

CHRISTADELPHIAN SUNDAY SCHOOL ASSOCIATION **GUIDELINES FOR EXAMINERS**

A COPY OF THIS GUIDE SHOULD BE HANDED TO EACH ORAL EXAMINER AND TO EACH SUPERVISOR FOR THE WRITTEN SECTION TO PERUSE. IT IS UNDERSTOOD THAT ALL PARTICIPANTS WILL ENTER INTO THE SPIRIT OF THE EXERCISE SO THAT ALL SCHOLARS MAY BENEFIT.

Any comments or queries are welcome and should be addressed to the Examination Coordinator, Brother Jeff Mannell, Mb. 0413 499 833, email exams@cssa.asn.au

ORAL EXAMINATION

It is recognised that younger children in the 5-8 group are often unsettled and nervous when facing a series of questions from a person they are not generally familiar with. There is no objection to using the child's normal Sunday School teacher as examiner if numbers and time permits. Examiners should take some time to ensure they are on relaxed terms with the child prior to commencing the examination.

Most examiners are faced with the temptation to prompt children when they are hesitant or do not appear to understand the question. Sometimes, they are also tempted to interpret an answer and record it in their own words rather than verbatim from the child.

CSSA recognises the limitations of Oral exams and for that matter any examination and the papers are set with the intention of making the questions as clear and as unambiguous as possible. We do point out however, that if any difficulties in wording becomes apparent at the examination, this will be experienced by all schools and therefore we stress that to maintain a comparable basis, the question as set must be applied in the manner laid down.

1. Examiners must ask the questions by using the wording as printed.
2. The child may not be prompted by adding explanations not given on the paper.
3. Questions must be asked in the order listed. A question may be repeated a reasonable number of times but should not be persisted with when it is evident that the child either does not know or has forgotten the answer.
4. At the conclusion of the paper the examiner may go back and repeat the questions that have been unanswered, in the order that they appear on the paper. The examiner may also reread aloud to the scholar the answer given for each question.
5. The actual words used by the child must be recorded. If there are difficulties experienced by the student these should be noted by the Superintendent and attached to the paper.
6. Examiners should read through the paper at the conclusion to ensure that answers have been recorded against the correct questions. The student's name or school must not appear anywhere on the answer sheets.
7. Each sheet must be identified with the allocated exam number, Division of the student and the question number. Also note sequence of the sheets e.g., 1 of 4; 2 of 4 etc.
8. The examination is a closed book examination and the use of visual aids and prompts etc. are not to be used in the examination.

For Written Examination Instructions see other side

WRITTEN EXAMINATION

9. A period is allowed for students to read their papers and ask any questions to ensure their understanding of either the intent or format. It is felt that 10 minutes is sufficient for this, and students should be encouraged to use the time wisely and avoid possible loss in valuable writing time later.
10. No written work on answer sheets is to be undertaken during this period and when the Superintendent is satisfied that everyone is catered for, then the signal to commence can be given. Time for the exam starts at the signal. Scholars may note ideas on the exam paper, and it is recommended that scholars select their chosen essay questions during this time.
11. The suggested time for each question is indicative only and it is up to each scholar to allocate their priorities and to schedule their work.
12. Queries that may arise during the exam can be answered by the supervisor for that particular division, but no additional time is allowed for such queries.
13. CSSA considers it reasonable to allow a student to finish writing a paragraph if in progress as the finishing time is reached. The most practical way to control this 'time on' period is for the supervisor to move in beside the student and wait for the completion of the paragraph or sentence. It is stressed that this allowance is for the completing of a thought and not to provide for the commencement of a new thought.
14. All answers must be written with a ball point pen and each answer clearly identified with the question no. Each sheet should be numbered as well as recording the division and exam number. **We draw attention to the wrong practice used by some schools of writing the division number on the sheets e.g., 11/12 or 13/14. This creates a lot of unnecessary work for the examination markers, and we would request that superintendents pay particular note to ensuring that all papers are identified correctly. The scholar's ACTUAL division must be clearly shown i.e., Div.11 or Div.13 etc.**
15. The student's name or school must not appear anywhere on the answer sheets.
16. For students up to and including Division 12 the examination is a closed book examination, it is requested that Bibles or any supporting aids or materials not be used. The objective is to examine the scholar for their understanding and appreciation of the lesson
17. For students in Divisions 13, 14, 15, 16, 17 and Baptised the examination is an open Bible (Bible only) examination. Students are encouraged to use their print Bible during the examination, which would include any Bible marking notes permanently attached to that Bible. Electronic versions of the Bible and other support material are NOT to be used.
18. Please use a stapler to fix the papers to the attachment sheet. Do not use paper clips, pins, or bull nose clips.
19. It is recommended to stress to scholars to plan their answers and where possible to check what they have written ensuring all questions are answered.

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