



## Curriculum Management and eLearning Department

Tel: 2124 5178 / 2598 2478 / 2598 2480  
Fax: 2598 2149

Email: raymond.j.camilleri@gov.mt

### LETTER CIRCULAR

**Information:** X

**Date:** 22<sup>nd</sup> April 2009

**Action Required:** X

**Ref:** CMELD 120/2009

**To:** All Heads of State Secondary Schools and Sections

**From:** Director, Curriculum Management and eLearning

**Subject:** Annual Examinations 2009

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Heads of School are responsible for the successful management of examinations. For the smooth running of the Annual Examinations, kindly ensure that:

- Adequate space for the secure storage of the examination papers is allocated. Make certain who has access to their storage and when.
- Copies of timetables are available to whoever needs them.
- Electronic devices, such as mobile phones, mp3 players, personal digital assistants (*pdas*), are not allowed in the examination room.
- All breaches of regulations regarding the carrying out of the examinations are reported immediately by the invigilator to the School Administration.
- Teachers do not invigilate their class whilst their subject is being examined.
- Invigilators do not read the examination papers to the class neither before nor during a session as this may be interpreted as unfair help.
- In order to make results more reliable, ONE teacher should be asked to correct, for instance, all comprehension exercises in a particular year, while another staff member will correct controlled exercises or the composition etc. However, Heads of School are to ensure that teachers mark scripts of the students they teach only in cases where the same teacher takes all the classes in the school.
- Mark schemes provided by the Educational Assessment Unit are followed to ensure consistency among the different markers. Where clarifications regarding the interpretation of mark schemes are required, the Head of Department or Education Officer may be consulted. Meetings to discuss the mark schemes may also be held prior to the initiation of the marking of scripts to ensure that the markers share a common interpretation.

- When the marking process is completed, internal moderation meetings may be carried out to guarantee additional consistency. External moderation will be carried out by Education Officers and their groups of Heads of Department.
- Results are appropriately filled in on the result sheets supplied, signed and sent to parents before the end of the scholastic year, clearly indicating whether the pupil is to be promoted or to repeat. Copies of examination reports are inserted in the student's Cumulative Record Cards and all results entered on 'Broad Sheets' as soon as possible.
- Repeaters are limited to an absolute minimum and only in cases where it is deemed to be in the academic interest of the student concerned i.e. in the case of underachievers who stand to profit from another year in the same class.

**Raymond J. Camilleri**  
**Director CMELD**

## Junior Lyceum & Secondary School Annual Examinations - June 2009

### Written Examinations - Duration for all Forms:

- Eng. Lang., Eng. Lit., Maltese, Italian, French, German, Mathematics, Des. & Tech., and Graph. Comm. (2 hours)
- Other Examinations (1½ hours)
- English Listening Comprehension (15 minutes)

<i>Date</i>	<i>First Session</i>	<i>Form</i>	<i>Second Session</i>
Thursday 11 <sup>th</sup> June	Biology/Eur. Studies/Design & Technology*	3	Physical Education
	Chemistry/Eur. Studies/Design & Technology*	4	Computer Studies
Friday 12 <sup>th</sup> June	Chemistry/Business Studies	3	Computer Studies
	English Literature	4	Home Economics/Business Studies
Monday 15 <sup>th</sup> June	<i>Language Oral Examinations</i>	1 + 2	<i>Language Oral Examinations</i>
Tuesday 16 <sup>th</sup> June	Maltese	1	Religion
	Italian/French/German/Spanish/Arabic	2	Geography
	Mathematics	3	History (General & Option)
	English Lang. & English Listening Compreh.	4	Social Studies (General & Option)
Wednesday 17 <sup>th</sup> June	English Lang. & English Listening Compreh.	1	Geography
	Maltese	2	Religion
	Italian/French/German/ Spanish /Arab. (3 <sup>rd</sup> Yr)	3	Social Studies (General & Option)
	Graphical Communication/Biology	4	Information Technology
Thursday 18 <sup>th</sup> June	Mathematics	1	History
	English Lang. & English Listening Compreh.	2	Integrated Science
	Maltese	3	Geography (General & Option)
	Italian/French/German/ Spanish /Arab. (4 <sup>th</sup> Yr)	4	Religion
Friday 19 <sup>th</sup> June	<i>Language Oral Examinations</i>	4	<i>Language Oral Examinations</i>
Monday 22 <sup>nd</sup> June	Italian/French/German/Spanish/Arabic	1	Social Studies
	Home Econ./Textiles Studies/Graph. Comm.	2	Information Technology
	English Lang. & English Listening Compreh.	3	Religion
	Mathematics	4	Geography (General & Option)
Tuesday 23 <sup>rd</sup> June	Home Econ./Textiles Studies/Graph. Comm.	1	Information Technology
	Mathematics	2	Social Studies
	Ital./Fren./Germ./Arab./Span./Russian (1 <sup>st</sup> Year)	3	Physics
	Maltese	4	History (General & Option)
Wednesday 24 <sup>th</sup> June	<i>Language Oral Examinations</i>	3	<i>Language Oral Examinations</i>
Thursday 25 <sup>th</sup> June	Integrated Science	1	-----NIL-----
	History	2	-----NIL-----
	Graphical Communication	3	Information Technology
	Ital./Fren./Germ./Arab./Span./Russian (2 <sup>nd</sup> Year)	4	Physics
Friday 26 <sup>th</sup> June	Design & Technology*	1+2	-----NIL-----
	Home Economics	3	Textiles Studies
	Textiles Studies	4	Physical Education

Area Secondary School students sitting for the Junior Lyceum Entrance Examination into Forms 2 to 5 will take their Annual Examinations in Home Econ. / Textiles Studies / Graphical Communication, Information Technology and Design & Technology at their own school.

\*Applies only for those schools where this subject is offered.