

## Bible Challenge – 2015

Please find the following enclosed:

- \* **Exam papers** as ordered.
- \* **Invigilation Information** (tear off below) to be given to invigilators a few days prior to the exam.
- \* **Evaluation Form** to be completed and returned with the exam papers.
- \* **Payment Form** to calculate what exam fees are still owing.
- \* **Invigilators' Report** to be completed by your invigilators after the exam.
- \* **Trophy Report** to be completed to enter your Sunday School in the Inter Sunday School competition.

All the above must be returned after the examination with your **Student Register**. I have not enclosed a student register as I need this to be **typed** out by your Sunday School, as I struggle to read many of the names when handwritten. Below is an example of the information to be included in this student register. PLEASE DO NOT FORGET THE STUDENT CODE : PLEASE USE THE FORM PROVIDED AND MAKE COPIES IF NECESSARY.

The Information required from you is:

- \* Paper written = Either Gr 3 / Gr 4 & 5 / Gr 6 & 7 / Gr 8 & 9 / Gr 10 & 11 / Gr 12 & Adults / Adv Adults
- # Eng / Afrik / Xhosa / se-Tswana/Venda = what language paper was written
- ⚡ Milestone = number of years entrant has written exam if a multiple of 5 i.e. 5yrs, 10yrs. 15yrs etc – proof must be supplied in order to qualify for special recognition.



### INFORMATION FOR INVIGILATORS

As invigilators it is your responsibility to oversee the writing of the examination, helping students with any queries they may have, and ensuring no cheating takes place. Below are some basic invigilation rules to note, and overleaf is the procedure that needs to be followed.

- ▶ ALL entrants must write the exam at the same time on the same day.
- ▶ Place entrants writing the same paper apart from each other (we will automatically disqualify entrants if cheating is detected, as has happened in the past).
- ▶ Entrants in grades 3 - 5 may write with a **pencil**, but other entrants are requested to write with **only a BLUE or BLACK pen**. Other colours make marking difficult.
- ▶ Only the entrant may write the answers on the exam script. Grades 3 – 5 may have the questions READ to them and difficult words or pictures explained as long as no answers are given. The answers must be made in the language of the paper.
- ▶ If an entrant has a learning disability or needs assistance of any sort, details of this must be clearly explained in a note stapled to the front of their paper.
- ▶ Please note that spelling and punctuation do not count, provided the answer is understandable.
- ▶ The duration of the exam given at the top of each exam paper is merely a guide. **Please be flexible**. We are testing their knowledge not their speed!

## EXAMINATION CHECKLIST

### Before examination:

- Give examination papers and invigilation information to invigilators

### After examination:

- Collect exam papers and list of entrants from invigilator & ensure invigilation report is signed
- TYPE out Student Register per instructions
- Complete evaluation form
- Complete trophy report
- Calculate payment owing for examination and make payment or get a cheque written.
- Post the following back to this office by **registered post**: (postmarked not later than **27/03/15**)
- Exam Papers**
  - Student register (typed)
  - Evaluation form (with trophy report and invigilation report)
  - Cheque, postal order or proof of payment of balance of exam fees owing
  - Proof of milestone examination for relevant students

**THANK YOU!**



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### INVIGILATION PROCEDURE

1. **CHECK EXAM PAPERS:** (Do this a couple days before the exam is to be written.)
  - Ensure that you have the correct number of exam papers & photocopy any extras.
2. **ALLOCATE STUDENT CODES:**
  - Each student must be given a code consisting of your 2 letter Sunday School code (to be found on the INFORMATION FORM included with the exam papers), and a 2 digit number. Start with 01, 02 etc.
  - Do not write student names on their exam papers. The student code is the only identification needed, **and must appear on all pages.**
3. **HAVE SPARE BLANK LINED PAPER:**
  - Entrants have the option of either writing their memory verse on their exam paper using the prompts given, or writing it out in full on a separate blank piece of paper, to be supplied by the invigilators. Please ensure that this page has the student code on it and is stapled to their exam script.
  - Grade 10 & 11, Grade 12 & Adult and Advanced Adult students are required to write their answers on blank lined paper, to be supplied by the invigilators. Please ensure that their student code is written on each sheet of paper, and that, if they write their memory verse on the question paper using the prompts provided, this too is numbered and stapled to their exam script.
4. **READ THESE INSTRUCTIONS TO ALL ENTRANTS:**
  - \* Write with **ONLY** a blue or black pen, except for Grade 3 - 5 who may use **pencils**.
  - \* All Bibles and notes must be put away **NOW!**
  - \* Grade 3 – 5 may have their exam papers read to them.
  - \* Should anyone wish to write out the memory verse without the prompts given in the exam paper, this may be done on paper provided by the invigilators.
  - \* Grade 10 – Advanced Adults: Answers to be written on lined paper provided by the invigilators.
5. **COLLECT ALL PAPERS & COMPLETE INVIGILATION REPORT**

Please check that student codes are entered on each paper correctly!