

Presiding Officers' Manual

Grade 12
Departmental Examinations

Duties of the Chief Presiding Officer

Duties of the Presiding Officer

Instructions for the Candidates

Foreword

Terminology used in this document:

Registrar means:

Registrar
Student Services

Ministry means:

Saskatchewan Ministry of Education

Registrar's Mailing Address

Office of the Registrar
Ministry of Education
128-1621 Albert Street
Regina SK S4P 2S5
Phone: 306-787-6081
Fax: 306-787-0035 — Student Services
306-787-1003 — Student Records

Provincial Examinations Mailing Address

Provincial Examinations
Assessment Unit
Ministry of Education
128-1621 Albert Street
Regina SK S4P 2S5
Phone: 306-787-6006
Fax: 306-798-7493 — Provincial Examinations

Who May Be Presiding Officers

In schools where departmental examinations are held, the principal shall be the Chief Presiding Officer (as per Regulations) unless special arrangements have been made with the Registrar. The Chief Presiding Officer may appoint the required number of teachers to act as Presiding Officers in supervising the writing of examinations.

Duties of the Chief Presiding Officer

The Chief Presiding Officer shall carefully read the list of duties for Presiding Officers and ensure that they are strictly carried out. A copy shall be given to each Presiding Officer as soon as possible after receipt of the examination supplies.

The Chief Presiding Officer shall not retain and shall ensure that designated Presiding Officers do not retain by any means any examination(s) or question(s)/item(s) appearing in any examination booklet(s). **It is unlawful to reproduce any of the items appearing on the examinations.**

The Chief Presiding Officer shall ensure that examinations are written in accordance with the official schedule and that examination centres remain open at least one hour from commencement time to allow for candidates arriving late.

ALL STUDENTS shall have the option of taking up to 30 minutes of additional time (**after the scheduled conclusion time**) to complete the departmental examination(s). The examination centre must remain open an additional 30 minutes to accommodate students requiring this extra time. DO NOT complete a *Summary of Variations from the Timetable* form for students accessing this additional 30 minutes.

The Chief Presiding Officer shall ensure that the necessary arrangements are made including the removal of all diagrams, charts, and maps from the walls of the examination room; the erasure of all writing from the chalkboards; and the removal of all books, notes, and papers from every desk in the room.

If any questions or problems arise concerning these procedures, the Chief Presiding Officer should contact the Exam Room immediately at 306-787-6006.

Upon receipt of the examination bag, the Chief Presiding Officer shall:

- ensure that the examination bag has not been opened;
- open the examination bag immediately and verify the package contains an Advice of Shipment.

Verify the Advice of Shipment

1. Verify the package contains a brown button-and-string Course Envelope and a corresponding white sealed envelope for each Grade 12 Examination Paper(s) listed on the Advice of Shipment. **The sealed large white envelopes contain the examination booklets and are NOT to be opened at this time.**
2. Open brown button-and-string envelope(s) labeled **“Course Envelope” to review the Presiding Officer’s Tally Sheet and Examination Forms.**
 - The Presiding Officer’s Tally Sheet lists candidates registered to write each particular course for that writing centre. The tally sheet should have the name of the writing centre, the course, the number of students registered, the bar codes of each candidate for this particular examination, and the name and birth date (day, month, year) for each candidate. If any names are missing, contact Student Services at 306-787-8319. If the writing centre receives more than one shipment of examinations, use the latest tally sheet(s). The latest tally sheet includes the names from and any changes to the previous tally sheet(s). **Attach all other tally sheets to the latest tally sheet.**
 - The number on the right-hand side of the sealed large **WHITE** examination envelope(s) must accurately reflect the **required** number of examination booklets as indicated on the Advice of Shipment. If there appears to be an insufficient number of examination booklets, immediately notify the Exam Room at 306-787-6006.
 - The names of registered students are pre-printed on the Student Examination Forms. The bar codes on these forms must match the bar codes on the tally sheets. If the bar code numbers on the Student Examination Forms do not correspond to the bar code as printed on the tally sheet or an Examination Form is missing, notify the Exam Room immediately at 306-787-6006.
3. Open brown button-and-string envelope labeled **“Candidates Instruction” to verify this envelope contains the required number of the following materials** (as listed on the Advice of Shipment).

Instructions for the Candidates	Presiding Officer’s Declaration
Departmental Examinations Timetable	Ministry answer paper for ELA exams (foolscap)
Presiding Officers’ Manual	Candidates Brown student ELA exam envelopes
Prepaid Return Postage Supplies	Canvas exam bag return instruction (if required)

4. Ensure that once the contents of the examination bag have been checked, all supplies are kept under lock and key.

Duties of the Presiding Officer

At the commencement of and during examinations, the Presiding Officer shall:

- suggest that candidates be **seated at least fifteen minutes** prior to the official time of commencement for any examination to read the "Instructions for Candidates" and to complete all necessary forms (tally sheets, exam envelopes, etc.). Students must have two and one-half hours of **uninterrupted** time to write the examination(s).
- advise each candidate where he/she is to sit. Ensure that, during the examination, the candidates are so seated as to make it impossible for one candidate to give assistance to or receive assistance from another.
- ensure that any unfamiliar candidates provide proof of identity.
- ensure that all candidates are registered with the Ministry of Education for the current semester. **If any candidate is not registered on the tally sheet, please contact the Office of the Registrar at 306-787-6081.**
 - Student Examination Forms are **course specific for each examination** sitting and contain the names of students registered to write the examination. It is, therefore, imperative that the Student Examination Forms assigned to a particular course are not used for any other course. Nor are these forms to be used as emergency material for subsequent examination sessions.
- ensure that candidates use only the examination supplies and materials provided.
- provide each candidate with the appropriate materials upon entering the examination room as indicated below.

Machine-Scored Examinations (Mathematics and Sciences)

- Student Examination Form (the student's name is pre-printed on this form)
- **NOTE: Place the forms back in the button-and-string envelope for return shipping**

Marker-Scored Examinations (English Language Arts A & B)

- **BROWN** envelope (Grade 12 Student Examination Envelope)
- Student Examination Form (the student's name is pre-printed on this form)
- Answer Paper—because space is provided in the examination booklets for students to record their answers, hand out answer paper only if a student requests it. (Use only regulation answer paper supplied by the ministry.)
- require each candidate to **sign** the tally sheet beside his/her name upon receipt of the materials. The candidate's signature is confirmation that he/she has received the examination.
- appoint a mathematics or science teacher to inspect all calculating devices to ensure each device meets the requirements of the Calculator Use Policy (refer to the *Registrar's Handbook* or the Instructions for the Candidates).
 - ensure that students do not share calculating devices during the examination.
 - ensure that calculating device cases are stored on the floor throughout the examination.

- exercise the utmost vigilance to see that no candidate has any opportunity to violate the regulations, that no copying takes place, and that no candidate receives assistance from any source whatsoever. If proof of violation of the rules is obtained, the Presiding Officer shall report the case fully in a letter attached to the Presiding Officer's Declaration. The candidate should be allowed to complete the examination.
- direct candidates to stop writing and hand in their papers at the expiration of the time fixed for each examination. Note that ALL STUDENTS shall have the option of taking up to 30 minutes of additional time to complete the departmental examination(s). The examination centre must remain open an additional 30 minutes to accommodate students requiring this extra time.
- notwithstanding the above, Presiding Officers may extend the time of examinations at their discretion in **exceptional circumstances** (e.g., students arriving late), provided that such circumstances are reported in the *Summary of Variations from the Timetable* form. (Note: Extended time for students who fall under the Special Provisions policy (1.3.12) requires prior approval from the Assessment Unit.)
- in the event that unforeseen circumstances may arise in connection with any candidate, contact the **Exam Room at 306-787-6006** for instructions.

After the examinations are written, the Presiding Officer shall:

- ensure that each student initials and **records the end time** on the tally sheet when handing in his/her examination. The end time is the actual time when the student hands in the exam (e.g., 3:07 p.m.).
- check each candidate's Student Examination Form to ensure all questions have been answered and that the Bar Code and Date of Birth match the Tally Sheet.
- ensure that, if the candidate is writing a marker-scored examination (English Language Arts A or B), he/she has completed the Candidate's Identification Slip and placed the examination into the brown envelope and sealed it.
- indicate on the tally sheet which students were absent during the writing of an examination or have dropped the course. The Presiding Officer prints to the right of the student's name the word "**Absent**" followed by the Presiding Officer's initials. If the Presiding Officer is aware that the student has dropped the course, the Presiding Officer enters the word "**Dropped**" with the Presiding Officer's initials to the right of the student's name.
- not allow any candidate's student examination envelope, after being handed in, to be opened or tampered with in any way.
- hand the student examination envelopes to the Chief Presiding Officer who shall be responsible for security until transmission to the ministry.
- complete and sign the Presiding Officer's Declaration and give it to the Chief Presiding Officer.
- **English Language Arts:** arrange all examination envelopes in the order in which student names appear on the tally sheet. Student examination envelopes shall be bundled by course immediately following each examination sitting. If the number of candidates is large, two or more bundles may be made. Place the tally sheet on top of the appropriate examination bundle(s). Fasten each bundle securely with elastics, so that the student examination envelopes will remain in order during transit.

- **Mathematics/Science:** arrange all examination booklets and Student Examination Forms in the order in which student names appear on the tally sheet. Student examination booklets shall be bundled by course and placed back into the white security envelopes immediately following each examination sitting. Student Examination Forms are placed in the button-and-string envelope for that particular subject. Place the tally sheet on top of the envelope and examination booklet bundle(s). Fasten each bundle securely with elastics, so that the student examination envelopes will remain in order during transit.
- If the school receives more than one shipment of examinations, use the latest tally sheet(s). The latest tally sheet includes the names from and any changes to the previous tally sheet(s). **Attach all other tally sheets to the latest tally sheet.**

Immediately following each examination session, the Chief Presiding Officer shall:

- verify that the Presiding Officer's Declaration has been completed and signed by the Presiding Officer(s).
- sign the Chief Presiding Officer's Declaration.
- complete the *Summary of Variations from the Timetable* form if variations should occur.
- complete and sign the Chief Presiding Officer's Checklist and bundle the above-mentioned forms with the examinations.

The Chief Presiding Officer's signature and verification of the above are critical in order to confirm a student's attendance, if required in the future.

- **return to the ministry immediately following the scheduled writing period (noon of day 2) English Language Arts A and B examinations in January and in June using the supplied Canada Post prepaid mail envelope(s).**
- return all other examinations at the close of the examination session (i.e., the last day of or the first day after the session) using the canvas bag in which examinations were received or the prepaid bag for smaller shipments. Ensure that the canvas bag is **properly sealed** using the plastic security seal provided. Attach the waybill with the plastic security seal.
- **account for and return all unused examinations** to the ministry at the close of the examination session. Group all used and unused examination booklets and answer sheets by course.
- ensure all tally sheets are returned to the ministry.

Any unnecessary delay in shipping of the answer papers and materials may cause delay in processing and providing results to candidates.

Instructions for the Candidates

- All candidates must be prepared to provide authentic proof of identity.
- Candidates are expected to make themselves thoroughly familiar with and conduct themselves in strict accordance with these instructions. Candidates shall be in their places at the appointed times.
- Candidates shall check the examination booklet carefully upon receiving it to make sure that it is the appropriate course and that no pages are missing or illegible. The examination course is printed clearly on the front cover of the booklet. If in receipt of a damaged or imperfectly printed booklet, return it to the Presiding Officer at once and ask for another booklet.
- Candidates shall ensure that they have the required materials for writing the examination.
- Once candidates have ensured that they have all of the necessary materials, they may begin by completing the following as directed:
 - Grade 12 Student **ELA** Examination Envelope—Be sure to write the complete course title as written on the Student Examination Form.
 - Candidate's Identification Slip—for marker-scored examinations (English Language Arts A, English Language Arts B) only—BROWN envelope.
 - Student Examination Form—Candidate's name, Learning ID, and writing centre information will appear on this form. Fill in date of birth.
 - Front cover of the examination booklet.
- No candidate shall be permitted to leave the examination room before the expiration of one hour from the commencement of the examination, except in case of illness.
- If it is necessary for a candidate to leave the room during the period of an examination, the candidate shall be allowed to return to complete the examination **only if** the Presiding Officer has arranged for supervision during this absence.
- During an examination, candidates shall not ask the Presiding Officer for an explanation or statement in reference to any question on an examination, nor shall they make any inquiry respecting the manner or order in which questions should be answered. Presiding Officers are not permitted to draw the attention of candidates to any apparent errors in printing or wording except upon instructions from the Exam Room. Under no circumstance will candidates be penalized because of a ministry error in printing or wording. When the examinations are marked, allowances will be made for such errors.
- ALL STUDENTS shall have the option of taking up to 30 minutes of additional time (**after the scheduled conclusion time**) to complete the departmental examination(s).
- When the order to stop writing is given, the candidate shall obey it immediately.
- Candidates must use an HB pencil to complete their Student Examination Form. When completing the form, completely darken only one bubble for each question.
- All marker-scored examinations provide space in the examination booklets for candidates to record their answers for sections requiring handwritten responses. Therefore, answer paper will be distributed to a candidate only if requested. Be sure to use only the answer paper supplied by the ministry.

Candidates who require additional answer paper are requested to avoid waste by writing on both sides of the paper. Leave clear a margin of one inch on the left side of each sheet of paper. Candidates are asked to number, in sequence, the top of each sheet of answer paper used.

- All written responses must be in blue or black ink for the following courses:
English Language Arts A (8017) English Language Arts B (8018).

- Candidates will not write their name on the answer paper or place any mark whereby their identity can be disclosed to the examiner.
- Calculating devices may be used for the following examinations:

Chemistry 30 (8212)	Physics 30 (8213)	Workplace and Apprenticeship Math 30 (8423)
Chimie 30 (8222)	Physique 30 (8223)	Maths : travail et apprentis 30 (8427)
Chemistry 30 (8256)	Physics 30 (8252)	Foundations of Math 30 (8425)
Chimie 30 (8259)	Physique 30 (8260)	Maths: fondement des mathématiques 30 (8429)
		Pre-calculus 30 (8426)
		Maths : précalcul 30 (8430)
- **Silent, hand-held calculating devices that are permissible include:**
 - standard scientific calculators designed primarily for mathematical computations involving logarithmic and trigonometric functions;
 - calculators with graphing and financial application capabilities;
 - All information stored in the memory of a programmable calculator must be cleared before the examination begins. Calculators must not have the ability either to transmit or to receive electronic signals. Before an examination begins, calculators must be removed from their cases and placed on the students' desks for an inspection by a mathematics or science teacher. Cases must be placed on the floor and left there for the duration of the examination.
 - school-controlled tablets that permit access to graphing and financial applications (apps).
 - Tablets are permissible for mathematics examinations only.
 - All tablets, whether school or student-owned, must be controlled by management software that limits their functionality to permissible graphing and financial apps with similar functionality to an approved graphing calculator. The presiding officer must ensure each tablet is controlled such that it cannot communicate with any other device, access the Internet/Wi-Fi, or retrieve any notes or images that may be saved on the tablet. If a writing centre does not have the ability to control a student's tablet, the student will not be allowed to use it.
 - It is the student's responsibility to ensure the student-owned tablet complies with this policy **in advance** of the departmental examination session.
- **Calculating devices that are NOT permitted include:**
 - cell phones;
 - personal digital assistants (e.g. iPod Touch);
 - calculators with Computer Algebraic System (CAS) capabilities;
 - calculators with a QWERTY keyboard;
 - electronic writing pads; and,
 - computers.

External support devices, such as manuals, printed or electronic cards, printers, memory expansion chips, or external (QWERTY) keyboards, may NOT be used during an examination.

In preparation for calculator failure, students may bring extra calculators and batteries into the examination room.

- A candidate shall not take into the examination room nor keep in his/her desk or on his/her person any book, notes or paper, other than the calculating device, or anything from which he/she may derive assistance.
- Print dictionaries may be used for the following examinations:
Chemistry 30 (8212) English Language Arts A 30 (8017)
Chimie 30 (8222) English Language Arts B 30 (8018)
Note: a dictionary is not allowed for Chemistry 30 (8259) and Chimie 30 (8259)

No electronic dictionaries, translation dictionaries, or any notes or reference materials are allowed.

- Chemistry 30 (8212) and Chimie 30 (8222) are open-book examinations. Any number of authorized textbooks may be used. Students may bring their notebooks and lab manual into the examination room. However, examinations/quizzes/prototype examinations are NOT considered to be part of the student's notebook and, therefore, are NOT allowed into the examination room.
The new science courses, Chemistry 30 (8256) and Chimie 30 (8259) are closed-book examinations. No external materials such as textbooks, student notebooks or lab manuals are allowed.
- A candidate shall not copy from another, nor receive assistance of any kind from any person or source whatsoever, nor give assistance, nor allow another to copy from him/her.
- A candidate shall not talk, whisper, make signs to another, or leave his/her answer paper so exposed that another candidate may derive assistance from him/her.
- Upon completion of the examination, candidates should check the number of questions on the paper to ensure that all the required questions are answered.
- Although examinations are treated in confidence, there may be cases where a written response contains offensive and inappropriate language or suggests that the candidate is experiencing emotional difficulties, poses a threat to self or others, or is involved in a criminal activity. In these cases, the ministry may refer the candidate's response to the appropriate authority for further action, as considered necessary or required by law.

Should a candidate violate these instructions, his/her examination may be cancelled, and the candidate may be barred from presenting himself/herself at any departmental examination for up to two years. In the event of a violation, the candidate must be allowed to complete the examination. The decision on whether to accept the results will be made by the Registrar.