

**FLEXIBLE OPEN
and DISTANCE
EDUCATION**

**EXAMINATION
PROCEDURES**

“PC COORDINATOR”

**YOUR
RESPONSIBILITIES**



FLEXIBLE OPEN and DISTANCE EDUCATION

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From the Deputy Principal Curriculum's Desk

FODE EXAM SUPERVISION GUIDE

Dear Coordinator;

This document has been drafted to assist you in the administration and supervision of our Exams. It spells out clearly some of your responsibilities in coordinating and administering supervision of the examination process in your province. Although you are familiar with the process, these only highlights further of what you ought to be doing before the exam in liaising with RSCs and Exam Supervisors, during the examination process and after when the students have finished sitting the exam.

I hope you will read this thoroughly in conjunction with the *Policy Guidelines on the Supervision of FODE Examinations* from which this section has been adapted. You are the man on the field required to address all problems that pop up.

Do not hesitate to seek further clarification and assistance from the Registrar or the two Deputies. With this, I thank you in advance for your dedicated service.

PROVINCIAL COORDINATOR'S RESPONSIBILITIES

BEFORE THE EXAMINATION

1. **Completion of Six Workbooks:** Ensure that each candidate completes all the six Assignments before EX10 Form is filled and sent to Registry
2. **EX10 Forms:** Notify Registry through the EX10 Form and provide them promptly any information they request. Confirm with them to ensure that their eligible candidates' exam papers are organised and sent.
3. **Examination Venues:** Look for suitable cost free venues for the examination.
4. **Venue Specification:** Ensure that the room chosen is suitable for testing purposes, free from noise and distracting influences. It must meet the following conditions:
 - quiet and free from distraction to students
 - has enough lighting (light)
 - has an accurate clock placed at a convenient position
 - enough desks to accommodate all candidates with satisfactory seating and writing space allowance between students
 - has a good table and chair for the Examination Supervisor
5. **Notification of Students:** Ensure that the candidates are notified of the date and venue in able time.

6. **Appointment of Exam Supervisors:** Ensure all approved supervisors' names and specimen signatures are sent to Registry using the EX 9 Forms for reference.
7. **Student Flexibility:** Make arrangement with other RSCs for any correspondence student(s) living close to these centers to sit their examination with the RSC students and vis-versa instead of them travelling long distances.
8. **Security of Examination Papers:** Secure a safe place to store all Exam Papers before and after when they are done. Security of the papers is paramount important. Make sure only the Coordinator has access to the keys.
9. **Checking of Exam Papers:** Make sure the Examination Papers bear the College Logo, the Student Name and the Examination Number printed on them as soon as they arrive from HQ. Report any irregularities.
10. **Enclosure:** Make sure to keep a checklist of the whereabouts of every exam paper sent from HQ until all are returned.
11. **Change in the English Papers:** Make known to Exam Supervisors the change that English Essay Paper is now Paper 1 and is to be done in three hours and the short Objective Type is now Paper 2 and is for two hours. They have to be done in two consecutive days.

DURING THE EXAMINATION

1. **Identification of Exam Candidates:** Ensure that only intended candidates enter the Examination Room.
2. **Possible Disturbances:** Always be present close to the Examination Room to assist the Exam Supervisor in times of need and to prevent any other disturbances from outside sources.

AFTER THE EXAMINATION

1. **Exam Papers Returned:** Countercheck to ensure all papers issued are brought back by the Exam Supervisors.
2. **Alteration of Identities:** Ensure that no change is made on the Front Cover (alteration of names and numbers ..etc).
3. **Report:** Write a report on how the exam was conducted including any grievances and problems encountered in view of the Exam Supervisors' reports.
4. **Security:** Make sure to keep them in their safe place while filling in the PC5s or sorting out other things before returning them to HQ.
5. **PC5s:** Ensure all PC5s are completed and attached to their exam papers.
6. **Returning of Examination Papers:** Make sure to send all exam papers (both done and undone) with completed PC5s attached including your reports to Registry through EMS straight away. Ensure that no exam paper stays back.