



Priority

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

Schools' Bulletin

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

SUBJECT: PROTOCOL FOR EXAMINATIONS - PRIMARY EXIT PROFILE

Dear Colleagues,

The Primary Exit Profile (PEP) is a series of evidence - centred assessments that provide a summary of the competencies students have acquired during their years of primary education. This evidence is collected over a three-year period (Grades 4, 5 and 6) and is used as a method of placing the students at the secondary level. The following guidelines seek to outline clearly the procedures to be followed regarding examination protocols.

Exceptional Situation for Transitional Period

The transitional period under this guideline is defined as the examination years 2020 and 2021.

For any student who is enrolled in Grade 6 for the academic year 2019 – 2020, and is choosing to defer from sitting the Grade 6 component in the year 2020, this must be communicated in writing to the student Assessment Unit with justification by January 31, 2020. The student who is enrolled in Grade 6 in the academic year 2019/2020 and defers from the 2020 sitting of the Grade 6 component, will not be penalized for missing the Grade 4 component of the Primary Exit Profile, given that they would not have sat the Grade 4 component due to the phased implementation. The student will not receive a score for the missing Grade 4 component. However, in order to generate the student's profile and for placement into secondary school, the scores that the student has obtained from the Grade 5 and Grade 6 components of the Primary Exit Profile will be used.

Students with Missing Scores

In an effort to ensure that no student is disadvantaged, Statistical Models will be used by MoEYI for students absent from component (s) of the Primary Exit Profile at the Grade 4, Grade 5, or Grade 6 level. This absence must be due to extenuating circumstances as explained below. School Administrators must also provide sufficient evidence supporting the reasons for the absence to the Student Assessment Unit. In such cases, scores will not be reported for the missing components in the publishing of the students' profile.

Capt. Kasan Troupe, Ed.D, JP
Chief Education Officer (Acting)

-----January 11, 2020-----

Extenuating circumstances are circumstances beyond a student's control which may have affected their performance in the examination or prevented the student from attending the examination. They may include:

- Bereavement (within 6 months of the examination)– death of a close relative (parents, siblings)
- Serious short term illness or accident
- Evidence of a long term health condition worsening or a change in a fluctuating condition
- Significant adverse personal/family circumstances or religious obligations
- Other significant exceptional factors for which there is evidence that performance has been impaired
- Immigration/ Migration of the student; where at least 3 months prior to the administration of examination, the child was enrolled in an institution outside of Jamaica

Absence due to extenuating circumstances must be reported to the Deputy Chief Education Officer, Student Assessment Unit in writing by the Principal cosigned by the Board Chairman, on the school's letter head.

Independent documentary evidence, such as medical certificates, certified copy of passport with date of admission into the country, etc. must be provided in all cases to verify extenuating circumstances. The report and evidence must be submitted to the Student Assessment Unit within two weeks of the administration of the examination.

The Student Assessment Unit will review the circumstances and evidence then submit written communication acknowledging receipt of report, and the decision taken within, 15 days of the submission. Students are not permitted to take any component of the PEP assessment at any grade level prior to the scheduled date for the administration of the examination.

The following will not be regarded as extenuating circumstances:

- Alleged statement of a medical condition without reasonable or accompanying evidence (medical or otherwise) to support it
- Failure to attend an examination due to misreading the examination timetable
- Events such as holidays and weddings
- Inadequate planning and time management
- Any event that could have been reasonably expected or anticipated, such as sporting events, embassy appointments etc.

Any student who has missed an examination, and the school and/or parent has not communicated a valid reason with supporting documentation in reference to the proceeding guidelines will receive 0% for the examination and/or paper missed.

Illnesses during the Examination

Illness is any occurrence that require the attention of medical personnel.

If a candidate becomes ill during an examination, the following procedures apply:

- i) The candidate should report the illness immediately to the Presiding Examiner.

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- ii) The ill candidate should be taken from the examination room, where the student will be kept incommunicado or isolation until he or she is able to resume the examination.
- iii) Upon resumption of the examination, the student will be allowed to complete the examination with additional time, as prescribed in the Test Administration Manual.

In cases of illness where the student cannot complete the examination, the school shall present to the Student Assessment Unit a medical certificate, as proof of illness, signed by a Medical Practitioner. The school shall submit a report and the medical certificate within two weeks from the date of that part of the examination in which the performance of the candidate was affected.

Sitting of Multiple Grade Level Examination

Students will not be allowed to sit multiple grade level examinations within the same school year. For example, a student should not sit the Grade 4 and Grade 5 Primary Exit Profile in the same year.

In cases where a student has sat multiple grade level examinations in the same year, the students' scores for both assessments will be withheld, pending confirmation from the school as to the cohort that the student belongs to. The student's scores will only be reported for the grade level that he/ she is confirmed to be in.

We ask that our School Administrators share this bulletin with all our stakeholders as we prepare the way forward for the smooth administration of this crucial examination.

For additional Information, please contact Mrs Terry Ann Thomas Gayle via email at terryann.thomas@moey.gov.jm or by telephone at 876455-3003.

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