the e-Exam Security bundle permanently installed. This may include adding the plug-in to any ghosting or workstation management software as an accepted program. Please also check the technical tips and browser settings required to ensure a smooth e-Exam administration.

Users who do not meet the operating system and browser requirements are not supported and therefore students may be able to access other computer programs.

- Students writing electronic exams may be given scrap paper by the invigilator to use during the exam. Invigilators should hand out the paper and then collect and destroy it after the exam. Students may not bring in their own scrap paper.
- Logon information and session passwords are posted to the School secure web one week prior to the exam session.
- Principal and Invigilator instructions are posted to the school's secure web under the Examination Resource Set Materials Download at [www.bced.gov.bc.ca/exams/tsw/principals/principals/](http://www.bced.gov.bc.ca/exams/tsw/principals/principals/)
- Technical manuals can be found at [www.bced.gov.bc.ca/eassessment/eassessment](http://www.bced.gov.bc.ca/eassessment/eassessment)

## Paper Examinations

Receiving exam materials is the responsibility of the principal. When the exam package arrives, the principal must follow the instructions below to ensure the school has received all necessary exams and related forms, such as student answer sheets and signature sheets.

- Compare the quantities listed on the shipping notice to the quantities of exam materials you have received. Refer to the Examination Certification forms attached to each sealed package of booklets. These forms indicate the quantities of materials in each package. Do not open the secured packages at this time. Open the secured packages on the morning or afternoon of each exam. Verify you have received all the signature sheets and multiple-choice answer sheets for each subject which are banded to the package of exams. Verify you also have the correct response booklets for each subject.
- Walk-in Registration forms have been replaced by collecting student demographic information on the Signature Sheets and the Answer Sheets. In the case of students walking in to write a grade 10, 11 or 12 exam, please ensure the top portion of the Answer Sheet is filled in completely. The Signature Sheet must also be completed with the student's date of birth, name and Personal Education Number.
- If materials are missing, contact the TRAX Unit at (250) 356-7106.

## Return Dates

The principal is responsible for returning all exam materials to the Ministry promptly. Return dates are listed in the Provincial Examination Schedules section at the beginning of the *Handbook of Procedures*.

It is important that all exam materials are returned to the Ministry on time so they can be graded at the scheduled marking session. Any exams returned too late to be marked at a scheduled marking session are graded at an additional cost to the school.

The open-ended portion of the Grade 11 Social Studies, Civic Studies 11, BC First Nations Studies 12, Grade 10 English and Français langue première 10 exams will be marked locally at the school or district level.

## INVIGILATOR'S INSTRUCTIONS

### Registering Walk-In Students

The admittance of walk-ins is at the discretion of the principal. Candidates who do not attend the school must provide photo identification. If there is any doubt as to the identity or reasons provided by a walk-in, the principal may choose to not allow the student to write.

#### Electronic Exams:

- Check the student's photo identification.
- Complete the fields under the "Walk-in Students" link.

#### Paper Exams:

- Check the student's photo identification.
- Grade 10-12 student's writing paper exams must fully complete the top portion of their multiple-choice answer sheet.
- If the PEN is unknown leave this box blank. Research the student's PEN after the exam.
- Add the student to one of the extra numbered spaces at the end of the signature sheet:

- Print the student's name and PEN in the first column of the sheet.
- Have the student sign his or her name in the second column.
- Circle the form number/letter which the student has been given.
- Have the student fill in their date of birth and gender.
- Enter the PEN in the third and fourth columns (on the peel-off stickers).
- Peel off the stickers with the PEN and affix them to the designated areas in the top left and right corners of the front cover of the response booklet.

- Note the litho number on the signature sheet and complete the matching blank response form (do not use an absent student's form). Blank answer sheets are provided at the end of each subject or they can be downloaded and printed from the online resource set located at the school's secure web at [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams). Photocopy one of these if you are short a copy. Do not use a blank form from another subject as the number of questions will differ and the pre-coding will be incorrect.

**Do not assign litho numbers** if they are not already pre-printed on the forms.

## Exam Regulations

Invigilators must familiarize themselves with the following regulations

### Admittance to the Exam

- Students should be in their appointed seats at least ten minutes before the exam starting time.
- Students are not permitted to leave the exam room until one hour after the exam has started.
- Any student who has started to write the exam will have the exam marked, even if he or she did not complete the exam. This will count as an exam attempt.
- Any student who leaves the exam room is not permitted to return for the duration of the exam. However, in special circumstances, such as illness, students are allowed to leave the exam room temporarily, but only under supervision.
- Any student who is over thirty minutes late for an exam is not permitted to enter the exam room.
- Any student who is late for an exam is not permitted to make up the missed time at the end of the exam session.
- For paper exams, at no time are students to be given extra paper for rough or final work. This falls under the definition of cheating and students who hand in extra pages will not have the work marked and may be disqualified from the exam.
- Students writing the Communications 12 exam electronically may not use clip art in their visual design responses.

### Exam Rules

- Students must not give or receive assistance of any kind in answering an exam question during an exam, including allowing their paper to be viewed by others or copying answers from another student's paper.
- Students must not possess any book, paper or item that might assist in writing an exam, including a dictionary or piece of electronic equipment, that is not specifically authorized for the exam by Ministry policy.
- Students must not take and/or knowingly use any secure examination materials prior to the examination session.
- Students must not communicate with another student during an exam.
- Students must not remove any piece of the examination materials from the exam room, including work pages.
- Students must not be issued any books or loose-leaf paper during the exam. Responses recorded on extra paper will not be marked.

- Students must immediately follow the invigilator's order to stop writing at the end of the exam time and must not alter an examination booklet, response booklet or answer sheet after the invigilator has asked students to hand in exam papers.
- Students must promptly hand in all exam papers to the invigilator.
- Students must not copy, plagiarize or present as one's own, work done by any other person.

For a complete list of exams that allow calculators and a list of acceptable calculators please check the web at [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams).

### When Cheating is Detected

If an invigilator suspects or is confident that a student is breaching exam rules in either a paper or an e-Exam, the student should be monitored for the remainder of the exam session and be allowed to continue writing.

Any attempt by a student to navigate outside the e-Exam, including accessing the internet, should be considered a potential cheating incident. In addition, any response identified in either the local or central marking process (eg: using content from the internet, two identical exam papers, and plagiarized essays) will also be reviewed as a potential cheating incident.

At the conclusion of the exam, the exam materials, any cheating materials and a full report should be faxed to the Ministry at 250.356.9460. The original documents should then be sent to the ministry with the return of the exams. A *Cheating Incident Report* form can be found in Appendix A of the *Handbook of Procedures*.

The invigilator/principal must also inform the student of his or her intent to submit a report to the Ministry to allow the student an opportunity to respond to the allegations. The student may submit his or her report to the Ministry independently or include it with the school's report.

## Forms and Instructions

### Electronic Exams

- Students must not begin the exam until the direction to start has been given.
- Students may only use scrap paper provided by the invigilator. All scrap paper must be turned into the invigilator at the end of the exam. Students must not remove any scrap paper from the exam room.
- Students must be directed to read the student instructions on the first screen immediately before the examination begins. It is important that students **do not** have to use examination time to read over this information.
- Students must not click “Start Exam” to move to the next screen until the examination has formally begun and the official time limit is in effect. The student will then click on the Start Exam button to begin answering questions.

### Paper Exams

- Students must not write their names, initials, school name or any other sign or mark of identification, except for their Personal Education Number (PEN), on their response booklet or answer sheet unless the identification information needs correction.
- Students must be directed to read the student instructions on the cover of the exam/response booklet and the rules on the back of the exam/response booklet. It is important that students **do not** have to use examination time to read over this information.
- Instruct students to open the exam booklets, check the numbering of the pages to ensure that they are numbered in sequence from page one to the last page, which is identified by “End of Examination.”
- Students must not begin the exam until the direction to start has been given.
- Students must answer multiple-choice questions on the multiple choice answer sheets or in the response booklets provided. Any multiple-choice questions answered in the exam booklets will not be marked.