

2009/10 PRINCIPAL'S EXAMINATION CHECKLIST

Examination Contacts

TRAX Staff:

Rebekah Ford 250-356-8370
Troy Yanulik 250-387-1504
Denise Philadelphia 250-356-2424
Susan Kubisheski 250-356-2439

Adjudications:

Kathleen Edge 250-356-9386

Electronic Exams**Ministry Support:**

Brian Jonker
250-356-7474

Technical Support:

A. Willock Information Systems
1-866-558-5339 (toll free)

Paper Exams**For Pickup to Return Exams:**

Purolator 1-888-744-7123 (toll free)

Shipping Address:

BC Mail
1A-6578 Bryn Road
Saanichton, BC V8M 1X6

Shipping and Receiving Questions:

Marie Lansdowne or Greg Frame
Phone: 250-544-4401
Fax: 250-544-4405

This checklist outlines the procedures for invigilating provincial examinations. For more detailed information see *Procedures for Conducting Graduation Program Examinations* at www.bced.gov.bc.ca/exams/

BEFORE THE EXAMINATION SESSION

- Meet with all invigilators to go over the procedures for the 2009/10 school year and distribute the applicable *Invigilator's Checklist*.

NOTE: No invigilator should be left on his or her own for an entire examination. There should always be a system of relief or some way for the invigilator to communicate with the office for assistance.

- Set up security procedures.
 - Except when in use in an examination session, or when completed Grade 10/11 written-response booklets are being marked in the school, examination materials must always be kept in a locked room to which only the principal (and/or designate) has access.
 - For electronic exams, download the e-session passwords from the School Secure Web. The electronic exam session password letter must also be kept secure.
- Establish a calculator inspection procedure. The current calculator policy can be found at www.bced.gov.bc.ca/exams/
- Review the registration procedure for walk-in students in both electronic and paper administration methods.
- A paper-based exams resource set, blank signature sheets, the electronic password letter and invigilation instructions can be found by logging into the school secure web at www.bced.gov.bc.ca/exams/

Principals will need to enter their school ministry code followed by “SSW” and their password, e.g., 06161056SSW.
- For paper exams, have student signature sheets identified by subject ready for the invigilator. (Please note that signature sheets are **not** to be cut and pasted together).

AFTER THE EXAMINATION SESSION

- Collect and secure all examination materials.
- If cheating has occurred:
 - Ensure that any cheating incidents (paper and electronic) have been reported **in writing** to the TRAX Unit using the *Cheating Incident Report* found in Appendix A of the *Handbook of Procedures* (www.bced.gov.bc.ca/exams/handbook/). Specific information regarding cheating and electronic exams is available at www.bced.gov.bc.ca/eassessment/eexam_cheating_info.htm
 - Fax a copy of the report to the Ministry at 250-356-9460 and send the original along with the student's exam in with all other exams.
- For electronic exams, ensure the confirmation list has been printed and signed by the invigilator. File away for reference. Do not return the confirmation list to the Ministry.

- ❑ For paper exams only, complete and sign the *Examination Security Control Sheet*, which you received with your examination materials.

RETURNING PAPER EXAM MATERIALS

❑ Grades 10/11

RETAIN the English 10, Français langue première 10, Social Studies 11, Civic Studies 11 and BC First Nation Studies 12 (and French translations) student **written-response booklets** for teacher marking (see marking instructions at www.bced.gov.bc.ca/exams/marking_materials/).

Information regarding e-Exam marking is available on the password information sheet posted on the School Secure Web.

Timelines for returning the Grade 10/11 teacher-marked tear-off sheets and all other Grade 10/11 exam materials are included in the Return Dates section (next page).

Answer sheets or tear-off covers should be in the order of name or litho number* on the signature sheet.

Return **ALL** Grade 10/11 exam materials (i.e., exam booklets, answer sheets, teacher-marked tear-off covers, signature sheets, etc.) excluding response booklets to the Ministry (response booklets are retained at the school in case a student requests a review or reread).

Check to ensure there is an answer sheet or tear-off cover for each student who wrote the examination(s). **Do not fold the tear-off sheets in half when returning. Do not retain or photocopy exams for further use or study.**

❑ Grade 12

Package and return all exam booklets, response booklets, answer sheets and signature sheets.

Response booklets and answer sheets should be in the name or litho number* order listed on the signature sheet.

Check to ensure there is an answer sheet and response booklet for each student who wrote the examination(s). **Do not retain or photocopy exams for further use or study.**

***Litho numbers are the six digit numbers found in the lower right-hand corner of the PEN label and the top right corner of the Answer Sheet.**

EXAM MATERIALS
Return Dates for 2009/10

October 2009	
Wednesday October 14, 2009	Deadline for electronic submission of locally marked written-response results for EN 10 and SS 11
November 2009	
Thursday, November 19, 2009	Deadline for electronic submission of locally marked written-response results for EN 10, FRALP 10, SS 11 and SCH 11
January 2010	
Wednesday, January 27, 2010	Grade 12 – GEO 12, COM 12, PH 12, MA 12, EN 12, GEOL 12
Monday, February 1, 2010	Grade 10 – AMA 10, EMA 10, MA 10, SC 10 Grade 12 – All remaining Grade 12 exams except FNS 12
Tuesday, February 2, 2010	Deadline for return of locally marked written-response results for EN 10, FRALP 10, SS 11, SCH 11, CIV 11 and FNS 12
April 2010	
Wednesday, April 21, 2010	Deadline for electronic submission of locally marked written-response results for EN 10, FRALP 10, SS11 and SCH 11
May 2010	
Wednesday, May 26, 2010	Deadline for electronic submission of locally marked written-response results for EN 10 and SS 11
June 2010	
Tuesday, June 22, 2010	Grade 12 – PH 12, GEOL 12, MA 12, AMA 12, EN 12
Thursday, June 24, 2010	Grade 12 – COM 12, CH 12, FR 12
Tuesday, June 29, 2010	All remaining Grade 10, 11 and 12 exams Deadline for return of locally marked written-response results for EN 10, FRALP 10, SS 11, SCH 11, CIV 11, FNS 12
August 2010	
Monday, August 16, 2010	Deadline for electronic submission of locally marked written-response results for EN 10, FRALP 10, SS 11, SCH 11, CIV 11, FNS 12