



GENERAL

"Every Child Can Learn... Every Child Must Learn"

Schools' Bulletin

ATTENTION: REGIONAL DIRECTORS, SCHOOL BOARD CHAIRMEN AND PRINCIPALS
OF ALL PUBLIC AND PRIVATE INSTITUTIONS

SUBJECT: EXAMINATION ACCOMMODATIONS FOR STUDENTS SITTING THE
PRIMARY EXIT PROFILE (PEP)

Dear Colleagues,

The Ministry of Education, Youth and Information would like to advise our Schools' Administrators at the Primary level that students sitting the Primary Exit Profile Assessment (PEP), at any grade, **MAY** receive examination accommodations under specific conditions:

- Students with special education needs/disabilities
 - Students with documented special education needs may be granted accommodations as is supported by their psycho-educational or medical report.
- Students whose native language is not English
 - Special examination accommodation may also be granted to students whose first language is not English, if the student is not proficient enough in the use of the English Language. Schools should indicate **during the registration process**, what language the student is competent in and that they would require an interpreter for the examination. Parents would be asked to assist in supporting this process/intervention.
- Students who have a medical condition
 - Students who have a medical condition that may inhibit their performance in the examination may receive accommodations. This includes students with chronic medical conditions, students who are hospitalized or who might have had an accident close to the examination period which will affect them sitting the examinations.

Grace McLean, PhD
Chief Education Officer

-----September 14, 2018-----

This includes a student who may have suffered a broken arm and may not be able to write, in this case a writer may be provided.

Procedures for Requesting Special Accommodations

In order for a candidate to benefit from special examination accommodations, the following procedures should be followed:

- A **written request** must be made the Student Assessment Unit of the Ministry of Education, Youth and Information (MoEYI), detailing the nature of the exceptionality and the **specific needs** of the candidate.
- All requests for accommodations **MUST** be accompanied by a formal Psycho-educational/behavioural assessment, or a medical report, based on an assessment conducted in the last two years, from an authorized individual or agency, such as the Mico CARE Centre.
- If the Ministry is not satisfied with the adequacy of a report, clarification may be sought and additional information requested.
- Requests may be made by a school, parent or a professional treating the child for a particular condition, such as a medical doctor or a psychologist.
- Request should ideally be made at least twelve weeks prior to the sitting of the examination, or in accordance with established examination, application/registration procedures.
- A review of the request will be done by a team in the Special Education Unit in the Ministry and the recommendations forwarded to the Student Assessment Unit.
- The Student Assessment Unit will then send a written response concerning the status of the application, to the institution/organization, or individual making the request.
- The accommodation being requested should be consistent with accommodations used by the student in the classroom. That is, students should be accustomed to using the particular accommodations during classroom instruction and internal examinations.

If you require further information or have any questions, please contact Dr. Sharon Anderson-Morgan, Assistant Chief Education Officer – Special Education Unit by email at sharon.anderson-morgan@moey.gov.jm or by telephone 876 292 4653.

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